Texas State University
Academic Year 2021-2022 Curriculum Calendar

Month	Deadline	Action
Year round		Faculty develop course additions, changes, and deletions to be effective fall 2021 in the Course Inventory Management (CIM) system
		Faculty access in CIM system is year round
September		CIM/PIM training sessions for faculty
	9/1/20	Departments/Schools elect 2020-2021 College Curriculum Committee (CCC) members
	9/4/20	College Curriculum Committees elect 2020-2021 committee chairs
	9/7/20	Curriculum Director sets up annual CCC Chair meeting
	9/14/20	Annual CCC Chair meeting
	9/21/20	Curriculum Coordinator reviews fall 2021 saved but not submitted course proposals
	9/23/20	Curriculum Coordinator notifies depts of fall 2021 saved but not submitted course proposals
	9/30/20	Fall 2021 course additions, changes, and deletions in CIM system
October	**10/1/20**	Department Chairs/School Directors review fall 2021 course additions, changes, and deletions
	10/1/20	Curriculum Coordinator changes fall 2021 saved but not submitted course proposals to fall 2022
	10/5/20	Curriculum Coordinator prepares preliminary list of fall 2021 course additions, changes, and deletions
	10/6/20	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	10/15/20	College Curriculum Committees review fall 2021 course additions, changes, and deletions in CIM system
	10/22/20	Curriculum Coordinator updates preliminary list of fall 2021 course additions, changes, and deletions and drafts Provost email to faculty & advisors
	10/23/20	Curriculum Coordinator sends draft Provost email to AVPAA with list of fall 2021 course additions, changes, and deletions
	10/29/20	Curriculum Coordinator sends Provost email with list of proposed fall 2021 course additions, changes, and deletions to Executive Assistant for distribution to all faculty and AA staff
November	**11/1/20**	College Councils review fall 2021 course additions, changes, and deletions in CIM system
	11/2/20	Executive Assistant sends email with list of proposed fall 2021 course additions, changes, and deletions to all faculty and AA staff
	11/2/20	All faculty and AA staff fall 2021 course review begins
	11/8/20	College Deans review fall 2021 course additions, changes, and deletions
	11/15/20	University College Associate Dean reviews fall 2021 undergraduate writing intensive course additions, changes, and deletions
	11/15/20	Graduate Dean reviews fall 2021 graduate course additions, changes, and deletions
	11/30/20	Comments from all faculty and AA staff review of fall 2021 courses
	11/30/20	General Education Council reviews fall 2021 undergraduate core curriculum course additions, changes, and deletions
December	**12/1/20**	Curriculum Coordinator updates Banner for fall 2021 course changes pending Regents review
	12/2/20	Curriculum Coordinator develops final list of fall 2021 course additions, changes, and deletions
	12/2/20	Curriculum Coordinator emails the final list of fall 2021 course additions and deletions to the University Curriculum Committee to begin the electronic review
	12/7/20	Curriculum Coordinator prepares and submits Regents Board Order for fall 2021 course additions, changes, and deletions
January	**1/6/21**	Curriculum Coordinator distributes University Curriculum Committee annual course meeting agendas
	1/6/21	Associate Vice President for Academic Affairs reviews fall 2021 course changes
	1/29/21	University Curriculum Committee meeting review fall 2021 course additions and deletions (1st meeting)
	2/1/21	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)

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Month	Deadline	Action
February	2/1/21	Associate Vice President for Academic Affairs reviews fall 2021 course additions and deletions (1st UCC meeting)
	2/5/21	University Curriculum Committee meeting review fall 2021 course additions and deletions (2nd meeting)
	2/8/21	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (2nd meeting)
	2/8/21	Associate Vice President for Academic Affairs reviews fall 2021 course additions and deletions (2nd UCC meeting)
	2/11/21	Banner updated for fall 2021 course additions and deletions pending BOR review
	2/15/21	Curriculum and Registrar's office annual working session for deleted courses
	TBD	Schedule of Classes Go Live for fall 2021
March	3/1/21	Curriculum Coordinator submits fall 2021 course additions, changes, and deletions to Coordinating Board
	3/8/21	Curriculum Director submits proposed core curriculum fall 2021 course additions, changes, and deletions to Coordinating Board
	3/15/21	Curriculum Coordinator requests fall 2021 course inventory excel from Institutional Research
April	TBD	Registration begins for fall 2021
	4/19/21	Prepare and distribute fall 2022 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
May	5/6/21	Publish FY 2022 course calendar to website
	5/6/21	Faculty Senate notifies 2021-2022 University Curriculum Committee members and Faculty Senators
June	6/1/21	General Education Council members for fall 2021 appointed by deans
July	7/26/21	Curriculum Director sets up UCC new member orientation and develops agenda
	7/26/21	Curriculum Director sends UCC new member orientation invite and agenda
	7/26/21	Administrative Assistant reserves room for 2021-2022 University Curriculum Committee orientation
August	8/2/21	Curriculum Office reserves room for fall 2021 University Curriculum Committee Annual Course Cycle Meetings
	8/16/21	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions
	8/20/21	Administrative Assistant updates CIM/PIM roles for 2021-2022 Deans, Chairs, and College Councils
	TBD	Courses begin for fall 2021
	8/27/21	Follow up on fall 2022 Frequently Taught Topics Courses Report and Untaught Course Report from Deans