

Fall 2024 CT State Curriculum Governance Process - Detailed

Statewide Discipline Council (SDC) Monthly Meetings: Week One – Friday (9:00 to 11:30 a.m.)
 School Area Curriculum Committee (SACC) Monthly Meetings: Week Two – Friday (9:00 to 11:30 a.m.)
 Curriculum Congress Monthly Meetings: Week Three – Friday (9:00 to 11:30 a.m.)

PLEASE NOTE: *Curriculog will be used in the future to manage governance documents for CT State.*

			CURRICULUM REVIEW DUE DATES						
WHO (Lead Involved Parties)		WHAT	DELIVERY METHOD	APRIL 2024 CYCLE	MAY 2024 CYCLE	SEPTEMBER 2024 CYCLE	OCTOBER 2024 CYCLE	NOVEMBER 2024 CYCLE	DECEMBER 2024 CYCLE
Campus	Originators: <ul style="list-style-type: none"> Department Chairs Program Coordinators Academic Discipline Coordinators Faculty members Statewide Discipline Council (SDC) Reps 	<ul style="list-style-type: none"> Originator works with faculty colleagues and/or program/discipline coordinators at other campuses to complete the necessary paperwork for a draft curriculum proposal. Originator forwards the initial draft proposal to the SDC through the appropriate SDC campus representative. 	Via email or other methods established by campuses and/or SDCs.	COMPLETED Spring 2024	COMPLETED Spring 2024	Deadline(s) established by SDCs	Deadline(s) established by SDCs	Deadline(s) established by SDCs	Deadline(s) established by SDCs
SDC	<ul style="list-style-type: none"> Statewide Discipline Councils CT State Academic Affairs Originator (as applicable) 	<ul style="list-style-type: none"> Upon receipt of the initial draft proposals, the appropriate SDCs review and discuss the draft proposals. The SDCs submit initial draft proposals to CT State Academic Affairs for gathering input from across campuses. 	Via email, SharePoint, Teams, and/or other methods established by SDCs. SDCs email final drafts ready for Posting to: CO-SDCReviewProposals@ct.edu .	COMPLETED Spring 2024	COMPLETED Spring 2024	Ongoing in advance of SDC Meeting on Friday, September 6, 2024 By noon on Monday, September 9, 2024	Ongoing in advance of SDC Meeting on Friday, October 4, 2024 By noon on Monday, October 7, 2024	Ongoing in advance of SDC Meeting on Friday, November 1, 2024 By noon on Monday, November 4, 2024	Ongoing in advance of SDC Meeting on Friday, December 6, 2024 By noon on Monday, December 9, 2024
CT State College Office	<ul style="list-style-type: none"> CT State Academic Affairs CT State Provost CT State Community 	<ul style="list-style-type: none"> CT State Academic Affairs posts SDC initial draft proposals to the governance website seeking review and input from across campuses. CT State Academic Affairs designee emails CT State Community to advise of postings. 	Links to posting can be found at: www.CTState.edu/governance . Email sent via: CTState-Announcement@ct.edu .	COMPLETED Spring 2024	COMPLETED Spring 2024	On or about Monday, September 9, 2024	On or about Monday, October 7, 2024	On or about Monday, November 4, 2024	On or about Monday, December 9, 2024

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Campus (OPTIONAL)	CT State Community	<ul style="list-style-type: none"> CT State Community reviews posted initial draft proposals to inform votes by SDCs. Submit feedback forms. 	<p>Reviewers will visit: www.CTState.edu/governance</p> <p>Reviewers email feedback forms to: CO-GovernanceFeedback@ct.edu.</p>	COMPLETED Spring 2024	COMPLETED Spring 2024	By 11:59 p.m. on Friday, September 27, 2024	By 11:59 p.m. on Friday, October 25, 2024	By 11:59 p.m. on Friday, November 29, 2024	By 11:59 p.m. on Friday, December 27, 2024
CT State College Office	CT State Academic Affairs	<ul style="list-style-type: none"> CT State Academic Affairs uploads submitted feedback forms to the secure SharePoint for each applicable SDC. CT State Academic Affairs designee emails SDCs to advise of posting. 	<p>SDCs will visit:</p> <ul style="list-style-type: none"> Secure SharePoint for each SDC. <p>Email sent to SDC distribution list(s).</p>	COMPLETED Spring 2024	On or about Monday, August 26, 2024	On or about Monday, September 30, 2024	On or about Monday, October 28, 2024	On or about Monday, December 2, 2024	On or about Monday, January 27, 2025
SDC	<ul style="list-style-type: none"> Statewide Discipline Councils Originators (as applicable) 	<ul style="list-style-type: none"> Upon receipt of the college-wide feedback, the SDCs review and discuss the proposals and feedback received and by majority votes decide to: <ol style="list-style-type: none"> Approve the proposals as originally submitted and address any input received. Approve the proposals with incorporated feedback/minor recommendations for change in consultation with the Originator. Remand the proposal back to the Originator with recommendations for substantive change (including college- wide feedback received) prior to resubmission to the SDC. 	SDC MONTHLY MEETINGS	COMPLETED Spring 2024	On or prior to Friday, September 6, 2024	On or prior to Friday, October 4, 2024	On or prior to Friday, November 1, 2024	On or prior to Friday, December 6, 2024	On or prior to Friday, February 7, 2025

