Memo

To:       Dr. Larry Williams, Chair Undergraduate Studies Committee
From:    Melissa Pierson, Undergraduate Catalog Subcommittee
Date:   10/29/2013
Re:    catalog subcommittee recommendations related to catalog submissions and processing timeline

The Undergraduate Studies Catalog Subcommittee met in person on 9/11 and 10/23, and by email 9/18, 9/25, 10/9 and 10/16. The subcommittee reviewed the undergraduate catalog as implemented in Acatalog. Then, the subcommittee reviewed the overall timeline used for UC submissions, approval, and implementation of the catalog.

Proposal: To aid student success, the catalog subcommittee proposes to adjust the timeline for submissions and approvals of all catalog content (e.g., CBM forms, degree plan changes.)

Rationale: In order for entering undergraduate students (both FTIC and transfer) to be advised for and register for courses on time during orientation,

- the academic catalog has to be published;
- then the course inventory in PeopleSoft can be finalized;
- which will then allow the course schedule to be built;
- so that the course schedule can go live by the first new student conference in April.

Proposed Timeline: We propose modifying the timeline as follows for all catalog content.

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Current Timeline</th>
<th>Proposed Timeline</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Start</td>
<td>Finish</td>
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<tr>
<td>Colleges submit all catalog material (e.g., approved CBMs, degree plans, and academic policies)</td>
<td>1st day of Fall 2014 semester</td>
<td>Oct. 2014 (for CBMs; Mar. 2015 1st bus. day) for prog./policies</td>
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<tr>
<td>Academic Program Management (APM) approval and processing</td>
<td>1st day of Fall 2014 semester</td>
<td>Mid-March (2015)</td>
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<td>Undergraduate Committee Approvals</td>
<td>Mid-October 2014</td>
<td>Last UC meeting in Spring (late April 2015)</td>
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<td>Provost Approvals</td>
<td>Late October 2014</td>
<td>Late April/Early May 2015</td>
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<td>Changes made to catalog (test version)</td>
<td>as approved by Provost</td>
<td>2/1/15</td>
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<td>Catalog goes Live (approved courses are being scheduled for Fall 2015)</td>
<td>2/1/15</td>
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<td>Schedule goes Live</td>
<td>3/1/15</td>
<td></td>
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<td>Registration begins</td>
<td>4/1/15</td>
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<tr>
<td>Catalog changes go into effect</td>
<td>Fall 15</td>
<td>Fall 15</td>
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Anticipated Operational Impacts:

- The new timeline would afford faculty, programs, departments, and colleges ample time to consider changes in the Spring semester; often the process begins when the fall semester starts and the process is rushed to meet the October deadline.
- The UC committees can begin work immediately in the Fall semester and finish by the end of the Fall semester. So, rather than an October to February timeline, the review would shift to September to December.
- This new timeline allows the process to move forward without requiring faculty work over the summer.
- We expect that the Acalog and Curriculog systems will streamline the pre- and post-review processing to meet the April deadline.
- The UC will provide information to faculty, programs, departments, and colleges about new timeline and new electronic submission process.

Transition

- Current proposals submitted by the October deadline will continue to be reviewed as planned for approval and implementation for Fall 2014.
- Submissions of program and policy proposals by the existing March 3 deadline will be reviewed as planned for approval and implementation for Fall 2014.
- The new submission timeline would begin in Spring 2014, so would require colleges to have a quicker turn-around, but would not impact the UC work until September.
MEMORANDUM

To: Dr. Lawrence R. Williams
Chair, Undergraduate Committee

From: Dr. Paula Myrick Short
SVC/SVP and Provost

Date: February 6, 2014

Re: Undergraduate Committee Approvals

I have approved the committee recommendation as related to the following report: