

Texas State University
Academic Year 2022-2023 Curriculum 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
		Faculty develop program additions, changes, and deletions to be effective fall 2023 in the Program Inventory Management (PIM) system
		Faculty access in PIM system is year round
September		Emergency edits as necessary in NEXT for 2022-2023 catalog
		CIM/PIM training sessions for faculty
	9/1/22	Departments/Schools elect 2022-2023 College Curriculum Committee members
	9/1/22	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
	9/2/22	Curriculum Office reviews and updates Deans/Associate Deans/Assistant Deans/Department Chairs/School Directors on 2022-2023 catalog college pages
	9/3/22	College Curriculum Committees elect 2022-2023 committee chairs
	9/5/22	Administrative Assistant requests lists of 2022-2023 College Curriculum Committee members and chairs from Dean's admins
	9/5/22	Administrative Assistant updates CIM/PIM roles for 2022-2023 College Curriculum Committees members and chairs
	9/6/22	Assistant Vice President for Curriculum and Academic Programs sets up annual College Curriculum Committee Chair meeting
	9/13/22	Annual College Curriculum Committee Chair meeting
	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
	10/25/22	Administrative Assistant reviews Role Management of CIM/PIM
	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

**Texas State University
Academic Year 2022-2023 Curriculum Calendar**

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
November	11/1/22	College Councils review fall 2023 course additions, changes, and deletions in CIM system
	11/1/22	Curriculum Coordinator requests list of university administrators from Faculty Records for fall 2023 catalog
	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
	11/2/22	Faculty Records uploads finalized faculty and administrators appointments for fall 2023 catalog
	11/2/22	Curriculum Coordinator requests updated list of retirees and university administrators from Faculty Records for fall 2023 catalog
	11/2/22	Assistant Vice President for Curriculum and Academic Programs requests spreadsheet of SACSCOC program coordinators from Faculty Records
	11/3/22	Curriculum Coordinator completes faculty import in NEXT to 2022-2023 catalog
	11/3/22	Curriculum Coordinator republishes 2022-2023 catalog after faculty import
	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
	11/15/22	Graduate Dean reviews fall 2023 graduate course additions, changes, and deletions
	11/21/22	Curriculum Coordinator reviews fall 2023 saved but not submitted program proposals
	11/21/22	Curriculum Coordinator reviews fall 2023 course deletions for fall 2023 unsubmitted program changes
	11/22/22	Curriculum Coordinator notifies departments of fall 2023 saved but not submitted program proposals
	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
11/29/22	Administrative Assistant reviews Role Management of CIM/PIM	
11/30/22	Fall 2023 program additions, changes, and deletions in PIM system	
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
	12/2/22	Curriculum Coordinator changes fall 2023 saved but not submitted program proposals to fall 2024
	12/2/22	2022-2023 catalog closed for editing
	12/2/22	Curriculum Coordinator drafts preliminary list of fall 2023 program additions, changes, and deletions
	12/5/22	Curriculum Coordinator distributes list of fall 2023 program additions, changes, and deletions to College Curriculum Committee chairs and college preparers
	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
	12/9/22	Fall 2022 Commencement
	12/10/22	Fall 2022 Commencement
	12/15/22	Department Chairs/School Directors review fall 2023 program additions, changes, and deletions
	12/15/22	Curriculum Coordinator requests CourseLeaf to PDF the 2022-2023 catalog from NEXT
12/20/22	Administrative Assistant reviews Role Management of CIM/PIM	