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SDC	<ul style="list-style-type: none"> Statewide Discipline Council Chairs or their designee 	<ul style="list-style-type: none"> Upon approval by the SDCs, the aligned proposals are forwarded to the applicable SACC email address. The SDC Chair should notify all proposal Originators of the upcoming SACC meeting where their proposal(s) will be presented. 	<p>For each SDC, the SDC Chairs or the designees will email final drafts ready for SACC review to:</p> <ol style="list-style-type: none"> SACC - School of Arts and Humanities: CO-SACC-ArtsHuman@ct.edu SACC - School of Business & Hospitality CO-SACC-BusHosp@ct.edu SACC - School of Engineering & Technology CO-SACC-EnginTech@ct.edu SACC - School of Nursing & Health Careers CO-SACC-NursHealth@ct.edu SACC - School of Science & Mathematics CO-SACC-SciMath@ct.edu SACC - School of Social & Behavioral Sciences CO-SACC-SocBehav@ct.edu 	COMPLETED Spring 2024	By noon on Monday, September 9, 2024	By noon on Monday, October 7, 2024	By noon on Monday, November 4, 2024	By noon on Monday, December 9, 2024	By noon on Monday, February 10, 2025
CT State College Office	<ul style="list-style-type: none"> CT State Academic Affairs 	<ul style="list-style-type: none"> CT State Academic Affairs posts SDC- aligned proposals on (read-only) OneDrive for each applicable SACC. CT State Academic Affairs designee emails SACCs and Chairs of campus academic departments to advise of posting. 	<p>SACCs will visit: www.CTState.edu/governance</p> <ul style="list-style-type: none"> Click Link to: Proposals Submitted to SACC for Review. <p>Email sent to SACC distribution list(s) and campus academic department distribution lists (Campus DCs, PCs, and Deans).</p>	COMPLETED Spring 2024	On or before Monday, September 9, 2024	On or before Monday, October 7, 2024	On or before Monday, November 4, 2024	On or before Monday, December 9, 2024	On or before Monday, February 10, 2025

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Campus (OPTIONAL)	<ul style="list-style-type: none"> • Campus academic departments • Campus SACC representatives <p>Campus meeting formats/times determined by local campuses</p>	<ul style="list-style-type: none"> • Campus academic departments review the SDC-approved aligned proposal(s) and have the option to vote to recommend approval or recommend revision of the aligned proposal(s). • The campus SACC representatives bring the (optional) campus recommendations to the SACC for consideration. 	<p>Via meetings or other methods established by campus academic departments.</p> <p>Via email or other methods established with SACCs.</p>	COMPLETED Spring 2024	Optional campus department votes must be completed by September 12, 2024	Optional campus department votes must be completed by October 10, 2024	Optional campus department votes must be completed by November 7, 2024	Optional campus department votes must be completed by December 12, 2024	Optional campus department votes must be completed by February 13, 2024

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SACC	<ul style="list-style-type: none"> School Area Curriculum Committees Statewide Discipline Council (SDC) Chairs (as applicable) Originators (as applicable) 	<ul style="list-style-type: none"> The SDC chairs, accompanied by the Originators, will present the SDC- approved proposals to the appropriate SACC. Copies of the SDC-aligned proposals can be downloaded from the (read-only) OneDrive folder for each applicable SACC and saved locally for any additional editing by the SACC. The SACCs review recommendations from the campus academic departments, discuss the proposals, and by majority vote decide to: <ol style="list-style-type: none"> Approve the proposals as originally submitted and address any input received. Approve the proposals with incorporated minor recommendations for change from campus academic departments. Approve the proposals with changes negotiated with the appropriate SDC to accommodate recommendations from campus academic departments (not to exceed one month). Remand the proposals back to the Originator and SDC with recommendations for substantive change and re-approval at the SDC level prior to resubmission to the SACC. 	SACC MONTHLY MEETINGS	COMPLETED Spring 2024	Friday, September 13, 2024	Friday, October 11, 2024	Friday, November 8, 2024	Friday, December 13, 2024	Friday, February 14, 2025

