

Calendar Items:

Academic Program Codes
 CB Course Inventory
 Course Prefixes
 Course Proposals
 Degrees Awarded Report
 Small Class Report
 Transfer Planning Guides
 Undergraduate Catalog

2009-2010 Curriculum Calendar

	Date Due	From	To	Task	Notes
September					
	8/26/09	Provost	Dean's Admin. Asst.	Email request for CCC membership	
	8/31/09	Provost	UCC/CCC Members	Send invite for Curriculum Workshop	
	9/1/09	Curriculum Services	Graduate Dean	Email request to review Doctoral Graduates chart with actual graduates and new projections (due 10/01/09)	
	9/2/09	Curriculum Services	DARS/IR/GC/Admissions/Advisors	Email link for Academic Program Code sheets and Course Prefix list for Fall 2009	
	9/4/09	Curriculum Services	UCC/CCC Members	Curriculum Workshop - P.P.S. 2.01	
	9/11/09	UCC		Review Fall 2010 course addition and deletion proposals	
	9/15/09	Registrar	Deans/Curriculum Services	Distribute Fall 2009 Small Class Report	
	9/15/09	Curriculum Services	Deans	Distribute Fall 2009 Small Class Report Instructions	
	9/18/09	Curriculum Services	Deans/UCC/FS	Distribute UCC meeting minutes for Fall 2010 course proposals	
	9/22/09	Deans	Curriculum Services	Submit Fall 2009 Small Class Reports	
	9/29/09	Curriculum Services		Run report of topics courses taught 3 times within the last 5 years (report in system)	
	9/29/09	Curriculum Services		Run report of untaught courses (report in system)	
	9/29/09	Curriculum Services		Prepare Fall 2009 CB course inventory supplemental 1st Edit	

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October					
	10/1/2009	Curriculum Services	President's Assistant	Email revised Doctoral Graduates chart	
	10/1/09	Curriculum Services	THECB	Submit Fall 2009 CB course inventory supplemental	*As needed for new programs*
	10/1/09	Curriculum Services	VPFSS	Submit Fall 2010 course addition and deletion proposals table and list for Board of Regents (BOR)	
	10/1/09	Curriculum Services	VPFSS	Submit Fall 2009 Small Class Reports for BOR	
	10/2/09	Curriculum Services	Deans/UCC/CCC	Distribute Fall 2011 additions and deletions course instructions for UCC review and Fall 2010 course change instructions for College Curriculum Committee (CCC) review	
	10/2/09	Curriculum Services	Deans	Distribute list of topics courses that have been taught 3 times in the last 5 years. Request "ADD" course forms for these courses.	
	10/2/09	Curriculum Services	Deans	Distribute list of courses untaught from Fall 2006 through Summer 2009.	
	10/8/09	Curriculum Services	Staff	Curriculum Workshop - P.P.S. 2.01	
	10/12/09	Curriculum Services	Deans/Advisors/Admissions	Review pending transfer planning guides	
	10/22/2009	Admissions	Curriculum Services	Meet with Transfer Advisory Council	
	10/28/2009	Curriculum Services	Senior Admins./Super. Advisors	Set meeting to review catalog instructions	

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November					
	11/3/09	IR	Curriculum Services	Submit Degrees Awarded Report for FY09	
	11/14/09	Curriculum Services	Advisors/Dean's Asst./Dept Admin.	Set meeting to review catalog/addendum	
	11/17/09	Curriculum Services	Deans	Distribute Degrees Awarded Report from Institutional Research (IR)	
	11/20/09	Curriculum Services	Deans/GC/Admissions/Advisors	Distribute Fall 2010 Final Summary of Course Additions and Deletions after BOR approval	
	11/20/09	Curriculum Services		Prepare 10-12 Undergraduate Catalog Addendum 1st edit with Fall 2010 course addition and deletion proposals.	
	11/23/09	Curriculum Services	Deans/Advisors/Admissions	Distribute 2010-12 Undergraduate Catalog Addendum 1st edit with approved Fall 2010 course addition & deletion proposals. Due 01/30/10.	
	11/24/09	Curriculum Services		Enter Fall 2010 course addition & deletion proposals after BOR approval	

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December					
	12/1/09	Deans	Curriculum Services	Submit Degrees Awarded Report explanations	

	Date Due	From	To	Task	Notes
January					
	1/5/10	Curriculum Services	DARS/IR/GC/Admissions/Advisors	Email link for Academic Program Code Sheets and Course Prefix list for Spring 2010	
	1/5/10	Curriculum Services	Marketing	Request addendum bids	
	1/30/10	Deans/Others	Curriculum Services	Submit 2010-12 Undergraduate Catalog 1st edit	

