

**Texas State University**  
**Academic Year 2021-2022 Curriculum Calendar**

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
<b>Year round</b>		Faculty develop course additions, changes, and deletions to be effective fall 2022 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 2022 in the Program Inventory Management (PIM) system
		Faculty access in PIM system is year round
<b>September</b>		Emergency edits as necessary in NEXT for 2021-2022 catalog
		CIM/PIM training sessions for faculty
	9/1/21	Departments/Schools elect 2021-2022 College Curriculum Committee (CCC) members
	9/1/21	Curriculum Coordinator to set up 7 college working sessions with Associate Deans, Department Chairs/School Directors, Advisors, UC Associate Dean to develop PIM proposals for core curriculum updates
	9/2/21	Curriculum Office reviews and updates Deans/Associate Deans/Assistant Deans/Department Chairs/School Directors on 2021-2022 catalog college pages
	9/3/21	College Curriculum Committees elect 2021-2022 committee chairs
	9/3/21	Administrative Assistant requests lists of 2021-2022 College Curriculum Committee members and chairs from Dean's admins
	9/3/21	Administrative Assistant updates CIM/PIM roles for 2021-2022 College Curriculum Committees members and chairs
	9/6/21	Assistant Vice President for Curriculum and Academic Programs sets up annual CCC Chair meeting
	9/13/21	Annual CCC Chair meeting
	9/20/21	Curriculum Coordinator reviews fall 2022 saved but not submitted course proposals
	9/22/21	Curriculum Coordinator notifies depts of fall 2022 saved but not submitted course proposals
	9/29/21	Fall 2022 course additions, changes, and deletions in CIM system
9/29/21	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened workflow	
<b>October</b>	10/1/21	Department Chairs/School Directors review fall 2022 course additions, changes, and deletions
	10/1/21	Curriculum Coordinator changes fall 2022 saved but not submitted course proposals to fall 2023
	10/1/21	Curriculum Coordinator validates course numbers for additions
	10/4/21	Curriculum Coordinator prepares preliminary list of fall 2022 course additions, changes, and deletions
	10/5/21	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	10/14/21	College Curriculum Committees review fall 2022 course additions, changes, and deletions in CIM system
	10/21/21	Curriculum Coordinator updates preliminary list of fall 2022 course additions, changes, and deletions and drafts Provost email to faculty & advisors
	10/22/21	Curriculum Coordinator drafts Provost email for Assistant Vice President for Curriculum and Academic Programs with list of fall 2022 course additions, changes, and deletions
	10/25/21	Assistant Vice President for Curriculum and Academic Programs sends draft Provost email with list of fall 2022 course additions, changes, and deletions to Associate Vice President of Academic Affairs
	10/25/21	Administrative Assistant reviews Role Management of CIM/PIM
	10/28/21	Associate Vice President of Academic Affairs sends Provost email with list of proposed fall 2022 course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff
<b>November</b>	11/1/21	College Councils review fall 2022 course additions, changes, and deletions in CIM system
	11/1/21	Curriculum Coordinator requests list of university administrators from Faculty Records for fall 2022 catalog
	11/1/21	Executive Assistant sends email with list of proposed fall 2022 course additions, changes, and deletions to all faculty and Academic Affairs staff
	11/1/21	All faculty and Academic Affairs staff fall 2022 course review begins
	11/2/21	Faculty Records uploads finalized faculty and administrators appointments for fall 2021 catalog
	11/2/21	Curriculum Coordinator requests updated list of retirees and university administrators from Faculty Records for fall 2021 catalog
	11/2/21	Assistant Vice President for Curriculum and Academic Programs requests spreadsheet of SACSCOC program coordinators from Faculty Records
	11/3/21	Curriculum Coordinator completes faculty import in NEXT to 2021-2022 catalog
	11/3/21	Curriculum Coordinator republishes 2021-2022 catalog after faculty import
	11/7/21	College Deans review fall 2022 course additions, changes, and deletions
	11/14/21	University College Associate Dean reviews fall 2022 undergraduate writing intensive course additions, changes, and deletions
	11/15/21	Graduate Dean reviews fall 2022 graduate course additions, changes, and deletions
	11/19/21	Curriculum Coordinator reviews fall 2022 saved but not submitted program proposals
	11/19/21	Curriculum Coordinator reviews fall 2022 course deletions for fall 2022 unsubmitted program changes
	11/22/21	Curriculum Coordinator notifies depts of fall 2022 saved but not submitted program proposals
11/29/21	Curriculum Coordinator distributes University Curriculum Committee annual course meeting agendas	
11/29/21	Comments from all faculty and Academic Affairs staff review of fall 2022 courses	

