From: Patricia Hart, Chair, University Curriculum Committee

To: Liz Brandt, Chair, Faculty Senate

cc: Don Crowley, Faculty Secretary; Heather Chermak, University Registrar

Date: April 12, 2017

Re: October 1, 2017 deadline for all curriculum changes intended for the 2018-19 catalog

Please share the following information with faculty leadership, college representatives on UCC, deans and associate deans of colleges, unit chairs and directors, and chairs of college curriculum committees:

A new Oct. 1, 2017 deadline for college approval of curriculum changes for the 2018-19 catalog is set for the coming year. The deadline for the most common Schedule A & B catalog changes for the 2017-18 catalog was Dec. 15, and so Oct. 1, 2017 represents a significant compression of time available to units and colleges to complete approvals.

The Oct. 1 date was agreed upon after UCC gathered input from colleges that indicate concern about the long lead time and lag time for curricular changes if the proposed May 1 deadline for Schedule A and B items were implemented—a period of about one year. The October deadline works out to about eight months from college approval to catalog publication.

Oct. 1 is set for the 2018-19 catalog year only, to give a workgroup made up of representatives of UCC, the Registrar’s Office and the Provost’s Office time to review the full approval process. The goal is to identify areas where improvements in training, workflow and technology might be made. At the end of that process, and as part of the implementation plan, catalog deadlines will be reconsidered.

The UCC and Registrar are committed to processing curriculum changes expeditiously while allowing as much flexibility in adjusting curriculum to meet needs of constituency groups as possible, and meeting deadlines for review and approval.