

TO: CWU Faculty and Staff
 FROM: Faculty Senate Curriculum Committee (FSCC)
 DATE: February, 2022
 SUBJECT: Deadline Notice for 2023-2024 Catalog

All curriculum proposals must be submitted using Curriculog through MyCWU. Contact the Curriculog Team for training.

Once an originator launches and approves a proposal, it may take a maximum of 15 days at each approval level to move through the process. Curriculum submitted with errors will be returned to the Originator. After final approval, please allow up to two (2) weeks for MYCWU activation and scheduling. Refer to Curriculum Policy and Procedures for curricular guidance.

As per policy CWUP 5-50-090, changes to existing programs and general education requirements will be implemented fall quarter following publication in the official electronic catalog by May 15, 2023 for academic year 2023-24.

The Faculty Senate Curriculum Committee (FSCC) expects the originator and Dean or designee to attend the meeting at which new majors, minors, specializations, and certificates are reviewed to answer questions as needed.

IMPORTANT NOTE: Please plan to submit your curriculum as early as possible to allow time for corrections to be resolved. Meeting a submission deadline does not guarantee a proposal will meet subsequent deadlines.

Faculty Senate and Board of Trustees approval, when applicable, occurs *after* Faculty Senate Curriculum Committee approval. Faculty Senate reviews and approves all new majors, minors, specializations, and certificates; general education changes; and any program changes that exceed the credit limitations for the type of degree (for B.A., 75 credits; B.S., 110 credits). The Board of Trustees approves all new majors and degree types. The Board of Trustees requires a five-year budget projection and a needs analysis. The Office of the Provosts provides the budget template and assistance as needed. The Business and Financial Affairs division conducts the needs analysis. Curriculum for Faculty Senate approval will be prepped and sent through the Faculty Senate Office. The Office of the Provost prepares the materials for Board of Trustees review. In order for a Major to be included in the Catalog it must also be reviewed by the Washington state Inter-institutional Committee on Academic Program Planning (ICAPP) and approved by CWU's regional accreditor, the Northwest Commission on Colleges and Universities (NWCCU).

2023-2024 Curriculum Proposal Planning Timeline Guide

Type of Curriculum Proposal AY 2023-24	Approval Levels Post Registrar	Due to Department Chair	Due to Dean	Due to Registrar	Quarter to be Offered
New courses & course changes (not affecting a program)	FSCC	4/8/22	4/22/22	5/6/22	Winter 2023
		9/2/22	9/16/22	9/30/2022	Spring 2023
		10/21/22	11/04/22	11/18/2022	Summer 2023
		12/09/22	12/23/22	1/06/2023	Fall 2023
Program changes	FSCC Faculty Senate (if over credit)	12/09/22	12/23/22	1/06/2023	Fall 2023 AY23-24
New programs	FSCC Faculty Senate Board of Trustees ICAPP NWCCU	12/09/22	12/23/22	1/06/2023	AY2023-2024
	Approval Levels Post Registrar			Due to General Education	Quarter to be Offered
General Education Proposals	General Education Committee			10/7/2022	AY 2023-2024

*Presumed Department Chair (15 days) and Dean (15 days) each for approval prior to Registrar. Teacher Certification adds at least 1 additional approval level (15 days).

Graduate proposals can add up to 3 approval levels (45 days).
 Graduate proposals involving Teacher Certification can add up to 4 approval levels (60 days)

* Course fee request forms are due 1/31/2023 to the Provost Office.

Curriculum Related Contact Information

	Request	Contact Person	Phone	Email
Faculty Senate	Meeting Dates and Information	Janet Shields Administrative Assistant Faculty Senate	(509)963-3231	senate@cwu.edu
General Education Committee				
Faculty Senate Curriculum Committee	General Curriculum	Associate Vice Provost Office	(509)963-1404	FSCurriculumCommittee@cwu.edu
	Review Questions	Jeff Dippmann FSCC Chair (2021-22)		Jeffrey.Dippmann@cwu.edu
Curriculog	General Questions	Mike Gimlin	(509)963-1255	Michael.Gimlin@cwu.edu
	Training	Curriculog Team	---	curriculog@cwu.edu
Graduate Council	Meeting Dates and Information	Dawn Anderson Program Support Specialist Graduate Studies & Research	(509)963-3108	Dawn.Anderson@cwu.edu
Graduate Council Curriculum Committee				
Board of Trustees	Meeting Dates and information	Kimberly Dawson Executive Assistant President's Office	(509)963-2159	Kimberly.Dawson@cwu.edu
Program Assessment	Information NWCCU and ICAPP	Provost Office	(509)963-1400	Provost@cwu.edu
Teacher Education	Information		(509)963-2661	education@cwu.edu
Teacher Certification	Information	Traci Pantano, Program Coordinator	(509)963-2661	teachercertification@cwu.edu
Course Fees	Information	Provost Office	509)963-1400	Provost@cwu.edu