Proposal Timeline Planning
Internal and External Approvals

INTERNAL APPROVAL PROCESS		MEETING DATES	NOTES / COMPLETED
Academic Initiative Planning Checklist	Include scanned version with signatures as an upload to Curriculog.		
Department Curriculum Committee	One also needs approval from the department chair proceeding to the College Dean.	Once a month between September and April	
College Dean	The dean reviews encompasses an evaluation of resources and an examination of the curriculum for cross-college efficiency.	As needed	
College or Graduate Curriculum Committee	Proposals should be at this Curriculog level at least <u>one week</u> before the meeting.	Once a month between September and April	
EPC	Proposals should be at this Curriculog level at least <u>one week</u> before the meeting (see schedule of EPC meetings) and include a draft SCHEV proposal.	Once a month between September and April	
Faculty Senate	Senate Executive Committee schedules EPC-approved programs for consideration at indicated Senate meeting.	Once a month between October and April	
PVPAA, President, and BOV	PVPAA will submit program summary after Senate approval and further consideration.	March, June, September, December	
EXTERNAL APPROVAL PROCESS		MEETING DATES	NOTES / COMPLETED
SCHEV Program announcement	Programs are announced at SCHEV seven to eight months prior to full consideration; details include curriculum, duplication, labor statistics; program announcement must also go to the BOV.	March, September	
Student and employment demand	Student survey and job ads must have results within <u>12 months</u> of SCHEV proposal submission.		
SCHEV draft review	Draft review by SCHEV staff may occur both prior to and after BOV approval		
SCHEV approval	Submit proposal <u>6 months</u> prior to implementation.	January, March, May, September	
SACSCOC approval	Submit prospectus by <u>December 31</u> for Fall implementation if new CIP code or significant departure; by <u>June 30</u> for Spring implementation.		
Catalog			
Program Implementation			

Sample Timeline [May SCHEV Approval]

		SAMPLE TIMELINE
Year 1	Jan	Academic Initiative Planning Checklist Resource analysis, student and employment demand Course and program development
	Feb	Resource, student and employment demand Course and program development
	Mar	Course and program development
	Apr	
	May	Course and program development Info for Program announcement, SCHEV proposal, SACSCOC prospectus
	Jun	
	Jul	
	Aug	Department Curriculum Committee and Department Chair
	Sep	Dean and College Curriculum Committee / Graduate Curriculum Committee SCHEV Program Announcement [must attend SCHEV Council meeting] BOV announcement only
	Oct	EPC SCHEV draft review SACSCOC prospectus work
	Nov	Faculty Senate SCHEV draft review SACSCOC prospectus work
	Dec	BOV SCHEV proposal due (December 9) SACSCOC prospectus due (December 31)
Year 2	Jan	
	Feb	
	Mar	
	Apr	
	May	SCHEV Council Agenda [must attend SCHEV Council meeting]
	Jun	SACSCOC approval Catalog
	Jul	
	Aug	Implementation

Notes:
- This timeline does not factor in a need for significant curriculum revisions. Should these be required, most commonly as part of the internal review process, it is unlikely that external deadlines will be met, causing a shift of six months to the implementation.

Sample Timeline [January SCHEV Approval]

		SAMPLE TIMELINE
Year 1	Jan	Academic Initiative Planning Checklist Resource, student and employment demand Course and program development
	Feb	Resource, student and employment demand Course and program development
	Mar	
	Apr	
	May	
	Jun	
	Jul	Course and program development
	Aug	Info for Program announcement, SCHEV proposal, SACSCOC prospectus
	Sep	Department Curriculum Committee
	Oct	Department Chair and Dean
	Nov	College Curriculum Committee / Graduate Curriculum Committee
	Dec	
Year 2	Jan	EPC
	Feb	Faculty Senate
	Mar	SCHEV Program Announcement [must attend SCHEV Council meeting] PVPAA, President, BOV (with announcement)
	Apr	
	May	SCHEV draft review
	Jun	
	Jul	SCHEV draft review
	Aug	SACSCOC prospectus work
	Sep	SCHEV proposal due (September 9)
	Oct	SACSCOC prospectus work
	Nov	SACSCOC prospectus work
	Dec	SACSCOC prospectus due (December 31)
Year 3	Jan	SCHEV Council Agenda [must attend SCHEV Council meeting]
	Feb	
	Mar	
	Apr	
	May	
	Jun	SACSCOC approval Catalog
	Jul	
	Aug	Implementation

Notes:
- This timeline does not factor in a need for significant curriculum revisions. Should these be required, most commonly as part of the internal review process, it is unlikely that external deadlines will be met, causing a shift of six months to the implementation.

Sample Timeline [January SCHEV Approval (Expedited)]

		SAMPLE TIMELINE
Year 1	Jan	Academic Initiative Planning Checklist Resource, student and employment demand Course and program development
	Feb	Resource, student and employment demand Course and program development
	Mar	
	Apr	
	May	
	Jun	
	Jul	Info for Program announcement, SCHEV proposal, SACSCOC prospectus
	Aug	SCHEV proposal work
	Sep	Department Curriculum Committee Department Chair and Dean SCHEV Program Announcement [must attend SCHEV Council meeting] BOV announcement only SCHEV draft review SACSCOC prospectus work
	Oct	College Curriculum Committee / Graduate Curriculum Committee SCHEV draft review SACSCOC prospectus work
	Nov	EPC Faculty Senate SCHEV draft review SACSCOC prospectus work
	Dec	PVPAA, President, BOV SCHEV proposal due (December 9) SACSCOC prospectus due (December 31)
Year 2	Jan	SCHEV Council Agenda [must attend SCHEV Council meeting]
	Feb	
	Mar	
	Apr	
	May	
	Jun	SACSCOC approval Catalog
	Jul	
	Aug	Implementation

Notes:
This timeline does not factor in a need for significant curriculum revisions. Should these be required, most commonly as part of the internal review process, it is unlikely that external deadlines will be met, causing a shift of six months to the implementation.