

Texas State University
Academic Year 2022-2023 Course Calendar

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
Year Round		Faculty develop course additions, changes, and deletions to be effective fall 2023 in the Course Inventory Management (CIM) system
		Faculty access in CIM system is year round
September	9/20/22	Curriculum Coordinator reviews fall 2023 saved but not submitted course proposals
	9/22/22	Curriculum Coordinator notifies depts of fall 2023 saved but not submitted course proposals
	9/30/22	Fall 2023 course additions, changes, and deletions in CIM system
October	10/1/22	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened workflow
	10/1/22	Department Chairs/School Directors review fall 2023 course additions, changes, and deletions
	10/1/22	Curriculum Coordinator changes fall 2023 saved but not submitted course proposals to fall 2024
	10/1/22	Curriculum Coordinator validates course numbers for additions
	10/4/22	Curriculum Coordinator prepares preliminary list of fall 2023 course additions, changes, and deletions
	10/5/22	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	10/15/22	College Curriculum Committees review fall 2023 course additions, changes, and deletions in CIM system
	10/21/22	Curriculum Coordinator updates preliminary list of fall 2023 course additions, changes, and deletions and drafts Provost email to faculty & advisors
	10/24/22	Curriculum Coordinator drafts Provost email for Assistant Vice President for Curriculum and Academic Programs with list of fall 2023 course additions, changes, and deletions
	10/25/22	Assistant Vice President for Curriculum and Academic Programs sends draft Provost email with list of fall 2023 course additions, changes, and deletions to Associate Vice President of Academic Affairs
	10/28/22	Associate Vice President of Academic Affairs sends Provost email with list of proposed fall 2023 course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff
November	11/1/22	College Councils review fall 2023 course additions, changes, and deletions in CIM system
	11/1/22	Executive Assistant sends email with list of proposed fall 2023 course additions, changes, and deletions to all faculty and Academic Affairs staff
	11/1/22	All faculty and Academic Affairs staff fall 2023 course review begins
	11/7/22	College Deans review fall 2023 course additions, changes, and deletions
	11/14/22	University College Associate Dean reviews fall 2023 undergraduate writing intensive course additions, changes, and deletions

Texas State University
Academic Year 2022-2023 Course Calendar

	11/15/22	Graduate Dean reviews fall 2023 graduate course additions, changes, and deletions
	11/29/22	Curriculum Coordinator distributes University Curriculum Committee annual course meeting agendas
	11/29/22	Comments from all faculty and Academic Affairs staff review of fall 2023 courses
	11/29/22	General Education Council reviews fall 2023 undergraduate core curriculum course additions, changes, and deletions
December	12/1/22	Curriculum Coordinator updates Banner for fall 2023 course changes pending Regents review
	12/2/22	Curriculum Coordinator develops final list of fall 2023 course additions, changes, and deletions
	12/2/22	Curriculum Coordinator emails the final list of fall 2023 course additions and deletions to the University Curriculum Committee to begin the electronic review
	12/6/22	Curriculum Coordinator prepares Regents Board Order for fall 2023 course additions, changes, and deletions
	12/7/22	Assistant Vice President for Curriculum and Academic Programs submits Regents Board Order for fall 2023 course additions, changes, and deletions
January	1/3/23	Associate Vice President for Academic Affairs reviews fall 2023 course changes
	1/27/23	University Curriculum Committee meeting review fall 2023 course additions and deletions (1st meeting)
February	2/1/23	Associate Vice President for Academic Affairs reviews fall 2023 course additions and deletions (1st University Curriculum Committee meeting)
	2/3/23	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)
	2/4/23	University Curriculum Committee meeting review fall 2023 course additions and deletions (2nd meeting)
	2/7/23	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (2nd meeting)
	2/7/23	Associate Vice President for Academic Affairs reviews fall 2023 course additions and deletions (2nd University Curriculum Committee meeting)
	2/10/23	Banner updated for fall 2023 course additions and deletions pending Board of Regents review
	2/14/23	Curriculum Coordinator and Registrar's Office annual working session for deleted courses
	2/15/23	Regents review fall 2023 course additions, changes, and deletions
	2/23/23	Schedule of classes go live for summer and fall 2023
March	3/7/23	Curriculum Coordinator submits proposed core curriculum fall 2023 course additions, changes, and deletions to Coordinating Board
	3/14/23	Curriculum Coordinator requests fall 2023 course inventory excel from Institutional Research

Texas State University
Academic Year 2022-2023 Course Calendar

March	3/27/23	Registration begins for fall 2023
	3/28/23	Curriculum coordinator updates Annual Course Cycle website once courses are approved by University Curriculum Committee, Board of Regents, and Texas Higher Education Coordinating Board
April	4/18/23	Prepare and distribute fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
May	5/31/23	Curriculum Coordinator submits CBM 003 to Texas Higher Education Coordinating Board
July	7/25/23	Administrative Assistant reserves room for 2023-2024 University Curriculum Committee orientation
August	8/1/23	Administrative Assistant reserves room for fall 2023 University Curriculum Committee Annual Course Cycle Meetings
	8/15/23	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions
	TBD	Courses begin for fall 2023
	8/26/23	Curriculum Coordinator follows up on fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report from Deans