

Texas State Univeristy
Academic Year 2023-2024 Curriculum Calendar

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
Year round		Faculty develop course additions, changes, and deletions to be effective fall 2024 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 2024 in the Program Inventory Management (PIM) system
		Faculty access in PIM system is year round
September	9/1/23	Emergency edits as necessary in NEXT for 2023-2024 catalog
	9/1/23	CIM/PIM training sessions for faculty
	9/1/23	Departments/Schools elect 2023-2024 College Curriculum Committee members
	9/1/23	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
	9/4/23	Curriculum Office reviews and updates Deans/Associate Deans/Assistant Deans/Department Chairs/School Directors on 2023-2024 catalog college pages
	9/5/23	College Curriculum Committees elect 2023-2024 committee chairs
	9/7/23	Curriculum Specialist requests lists of 2023-2024 College Curriculum Committee members and chairs from Dean's admins
	9/7/23	Curriculum Specialist updates CIM/PIM roles for 2023-2024 College Curriculum Committees members and chairs
	9/8/23	Assistant Vice President for Curriculum and Academic Programs sets up annual College Curriculum Committee Chair meeting
	9/22/23	Curriculum Coordinator reviews fall 2024 saved but not submitted course proposals
	9/25/23	Curriculum Coordinator notifies depts of fall 2023 saved but not submitted course proposals
	9/28/23	Annual College Curriculum Committee Chair meeting
	9/29/23	Fall 2024 course additions, changes, and deletions in CIM system
October	10/2/23	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened workflow
	10/2/23	Department Chairs/School Directors review fall 2024 course additions, changes, and deletions
	10/2/23	Curriculum Coordinator changes fall 2024 saved but not submitted course proposals to fall 2025
	10/2/23	Curriculum Coordinator validates course numbers for additions
	10/5/23	Curriculum Coordinator prepares preliminary list of fall 2024 course additions, changes, and deletions
	10/6/23	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	10/14/23	College Curriculum Committees review fall 2024 course additions, changes, and deletions in CIM system
	10/20/23	Curriculum Coordinator updates preliminary list of fall 2024 course additions, changes, and deletions and drafts Provost email to faculty & advisors
	10/23/23	Curriculum Coordinator drafts Provost email for Assistant Vice President for Curriculum and Academic Programs with list of fall 2024 course additions, changes, and deletions
	10/24/23	Assistant Vice President for Curriculum and Academic Programs sends draft Provost email with list of fall 2024 course additions, changes, and deletions to Associate Vice President of Academic Affairs
	10/24/23	Curriculum Specialist reviews Role Management of CIM/PIM
	10/27/23	Associate Vice President of Academic Affairs sends Provost email with list of proposed fall 2024 course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff
November	11/1/23	College Councils review fall 2024 course additions, changes, and deletions in CIM system
	11/1/23	Curriculum Coordinator requests list of university administrators from Faculty Records for fall 2024 catalog
	11/1/23	Executive Assistant sends email with list of proposed fall 2024 course additions, changes, and deletions to all faculty and Academic Affairs staff
	11/1/23	All faculty and Academic Affairs staff fall 2024 course review begins
	11/2/23	Faculty Records uploads finalized faculty and administrators appointments for fall 2024 catalog
	11/2/23	Curriculum Coordinator requests updated list of retirees and university administrators from Faculty Records for fall 2024 catalog
	11/2/23	Assistant Vice President for Curriculum and Academic Programs requests spreadsheet of SACSCOC program coordinators from Faculty Records
	11/3/23	Curriculum Coordinator completes faculty import in NEXT to 2023-2024 catalog
	11/3/23	Curriculum Coordinator republishes 2023-2024 catalog after faculty import
	11/7/23	College Deans review fall 2024 course additions, changes, and deletions
	11/14/23	University College Associate Dean reviews fall 2024 undergraduate writing intensive course additions, changes, and deletions
	11/15/23	Graduate Dean reviews fall 2024 graduate course additions, changes, and deletions
	11/21/23	Curriculum Coordinator reviews fall 2024 saved but not submitted program proposals
	11/21/23	Curriculum Coordinator reviews fall 2024 course deletions for fall 2024 unsubmitted program changes
	11/22/23	Curriculum Coordinator notifies departments of fall 2024 saved but not submitted program proposals
	11/29/23	Curriculum Coordinator distributes University Curriculum Committee annual course meeting agendas
	11/29/23	Comments from all faculty and Academic Affairs staff review of fall 2024 courses
	11/29/23	General Education Council reviews fall 2024 undergraduate core curriculum course additions, changes, and deletions
	11/29/23	Curriculum Specialist reviews Role Management of CIM/PIM
11/30/23	Fall 2024 program additions, changes, and deletions in PIM system	

