

**SENATE COMMITTEE ON CURRICULUM AND COURSE CHANGES – 2018/2019**

**TIMETABLE FOR FACULTY/COLLEGE/SCHOOL SUBMISSIONS to the Office of the University Secretary**

	<b>Fall Deadline</b>	<b>SPPC Meeting</b>	<b>Spring Deadline</b>	<b>Senate Executive Meeting</b>	<b>Senate Meeting</b>
Curriculum/Course changes < 9 CH	September 10, 2018 <i>Submitted to SCCCC only</i>			November 21, 2018	December 5, 2018
Curriculum/Course changes > 9 CH or with resource implications	August 13, 2018 <i>Submitted to SCCCC and SPPC</i>	September 24, 2018		November 21, 2018	December 5, 2018
Curriculum/Course changes			February 11, 2019	May 1, 2019	May 15, 2019

Note:

- All changes with resource implications must be considered by the Senate Planning and Priorities Committee (SPPC). Faculties/Colleges/Schools should provide a separate submission for SPPC.  
  
*Resource Implications* include: (i) additions/deletions of courses in a department with a net increase of more than nine credit hours, submission to SPPC should include how this will be addressed; (ii) if a course is offered jointly with other faculty(s) what are the resource implications.
- Proposals for course deletions or modifications (including changes to pre- or corequisites) that would impact other courses/programs, including courses/programs in other units, should, **ideally**, be brought forward for the Fall deadline. Academic units initiating such changes are **required** to advise other affected units of the proposed change(s), including an indication of the term the change would take effect, so other units have an opportunity to submit corresponding changes to the SCCCC for the same Fall deadline, **ideally**, or the next ensuing Spring deadline. The Registrar's Office can assist units in identifying other courses/programs affected by a proposed course modification/deletion where an academic unit does not have this information.
- The submission of *new* undergraduate programs and articulation agreements with or without additional funding will be considered on an on-going basis by SCCCC and SPPC. In the fall, the Committee's focus is on course changes, therefore, new programs might not be dealt with as quickly as at other times of the year.