Texas State University
Academic Year 2019-2020 Curriculum Calendar

Month	Deadline	Action
Year round		Faculty develop course additions, changes, and deletions to be effective fall 2020 in the Course Inventory Management (CIM) system
		Faculty access in CIM system is year round
		Faculty develop program additions, changes, and deletions to be effective fall 2020 in the Program Inventory Management (PIM) system
		Faculty access in PIM system is year round
September		Emergency edits as necessary in NEXT for 2019-2020 catalog
		CIM/PIM training sessions for faculty
	9/2/19	Curriculum Office reviews and updates Deans/Associate Deans/Assistant Deans/ Department Chairs/School Directors on 2019-2020 catalog college pages
	9/9/19	Reminders to Program Coordinators to enter 2019-2020 Marketable Skills
	9/15/19	Deadline for Program Coordinators to enter 2019-2020 Marketable Skills
	9/16/19	System email to Department Chairs/School Directors to approve 2019-2020 Marketable Skills
	9/16/19	Departments/Schools elect 2019-2020 College Curriculum Committee (CCC) members
	9/20/19	Curriculum Coordinator reviews fall 2020 saved but not submitted course proposals
	9/23/19	Curriculum Coordinator notifies depts of fall 2020 saved but not submitted course proposals
	9/23/19	College Curriculum Committees elect 2019-2020 College Curriculum Committee chairs
	9/23/19	Reminders to Department Chairs/School Directors to approve 2019-2020 Marketable Skills
	9/24/19	Curriculum Director requests lists of 2019-2020 College Curriculum Committee members and chairs from Dean's admins
	9/24/19	Curriculum Office updates CIM/PIM roles for 2019-2020 College Curriculum Committees members and chairs
	9/25/19	Curriculum Director sets up annual CCC Chair meeting
	9/30/19	Deadline for Department Chairs/School Directors to approve 2019-2020 Marketable Skills
	9/30/19	Deadline for fall 2020 course additions, changes, and deletions in CIM system
October	10/1/19	Department Chairs/School Directors review fall 2020 course additions, changes, and deletions
	10/1/19	System email to Deans to approve 2019-2020 Marketable Skills
	10/1/19	Curriculum Coordinator changes fall 2020 saved but not submitted course proposals to fall 2021
	10/3/19	Curriculum Coordinator prepares preliminary list of fall 2020 course additions, changes, and deletions
	10/4/19	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	10/8/19	Reminders to Deans to approve 2019-2020 Marketable Skills
	10/15/19	Deadline for 2019-2020 College Curriculum Committees to review fall 2020 course additions, changes, and deletions in CIM system
	10/15/19	Curriculum Director requests list of university administrators from Faculty Records for fall 2020 catalog
	10/15/19	Deadline for Deans to approve 2019-2020 Marketable Skills
	10/16/19	Associate Vice President for Academic Affairs begins review of 2019-2020 Marketable Skills
	10/22/19	Curriculum Coordinator updates preliminary list of fall 2020 course additions, changes, and deletions and drafts Provost email to faculty & advisors
	10/23/19	Curriculum Coordinator sends draft Provost email to AVPAA with list of fall 2020 course additions, changes, and deletions
	10/28/19	Role Management Review CIM/PIM

