

# Curriculum Approval Timeline

The following are the dates for Faculty Senate and Meet and Confer for the **2020-2021 Academic year**.

Faculty Senate Meeting	Meet and Confer
Aug 25, 2020	Aug 20 – IFO only
Sept 8 & 22, 2020	Sept 17, 2020
Oct 6 & 20, 2020	Oct 13, 2020
Nov 3 & 17, 2020	Nov 19, 2020
Dec 1, 2020	Dec 10, 2020
Jan 12 & 26, 2021	Jan 14, 2021
Feb 9 & 23, 2021	Feb 18, 2021
March 9 & 30, 2021	March 25, 2021
April 13 & 27, 2021	April 29, 2021
May 11, 2021	May 13, 2021

## Curriculum Approval Stages:

- ✓ Initiator
- ✓ Department Chair
- ✓ Dean
- ✓ LASC Cmte. (if applicable)
- ✓ Writing Intensive Cmte. (if applicable)
- ✓ Teacher Prep (if applicable)
- ✓ Grad Council (if applicable)
- ✓ Registrar's Office
- ✓ University Curriculum Committee
- ✓ Faculty Senate
- ✓ Meet and Confer

The University Curriculum Committee meets the opposite Tuesdays of Faculty Senate.

## Spring 2021 Approval

- **Courses** effective for **SPRING 2021** must be approved by **Sept. 24, 2020**.  
*(this is the date schedule is published online and before advising begins on September 28).*
- This means it must go through all stages of the curriculum approval process **AND** be approved at Meet and Confer by **Sept. 17, 2020**. If the proposal is not approved by this date, the course cannot be effective for spring 2021, but can be effective for fall 2021 or later.

## Fall 2021 Approval

- **Courses** effective for **FALL 2021** must be approved by **March 4, 2021**.  
*(this is the date schedule is published online and before advising begins on March 8).*
- This means it must go through all stages of the curriculum approval process **AND** be approved at Meet and Confer by **Feb 18, 2021**. If the proposal is not approved by this date, the course cannot be effective for fall 2021, but can be effective for spring 2022 or later.
- **Programs** effective for **FALL 2021** must be approved by the last Meet and Confer date of **May 13, 2021**. If it does not go through all stages of the approval process by this date, the program cannot be effective fall 2021, but can be effective for fall 2022 or a later fall term.

**REMINDER: After a new program and/or certificate is approved on campus, it still must go to the Minnesota State System Office for approval. PROGRAMS (new or revised) CAN BE EFFECTIVE FOR FALL TERM ONLY.**

## Curriculum Navigator Documentation...

can be found at <https://www2.mnstate.edu/registrar/curriculum/>

## Reminders when submitting proposals:

- If proposing a new/revised program with new/revised courses, the program and courses should go through the approval process together. A program with new courses cannot be approved until the courses are approved.
- We advise NOT bundling courses on one curriculum change request proposal. If one course is held up somewhere in the process, this means ALL courses will be held up.

- If proposing a new course, a course planning document is required. It should include outline of course topics, assignments, exams and other relevant material that provides a framework for how the proposed course meets its objectives.
- University Assessment Committee (UAC) consultation is required if revision to program student learning outcomes are being proposed.
- Department meeting minutes must be included on every proposal.