	Date Due	From	To	Task	Notes
February					
	2/1/10	Deans	CCC	Review Fall 2011 course addition and deletion proposals and Fall 2010 course change proposals	
	2/5/10	Curriculum Services	Registrar	Check CB Course Inventory with Spring 2010 Schedule of Classes	
	2/5/10	Registrar	Deans/Curriculum Services	Distribute Spring 2010 Small Class Report	
	2/5/10	Curriculum Services	Deans	Distribute Spring 2010 Small Class Report Instructions	
	2/11/10	Deans	Curriculum Services	Submit Spring 2010 Small Class Reports	

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March					
	3/1/10	Deans	Curriculum Services	Submit CCC summary of Fall 2010 course change proposals	
	3/1/10	Deans	Curriculum Services/Other Deans	Submit preliminary UCC summary of Fall 2011 course addition and deletion proposals	
	3/1/10	Curriculum Services		Compile preliminary UCC summary of all Fall 2011 course addition and deletion summaries	
	3/2/10	Curriculum Services		Compile CCC summary of all Fall 2010 course change summaries	
	3/2/10	Curriculum Services	VPFSS	Submit Fall 2010 course change proposals table and list for BOR	
	3/3/10	Curriculum Services		Enter Fall 2010 course change proposals in course inventory	
	3/3/10	Curriculum Services		Enter Fall 2010 course change propopsals in Catalog/Addendum	
	3/6/10	Curriculum Services	Marketing	Submit final 2010-12 Undergraduate Catalog Addendum for printing	
	3/6/10	Curriculum Services	Registrar/Kristin	Load 2010-12 Undergraduate Catalog Addendum on web	
	3/30/10	Curriculum Services	Deans/Advisors/Admissions	Update existing transfer planning guides with final Fall 2010 catalog	
	3/30/10	Curriculum Services	Deans/Advisors/Admissions	Develop new transfer planning guides with final Fall 2010 catalog	
	3/30/10	Curriculum Services	Deans/Advisors	Email link to order 2010-12 Undergraduate Catalog Addendums	

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April					
	4/1/10	Deans	Curriculum Services/Other Deans	Submit final UCC summary of Fall 2011 course addition and deletion proposals	
	4/1/10	Deans	Curriculum Coordinator	Submit Fall 2011 course addition and deletion proposals	
	4/1/10	Deans	Curriculum Coordinator	Submit Fall 2010 course change proposals	
	4/2/10	Curriculum Services	Curriculum Coordinator	Check Fall 2010 course change proposals with summaries	
	4/2/10	Curriculum Coordinator		Compile course change summaries	
	4/2/10	Curriculum Coordinator	Provost	Submit compiled course change summary to Provost for signature	
	4/2/10	Curriculum Services	Curriculum Coordinator	Check Fall 2011 course addition and deletion proposals with summaries	
	4/15/10	Curriculum Services	Colleges/Departments	Schedule Curriculum Workshop for early August for staff	
	4/15/10	Curriculum Services	Colleges/Departments	Schedule Curriculum Workshop for first week in September for UCC & CCC members	

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May					
	5/1/10	Curriculum Services		Prepare Fall 2010 CB course inventory 1st edit	
	5/4/10	Curriculum Services	THECB	Submit Fall 2010 CB course inventory annual	

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June					
	6/1/10	Curriculum Services	DARS/IR/GC/Admissions/Advising	Email link for Academic Program Code sheets and Course Prefix list for Summer 2010	
	6/1/10	Curriculum Services	Registrar	Check CB Course Inventory with Summer I and II Schedule of Classes	
	6/12/10	Registrar	Deans/Curriculum Services	Distribute Summer I 2010 Small Class Report	
	6/12/10	Curriculum Services	Deans	Distribute Summer I 2010 Small Class Instructions	
	6/17/10	Deans	Curriculum Services	Submit Summer I 2010 Small Class Reports	

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July					
	7/1/10	Curriculum Coordinator		File Fall 2010 courses	
	7/15/10	Curriculum Services	THECB	Submit Summer 2010 CB course inventory summer supplemental	
	7/17/10	Registrar	Deans/Curriculum Services	Distribute Summer II 2010 Small Class Report	
	7/17/10	Curriculum Services	Deans	Distribute Summer II 2010 Small Class Instructions	
	7/21/10	Curriculum Services	Registrar	Check CB Course Inventory with Summer I and II 2010 Schedule of Classes	
	7/24/10	Deans	Curriculum Services	Submit Summer II 2010 Small Class Report	
	7/27/2010*	Curriculum Services	VPFSS	Submit Summer II 2010 Small Class Report for BOR	

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August					
	8/3/10	Curriculum Services	Dean's Admn. Asst.	Email with request for CCC membership	
	8/10/10	Curriculum Services		Set UCC meeting for Fall 2011 Course Addition and Deletion proposals	
	8/10/10	Curriculum Services	UCC	Distribute Fall 2011 Course Table, List and Summary	
	8/10/10	Curriculum Services	Registrar	Load Fall 2011 Course Proposals to Curriculum Services website	
	8/14/10	Curriculum Services	Admissions	Post Fall 2010 Transfer Planning Guides	
	8/16/10	Micky	Dr. Gratz	Send Doctoral Projections for 2011	