

**2007-2008 CURRICULUM CALENDAR  
OFFICE OF THE PROVOST & VPAA**

**Items Included:**

- Academic Program Codes
- CB Course Inventory
- Course Prefixes
- Course Proposals
- Degrees Awarded Report
- Small Class Reports
- Transfer Planning Guides
- Undergraduate Catalog

<b><u>DATE DUE</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>DESCRIPTION</u></b>
<b>September, 2007</b>			
<input checked="" type="checkbox"/> 9/4	Provost	DARS/IR/GC/ Admissions/ Advisors	Distribute Academic Program Code sheets for Fall 2007
<input checked="" type="checkbox"/> 9/11	Provost	Deans	Distribute Fall 2007 Small Class Report Instructions
<input checked="" type="checkbox"/> 9/14	UCC		University Curriculum Committee (UCC) review of Fall 2008 course proposals for additions and deletions
<input checked="" type="checkbox"/> 9/15	Provost		Enter Fall 2007 CB course inventory 1 <sup>st</sup> edit
<input checked="" type="checkbox"/> 9/24	Deans	Provost	Submit Fall 2007 Small Class Reports
<input checked="" type="checkbox"/> 9/28	Provost	Deans/UCC/ FS	Distribute UCC meeting minutes for Fall 2008 course proposals
<b>October, 2007</b>			
<input checked="" type="checkbox"/> 10/1	Provost	THECB	Submit Fall 2007 CB course inventory supplemental
<input checked="" type="checkbox"/> 10/1*	Provost	VPFSS	Submit Fall 2008 course additions and deletions proposal table and list for Board of Regents (BOR)
<input checked="" type="checkbox"/> 10/1*	Provost	VPFSS	Submit Fall 2007 Small Class Report for BOR
<input checked="" type="checkbox"/> 10/2	Provost	Deans/UCC/ CCC	Distribute Fall 2009 additions and deletions course instructions for UCC review and Fall 2008 course change instructions for College Curriculum Committee (CCC) review
<input checked="" type="checkbox"/> 10/18*	Provost	Deans/Advisors/ Admissions	Review pending transfer planning guides

## November, 2007

11/1*	IR	Provost	Submit Degrees Awarded Report for FY07
11/15*	Provost	Deans	Distribute Degrees Awarded Report from Institutional Research (IR)
<input checked="" type="checkbox"/> 11/19	Provost		Enter Fall 2008 course proposals after BOR approval
11/26	Provost	Deans/ Advisors/ Admissions	Distribute final Fall 2008 course proposal list after BOR approval

## December, 2007

12/4	Deans	Provost	Submit Degrees Awarded Report explanations
12/5	Provost	Deans/Others	Distribute 2008-10 Undergraduate Catalog 1 <sup>st</sup> edit with approved Fall 2008 courses

## January, 2008

1/2	Provost	DARS/IR/GC/ Admissions/ Advisors	Distribute Academic Program Code sheets for Spring 2008
1/9	Provost	Marketing	Request catalog bids
1/22	Deans/Others	Provost	Submit 2008-10 Undergraduate Catalog 1 <sup>st</sup> edit updates

## February, 2008

2/1	Provost	Deans	Distribute Spring 2008 Small Class Report Instructions
2/1	Deans	CCC	Review Fall 2009 course addition and deletion proposals and Fall 2008 course change proposals
2/1	Provost		Enter Spring 2008 CB course inventory 1 <sup>st</sup> edit
2/5	Provost	Deans/Others	Distribute 2008-10 Undergraduate Catalog 2 <sup>nd</sup> edits
2/8	Deans	Provost	Submit Spring 2008 Small Class Reports
2/11*	Provost	VPFSS	Submit Spring 2008 Small Class Report for BOR
2/15	Provost		Submit Spring 2008 CB course inventory supplemental

2/19	Deans/Others	Provost	Submit 2008-10 Undergraduate Catalog 2 <sup>nd</sup> edit updates
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### **March, 2008**

3/3	Deans	Provost	Submit CCC summary of Fall 2008 course change proposals
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3/3	Deans	Provost/Other Deans	Submit preliminary UCC summary of Fall 2009 course additions and deletions
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3/4*	Provost	VPFSS	Submit Fall 2008 course change proposals table and list for BOR
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3/7*	Provost	Marketing	Submit final 2008-10 Undergraduate Catalog for printing
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3/17	Provost		Enter Fall 2008 course change proposals
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3/24*	Provost	Deans/Advisors/Admissions	Update existing transfer planning guides with final Fall 2008 catalog
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3/24*	Provost	Deans/Advisors/Admissions	Develop new transfer planning guides with final Fall 2008 catalog
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### **April, 2008**

4/1	Deans	Provost/Other Deans	Submit final UCC summary of Fall 2009 course additions and deletions
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4/1	Deans	Provost	Submit Fall 2008 course change proposals and Fall 2009 course additions and deletions proposals
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4/14	Provost		Enter Fall 2008 CB course inventory 1 <sup>st</sup> edit
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4/15*	Provost	Deans/Advisors	Distribute 2008-10 Undergraduate Catalogs
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4/16	Provost	Registrar	Load 2008-10 Undergraduate Catalog on web
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### **May, 2008**

5/1	Provost	THECB	Submit Fall 2008 CB course inventory annual
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**June, 2008**

6/2	Provost	DARS/IR/GC/ Admissions/ Advisors	Distribute Academic Program Code sheets for Summer 2008
6/9	Provost	Deans	Distribute Summer I 2008 Small Class Instructions
6/13	Deans	Provost	Submit Summer I 2008 Small Class Reports
6/16*	Provost	VPFSS	Submit Summer I 2008 Small Class Reports for BOR
6/16*	Provost	IR	Request Fall 2008 CB course inventory

**July, 2008**

7/14	Provost	Deans	Distribute Summer II 2008 Small Class Instructions
7/14	Provost	Registrar	Check CB Course Inventory with Summer I and II 2008 Schedule of Classes
7/15	Provost	THECB	Submit Summer 2008 CB course inventory summer supplemental
7/15	Provost	DARS/ Admissions/ Advisors/Registrar	Submit Fall 2008 Course Prefix list
7/18	Deans	Provost	Submit Summer II 2008 Small Class Reports
7/21*	Provost	VPFSS	Submit Summer II 2008 Small Class Reports for BOR

**August, 2008**

8/18	Provost		Set UCC meeting for Fall 2009 Courses
8/18	Provost	UCC	Distribute Fall 2009 Course Table, List and Summary
8/18	Provost	Registrar	Load Fall 2009 Course Proposals

\*Dates are subject to change; contact Jennifer at 5-8857 or [jj26@txstate.edu](mailto:jj26@txstate.edu)