

## Appendix D

### Curriculum Timetable/Deadlines from Fall 2019 through curriculum cycles for **2020-21 Catalog**, **2021-22 Catalog**, **2022-23 Catalog**

Timetable/Deadline	Activity	Unit(s) Involved
September 2019 through February 14, 2020 (2021-22)	Departments prepare curriculum documents on standard forms and consult with relevant bodies using forms Consult-General, Consult-Ed Prep in preparation for entry into Leepfrog. Any changes to the Liberal Arts Core or to an LAC course must be vetted through the LACC using Consult-LACC. Departments must also prepare a Curriculum Summary Form which summarizes all proposed changes (indicating whether proposals are substantial or editorial) and budgetary implications. (See <a href="http://www.uni.edu/provost/curriculum-review/uccforms">http://www.uni.edu/provost/curriculum-review/uccforms</a> for forms.)	Departments, LACC, Teacher Education Senates, Library
By December 15, 2019 (2021-22)	Department sends Curriculum Summary Form with budget implications to their Dean for budget review	Departments
August – October 2019 (2020-21)	Review all college-approved proposals and forward them to Faculty Senate	UCC/GCCC
November 2019 (2020-21)	Approval by Faculty Senate of curriculum proposals for Catalog years 2019-2020	Faculty Senate
December 2019 – February 2020 (2020-21)	Registrar enters course changes, drops and adds into PeopleSoft (SIS) for generating the upcoming Summer and Fall Schedule of Classes information.  University-wide proposals needing Board of Regents review/approval are sent to BOR by Provost's Office	Registrar & Provost's Office
December 15, 2019 – February 15, 2020 (2021-22)	Dean sends approved Curriculum Summary Form to Department Heads who then send the signed, approved form to the Provost's office to be posted on website by February 15, 2020	College Dean
January - February 2020 (2020-21)	Catalog finalized/proof copy sent and returned from departments/clean-up	Registrar & Departments
February 1, 2020 (2020-21)	2020-21 Catalog published <b>if all BOR approvals have been completed</b> , effective May 2020	Registrar
February 15, 2020 (2021-22)	"Nextcatalog" for 2020-21 catalog available for entry (Leepfrog)	Registrar
February 15 – March 15, 2020 (2021-22)	Can enter curriculum proposals into Leepfrog and MUST attach consultations for submission. Department Head approves proposals in Leepfrog to move workflow to College Senate Chair.	Departments
March 15, 2020 OR Date set by College Senate (2021-22)	Departments must have proposals uploaded into Leepfrog to go forward to College Senate chairs by March 14 OR by date set by individual Senates.	Departments

March 15 – May 1, 2020 (2021-22)	College Senates and curricular bodies review department-approved proposals. <b>ONLY under specific circumstances</b> , proposals may be reviewed prior to being entered in Leepfrog (hard copy forms) if forms in Leepfrog are not available to complete and review.	Colleges
By May 1, 2020 (2021-22)	College Senates and curriculum bodies approve appropriate proposals in Leepfrog.	Colleges
By May 15, 2020 (2021-22)	College Senate comments entered onto Leepfrog to provide context to UCC/GCCC review. Comments can be made on editorial and substantive proposals along with any information deemed to be useful. College Senate Chair sends list of all approved courses with substantial and editorial changes to Provost's Office.	College Senate Chair
By June 1, 2020 (2021-22)	College Dean approval	College Dean
By June 30, 2020 (2021-22)	All college-approved proposals are <b>due to the UCC and GCCC</b> approved by the College Senates, budgets approved by College Dean	College Senate Chair, College Dean
September 2020 through February 15, 2021 (2022-23)	Departments prepare curriculum documents on standard forms and consult with relevant bodies using forms Consult-General, Consult-Ed Prep in preparation for entry into Leepfrog. Any changes to the Liberal Arts Core or to an LAC course must be vetted through the LACC using Consult-LACC. Departments must also prepare a Curriculum Summary Form which summarizes all proposed changes (indicating whether proposals are substantial or editorial) and budgetary implications. (See <a href="http://www.uni.edu/provost/curriculum-review/uccforms">http://www.uni.edu/provost/curriculum-review/uccforms</a> for forms.)	Departments, LACC, Teacher Preparation Senates, Library, Dean
August – October 2020 (2021-22)	Review all college-approved proposals and forward them to Faculty Senate	UCC/GCCC
By December 14, 2020 (2022-23)	Department sends Curriculum Summary Form with budget implications to their Dean for budget review	Departments
November 2020 (2021-22)	Approval by Faculty Senate of Curriculum proposals for Catalog year 2021-2022	Faculty Senate
December 2020 – February 2021 (2022-22)	Registrar enters course changes, drops and adds into PeopleSoft (SIS) for generating the upcoming Summer and Fall Schedule of Classes information.  University-wide proposals needing Board of Regents review/approval are sent to BOR by Provost Office	Registrar & Provost's Office
December 15, 2020 – February 15, 2021 (2022-23)	Dean sends approved Curriculum Summary Form to Department Heads who then send the signed, approved form to the Provost's Office to be posted on the website by February 15, 2021	College Dean, Department Head
January – February 2021 (2021-22)	Catalog finalized/proof copy sent and returned from departments/clean-up	Registrar & Departments
February 2022 (2022-23)	2021-22 Catalog published <b>if all BOR approvals have been completed</b> , effective May 2022	Registrar

February 15, 2021 (2022-23)	“Nextcatalog” for 2022-23 catalog available for entry (Leepfrog)	Registrar
February 15 –March 15, 2021 (2022-23)	Can enter curriculum proposals into Leepfrog and MUST attach consultations for submission. Department Head approves proposals in Leepfrog to move workflow to College Senate Chair.	Departments
March 15, 2021 OR Date set by College Senate (2022-23)	Departments must have proposals uploaded into Leepfrog to go forward to College Senate chairs by March 15 OR by date set by individual Senates.	Departments
March 15 – May 1, 2021 (2022-23)	College Senates and curricular bodies review department-approved proposals. <b>ONLY under specific circumstances</b> , proposals may be reviewed prior to being entered in Leepfrog (hard copy forms) if forms in Leepfrog are not available to complete and review.	Colleges
By May 1, 2021 (2022-23)	College Senates and curriculum bodies approve appropriate proposals in Leepfrog.	Colleges
By May 15, 2021 (2022-23)	College Senate Chair comments entered onto Leepfrog to provide context to UCC/GCCC review. Comments can be made on the editorial and substantive proposals along with any information deemed to be useful. College Senate Chairs sends list of all approved courses with substantial and editorial changes to Provost’s Office.	College Senate Chair
By June 1, 2021 (2022-23)	College Dean approval	College Dean
By June 30, 2021 (2022-23)	All college-approved proposals are due to the UCC and GCCC approved by the College Senates, budgets approved by College Dean and all Form A documentation to the Provost’s Office	College Senate Chair, College Dean
August – October 2021 (2022-23)	Review all college-approved proposals and forward them to Faculty Senate	UCC/GCCC
November 2021 (2022-23)	Approval by Faculty Senate of Curriculum proposals for Catalog year 2022-2023	Faculty Senate
January – February 2022 (2022-23)	Catalog finalized/proof copy sent and returned from departments/clean-up	Registrar & Departments
February 2022 (2022-23)	2022-23 Catalog published <b>if all BOR approvals have been completed</b> , effective May 2022	Registrar