Texas State University
Academic Year 2020-2021 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
		Faculty develop program additions, changes, and deletions to be effective fall 2021 in the Program Inventory Management (PIM) system
		Faculty access in PIM system is year round
September		Emergency edits as necessary in NEXT for 2020-2021 catalog
		CIM/PIM training sessions for faculty
	9/1/20	Departments/Schools elect 2020-2021 College Curriculum Committee (CCC) members
	9/1/20	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
	9/2/20	Curriculum Office reviews and updates Deans/Associate Deans/Assistant Deans/Department Chairs/School Directors on 2020-2021 catalog college pages
	9/4/20	College Curriculum Committees elect 2020-2021 committee chairs
	9/4/20	Administrative Assistant requests lists of 2020-2021 College Curriculum Committee members and chairs from Dean's admins
	9/4/20	Administrative Assistant updates CIM/PIM roles for 2020-2021 College Curriculum Committees members and 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
	9/30/20	Review "shortened workflow" courses to validate whether they should have a shortened workflow
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
	10/26/20	Role Management Review CIM/PIM
	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
	11/1/20	College Councils review fall 2021 course additions, changes, and deletions in CIM system
	11/1/20	Curriculum Director requests list of university administrators from Faculty Records for fall 2021 catalog
	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
	11/2/20	Faculty Records uploads finalized faculty and administrators appointments for fall 2020 catalog
	11/2/20	Curriculum Director requests updated list of retirees and university administrators from Faculty Records for fall 2020 catalog

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November	11/2/20	Curriculum Director requests spreadsheet of SACSCOC program coordinators from Faculty Records
	11/4/20	Curriculum Director completes faculty import in NEXT to 2020-2021 catalog
	11/4/20	Curriculum Director republishes 2020-2021 catalog after faculty import
	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
	11/20/20	Curriculum Director reviews fall 2021 saved but not submitted program proposals
	11/20/20	Curriculum Director reviews fall 2021 course deletions for fall 2021 unsubmitted program changes
	11/23/20	Curriculum Director notifies depts of fall 2021 saved but not submitted program proposals
	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
	11/30/20	Role Management Review CIM/PIM
December	12/1/20	Curriculum Coordinator updates Banner for fall 2021 course changes pending Regents review
	12/1/20	Fall 2021 program additions, changes, and deletions in PIM system
	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
	12/2/20	Curriculum Director changes fall 2021 saved but not submitted program proposals to fall 2022
	12/2/20	2020-2021 catalog closed for editing
	12/2/20	Publish 2020-2021 Marketable Skills reports to Provost website
	12/2/20	Download all 2020-2021 internal pdf reports into the program inventory files
	12/3/20	Curriculum Director drafts preliminary list of fall 2021 program additions, changes, and deletions
	12/4/20	Curriculum Director distributes list of fall 2021 program additions, changes, and deletions to CCC chairs and college preparers
	12/7/20	Curriculum Coordinator prepares and submits Regents Board Order for fall 2021 course additions, changes, and deletions
	12/11/20	Fall 2020 Commencement
	12/12/20	Fall 2020 Commencement
	12/16/20	Department Chairs/School Directors review fall 2021 program additions, changes, and deletions
	12/16/20	Curriculum Coordinator requests CourseLeaf to PDF the 2020-2021 catalog from NEXT
	12/18/20	Role Management Review CIM/PIM
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
	1/6/21	Curriculum Coordinator requests CourseLeaf to advance CURR catalog to 2020-2021
	1/6/21	Curriculum Coordinator requests CourseLeaf to advance NEXT catalog to 2021-2022
	1/11/21	Curriculum Director requests Marketing redesign for 2021-2022 catalog
	1/13/21	Curriculum Coordinator drafts first edits of 2021-2022 catalog for deans and administrators
	1/13/21	Curriculum Director verifies Department Map 2021-2022 in Marketable Skills system Review Year and Public Year programs
	1/13/21	Curriculum Director adds Next Academic Year 2021-2022 in Marketable Skills system
	1/13/21	Curriculum Director revises Open Review Date to February 1, 2021 and Public Display Date to May 1, 2021 for 2021-2022 Marketable Skills reports
	1/13/21	Curriculum Director reviews the Faculty Records spreadsheet to notate the program coordinator updates from previous year
	1/13/21	Curriculum Director edits the "Academic Year" Coordinator Identity for 2021-2022 Marketable Skills with updates from the Faculty Records spreadsheet
	1/15/21	Curriculum Coordinator reviews draft 2020-2021 catalog PDF