Texas State University
Academic Year 2022-2023 Curriculum Calendar

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
January	1/3/23	Associate Vice President for Academic Affairs reviews fall 2023 course changes
	1/3/23	Curriculum Coordinator requests CourseLeaf to advance CURR catalog to 2022-2023
	1/3/23	Curriculum Coordinator requests CourseLeaf to advance NEXT catalog to 2023-2024
	1/7/23	Assistant Vice President for Curriculum and Academic Programs and Curriculum Coordinator review Marketable Skills email templates
	1/12/23	Curriculum Coordinator drafts first edits of 2023-2024 catalog for deans and administrators
	1/12/23	Curriculum Coordinator verifies Department Map 2023-2024 in Marketable Skills system Review Year and Public Year programs
	1/12/23	Curriculum Coordinator adds Next Academic Year 2023-2024 in Marketable Skills system
	1/12/23	Curriculum Coordinator revises Open Review Date to February 1, 2023 and Public Display Date to May 1, 2023 for 2023-2024 Marketable Skills reports
	1/12/23	Curriculum Coordinator reviews the Faculty Records spreadsheet to notate the program coordinator updates from previous year
	1/12/23	Curriculum Coordinator edits the "Academic Year" Coordinator Identity for 2023-2024 Marketable Skills with updates from the Faculty Records spreadsheet
	1/16/23	Curriculum Coordinator reviews draft 2022-2023 catalog PDF
	1/16/23	Curriculum Coordinator distributes first edits to Deans and Administrators for 2023-2024 catalog
	1/27/23	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" Mail Template Manager for 2023-2024 Marketable Skills to open on February 1, 2023 with deadline of February 28, 2023
	1/27/23	Curriculum Coordinator edits the "Review_Year_Coordinator_Action_Required" Message Template Schedules for 2023-2024 Marketable Skills reports to open on February 1, 2023 with a Weekly "Frequency Type" of Monday and Active flag
	1/30/23	Curriculum Coordinator adds new programs, changes programs, and deletes programs in the Curriculum Program Groups for 2023-2024 Marketable Skills
	1/27/23	University Curriculum Committee meeting review fall 2023 course additions and deletions (1st meeting)
	1/31/23	Curriculum Coordinator emails advisors 2022-2023 catalog PDF
1/31/23	College Curriculum Committees review fall 2023 program additions, changes, and deletions	
1/31/23	Administrative Assistant reviews Role Management of CIM/PIM	
February	2/1/23	Associate Vice President for Academic Affairs reviews fall 2023 course additions and deletions (1st University Curriculum Committee meeting)
	2/1/23	System email to program coordinators to enter 2023-2024 Marketable Skills
	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)
	2/7/23	Curriculum Coordinator imports CIM course data in NEXT for 2023-2024 catalog
	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
	2/14/23	College Councils review fall 2023 program additions, changes, and deletions
	2/15/23	Regents review fall 2023 course additions, changes, and deletions
	2/18/23	Edits from deans and administrators for 2023-2024 catalog
	2/21/23	College Deans review fall 2023 program additions, changes, and deletions
	2/23/23	Schedule of classes go live for summer and fall 2023
	2/27/23	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" Mail Template Manager for 2023-2024 Marketable Skills to open on March 1, 2023 with deadline of March 31, 2023
	2/27/23	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" Message Template Schedules for 2023-2024 Marketable Skills reports to open on March 1, 2022 with a Weekly "Frequency Type" of Monday and Active flag
	2/27/23	Program coordinators enter 2023-2024 Marketable Skills
2/28/23	Administrative Assistant reviews Role Management of CIM/PIM	

**Texas State University
Academic Year 2022-2023 Curriculum Calendar**

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
March	3/1/23	Graduate Dean reviews fall 2023 program additions, changes, and deletions in PIM
	3/1/23	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 2023-2024 Marketable Skills
	3/1/23	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 2022-2023 Marketable Skills
	3/1/23	System email to chairs/directors to approve 2023-2024 Marketable Skills
	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
	3/14/23	Associate Vice President for Academic Affairs reviews fall 2023 program additions, changes, and deletions
	3/15/23	Curriculum Coordinator makes edits from deans and administrators in NEXT for 2022-2023 catalog
	3/15/23	University Curriculum Committee review* of fall 2023 program additions, changes, and deletions
	3/27/23	Registration begins for fall 2023
	3/28/23	Administrative Assistant reviews Role Management of CIM/PIM
	3/30/23	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" Mail Template Manager for 2023-2024 Marketable Skills to open on April 1, 2023 with deadline of April 24, 2023
	3/30/23	Curriculum Coordinator edits the "Review_Year_Deans_Action_Required" Message Template Schedules for 2022-2023 Marketable Skills reports to open on April 1, 2022 with a Weekly "Frequency Type" of Monday and Active flag
	3/30/23	Curriculum Coordinator edits the "Review_Year_Chair_Action_Required" in the Mail Template Manager
	3/30/23	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 2023-2024 Marketable Skills
3/30/23	Chairs/directors approve 2023-2024 Marketable Skills	
3/31/23	Assistant Vice President for Curriculum and Academic Programs coordinates Faculty Senate agenda	
April	4/1/23	Faculty Senate review* of fall 2023 program additions, changes, and deletions
	4/1/23	System email to deans to approve 2023-2024 Marketable Skills
	4/5/23	Assistant Vice President for Curriculum and Academic Programs drafts Council of Academic Deans email for fall 2022 program additions, changes, and deletions and sends to Associate Vice President for Academic Affairs
	4/5/23	Associate Vice President for Academic Affairs reviews and approves draft Council of Academic Deans
	4/6/23	Assistant Vice President for Curriculum and Academic Programs sends email to Council of Academic
	4/14/23	Council of Academic Deans review* of fall 2023 program additions, changes, and deletions
	4/15/23	Administrative Assistant drafts FY 2023 curriculum calendar
	4/15/23	Provost review* of fall 2023 program additions, changes, and deletions
	4/16/23	President review* of fall 2023 program additions, changes, and deletions
	4/18/23	Prepare and distribute fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
	4/18/23	Curriculum Coordinator edits 2023-2024 catalog for fall 2022 program additions, changes, and deletions
	4/23/23	Deans approve 2023-2024 Marketable Skills
	4/25/23	Curriculum Coordinator requests CourseLeaf to publish 2023-2024 catalog from NEXT
	4/25/23	Administrative Assistant drafts Provost campus announcement email about the fall 2023 catalog and sends to Associate Vice President for Academic Affairs
	4/25/23	Curriculum Coordinator submits 2023-2024 Marketable Skills to Associate Vice President of Academic Affairs
	4/25/23	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 2023-2024 Marketable Skills
	4/25/23	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 2023-2024 Marketable Skills
	4/25/23	Administrative Assistant reviews Role Management of CIM/PIM
	4/26/23	Administrative Assistant distributes FY 2024 curriculum calendar to deans' offices and publishes to Curriculum website
	4/28/23	Associate Vice President for Academic Affairs to approve 2022-2023 Marketable Skills
4/29/23	Associate Vice President for Academic Affairs sends campus announcement email to Executive Assistant about the fall 2023 catalog	