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SACC	<ul style="list-style-type: none"> School Area Curriculum Committees (SACC) Chairs or their designees 	<ul style="list-style-type: none"> Upon approval by the SACC, the proposals are forwarded on to the Curriculum Congress email address. The SACC Chair should notify all proposal Originators of the upcoming Curriculum Congress meeting where their proposal(s) will be presented. 	<p>For each SACC, the SACC Chair or their designee emails approved proposals ready for Curriculum Congress review to: CO-CurriculumCongress@ct.edu.</p>	COMPLETED Spring 2024	By noon on Monday, September 16, 2024	By noon on Monday, October 14, 2024	By noon on Monday, November 11, 2024	By noon on Monday, December 16, 2024	By noon on Tuesday, February 18, 2025
CT State College Office	<ul style="list-style-type: none"> CT State Academic Affairs Curriculum Congress 	<ul style="list-style-type: none"> CT State Academic Affairs posts the SACC-approved proposals on the (read-only) OneDrive folder for the Curriculum Congress. CT State Academic Affairs designee emails Curriculum Congress to advise of posting. 	<p>Curriculum Congress will visit: www.CTState.edu/governance</p> <ul style="list-style-type: none"> Click Link to: Proposals Submitted to Curriculum Congress for Review. <p>Email sent to Curriculum Congress distribution list.</p>	COMPLETED Spring 2024	On or before Monday, September 16, 2024	On or before Monday, October 14, 2024	On or before Monday, November 11, 2024	On or before Monday, December 16, 2024	On or before Tuesday, February 18, 2025

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Curriculum Congress	<ul style="list-style-type: none"> Curriculum Congress School Area Curriculum Committee (SACC) Chairs (as applicable) Originators (as applicable) 	<ul style="list-style-type: none"> The SACC chairs, accompanied by the Originators, will present the SACC- approved proposals to the Curriculum Congress. The Curriculum Congress reviews and discusses the proposals through an interdisciplinary lens and by majority vote decides to: <ol style="list-style-type: none"> Approve the proposals as originally submitted and address any input received. Approve the proposals with minor recommendations for change. Remand the proposals back to the SACC with recommendations for substantive change and re-approval prior to resubmission to the Curriculum Congress. 	CURRICULUM CONGRESS MONTHLY MEETINGS	COMPLETED Spring 2024	Friday, September 20, 2024	Friday, October 18, 2024	Friday, November 15, 2024	Friday, December 20, 2024	Friday, February 21, 2024

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Curriculum Congress	<ul style="list-style-type: none"> Curriculum Congress – Chair or their designee 	<ul style="list-style-type: none"> Upon approval by the Curriculum Congress, the proposals are forwarded to the Provost’s Office for administrative processing consistent with policies and procedures. 	<p>Curriculum Congress Chair or their designee emails approved proposals to Office of CT State Provost at: kcarnota@commnet.edu.</p>	COMPLETED Spring 2024	By noon on Monday, September 23, 2024	By noon on Monday, October 21, 2024	By noon on Monday, November 18, 2024	By noon on Monday, December 23, 2024	By noon on Monday, February 24, 2025
CT State College Office	<ul style="list-style-type: none"> CT State Provost <p>As applicable:</p> <ul style="list-style-type: none"> Curriculum Congress CT State President CSCU Academic Council BOR Academic and Student Affairs Committee BOR 	<ul style="list-style-type: none"> Upon receipt of Curriculum-Congress approved proposal, the Provost’s Office, or designee, will notify Originator of receipt of the proposal and work with Originator and the applicable CT State Academic Dean to develop appropriate paperwork for BOR-level approval (if required). Subsequent review beyond the CT State Provost may include the College President, CSCU Academic Council, and Academic and Student Affairs (ASA) Subcommittee of the Board of Regents prior to submission to the full Board of Regents for adoption. Should review by the Provost, College President and/or CSCU Academic Council result in any substantive changes to the proposal submitted, it shall first be returned to the Curriculum Congress for further consideration prior to being approved and resubmitted. 	<p>CT State Academic Affairs designee will email appropriate parties.</p>	<p>COMPLETED Spring 2024</p> <p>CSCU Academic Council*: June 12, 2024 OR September 11, 2024</p> <p>BOR ASA*: September 6 OR October 4, 2024</p> <p>BOR*: September 26 OR October 24, 2024</p>	<p>On or about Monday, September 23, 2024</p> <p>CSCU Academic Council*: October 9, 2024</p> <p>BOR ASA*: December 6, 2024</p> <p>BOR*: December 19, 2024</p>	<p>On or about Monday, October 21, 2024</p> <p>CSCU Academic Council*: November 13, 2024</p> <p>BOR ASA*: December 6, 2024</p> <p>BOR*: December 19, 2024</p>	<p>On or about Monday, November 18, 2024</p> <p>CSCU Academic Council*: December 11, 2024</p> <p>BOR ASA*: February 7, 2025</p> <p>BOR*: February 27, 2025</p>	<p>On or about Monday, December 23, 2024</p> <p>CSCU Academic Council*: January 8 OR February 12, 2025</p> <p>BOR ASA*: February 7 OR March 7, 2025</p> <p>BOR*: February 27 OR March 27, 2025</p>	<p>On or about Monday, February 24, 2025</p> <p>CSCU Academic Council*: March 12 OR April 9, 2025</p> <p>BOR ASA*: April 4 OR May 2, 2025</p> <p>BOR*: May 22, 2025</p>
<p>* All dates are projections based on current CSCU meeting schedules and historical scheduling patterns. There is no November 2024 or January 2025 ASA or BOR Meetings. It is also anticipated that there will be no April 2025 BOR Meeting.</p>									