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	1/15/21	Curriculum Coordinator distributes first edits to Deans and Administrators for 2021-2022 catalog
	1/25/21	Role Management Review CIM/PIM
	1/28/21	Curriculum Director edits the "Review_Year_Coordinator_Action_Required" Mail Template Manager for 2021-2022 Marketable Skills to open on February 1, 2021 with deadline of February 28, 2021
	1/28/21	Curriculum Director edits the "Review_Year_Coordinator_Action_Required" Message Template Schedules for 2021-2022 Marketable Skills reports to open on February 1, 2021 with a Weekly "Frequency Type" of Monday and Active flag
	1/29/21	University Curriculum Committee meeting review fall 2021 course additions and deletions (1st meeting)
	1/29/21	Curriculum Director adds new programs, changes programs, and deletes programs in the Curriculum Program Groups for 2021-2022 Marketable Skills
	1/31/21	Curriculum Coordinator emails advisors 2020-2021 catalog PDF
	1/31/21	College Curriculum Committees review fall 2021 program additions, changes, and deletions
February	2/1/21	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)
	2/1/21	Associate Vice President for Academic Affairs reviews fall 2021 course additions and deletions (1st UCC meeting)
	2/1/21	System email to program coordinators to enter 2021-2022 Marketable Skills
	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)
	2/8/21	Curriculum Coordinator imports CIM course data in NEXT for 2021-2022 catalog
	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
	2/15/21	College Councils review fall 2021 program additions, changes, and deletions
	TBD	Regents review fall 2021 course additions, changes, and deletions
	2/19/21	Edits from deans and administrators for 2021-2022 catalog
	2/22/21	College Deans review fall 2021 program additions, changes, and deletions
	2/22/21	Role Management Review CIM/PIM
	2/24/21	Schedule of Classes Go Live for fall 2021
	2/26/21	Curriculum Director edits the "Review_Year_Chair_Action_Required" Mail Template Manager for 2021-2022 Marketable Skills to open on March 1, 2021 with deadline of March 31, 2021
	2/26/21	Curriculum Director edits the "Review_Year_Chair_Action_Required" Message Template Schedules for 2021-2022 Marketable Skills reports to open on March 1, 2021 with a Weekly "Frequency Type" of Monday and Active flag
	2/28/21	Program coordinators enter 2021-2022 Marketable Skills
	3/1/21	Administrative Assistant drafts FY 2022 curriculum calendar
	3/1/21	Curriculum Coordinator submits fall 2021 course additions, changes, and deletions to Coordinating Board
	3/1/21	Graduate Dean reviews fall 2021 program additions, changes, and deletions in PIM
	3/1/21	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 2021-2022 Marketable Skills
	3/1/21	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 2021-2022 Marketable Skills
	3/1/21	System email to chairs/directors to approve 2021-2022 Marketable Skills
	3/8/21	Curriculum Director submits proposed core curriculum fall 2021 course additions, changes, and deletions to Coordinating Board

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March	3/15/21	Curriculum Coordinator requests fall 2021 course inventory excel from Institutional Research
	3/15/21	Associate Vice President for Academic Affairs reviews fall 2021 program additions, changes, and deletions
	3/16/21	Curriculum Coordinator makes edits from deans and administrators in NEXT for 2021-2022 catalog
	3/20/21	University Curriculum Committee review* of fall 2021 program additions, changes, and deletions
	3/29/21	Administrative Assistant distributes FY 2022 curriculum calendar to deans' offices and publishes to Curriculum website
	3/29/20	Registration begins for fall 2021
	3/29/21	Role Management Review CIM/PIM
	3/31/21	Curriculum Director edits the "Review_Year_Dean_Action_Required" Mail Template Manager for 2021-2022 Marketable Skills to open on April 1, 2021 with deadline of April 24, 2021
	3/31/21	Curriculum Director edits the "Review_Year_Dean_Action_Required" Message Template Schedules for 2021-2022 Marketable Skills reports to open on April 1, 2021 with a Weekly "Frequency Type" of Monday and Active flag
	3/31/21	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 2021-2022 Marketable Skills
	3/31/21	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 2021-2022 Marketable Skills
	3/31/21	Chairs/directors approve 2021-2022 Marketable Skills
	4/1/21	Faculty Senate review* of fall 2021 program additions, changes, and deletions
	4/1/21	System email to deans to approve 2021-2022 Marketable Skills
	4/15/21	Council of Academic Deans review* of fall 2021 program additions, changes, and deletions
	4/16/21	Provost review* of fall 2021 program additions, changes, and deletions
	4/17/21	President review* of fall 2021 program additions, changes, and deletions
	4/19/21	Prepare and distribute fall 2022 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
	4/19/21	Curriculum Director edits 2021-2022 catalog for fall 2021 program additions, changes, and deletions
	4/24/21	Deans approve 2021-2022 Marketable Skills
	4/26/21	Curriculum Coordinator requests CourseLeaf to publish 2021-2022 catalog from NEXT
	4/26/21	Administrative Assistant drafts Provost campus announcement email about the fall 2021 catalog and sends to Associate Vice President for Academic Affairs
	4/26/21	Curriculum Director submits 2020-2021 Marketable Skills to AVPAA
	4/26/21	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 2021-2022 Marketable Skills
	4/26/21	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 2021-2022 Marketable Skills
	4/26/21	Role Management Review CIM/PIM
	4/29/21	AVPAA to approve 2020-2021 Marketable Skills
May	5/1/21	Publish fall 2021 Catalog
	5/1/21	Executive Assistant sends campus announcement email about the fall 2021 catalog
	5/1/21	In the Academic Years, uncheck the 2020-2021 public display
	5/1/21	In the Academic Years, check the 2021-2022 public display to publish 2021-2022 Marketable Skills Reports Review Year programs
	5/3/21	Begin Outcomes Assessment: Results, Evidence of Improvement and Action Plan for FY 2021
	5/6/21	Publish FY 2022 course calendar to website
	5/6/21	Publish FY 2022 program calendar to website
	5/6/21	Faculty Senate notifies 2021-2022 University Curriculum Committee members