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December	12/1/23	Curriculum Coordinator updates Banner for fall 2024 course changes pending Regents review
	12/4/23	Curriculum Coordinator develops final list of fall 2024 course additions, changes, and deletions
	12/4/23	Curriculum Coordinator emails the final list of fall 2024 course additions and deletions to the University Curriculum Committee to begin the electronic review
	12/4/23	Curriculum Coordinator changes fall 2024 saved but not submitted program proposals to fall 2024
	12/4/23	2023-2024 catalog closed for editing
	12/4/23	Curriculum Coordinator drafts preliminary list of fall 2024 program additions, changes, and deletions
	12/5/23	Curriculum Coordinator distributes list of fall 2024 program additions, changes, and deletions to College Curriculum Committee chairs and college preparers
	12/6/23	Curriculum Coordinator prepares Regents Board Order for fall 2024 course additions, changes, and deletions
	12/7/23	Assistant Vice President for Curriculum and Academic Programs submits Regents Board Order for fall 2024 course additions, changes, and deletions
	12/8/23	Fall 2023 Commencement
	12/9/23	Fall 2023 Commencement
	12/14/23	Department Chairs/School Directors review fall 2024 program additions, changes, and deletions
	12/14/23	Curriculum Coordinator requests CourseLeaf to PDF the 2023-2024 catalog from NEXT
	12/20/23	Curriculum Specialist reviews Role Management of CIM/PIM
January	1/2/24	Associate Vice President for Academic Affairs reviews fall 2024 course changes
	1/2/24	Curriculum Coordinator requests CourseLeaf to advance CURR catalog to 2023-2024
	1/2/24	Curriculum Coordinator requests CourseLeaf to advance NEXT catalog to 2024-2025
	1/5/24	Assistant Vice President for Curriculum and Academic Programs and Curriculum Coordinator review Marketable Skills email templates
	1/12/24	Curriculum Coordinator drafts first edits of 2024-2025 catalog for deans and administrators
	1/12/24	Curriculum Coordinator verifies Department Map 2023-2024 in Marketable Skills system Review Year and Public Year programs
	1/12/24	Curriculum Coordinator adds Next Academic Year 2024-2024 in Marketable Skills system
	1/12/24	Curriculum Coordinator revises Open Review Date to February 1, 2024 and Public Display Date to May 1, 2024 for 2024-2025 Marketable Skills reports
	1/12/24	Curriculum Coordinator reviews the Faculty Records spreadsheet to notate the program coordinator updates from previous year
	1/12/24	Curriculum Coordinator edits the "Academic Year" Coordinator Identity for 2024-2025 Marketable Skills with updates from the Faculty Records spreadsheet
	1/16/24	Curriculum Coordinator reviews draft 2023-2024 catalog PDF
	1/16/24	Curriculum Coordinator distributes first edits to Deans and Administrators for 2024-2025 catalog
	1/26/24	University Curriculum Committee meeting review fall 2024 course additions and deletions (1st meeting)
	1/26/24	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" Mail Template Manager for 2024-2025 Marketable Skills to open on February 1, 2024 with deadline of February 28, 2024
	1/26/24	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" Message Template Schedules for 2024-2024 Marketable Skills reports to open on February 1, 2024 with a Weekly "Frequency Type" of Monday and Active flag
	1/30/24	Curriculum Coordinator adds new programs, changes programs, and deletes programs in the Curriculum Program Groups for 2024-2025 Marketable Skills
	1/31/24	Curriculum Coordinator emails advisors 2023-2024 catalog PDF
	1/31/24	College Curriculum Committees review fall 2024 program additions, changes, and deletions
1/31/24	Curriculum Specialist reviews Role Management of CIM/PIM	
February	2/1/24	Associate Vice President for Academic Affairs reviews fall 2024 course additions and deletions (1st University Curriculum Committee meeting)
	2/1/24	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)
	2/1/24	System email to program coordinators to enter 2024-2025 Marketable Skills
	2/2/24	University Curriculum Committee meeting review fall 2024 course additions and deletions (2nd meeting)
	2/6/24	Curriculum Coordinator imports CIM course data in NEXT for 2024-2025 catalog
	2/8/24	Associate Vice President for Academic Affairs reviews fall 2024 course additions and deletions (2nd University Curriculum Committee meeting)
	2/8/24	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (2nd meeting)
	2/9/24	University Curriculum Committee meeting review fall 2024 course additions and deletions (3rd meeting)
	2/9/24	Banner updated for fall 2024 course additions and deletions pending Board of Regents review
	2/13/24	Curriculum Coordinator and Registrar's Office annual working session for deleted courses
	2/13/24	College Councils review fall 2024 program additions, changes, and deletions
	2/14/24	Regents review fall 2024 course additions, changes, and deletions
	2/15/24	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (3rd meeting)
	2/16/24	Edits from deans and administrators for 2024-2025 catalog
	2/20/24	College Deans review fall 2024 program additions, changes, and deletions
	2/22/24	Schedule of classes go live for summer and fall 2024
	2/26/24	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" Mail Template Manager for 204-2025 Marketable Skills to open on March 1, 2024 with deadline of March 31, 2024
	2/26/24	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" Message Template Schedules for 2024-2025 Marketable Skills reports to open on March 1, 2023 with a Weekly "Frequency Type" of Monday and Active flag
	2/26/24	Program coordinators enter 2024-2025 Marketable Skills
2/28/24	Curriculum Specialist reviews Role Management of CIM/PIM	

