

CATALOG/CURRICULUM DEVELOPMENT
SCHEDULE OF ACTIVITIES AND DEADLINES DURING 2021-22 ACADEMIC YEAR

Timeline	Date	Process	Action/Responsibility
1 st day of College Year	June 2, 2021	AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ Curriculog course approval processes available and integrated with 2021-2022 University Catalog. ➤ Departments may begin/continue to develop curriculum packages for the 2022-2023/2023-2024 Academic Year (AY).
1 st day of Academic Year (AY)/Beginning of Fall Semester for Faculty	August 17, 2021	AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ Departments begin/continue to develop curriculum packages for the 2022-2023/2023-2024 AY. Curriculog course approval processes integrated with the <u>2021-2022</u> University Catalog. <p>NOTE: Review the “Course Changes Guidelines – Catalog Edits vs. Curriculog Proposal_v3.0” and “CPP Curriculog Quick Reference Guide_v3.0” to determine appropriate process and/or Curriculog form. <u>All course proposals to be implemented during 2022-2023 AY should be approved to the Office of Academic Programs step in Curriculog on or before November 5, 2021. AMP proposals for new degree programs will only be accepted for projections previously approved by the CSU Board of Trustees.</u></p>

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1 st day of AY/Beginning of Fall Semester for Faculty	August 17, 2021	Catalog Revisions Roadmaps Curriculum Matrices	<p>➤ 2022-2023 Electronic Catalog files, Roadmaps, and Curriculum Matrices emailed from the Office of Academic Programs to College Associate Deans and Department Chairs to review/distribute.</p> <ul style="list-style-type: none"> Catalog files with edits should be emailed via the Associate Dean’s Office to Ashley Ly, Senior Curriculum Specialist and Lead (atly@cpp.edu) on or before December 3, 2021. It is not necessary to submit catalog edit files with no edits; an email letting us there are no changes know will suffice. <p>NOTE: Catalog files do not include course descriptions. All course modifications (significant, minimal, editorial, internal) and deletions are to be submitted as a proposal in Curriculog using the appropriate approval process. Curriculum sheets are generated from the program information in the University Catalog; ensure that all changes necessary for the curriculum sheets are reflected in the electronic catalog program files to be emailed to the Office of Academic Programs on or before December 3, 2021.</p> <ul style="list-style-type: none"> Roadmaps should be edited to reflect any curricular changes for 2022-2023. It is <u>not necessary</u> to update prerequisite(s) and/or corequisite(s) in the roadmaps since the information is generated from the university catalog. Update the term typically offered as needed. Email updated roadmaps to Keith Forward, Faculty Director of Undergraduate Studies and General Education (kmforward@cpp.edu) on or before December 3, 2021. Curriculum Matrices should be edited to reflect changes to program course requirements (adding/removing courses) for 2022-2023. Email updated curriculum matrices to Jocelyn Chong, Coordinator of the Office of Assessment and Program Review (apr@cpp.edu) (jchong@cpp.edu) on or before December 3, 2021.
4 weeks after 1 st day of AY	September 13, 2021*	Non-GE Proposals (Undergraduate and Graduate)	<p>➤ Non-GE course proposals for 2022-23 AY requiring University Curriculum Committee (UCC) review approved to the College Curriculum Committee step in Curriculog.</p>
5 weeks after 1 st day of AY	September 20, 2021*	Non-GE Proposals (Undergraduate and Graduate)	<p>➤ Non-GE course proposals for 2022-23 AY requiring UCC review approved to the College Dean step in Curriculog.</p> <p>NOTE: Proposals for new non-GE courses, significant modifications of non-GE courses, and deletion of non-GE service courses require 30 calendar days of campus consultation. Non-GE Course proposals must be approved at the College Dean step no later than September 30, 2021<u>October 7, 2021</u> to allow it to complete 30 calendar days of campus consultation in Curriculog and reach the Office of Academic Programs step on October 29, 2021<u>November 5, 2021</u>.</p>