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Month	Deadline	Action
	5/6/21	Faculty Senate notifies 2021-2022 Faculty Senators
	5/13/21	Spring 2021 Commencement
	5/14/21	Spring 2021 Commencement
	5/15/21	Spring 2021 Commencement
	TBD	Regents meeting review* of fall 2021 program additions, changes, and deletions
	5/31/21	Administrative Assistant updates CIM/PIM roles for 2021-2022 University Curriculum Committee
	5/31/21	Administrative Assistant updates CIM/PIM roles for 2021-2022 Faculty Senate
June		Emergency edits as necessary in NEXT for 2021-2022 catalog
	6/1/21	Report Curriculum Office Outcomes Assessment
	6/1/21	General Education Council members for fall 2021 appointed by deans
	6/1/21	Coordinating Board staff review* of fall 2021 program additions, changes, and deletions
	6/1/21	Curriculum Director adds new programs, changes programs, and deletes programs in the "Curriculum Program Groups" New Group for 2021-2022 Marketable Skills
	6/1/21	Curriculum Director edits the "Public_Year_Coordinator_Action_Required" Mail Template Manager for 2021-2022 Marketable Skills to open on June 1, 2021 with deadline of June 7, 2021
	6/1/21	Curriculum Director edits the "Public_Year_Coordinator_Action_Required" Message Template Schedules for 2021-2022 Marketable Skills reports to open on June 1, 2021 with a Daily "Frequency Type" and Active flag
	6/1/21	System email to program coordinators to enter 2021-2022 Marketable Skills
	6/6/21	Program coordinators to enter 2021-2022 Marketable Skills
	6/7/21	Curriculum Director edits the "Public_Year_Chair_Action_Required" Mail Template Manager for 2021-2022 Marketable Skills to open on June 7, 2021 with deadline of June 14, 2021
	6/7/21	Curriculum Director edits the "Public_Year_Chair_Action_Required" Message Template Schedules for 2021-2022 Marketable Skills reports to open on June 7, 2021 with a Daily "Frequency Type" and Active flag
	6/14/21	Curriculum Director edits the "Public_Year_Dean_Action_Required" Mail Template Manager for 2021-2022 Marketable Skills to open on June 14, 2021 with deadline of June 21, 2021
	6/14/21	Curriculum Director edits the "Public_Year_Dean_Action_Required" Message Template Schedules for 2021-2022 Marketable Skills reports to open on June 14, 2021 with a Daily "Frequency Type" and Active flag
	6/14/21	System email to deans to enter 2021-2022 Marketable Skills
	6/20/21	Deans to enter 2021-2022 Marketable Skills
	6/22/21	AVPAA to approve 2021-2022 Marketable Skills Public Year programs
	6/15/21	Curriculum Office completes Annual Third-Party Application User Access Review for CIM/PIM
	6/28/21	Role Management Review CIM/PIM
July		Emergency edits as necessary in NEXT for 2021-2022 catalog
	7/1/21	IT audit of user access
	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
	7/26/21	Role Management Review CIM/PIM
		Emergency edits as necessary in NEXT for 2021-2022 catalog
	8/2/21	Curriculum Office reserves room for fall 2021 University Curriculum Committee Annual Course Cycle Meetings
	8/2/21	Curriculum Coordinator posts fall 2021 Degree Program Inventory
	8/13/21	Summer 2021 Commencement
	8/16/21	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions

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Month	Deadline	Action
August	8/20/21	Administrative Assistant updates CIM/PIM roles for 2021-2022 Deans, Chairs, and College Councils
	TBD	Convocation fall 2021
	8/23/21	Courses begin for fall 2021
	TBD	Remove disclaimer from 2020-2021 catalog
	8/27/21	Follow up on fall 2022 Frequently Taught Topics Courses Report and Untaught Course Report from Deans
	8/30/21	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:
Curriculum Action Items
Course Action Items
Program Action Items
Catalog Action Items
Marketable Skills Items
Role Management Review Items