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	10/29/19	Curriculum Coordinator sends Provost email with list of proposed fall 2020 course additions, changes, and deletions to Executive Admin for distribution to all faculty and AA staff
	10/31/19	Provost office sends email with list of proposed fall 2020 course additions, changes, and deletions to all faculty and AA staff
	10/31/19	All faculty and AA staff fall 2020 course review begins
November	11/1/19	Deadline for College Councils to review fall 2020 course additions, changes, and deletions in CIM system
	11/1/19	Faculty Records uploads finalized faculty and administrators appointments for fall 2019 catalog
	11/1/19	Curriculum Director requests updated list of retirees and university administrators from Faculty Records for fall 2019 catalog
	11/2/19	Curriculum Office requests spreadsheet of SACSCOC program coordinators from Faculty Records
	11/4/19	Curriculum Director completes faculty import in NEXT to 2019-2020 catalog
	11/4/19	Curriculum Director republishes 2019-2020 catalog after faculty import
	11/8/19	Deadline for College Deans to review fall 2020 course additions, changes, and deletions
	11/15/19	Deadline for University College Associate Dean to review fall 2020 undergraduate writing intensive course additions, changes, and deletions
	11/15/19	Deadline for Graduate Dean to review fall 2020 graduate course additions, changes, and deletions
	11/20/19	Curriculum Director reviews fall 2020 saved but not submitted program proposals
	11/20/19	Curriculum Director reviews fall 2020 course deletions for fall 2020 unsubmitted program changes
	11/21/19	Curriculum Director notifies depts of fall 2020 saved but not submitted program proposals
	11/25/19	Role Management Review CIM/PIM
	11/26/19	Deadline for General Education Council to review fall 2020 undergraduate core curriculum course additions, changes, and deletions
	11/27/19	Deadline for comments from all faculty and AA staff review of fall 2020 courses
December	12/1/19	Deadline for fall 2020 program additions, changes, and deletions in PIM system
	12/2/19	Publish 2019-2020 Marketable Skills reports to Provost website
	12/2/19	Download all 2019-2020 internal pdf reports into the program inventory files
	12/2/19	Curriculum Director changes fall 2020 saved but not submitted program proposals to fall 2021
	12/2/19	Curriculum Coordinator develops final list of fall 2020 course additions, changes, and deletions
	12/2/19	Curriculum Coordinator emails the final list of fall 2020 course additions, changes, and deletions to the University Curriculum Committee to begin the electronic review
	12/2/19	2019-2020 catalog closed for editing
	12/3/19	Curriculum Director drafts preliminary list of fall 2020 program additions, changes, and deletions
	12/4/19	Curriculum Director distributes list of fall 2020 program additions, changes, and deletions to CCC chairs and college prepareres
	12/4/19	Curriculum Director develops list of fall 2020 program additions, changes, and deletions
	12/5/19	Curriculum Coordinator prepares and submits Regents Board Order for fall 2020 course additions, changes, and deletions
	12/13/19	Fall 2019 Commencement
	12/14/19	Fall 2019 Commencement
	12/16/19	Deadline for Department Chairs/School Directors to review fall 2020 program additions, changes, and deletions

