

Florida SouthWestern State College Curriculum Committee Calendar

Deadlines for Submission and Approval of Proposals 2020-2021

Monday, August 24	Friday, September 4	Information Items only (e.g., Syllabus changes made over summer; changes mandated by state, accrediting, or licensing boards).	Fall 2020
Tuesday, September 8	Friday, Oct. 2	All proposal types	Fall 2021
Monday, October 12	Friday, November 6	Deadline for New Program/Certificate proposals and all accompanying New Course and Course Change Proposals; Program/Certificate Change proposals containing substantive or extensive changes and all accompanying New Course and Course Change proposals; and Program/Certificate Discontinuation proposals	Fall 2021
Monday, November 9	Friday, December 4	Deadline for Change of Program/Certificate proposals containing minor changes and all accompanying Course Change proposals	Fall 2021
		New Program/Certificate proposals; Program/Certificate Discontinuation proposals only	Fall 2022
Monday, January 11	Friday, Feb. 5	Deadline for New Course, Course Change, and Course Discontinuation Proposals only	Fall 2021
		All other proposal types	Fall 2022
Monday, February 8	Friday, March 5	All proposal types	Fall 2022
Mon., March 1	Friday, April 2	All proposal types	Fall 2022

Please note:

- The October 12 proposal due date for the November 6 meeting is the final date for program changes (i.e. New Program/Certificate Proposals, Program/Certificate Discontinuation Proposals) to the Fall 2021-2022 catalog.
- The January 11th proposal due date for the February 5 meeting is the final date for the Course Proposals listed above for the Fall 2021-2022 catalog.
- Curriculum proposals to be effective Fall 2022, Information Items and Committee business

October 2020		Curriculog & Email Decisions & Notifications
Approval Deadline Date		Responsible Party & Action
Monday	10/12	Originator: Proposals due to Curriculog for November 6 CC meeting; Launch, approve, and route to Chair
Wednesday	10/14 (2 days)	Chair: Decision due in Curriculog; route to Dean
Friday	10/16 (2 days)	Dean: Decision due in Curriculog; route to Provost (exceptions) or Registrar
Tuesday	10/20 (2 days)	Provost: Decision on exceptions due in Curriculog; route to Registrar
Monday	10/26 (4-6 days)	Registrar's group: Decision due in Curriculog; route to AASPIRE & Deans
Wednesday	10/28 (2 days)	AASPIRE & Deans: Decision due in Curriculog; route to Curriculum Committee
Friday	10/30 (2 days)	CC Chair: Distribute meeting agenda with all proposals
Friday	11/6 (5 days)	Committee meeting (via Zoom): Committee comments due; vote
Tuesday	11/10 (2 days)	Originator: Final modifications due to CC Chair via email [Curriculum@fsw.edu]
Friday	11/13 (3 days)	CC Chair: Summary Report & finalized Proposals due to Provost; Approve & route to AASPIRE in Curriculog.
Wednesday	11/18 (3 days)	AASPIRE final review due; route to Registrar. Work with Originator on SACSCOC forms as necessary.
Friday	11/20 (2 days)	Registrar Group: Notify Originators to forward finalized Syllabi to Dean/AdminAsst for Doc Manager upload.

November 2020		Curriculog & Email Decisions & Notifications
Approval Deadline Date		Responsible Party & Action
Monday	11/9	Originator: Proposals due to Curriculog for Dec. 4 CC meeting; Launch, approve, and route to Chair
Tuesday	*11/10 (1 day)	Chair: Decision due in Curriculog; route to Dean [*FSW closed 11/11]
Friday	*11/13 (2 days)	Dean: Decision due in Curriculog; route to Provost (exceptions) or Registrar
Monday	11/16 (1 day)	Provost: Decision on exceptions due in Curriculog; route to Registrar
Thursday	11/19 (3-5 days)	Registrar's group: Decision due in Curriculog; route to AASPIRE & Deans
Monday	11/23 (2 days)	AASPIRE & Deans: Decision due in Curriculog; route to Curriculum Committee
Wednesday	11/25 (2 days)	CC Chair: Distribute meeting agenda with all proposals
Friday	12/4 (5 days)	Committee meeting (via Zoom): Committee comments due; vote
Tuesday	12/8 (2 days)	Originator: Final modifications due to CC Chair via email [Curriculum@fsw.edu]
Thursday	12/10 (2 days)	CC Chair: Approve final proposals, route to AASPIRE in Curriculog
Friday	12/11 (3 days)	CC Chair: Summary Report & finalized Proposals due to Provost
Tuesday	12/15 (2 days)	AASPIRE: Final review due; route to Registrar
Wednesday	12/16	Registrar Group: Notify Originators: Forward finalized Syllabi to Dean/AdminAsst for Doc Manager upload
Friday	12/18	Last day of Fall 2020 Semester. FSW closed 12/19/20 – 1/3/21