**Texas State University**  
**Academic Year 2021-2022 Curriculum Calendar**

<b>Month</b>	<b>Deadline</b>	<b>Action</b>
	11/29/21	General Education Council reviews fall 2022 undergraduate core curriculum course additions, changes, and deletions
	11/29/21	Administrative Assistant reviews Role Management of CIM/PIM
<b>December</b>	12/1/21	Curriculum Coordinator updates Banner for fall 2022 course changes pending Regents review
	12/1/21	Fall 2022 program additions, changes, and deletions in PIM system
	12/2/21	Curriculum Coordinator develops final list of fall 2022 course additions, changes, and deletions
	12/2/21	Curriculum Coordinator emails the final list of fall 2022 course additions and deletions to the University Curriculum Committee to begin the electronic review
	12/2/21	Curriculum Coordinator changes fall 2022 saved but not submitted program proposals to fall 2023
	12/2/21	2021-2022 catalog closed for editing
	12/2/21	Curriculum Coordinator drafts preliminary list of fall 2022 program additions, changes, and deletions
	12/3/21	Curriculum Coordinator distributes list of fall 2022 program additions, changes, and deletions to CCC chairs and college preparers
	12/6/21	Curriculum Coordinator prepares Regents Board Order for fall 2022 course additions, changes, and deletions
	12/7/21	Assistant Vice President for Curriculum and Academic Programs submits Regents Board Order for fall 2022 course additions, changes, and deletions
	12/10/21	Fall 2021 Commencement
	12/11/21	Fall 2021 Commencement
	12/15/21	Department Chairs/School Directors review fall 2022 program additions, changes, and deletions
	12/15/21	Curriculum Coordinator requests CourseLeaf to PDF the 2021-2022 catalog from NEXT
12/20/21	Administrative Assistant reviews Role Management of CIM/PIM	
<b>January</b>	1/3/22	Associate Vice President for Academic Affairs reviews fall 2022 course changes
	1/3/22	Curriculum Coordinator requests CourseLeaf to advance CURR catalog to 2021-2022
	1/3/22	Curriculum Coordinator requests CourseLeaf to advance NEXT catalog to 2022-2023
	1/7/22	Assistant Vice President for Curriculum and Academic Programs and Curriculum Coordinator review Marketable Skills email templates
	1/12/22	Curriculum Coordinator drafts first edits of 2022-2023 catalog for deans and administrators
	1/12/22	Curriculum Coordinator verifies Department Map 2022-2023 in Marketable Skills system Review Year and Public Year programs
	1/12/22	Curriculum Coordinator adds Next Academic Year 2022-2023 in Marketable Skills system
	1/12/22	Curriculum Coordinator revises Open Review Date to February 1, 2022 and Public Display Date to May 1, 2022 for 2022-2023 Marketable Skills reports
	1/12/22	Curriculum Coordinator reviews the Faculty Records spreadsheet to notate the program coordinator updates from previous year
	1/12/22	Curriculum Coordinator edits the "Academic Year" Coordinator Identity for 2022-2023 Marketable Skills with updates from the Faculty Records spreadsheet
	1/14/22	Curriculum Coordinator reviews draft 2021-2022 catalog PDF
	1/14/22	Curriculum Coordinator distributes first edits to Deans and Administrators for 2022-2023 catalog
	1/27/22	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" Mail Template Manager for 2022-2023 Marketable Skills to open on February 1, 2022 with deadline of February 28, 2022
	1/27/22	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" Message Template Schedules for 2022-2023 Marketable Skills reports to open on February 1, 2022 with a Weekly "Frequency Type" of Monday and Active flag
	1/28/22	University Curriculum Committee meeting review fall 2022 course additions and deletions (1st meeting)
	1/28/22	Curriculum Coordinator adds new programs, changes programs, and deletes programs in the Curriculum Program Groups for 2022-2023 Marketable Skills
	1/31/22	Curriculum Coordinator emails advisors 2021-2022 catalog PDF
1/31/22	College Curriculum Committees review fall 2022 program additions, changes, and deletions	
1/31/22	Administrative Assistant reviews Role Management of CIM/PIM	
<b>February</b>	2/1/22	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)
	2/1/22	Associate Vice President for Academic Affairs reviews fall 2022 course additions and deletions (1st UCC meeting)
	2/1/22	System email to program coordinators to enter 2022-2023 Marketable Skills
	2/4/22	University Curriculum Committee meeting review fall 2022 course additions and deletions (2nd meeting)
	2/7/22	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (2nd meeting)
	2/7/22	Associate Vice President for Academic Affairs reviews fall 2022 course additions and deletions (2nd UCC meeting)
	2/7/22	Curriculum Coordinator imports CIM course data in NEXT for 2022-2023 catalog
	2/10/22	Banner updated for fall 2022 course additions and deletions pending BOR review
	2/14/22	Curriculum Coordinator and Registrar's Office annual working session for deleted courses
	2/14/22	College Councils review fall 2022 program additions, changes, and deletions
	2/17/22	Regents review fall 2022 course additions, changes, and deletions
	2/18/22	Regents review fall 2022 course additions, changes, and deletions
	2/18/22	Edits from deans and administrators for 2022-2023 catalog

