

Proposal Timeline Planning

Internal and External Actions and Approvals

INTERNAL ACTIONS AND APPROVAL PROCESS		MEETING DATES	NOTES / COMPLETED
<u>Academic Initiative Planning Checklist</u>	Include scanned version with signatures as an upload to Curriculog. Note that any new program <u>must</u> be in Longwood's most recent six-year plan to SCHEV.		
VOEE Report Information (Employment demand)	Ask AVPAA for report from Virginia Office of Education Economics; data will be included in SCHEV proposal and should be <u>no older than 6 months</u> upon submission.		
Student demand surveys	Consult with AVPAA about which audiences should be surveyed and the survey instrument. Student survey must have results within <u>12 months</u> of SCHEV proposal submission.		
Department Curriculum Committee and Department Chair	These two approvals occur separately. Typically, the chair approval occurs after a department vote.	Monthly between September and April	
College Dean	The dean's review 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.	Monthly between September and April	
EPC	Proposals should be at this Curriculog level at least <u>one week</u> before the meeting and include a draft SCHEV proposal.	<u>Schedule of EPC meetings</u> (monthly during academic year)	
Faculty Senate	Senate Executive Committee schedules EPC-approved programs for consideration at indicated Senate meeting.	Monthly between October and April	
PVPAA, President, and BOV	After deliberation and approval, PVPAA submits program summary.	March, June, September, December	
EXTERNAL APPROVAL PROCESS		MEETING DATES	NOTES / COMPLETED
SCHEV staff review and SCHEV approval	Submit proposal <u>6 months</u> prior to implementation. Upon submission, SCHEV staff reviews once to offer feedback and suggestions. The final version proceeds to SCHEV.	January, March, May, September	
SACSCOC approval	Submit prospectus by <u>December 31</u> for Fall implementation or by <u>June 30</u> for Spring implementation.		
Catalog			
Program Implementation			

Sample Timeline for Implementation

		SAMPLE TIMELINE	
Year 1	Jan	Academic Initiative Planning Checklist Resource analysis, including VOEE Report, student demand Course and program development	Development
	Feb	Resource, student and employment demand Course and program development	
	Mar	Course and program development	
	Apr		
	May	Course and program development Info and work for SCHEV proposal, SACSCOC prospectus	
	Jun		
	Jul		
	Aug	Department Curriculum Committee and Department Chair	Internal Approvals
	Sep	Dean and College Curriculum Committee / Graduate Curriculum Committee SCHEV proposal work	
	Oct	EPC Refresh VOEE Report SACSCOC prospectus work	
Nov	Faculty Senate SCHEV proposal and SACSCOC prospectus work		
Dec	BOV SCHEV proposal due (December 9) SACSCOC prospectus due (December 31)		
Year 2	Jan	SCHEV draft review	External Approvals
	Feb	Finalize SCHEV proposal	
	Mar	SCHEV Council Agenda [must attend SCHEV Council meeting]	
	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.
- If the proposal includes new courses to be included in Civitae or will involve teaching licensure, additional internal approvals are needed.