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	12/16/19	Curriculum Coordinator drafts University Curriculum Committee agendas to review fall 2020 course additions and deletions
	12/16/19	Curriculum Coordinator requests CourseLeaf to PDF the 2019-2020 catalog from NEXT
	12/20/19	Role Management Review CIM/PIM
January	1/6/20	Curriculum Coordinator requests CourseLeaf to advance CURR catalog to 2019-2020
	1/6/20	Curriculum Coordinator requests CourseLeaf to advance NEXT catalog to 2020-2021
	1/6/20	Curriculum Office distributes University Curriculum Committee annual course meeting agendas
	1/6/20	Associate Vice President for Academic Affairs reviews fall 2020 course changes
	1/7/20	Curriculum Coordinator updates Banner for fall 2020 course changes pending Regents review
	1/10/20	Curriculum Director requests Marketing redesign for 2020-2021 catalog
	1/13/20	Curriculum Director verifies Department Map 2020-2021 in Marketable Skills system Review Year and Public Year programs
	1/13/20	Curriculum Director adds Next Academic Year 2020-2021 in Marketable Skills system
	1/13/20	Curriculum Director revises Open Review Date to February 24, 2020 and Public Display Date to May 1, 2020 for 2020-2021 Marketable Skills reports
	1/13/20	Curriculum Director reviews the Faculty Records spreadsheet to notate the program coordinator updates from previous year
	1/13/20	Curriculum Director edits the "Academic Year" Coordinator Identity for 2020-2021 Marketable Skills with updates from the Faculty Records spreadsheet
	1/13/20	Curriculum Coordinator drafts first edits of 2020-2021 catalog for deans and administrators
	1/15/20	Curriculum Coordinator distributes first edits to Deans and Administrators for 2020-2021 catalog
	1/17/20	Associate Vice President for Academic Affairs review fall 2020 course additions and deletions
	1/27/20	Role Management Review CIM/PIM
	1/31/20	Deadline for College Curriculum Committees to review fall 2020 program additions, changes, and deletions
	1/31/20	Curriculum Director adds new programs, changes programs, and deletes programs in the Curriculum Program Groups for 2020-2021 Marketable Skills
	1/31/20	University Curriculum Committee meeting review fall 2020 course additions and deletions (1st meeting)
February	2/3/20	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)
	2/7/20	University Curriculum Committee meeting review fall 2020 course additions and deletions (2nd meeting)
	2/7/20	Regents review fall 2020 course additions, changes, and deletions
	2/7/20	Curriculum Coordinator imports CIM course data in NEXT for 2020-2021 catalog
	2/8/20	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (2nd meeting)
	2/11/20	Banner updated for fall 2020 course additions and deletions pending BOR review
	2/15/20	Deadline for College Councils to review fall 2020 program additions, changes, and deletions
	2/21/20	Curriculum Director edits the "Review_Year_Coordinator_Action_Required" Mail Template Manager for 2020-2021 Marketable Skills to open on February 24, 2020 with deadline of March 8, 2020
	2/21/20	Curriculum Director edits the "Review_Year_Coordinator_Action_Required" Message Template Schedules for 2020-2021 Marketable Skills reports to open on February 24, 2020 with a Weekly "Frequency Type" of Monday and Active flag
	2/22/20	Deadline for College Deans to review fall 2020 program additions, changes, and deletions
	2/24/20	System email to program coordinators to enter 2020-2021 Marketable Skills
	2/24/20	Role Management Review CIM/PIM

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	2/26/20	Schedule of Classes Go Live for fall 2020
March	3/1/20	Deadline for Graduate Dean to review fall 2020 program additions, changes, and deletions in PIM
	3/1/20	Curriculum Coordinator submits fall 2020 course additions, changes, and deletions to Coordinating Board
	3/6/20	Curriculum Director edits the "Review_Year_Coordinator_Action_Required" in the Mail Template Manager changing the message to be a post deadline reminder to enter 2020-2021 Marketable Skills
	3/6/20	Curriculum Director edits the "Review_Year_Chair_Action_Required" Mail Template Manager for 2020-2021 Marketable Skills to open on March 9, 2020 with deadline of March 31, 2020
	3/6/20	Curriculum Director edits the "Review_Year_Chair_Action_Required" Message Template Schedules for 2020-2021 Marketable Skills reports to open on March 9, 2020 with a Weekly "Frequency Type" of Monday and Active flag
	3/8/20	Deadline for program coordinators to enter 2020-2021 Marketable Skills
	3/8/20	Curriculum Director submits proposed core curriculum fall 2020 course additions, changes, and deletions to Coordinating Board
	3/9/20	System email to chairs/directors to approve 2020-2021 Marketable Skills
	3/9/20	Curriculum Director edits the "Review_Year_Coordinator_Action_Required" in the Message Template Schedules changing Frequency Type to Daily in the post deadline time period to enter 2020-2021 Marketable Skills
	3/15/20	Deadline for Associate Vice President for Academic Affairs to review fall 2020 program additions, changes, and deletions
	3/15/20	Curriculum Coordinator requests fall 2020 course inventory excel from Institutional Research
	3/15/20	Deadline for edits from deans and administrators for 2020-2021 catalog
	3/16/20	Curriculum Coordinator makes edits from deans and administrators in NEXT for 2020-2021 catalog
	3/30/20	Role Management Review CIM/PIM
	3/30/20	Curriculum Office drafts FY 2021 curriculum calendar
	3/30/20	Administrative Assistant distributes FY 2021 curriculum calendar to deans' offices and publishes to Curriculum website
	3/31/20	Deadline for chairs/directors to approve 2020-2021 Marketable Skills
	4/1/20	Curriculum Director edits the "Review_Year_Dean_Action_Required" Mail Template Manager for 2020-2021 Marketable Skills to open on April 1, 2020 with deadline of April 24, 2020
	4/1/20	Curriculum Director edits the "Review_Year_Dean_Action_Required" Message Template Schedules for 2020-2021 Marketable Skills reports to open on April 1, 2020 with a Weekly "Frequency Type" of Monday and Active flag
	4/1/20	Curriculum Director edits the "Review_Year_Chair_Action_Required" in the Mail Template Manager changing the message to be a post deadline reminder to approve 2020-2021 Marketable Skills
	4/1/20	Curriculum Director edits the "Review_Year_Chair_Action_Required" in the Message Template Schedules changing Frequency Type to Daily in the post deadline time period to approve 2020-2021 Marketable Skills
	4/1/20	System email to deans to approve 2020-2021 Marketable Skills
	4/1/20	Deadline for University Curriculum Committee review* of fall 2020 program additions, changes, and deletions
	4/6/20	Registration begins for fall 2020
	4/8/20	Deadline for Faculty Senate review* of fall 2020 program additions, changes, and deletions