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March	3/1/24	Graduate Dean reviews fall 2024 program additions, changes, and deletions in PIM
	3/1/24	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 2024-2025 Marketable Skills
	3/1/24	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 2023-2024 Marketable Skills
	3/1/24	System email to chairs/directors to approve 2024-2025 Marketable Skills
	3/7/24	Curriculum Coordinator submits proposed core curriculum fall 2024 course additions, changes, and deletions to Coordinating Board
	3/8/24	University Curriculum Committee review* of fall 2024 program additions, changes, and deletions
	3/18/24	Curriculum Coordinator requests fall 2024 course inventory excel from Institutional Research
	3/18/24	Associate Vice President for Academic Affairs reviews fall 2024 program additions, changes, and deletions
	3/19/24	Curriculum Coordinator makes edits from deans and administrators in NEXT for 2023-2024 catalog
	3/25/24	Registration begins for fall 2024
	3/26/24	Curriculum Specialist reviews Role Management of CIM/PIM
	3/29/24	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" Mail Template Manager for 2024-2024 Marketable Skills to open on April 1, 2024 with deadline of April 24, 2024
	3/29/24	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" Message Template Schedules for 2023-2024 Marketable Skills reports to open on April 1, 2023 with a Weekly "Frequency Type" of Monday and Active flag
	3/29/24	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 2024-2025 Marketable Skills
	3/29/24	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 2024-2025 Marketable Skills
3/29/24	Chairs/directors approve 2024-2024 Marketable Skills	
3/30/24	Assistant Vice President for Curriculum and Academic Programs coordinates Faculty Senate agenda for fall 2024 program additions, changes, and deletions	
April	4/1/24	Faculty Senate review* of fall 2024 program additions, changes, and deletions
	4/1/24	System email to deans to approve 2024-2025 Marketable Skills
	4/4/24	Assistant Vice President for Curriculum and Academic Programs drafts Council of Academic Deans email for fall 2023 program additions, changes, and deletions and sends to Associate Vice President for Academic Affairs
	4/4/24	Associate Vice President for Academic Affairs reviews and approves draft Council of Academic Deans email for fall 2023 program additions, changes, and deletions
	4/5/24	Assistant Vice President for Curriculum and Academic Programs sends email to Council of Academic Deans for fall 2024 program additions, changes, and deletions
	4/12/24	Council of Academic Deans review* of fall 2024 program additions, changes, and deletions
	4/15/24	Curriculum Specialist drafts FY 2024 curriculum calendar
	4/15/24	Provost review* of fall 2024 program additions, changes, and deletions
	4/16/24	President review* of fall 2024 program additions, changes, and deletions
	4/18/24	Prepare and distribute fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
	4/18/24	Curriculum Coordinator edits 2024-2025 catalog for fall 2023 program additions, changes, and deletions
	4/23/24	Deans approve 2024-2025 Marketable Skills
	4/25/24	Curriculum Coordinator requests CourseLeaf to publish 2024-2025 catalog from NEXT
	4/25/24	Curriculum Specialist drafts Provost campus announcement email about the fall 2024 catalog and sends to Associate Vice President for Academic Affairs
	4/25/24	Curriculum Coordinator submits 2024-2024 Marketable Skills to Associate Vice President of Academic Affairs
	4/25/24	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 2024-2025 Marketable Skills
	4/25/24	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 2024-2025 Marketable Skills
	4/25/24	Curriculum Specialist reviews Role Management of CIM/PIM
4/26/24	Curriculum Specialist distributes FY 2024 curriculum calendar to deans' offices and publishes to Curriculum website	
4/29/24	Associate Vice President for Academic Affairs to approve 2023-2024 Marketable Skills	
4/30/24	Associate Vice President for Academic Affairs sends campus announcement email to Executive Assistant about the fall 2024 catalog	
May	5/1/24	Publish Fall 2024 Catalog
	5/1/24	Executive Assistant sends campus announcement email about the fall 2024 catalog
	5/2/24	Begin Outcomes Assessment: Results, Evidence of Improvement and Action Plan for FY 2024
	5/3/24	Curriculum Specialist publishes FY 2025 course calendar to website
	5/3/24	Curriculum Specialist publishes FY 2025 program calendar to website
	5/3/24	Faculty Senate notifies 2024-2025 University Curriculum Committee members
	5/3/24	Faculty Senate notifies 2024-2025 Faculty Senators
	5/9/24	Spring 2024 Commencement
	5/10/24	Spring 2024 Commencement
	5/11/24	Spring 2024 Commencement
	5/13/24	Regents meeting review* of fall 2024 program additions, changes, and deletions
	5/30/24	Curriculum Specialist updates CIM/PIM roles for 2024-2025 University Curriculum Committee
	5/30/24	Curriculum Specialist updates CIM/PIM roles for 2024-2025 Faculty Senate
5/31/24	Curriculum Coordinator submits CBM 003 to Texas Higher Education Coordinating Board	

