The Curriculum Committee asks faculty to submit proposals for courses and programs as early as possible to allow for appropriate review and processing. After a proposal is launched and department votes recorded, it goes through the review process and is returned with comments to the faculty initiator. Edits requested by the Technical Review Team and the Subcommittees should be completed by the faculty initiator before a proposal is placed on the Curriculum Committee agenda. If and when edits are suggested at any stage of this process, a deadline is set for those edits. If deadlines are not met, then a proposal may be held over into the next review cycle (2010-2011).

It is strongly suggested that this spring cycle be used to propose new programs for the Fall 2009 Catalog. New degrees and certificates need articulation support, market research, submittal of a program approval package to the Community College System Office, and in the case of new vocational programs, submittal of an application to the North-Far North Regional Consortium.

**May 9, 2008** Technical Review Deadline for Topics in (Subject)/Experimental Offering in (Subject) to begin Spring 2009 (any division)

This is also the deadline for Distance Education Technical Review for any division adding distance education modality to courses for Spring 2009. (In other words, Distance Education is the ONLY curriculum action being proposed.)

Unanticipated Experimental and Topic courses requested by industry or other agencies will be considered as needed. These courses will have the same level of review and scrutiny as courses presented on the regular calendar schedule. Three weeks’ committee time is required for the curriculum process on unanticipated experimental and topic courses.

**September 5, 2008** Stand-Alone course deadline for Spring 2009

**September 12, 2008** Technical Review Deadline for HFA, LANG/LIT, LR, MSE, PE - Courses, new and revised programs (include Program Learning Outcomes)

**September 26, 2008** Technical Review Deadline for BSS, BUS, COUN, SAH, TECH - Courses, new and revised programs (include Program Learning Outcomes)

This is also the deadline for Distance Education Technical Review for any division adding distance education modality to courses for Fall 2009. (In other words, Distance Education is the ONLY curriculum action being proposed.)

**FALL 2008 MEETING DATES IN RN258, 9AM-11AM TECH REVIEW, 11AM-1:00PM FULL COMMITTEE**

*August 29*
*September 5, 12, (Only Subcommittees meet on September 19), 26*
*October (Only Subcommittees meet on October 3), 10, 17, 24, 31*
*November 7, 14, 21 (NOTE: November 21 is the last voting meeting for curriculum proposals.)*
*December 5*

**“Early Bird” Technical Review Due Dates for 2009-10 Catalog/Summer 2009 Class Schedule:**

November 14, 2008 Technical Review Deadline for Topics in/Experimental Offering in (Subject) to begin Summer 2009

Unanticipated Experimental and Topic courses requested by industry or other agencies will be considered as needed. These courses will have the same level of review and scrutiny as courses presented on the regular calendar schedule. Four weeks’ committee time is required for the curriculum process on unanticipated experimental and topic courses.

November 14, 2008 through March 13, 2009 Accepting proposals for Early Bird Technical Review for **2010-2011 Catalog**

**February 2, 2009** Stand-Alone course deadline for Summer/Fall 2009

**SPRING 2009 MEETING DATES IN RN258, 9:00AM-11:00AM TECH REVIEW, 11AM-1:00PM FULL COMMITTEE**

*January 30, February 6, (Only Subcommittees meet on February 20), 27*
*March 6, (Only Subcommittees meet on March 13), 27*
*April 3, 17*

Instructional Services 02/04/08