

Stage 2 - Pre-Review

Dates

Responsibility

Action

Review Period Lasts Three Weeks

Curriculum Associate/ Manager

1. Complete Academic Catalog Forms

Curriculum Associate/ Manager

2. Generate Pre-review agendas for Associate Deans, CAEP admin and academic advisors.

*Curriculum Associate/ Manager
Associate Deans/ AVP for EC
Academic Catalog Staff
Advising Coordinators
CAEP Administrator(s)*

3. Catalog staff review proposal:

- Degree management and duplication
- Transfer consideration
- Cross-listing issues
- Impacts on other programs
- Plan/ Sub-plan issues

3. Associate Deans, CAEP, and academic advisors review proposal:

- Degree management and duplication
- Impacts on other programs
- Resources
- Academic advising (course capacity, scheduling, etc.)

Curriculum Associate/ Manager

No revisions

Catalog revisions

Potential duplications, impacts, resource issues

*Associate Deans/ AVP for EC
Proposer*

4.A. Cross-college/
academic unit
conversation(s)

*Proposer
Curriculum Associate/ Manager*

4.B. Revise and resubmit curriculum proposal to Curriculum Process Associate

*Curriculum Associate/ Manager
Academic Catalog Staff*

4.C. Review of revised proposal

No revisions

Revisions requested:
Return to step 2

*Curriculum Associate/ Manager
Associate Deans/ AVP for EC*

5. Sign-off for College Review

Curriculum Associate/ Manager

6. Finalize agenda and publicly posted for College Curriculum & Assessment Committees, UUC & UGC