

Courses and Programs Fall 2024 Calendar

The Courses and Programs Committee (CPC) meets every second and fourth Thursday during the semester unless there is a holiday. Course and program proposals are reviewed in the fall semester.

Proposals must meet the deadlines noted on the table below to make it on a targeted CPC agenda date. Proposals go through 5 review stages (*Senior Curriculum & Accreditation Analyst* → *Articulation Officer* → *Department Chair* → *Dean* → *Tech Review* → *CPC Agenda*) before being placed on CPC’s meeting agenda, which can take a month after faculty submit proposals from Stage 1 to the Stage 2.

Important Fall Curriculum Deadlines:

- All **NEW** courses and programs must be submitted into the CMS by July 1.
- All **MODIFIED** and **DEACTIVATED** courses and programs affected by **NEW** courses and programs must be in the CMS by August 14 (2nd Monday of fall).
- Faculty should allow themselves at least one week of proposal writing before submitting to Curriculum & Accreditation Analyst.***
- All major course modifications not affected by new courses or programs, including courses on the MCUL, must be in the CMS by September 30.

Faculty (Stage 1) ***	Curriculum & Accreditation Analyst (Stage 2)	Tech Review (Stage 5) Thurs. 12 p.m.	CPC Meeting Date (Thurs)	Time	Location	Important Notes on Curriculum
	N/A	N/A	8/15	1-3 p.m.	OC1068	CPC Committee members’ training.
7/8	7/15	8/8	8/22	1-3 p.m.	OC1068	
7/29	8/5	8/29	9/12	1-3 p.m.	OC1068	
8/12	8/19	9/12	9/26	1-3 p.m.	OC1068	
8/26	9/2	9/26	10/10	1-3 p.m.	OC1068	Last chance for FIRST review of NEW courses and programs at CPC Meeting.
9/9	9/16	10/10	10/24	1-3 p.m.	OC1068	FINAL read of NEW courses and programs at CPC Meeting. <i>Last date for any curriculum changes affecting transfer degrees.</i>
9/23	9/30	10/24	11/7	1-3 p.m.	OC1068	
10/21	10/28	11/21	12/5 ¹	1-3 p.m.	OC1068	Last meeting for major course/program modification approvals; preliminary review of Sunset Deferral and Compliance Exceptions requests.
12/9	12/16	1/9	1/23	1-3 p.m.	OC1068	Any carry-over curriculum from last meeting including minor modification to courses. Final Review of Sunset Deferral and Compliance Exceptions requests.

¹Due to finals week, CPC will meet on the first Thursday of December instead of the second Thursday.

Approved at March 28, 2024 CPC Meeting.

Courses and Programs Committee Spring 2025 Calendar

The Courses and Programs Committee (CPC) meets every second and fourth Thursday during the semester unless there is a holiday. CPC uses the spring semester to review annual Instructional Materials, Disciplines/Minimum Qualifications/Course Placement lists, bi-annual CE requisite review (every odd year) and bi-annual local degree and program completer review (every even year), Academic Map updates, and Aps/BPs that impact catalog production. CPC also uses this time to review and update the CPC Handbook and calendar for the following academic year.

Important Spring Curriculum Deadlines:

- MCUL, Sunset Lists (2 year and 1 year warning), Material Fees List sent out to Department Chairs on **February 1**.
- Administrative deactivation of Sunset Extension courses not offered SU25, F25 or SP26 due **February 1**.
- Sunset Extension Request for 2 year deactivations due **March 14**.
- New Curriculum Planning forms are due **May 1**.

CPC Meeting Date	Time	Location	Important Notes
2/13	1-3 p.m.	OC1068	
2/27	1-3 p.m.	OC1068	Deadline for changes to APs/BPs that impact catalog production. Instructional Materials Fee list review.
3/13	1-3 p.m.	OC1068	CPC Handbook updates; 2025-2026 CPC Calendar approval.
3/27	1-3 p.m.	OC1068	Bi-annual CE requisite review (every odd spring). Review and take action on Sunset Deferral Requests.
4/10	1-3 p.m.	OC1068	Updates to Disciplines/Minimum Qualifications/Course Placement lists.
4/24	1-3 p.m.	OC1068	
5/8	1-3 p.m.	OC1068	New curriculum planning forms.