**Texas State University**  
**Academic Year 2021-2022 Curriculum Calendar**

<b>Month</b>	<b>Deadline</b>	<b>Action</b>
	<b>2/21/22</b>	College Deans review fall 2022 program additions, changes, and deletions
	<b>2/25/22</b>	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" Mail Template Manager for 2022-2023 Marketable Skills to open on March 1, 2022 with deadline of March 31, 2022
	<b>2/25/22</b>	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" Message Template Schedules for 2022-2023 Marketable Skills reports to open on March 1, 2022 with a Weekly "Frequency Type" of Monday and Active flag
	<b>2/27/22</b>	Program coordinators enter 2022-2023 Marketable Skills
	<b>2/28/22</b>	Administrative Assistant reviews Role Management of CIM/PIM
	<b>TBD</b>	Schedule of Classes Go Live for fall 2022
<b>March</b>	<b>3/1/22</b>	Administrative Assistant drafts FY 2023 curriculum calendar
	<b>3/1/22</b>	Curriculum Coordinator submits fall 2022 course additions, changes, and deletions to Coordinating Board
	<b>3/1/22</b>	Graduate Dean reviews fall 2022 program additions, changes, and deletions in PIM
	<b>3/1/22</b>	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" in the Mail Template Manager changing the message to be a post deadline reminder to enter 2022-2023 Marketable Skills
	<b>3/1/22</b>	Curriculum Coordinator 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 2022-2023 Marketable Skills
	<b>3/1/22</b>	System email to chairs/directors to approve 2022-2023 Marketable Skills
	<b>3/7/22</b>	Curriculum Coordinator submits proposed core curriculum fall 2022 course additions, changes, and deletions to Coordinating Board
	<b>3/14/22</b>	Curriculum Coordinator requests fall 2022 course inventory excel from Institutional Research
	<b>3/14/22</b>	Associate Vice President for Academic Affairs reviews fall 2022 program additions, changes, and deletions
	<b>3/15/22</b>	Curriculum Coordinator makes edits from deans and administrators in NEXT for 2022-2023 catalog
	<b>3/19/22</b>	University Curriculum Committee review* of fall 2022 program additions, changes, and deletions
	<b>3/28/22</b>	Administrative Assistant distributes FY 2023 curriculum calendar to deans' offices and publishes to Curriculum website
	<b>3/28/22</b>	Administrative Assistant reviews Role Management of CIM/PIM
	<b>3/30/22</b>	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" Mail Template Manager for 2022-2023 Marketable Skills to open on April 1, 2022 with deadline of April 24, 2022
	<b>3/30/22</b>	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" Message Template Schedules for 2022-2023 Marketable Skills reports to open on April 1, 2022 with a Weekly "Frequency Type" of Monday and Active flag
	<b>3/30/22</b>	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" in the Mail Template Manager changing the message to be a post deadline reminder to approve 2022-2023 Marketable Skills
	<b>3/30/22</b>	Curriculum Coordinator 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 2022-2023 Marketable Skills
<b>3/30/22</b>	Chairs/directors approve 2022-2023 Marketable Skills	
<b>3/31/22</b>	Assistant Vice President for Curriculum and Academic Programs coordinates Faculty Senate agenda for fall 2022 program additions, changes, and deletions	
<b>April</b>	<b>TBD</b>	Registration begins for fall 2022
	<b>4/1/22</b>	Faculty Senate review* of fall 2022 program additions, changes, and deletions
	<b>4/1/22</b>	System email to deans to approve 2022-2023 Marketable Skills
	<b>4/5/22</b>	Assistant Vice President for Curriculum and Academic Programs drafts Council of Academic Deans email for fall 2022 program additions, changes, and deletions and sends to Associate Vice President for Academic Affairs
	<b>4/5/22</b>	Associate Vice President for Academic Affairs reviews and approves draft Council of Academic Deans email for fall 2022 program additions, changes, and deletions
	<b>4/6/22</b>	Assistant Vice President for Curriculum and Academic Programs sends email to Council of Academic Deans for fall 2022 program additions, changes, and deletions
	<b>4/14/22</b>	Council of Academic Deans review* of fall 2022 program additions, changes, and deletions
	<b>4/15/22</b>	Provost review* of fall 2022 program additions, changes, and deletions
	<b>4/16/22</b>	President review* of fall 2022 program additions, changes, and deletions
	<b>4/18/22</b>	Prepare and distribute fall 2023 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
	<b>4/18/22</b>	Curriculum Coordinator edits 2022-2023 catalog for fall 2022 program additions, changes, and deletions
	<b>4/23/22</b>	Deans approve 2022-2023 Marketable Skills
	<b>4/25/22</b>	Curriculum Coordinator requests CourseLeaf to publish 2022-2023 catalog from NEXT
	<b>4/25/22</b>	Administrative Assistant drafts Provost campus announcement email about the fall 2022 catalog and sends to Associate Vice President for Academic Affairs
	<b>4/25/22</b>	Curriculum Coordinator submits 2021-2022 Marketable Skills to AVPAA
	<b>4/25/22</b>	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" in the Mail Template Manager changing the message to be a post deadline reminder to approve 2022-2023 Marketable Skills
	<b>4/25/22</b>	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" in the Message Template Schedules changing Frequency Type to Daily in the post deadline time period to approve 2022-2023 Marketable Skills