**Texas State University
Academic Year 2022-2023 Curriculum Calendar**

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
May	5/1/23	Publish fall 2023 Catalog
	5/1/23	Executive Assistant sends campus announcement email about the fall 2023 catalog
	5/2/23	Begin Outcomes Assessment: Results, Evidence of Improvement and Action Plan for FY 2023
	5/5/23	Administrative Assistant publishes FY 2024 course calendar to website
	5/5/23	Administrative Assistant publishes FY 2024 program calendar to website
	5/5/23	Faculty Senate notifies 2023-2024 University Curriculum Committee members
	5/5/23	Faculty Senate notifies 2023-2024 Faculty Senators
	5/11/23	Spring 2023 Commencement
	5/12/23	Spring 2023 Commencement
	5/13/23	Spring 2023 Commencement
	5/15/23	Regents meeting review* of fall 2023 program additions, changes, and deletions
	5/30/23	Administrative Assistant updates CIM/PIM roles for 2023-2024 University Curriculum Committee
	5/30/23	Administrative Assistant updates CIM/PIM roles for 2023-2024 Faculty Senate
	5/31/23	Curriculum Coordinator submits CBM 003 to Texas Higher Education Coordinating Board
June		Emergency edits as necessary in NEXT for 2023-2024 catalog
	6/1/23	Report Curriculum Office Outcomes Assessment
	6/1/23	General Education Council members for fall 2023 appointed by deans
	6/1/23	Texas Higher Education Coordinating Board staff review* of fall 2023 program additions, changes, and deletions
	6/14/23	Curriculum Office completes Annual Third-Party Application User Access Review for CIM/PIM
	6/15/23	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, 2023
	6/27/23	Administrative Assistant reviews Role Management of CIM/PIM
July		Emergency edits as necessary in NEXT for 2023-2024 catalog
	7/1/23	IT audit of user access
	7/25/23	Assistant Vice President for Curriculum and Academic Programs sets up University Curriculum Committee new member orientation and develops agenda
	7/25/23	Assistant Vice President for Curriculum and Academic Programs sends University Curriculum Committee new member orientation invite and agenda
	7/25/23	Administrative Assistant reserves room for 2023-2024 University Curriculum Committee orientation
	7/25/23	Administrative Assistant reviews Role Management of CIM/PIM

**Texas State University
Academic Year 2022-2023 Curriculum Calendar**

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
August		Emergency edits as necessary in NEXT for 2023-2024 catalog
	8/1/23	Apply Texas
	8/1/23	Administrative Assistant reserves room for fall 2023 University Curriculum Committee Annual Course Cycle Meetings
	8/1/23	Curriculum Coordinator posts fall 2023 Degree Program Inventory
	8/5/23	Summer 2023 Commencement
	8/15/23	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions
	8/21/23	Administrative Assistant updates CIM/PIM roles for 2023-2024 Deans, Chairs, and College Councils
	TBD	Convocation fall 2023
	TBD	Courses begin for fall 2023
	TBD	Curriculum Coordinator removes disclaimer from 2022-2023 catalog
	8/22/23	Edit Associate Vice President for Academic Affairs website to include newly approved majors and minors
	8/26/23	Curriculum Coordinator follows up on fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report from Deans
	8/29/23	Administrative Assistant 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