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April	**4/15/20**	Deadline for Council of Academic Deans review* of fall 2020 program additions, changes, and deletions
	4/16/20	Deadline for Provost review* of fall 2020 program additions, changes, and deletions
	4/17/20	Deadline for President review* of fall 2020 program additions, changes, and deletions
	4/18/20	Curriculum Office edits 2020-2021 catalog for fall 2020 program additions, changes, and deletions
	4/24/20	Curriculum Coordinator requests CourseLeaf to publish 2020-2021 catalog from NEXT
	4/25/20	Curriculum Director drafts Provost campus announcement email about the fall 2020 catalog
	4/24/20	Curriculum Director edits the "Review_Year_Dean_Action_Required" in the Mail Template Manager changing the message to be a post deadline reminder to approve 2020-2021 Marketable Skills
	4/24/20	Curriculum Director edits the "Review_Year_Dean_Action_Required" in the Message Template Schedules changing Frequency Type to Daily in the post deadline time period to approve 2020-2021 Marketable Skills
	4/24/20	Deadline for deans to approve 2020-2021 Marketable Skills
	4/27/20	Curriculum Director submits 2020-2021 Marketable Skills to AVPAA
	4/27/20	Deadline for Council of Academic Deans review* of fall 2020 program additions, changes, and deletions
	4/27/20	Role Management Review CIM/PIM
	4/30/20	Deadline for AVPAA to approve 2020-2021 Marketable Skills
May	**5/1/20**	Publish fall 2020 Catalog
	5/1/20	In the Academic Years, uncheck the 2019-2020 public display
	5/1/20	In the Academic Years, check the 2020-2021 public display to publish 2020-2021 Marketable Skills Reports Review Year programs
	5/1/20	Provost office sends campus announcement email about the fall 2020 catalog
	5/1/20	Begin Outcomes Assessment: Results, Evidence of Improvement and Action Plan for FY 2020
	5/6/20	Publish FY 2021 course calendar to website
	5/6/20	Publish FY 2021 program calendar to website
	5/6/20	Faculty Senate notifies 2020-2021 University Curriculum Committee members
	5/6/20	Faculty Senate notifies 2020-2021 Faculty Senators
	5/14/20	Spring 2020 Commencement
	5/15/20	Spring 2020 Commencement
	5/16/20	Spring 2020 Commencement
	5/16/20	Curriculum Office updates CIM/PIM roles for 2020-2021 University Curriculum Committee
	5/16/20	Curriculum Office updates CIM/PIM roles for 2020-2021 Faculty Senate
	5/21/20	Regents meeting review* of fall 2020 program additions, changes, and deletions

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		Emergency edits as necessary in NEXT for 2020-2021 catalog
	6/1/20	Curriculum Director adds new programs, changes programs, and deletes programs in the "Curriculum Program Groups" New Group for 2020-2021 Marketable Skills Public Year programs
	6/1/20	Curriculum Director edits the "Public_Year_Coordinator_Action_Required" Mail Template Manager for 2020-2021 Marketable Skills to open on June 1, 2020 with deadline of June 7, 2020
	6/1/20	Curriculum Director edits the "Public_Year_Coordinator_Action_Required" Message Template Schedules for 2020-2021 Marketable Skills reports to open on June 1, 2020 with a Daily "Frequency Type" and Active flag
	6/1/20	System email to program coordinators to enter 2020-2021 Marketable Skills
	6/1/20	Deadline to report Curriculum Office Outcomes Assessment
	6/1/20	Coordinating Board staff review* of fall 2020 program additions, changes, and deletions
	6/1/20	General Education Council members for fall 2020 appointed by deans
	6/6/20	Deadline for program coordinators to enter 2020-2021 Marketable Skills
June	6/7/20	Curriculum Director edits the "Public_Year_Chair_Action_Required" Mail Template Manager for 2020-2021 Marketable Skills to open on June 7, 2020 with deadline of June 14, 2020
	6/7/20	Curriculum Director edits the "Public_Year_Chair_Action_Required" Message Template Schedules for 2020-2021 Marketable Skills reports to open on June 7, 2020 with a Daily "Frequency Type" and Active flag
	6/7/20	System email to chairs/directors to enter 2020-2021 Marketable Skills
	6/13/20	Deadline for chairs/directors to enter 2020-2021 Marketable Skills
	6/14/20	Curriculum Director edits the "Public_Year_Dean_Action_Required" Mail Template Manager for 2020-2021 Marketable Skills to open on June 14, 2020 with deadline of June 21, 2020
	6/14/20	Curriculum Director edits the "Public_Year_Dean_Action_Required" Message Template Schedules for 2020-2021 Marketable Skills reports to open on June 14, 2020 with a Daily "Frequency Type" and Active flag
	6/14/20	System email to deans to enter 2020-2021 Marketable Skills
	6/20/20	Deadline for deans to enter 2020-2021 Marketable Skills
	6/22/20	Deadline for AVPAA to approve 2020-2021 Marketable Skills Public Year programs
	6/25/20	Curriculum Office completes Annual Third-Party Application User Access Review for CIM/PIM
	6/29/20	Role Management Review CIM/PIM
		Emergency edits as necessary in NEXT for 2020-2021 catalog
	7/1/20	Deadline for IT audit of user access
	7/24/20	Curriculum Office sets up UCC new member orientation and develops agenda
July	7/24/20	Curriculum Office reserves room for 2020-2021 University Curriculum Committee orientation
	7/25/20	Curriculum Office sends UCC new member orientation invite and agenda
	7/27/20	Role Management Review CIM/PIM
		Emergency edits as necessary in NEXT for 2020-2021 catalog
	8/1/20	Curriculum Office reserves room for fall 2020 University Curriculum Committee Annual Course Cycle Meetings
	8/1/20	Curriculum Coordinator posts fall 2020 Degree Program Inventory
	8/1/20	Curriculum Coordinator updates the Fall 2020 Occupational License Notification spreadsheet with revised CIP codes and major names
	8/7/20	Summer 2020 Commencement
	8/15/20	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions

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August	8/21/20	Curriculum Office updates CIM/PIM roles for 2020-2021 Deans, Chairs, and College Councils
	8/21/20	Convocation fall 2020
	8/24/20	Courses begin for fall 2020
	8/24/20	Remove disclaimer from 2020-2021 catalog
	8/24/20	Change SOACURR from Criminal Justice to Criminal Justice & Criminology
	8/27/20	Prepare and distribute fall 2021 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
	8/31/20	Role Management Review CIM/PIM roles for Deans, Chairs, College Councils, Gen Education Council, University Curriculum Committee, Faculty Senate, Council of Academic Deans

*Program proposals for the following actions require additional review steps: change in SCH or major title or degree title; addition of majors; deletion of majors

Color Legend:
Course Action Items
Marketable Skills Items
Program Action Items
Catalog Action Items
Role Management Review Items
Curriculum Action Items