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

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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 Acalog. 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.

For Changes to Fall 2015 Catalog	Current Timeline		Proposed Timeline	
Task Name	Start	Finish	Start	Finish
Colleges submit all catalog material (e.g., approved CBMs, degree plans, and academic policies)	1st day of Fall 2014 semester	Oct. 2014 (for CBMs; Mar. 2015 (1st bus. day) for prog./policies	First day of Spring 14 semester	Last day of Spring 14 semester
Academic Program Management (APM) approval and processing	1st day of Fall 2014 semester	Mid-March (2015)	First day of Spring 14 semester	First day of Fall 14 semester
Undergraduate Committee Approvals	Mid-October 2014	Last UC meeting in Spring (late April 2015)	2nd week of Fall 14 semester	Last day of Fall 14 semester
Provost Approvals	Late October 2014	Late April/Early May 2015	2nd week of Fall 14 semester, as approved by UC	First day of Spring 15 semester
Changes made to catalog (test version)			as approved by Provost	2/1/15
Catalog goes Live☐(approved courses are being scheduled for Fall 2015)				2/1/15
Schedule goes Live				3/1/15
Registration begins				4/1/15
Catalog changes go into effect		Fall 15		Fall 15

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.