

Texas State University
Academic Year 2021-2022 Course Calendar

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
Year round		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
September		CIM/PIM training sessions for faculty
	9/1/21	Departments/Schools elect 2021-2022 College Curriculum Committee (CCC) members
	9/1/21	College Curriculum Committees elect 2021-2022 committee 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
October	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
	10/4/21	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
	10/28/21	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
November	11/1/21	College Councils review fall 2022 course additions, changes, and deletions in CIM system
	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
	11/7/21	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
	11/26/21	Comments from all faculty and Academic Affairs staff review of fall 2022 courses
	11/29/21	Curriculum Coordinator distributes University Curriculum Committee annual course meeting agendas
	11/29/21	General Education Council reviews fall 2022 undergraduate core curriculum course additions, changes, and deletions
December	12/1/21	Curriculum Coordinator updates Banner for fall 2022 course changes pending Regents review
	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
	12/6/21	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
January	1/3/22	Associate Vice President for Academic Affairs reviews fall 2022 course changes

Texas State University
Academic Year 2021-2022 Course Calendar

Month	Deadline	Action
January	1/28/22	University Curriculum Committee meeting review fall 2022 course additions and deletions (1st meeting)
February	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)
	2/4/22	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)
	2/10/22	Banner updated for fall 2022 course additions and deletions pending BOR review
	2/14/22	Curriculum and Registrar's office annual working session for deleted courses
	TBD	Schedule of Classes Go Live for fall 2022
March	3/1/22	Curriculum Coordinator submits fall 2022 course additions, changes, and deletions to Coordinating Board
	3/7/22	Curriculum Coordinator submits proposed core curriculum fall 2022 course additions, changes, and deletions to Coordinating Board
	3/14/22	Curriculum Coordinator requests fall 2022 course inventory excel from Institutional Research
	TBD	Registration begins for fall 2022
April	4/18/22	Prepare and distribute fall 2023 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
May	5/5/22	Administrative Assistant publishes FY 2023 course calendar to website
	5/5/22	Faculty Senate notifies 2022-2023 University Curriculum Committee members and Faculty Senators
June	6/1/22	General Education Council members for fall 2022 appointed by deans
July	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
August	8/1/22	Curriculum Office reserves room for fall 2022 University Curriculum Committee Annual Course Cycle Meetings
	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	Courses begin for fall 2022
	8/26/22	Follow up on fall 2023 Frequently Taught Topics Courses Report and Untaught Course Report from Deans