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June		Emergency edits as necessary in NEXT for 2024-2025 catalog
	6/3/24	Report Curriculum Office Outcomes Assessment
	6/3/24	General Education Council members for fall 2024 appointed by deans
	6/3/24	Texas Higher Education Coordinating Board staff review* of fall 2024 program additions, changes, and deletions
	6/6/24	Curriculum Specialist reviews/ updates Transfer Planning Guides spreadsheet
	6/13/24	Curriculum Office completes Annual Third-Party Application User Access Review for CIM/PIM
	6/13/24	Curriculum Specialist distributes Transfer Planning Guides to Assistant Vice President for Academic Success
	6/14/24	Southern Association of Colleges and Schools Commission on Colleges teach-outs letter to be mailed to Southern Association of Colleges and Schools Commission on Colleges; Deadline is June 30, 2024
	6/27/24	Curriculum Specialist reviews Role Management of CIM/PIM
July		Emergency edits as necessary in NEXT for 2024-2025 catalog
	7/1/24	IT audit of user access
	7/15/24	Re-evaluate Marketable Skills Program Map
	7/25/24	Assistant Vice President for Curriculum and Academic Programs sets up University Curriculum Committee new member orientation and develops agenda
	7/25/24	Assistant Vice President for Curriculum and Academic Programs sends University Curriculum Committee new member orientation invite and agenda
	7/25/24	Administrative Assistant reserves room for 2024-2025 University Curriculum Committee orientation
	7/25/24	Curriculum Specialist reviews Role Management of CIM/PIM
August		Emergency edits as necessary in NEXT for 2024-2025 catalog
	8/1/24	Apply Texas
	8/1/24	Administrative Assistant reserves room for fall 2024 University Curriculum Committee Annual Course Cycle Meetings
	8/1/24	Curriculum Coordinator posts fall 2024 Degree Program Inventory
	8/3/24	Summer 2024 Commencement
	8/15/24	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions
	8/21/24	Curriculum Specialist updates CIM/PIM roles for 2024-2025 Deans, Chairs, and College Councils
	TBD	Convocation fall 2024
	TBD	Courses begin for fall 2024
	TBD	Curriculum Coordinator removes disclaimer from 2023-2024 catalog
	8/22/24	Edit Associate Vice President for Academic Affairs website to include newly approved majors and minors
	8/26/24	Curriculum Coordinator follows up on fall 2025 Frequently Taught Topics Courses Report and Untaught Course Report from Deans
8/30/24	Curriculum Specialist 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

Color Legend:

Curriculum Action Items

Course Action Items

Program Action Items

Catalog Action Items

Marketable Skills Items

Role Management Review Items