**Texas State University**  
**Academic Year 2021-2022 Curriculum Calendar**

Month	Deadline	Action
	4/25/22	Administrative Assistant reviews Role Management of CIM/PIM
	4/28/22	Associate Vice President for Academic Affairs to approve 2021-2022 Marketable Skills
	4/29/22	Associate Vice President for Academic Affairs sends campus announcement email to Executive Assistant about the fall 2022 catalog
May	5/2/22	Publish fall 2022 Catalog
	5/2/22	Executive Assistant sends campus announcement email about the fall 2022 catalog
	5/2/22	Begin Outcomes Assessment: Results, Evidence of Improvement and Action Plan for FY 2022
	5/5/22	Administrative Assistant publishes FY 2023 course calendar to website
	5/5/22	Administrative Assistant publishes FY 2023 program calendar to website
	5/5/22	Faculty Senate notifies 2022-2023 University Curriculum Committee members
	5/5/22	Faculty Senate notifies 2022-2023 Faculty Senators
	5/12/22	Spring 2022 Commencement
	5/13/22	Spring 2022 Commencement
	5/14/22	Spring 2022 Commencement
	5/19/22	Regents meeting review* of fall 2022 program additions, changes, and deletions
	5/20/22	Regents meeting review* of fall 2022 program additions, changes, and deletions
	5/30/22	Administrative Assistant updates CIM/PIM roles for 2022-2023 University Curriculum Committee
5/30/22	Administrative Assistant updates CIM/PIM roles for 2022-2023 Faculty Senate	
June		Emergency edits as necessary in NEXT for 2022-2023 catalog
	6/1/22	Report Curriculum Office Outcomes Assessment
	6/1/22	General Education Council members for fall 2022 appointed by deans
	6/1/22	Coordinating Board staff review* of fall 2022 program additions, changes, and deletions
	6/14/22	Curriculum Office completes Annual Third-Party Application User Access Review for CIM/PIM
	6/15/22	SACSCOC teach-outs letter to be mailed to SACSCOC; Deadline is June 30, 2022
	6/27/22	Administrative Assistant reviews Role Management of CIM/PIM
July		Emergency edits as necessary in NEXT for 2022-2023 catalog
	7/1/22	IT audit of user access
	7/25/22	Assistant Vice President for Curriculum and Academic Programs sets up UCC new member orientation and develops agenda
	7/25/22	Assistant Vice President for Curriculum and Academic Programs sends UCC new member orientation invite and agenda
	7/25/22	Administrative Assistant reserves room for 2022-2023 University Curriculum Committee orientation
	7/25/22	Administrative Assistant reviews Role Management of CIM/PIM
August		Emergency edits as necessary in NEXT for 2022-2023 catalog
	8/1/22	Curriculum Office reserves room for fall 2022 University Curriculum Committee Annual Course Cycle Meetings
	8/1/22	Curriculum Coordinator posts fall 2022 Degree Program Inventory
	8/6/22	Summer 2022 Commencement
	8/15/22	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions
	8/19/22	Administrative Assistant updates CIM/PIM roles for 2022-2023 Deans, Chairs, and College Councils
	TBD	Convocation fall 2022
	TBD	Courses begin for fall 2022
	TBD	Remove disclaimer from 2021-2022 catalog
	8/22/22	Edit Associate Vice President for Academic Affairs website to include newly approved majors and minors
	8/26/22	Follow up on fall 2023 Frequently Taught Topics Courses Report and Untaught Course Report from Deans
8/29/22	Administrative Assistant reviews Role Management of 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		
<b>Color Legend:</b>		
Curriculum Action Items		
Course Action Items		
Program Action Items		
Catalog Action Items		
Marketable Skills Items		
Role Management Review Items		