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6 weeks after 1 st day of AY	September 27, 2021**	Graduate Contracts	➤ Graduate Contracts including all validated changes to the catalog for 2021-22 should be submitted to the Office of Graduate Studies, Attn: Rebecca Rivas (rrivas1@cpp.edu).
8 weeks after 1 st day of AY	October 11, 2021*	GE/AMP (Undergraduate and Graduate)	➤ General Education (GE) and Academic Master Plan (AMP) proposals for 2022-2023/2023-2024 requiring Academic Senate review approved to the College Curriculum Committee step in Curriculog.
9 weeks after 1 st day of AY	October 18, 2021*	GE/AMP (Undergraduate and Graduate)	➤ General Education (GE) and Academic Master Plan (AMP) proposals for 2022-2023/2023-2024 requiring Academic Senate review approved to the College Dean step in Curriculog.
10 weeks after 1 st day of AY	October 29, 2021** November 5, 2021**	AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	<p>➤ Proposals for new, modified, and deleted non-GE (undergraduate and graduate) and GE courses planned for 2022-2023 AY implementation approved to the Office of Academic Programs step in Curriculog.</p> <p>NOTE: All course proposals to be implemented during 2022-2023 AY should be approved to the Office of Academic Programs step in Curriculog on or before October 29, 2021November 5, 2021; proposals approved to the Office of Academic Programs step in Curriculog on or after October 30, 2021November 6, 2021 will be considered for implementation during 2023-2024 AY. Proposals approved to the Office of Academic Programs step in Curriculog on or after October 30, 2021November 6, 2021 will be reviewed and processed after all materials submitted for 2022-2023 AY implementation, including catalog edits and roadmaps, are reviewed and processed.</p> <p>➤ AMP proposals (e.g., new/modify/discontinue program, new/modify/discontinue option, new/modify/discontinue emphasis, program/option/emphasis name change, option elevation, degree/CIP code change, new/modify certificate) for 2022-2023/2023-2024 AY approved to the Office of Academic Programs step in Curriculog.</p> <p>NOTE: AMP proposals for new degree programs will only be accepted for projections previously approved by the CSU Board of Trustees.</p>
13 weeks after 1 st day of AY	November 15-19, 2021**	University Curriculum Committee (UCC) Meeting	➤ UCC meets to discuss proposals for new and significantly modified courses and deletion of service courses to be implemented 2022-2023 AY.
14 weeks after 1 st day of AY	November 22, 2021- December 24, 2021** January 2, 2022**	Non-GE Proposals (Undergraduate and Graduate)	➤ Office of Academic Programs enters all approved Curriculog proposals for new courses, course modifications, and deletion of courses into the PeopleSoft Course Catalog in preparation for AY 22-23 schedule building to begin on January 3, 2022 January 4, 2022 .
Last day of instruction for Fall 2021	December 3, 2021**	Catalog Revisions Roadmaps Curriculum Matrices	➤ Electronic Catalog files, Roadmaps, and Curriculum Matrices revisions due in the Office of Academic Programs with curricular changes approved for 2022-23 AY and changes that are editorial/internal; changes that affect other colleges/departments require proof of consultation. Email catalog edit files to Ashley Ly (atly@cpp.edu), roadmaps to Keith Forward (kmforward@cpp.edu), and curriculum matrices to the Office of Assessment and Program Review (apr@cpp.edu)- Jocelyn Chong (jchong@cpp.edu).

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Holiday Break	December 20, 2021 – January 20, 2022	n/a	➤ Faculty on holiday break.
13 weeks before start of Fall Priority Registration	January 3, 2022** January 4, 2022**	Class Schedule Building	➤ Schedule building begins for Fall 2022 and Spring 2023 semesters.
Beginning of Spring Semester for Faculty	January 21, 2022	n/a	➤ Faculty return from holiday break.
6 weeks before start of Fall Priority Registration	March 1, 2022**	Catalog Revisions Curriculum Sheets Roadmaps	<p>➤ 2022-2023 Electronic Catalog Galley Proofs emailed from the Office of Academic Programs to College Associate Deans and Department Chairs to review/distribute.</p> <p>NOTE: Edits to galley proof files will not be accepted. Catalog galley proofs will be provided via email for every college, department, and program offered regardless of whether a catalog edit file with changes were submitted. Files should be reviewed to ensure that requested catalog edits that were approved were made and all approved Curriculum course proposals are reflected in the files. Review galley proof email for a list of changes not made and/or additional changes made by the Office of Academic Programs.</p> <p>➤ Office of Academic Programs will update all 2022-2023 Curriculum Sheets and Roadmaps to reflect validated catalog revisions submitted by December 3, 2021. Departments will be provided with Curriculum Sheets to review. Changes will be accepted only if it is a transfer error from the University Catalog to the curriculum sheets. Revisions should be submitted to the Office of Academic Programs within one week.</p>
Spring Break	March 26 – April 1, 2022	n/a	➤ Faculty on spring break
1 week before start of Fall Priority Registration	April 1, 2022**	University Catalog Curriculum Sheets	<p>➤ Near-final draft of 2022-2023 University Catalog will be published online prior to Fall 2022 priority registration; hyperlinks to curriculum matrices will be published with program requirements.</p> <p>NOTE: The catalog may be revised up to June 1 to reflect President approved Senate reports and/or Chancellor's approval of AMP proposals.</p> <p>➤ Curriculum course approval processes taken offline to integrate with 2022-2023 University Catalog.</p>

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7 weeks before end of Academic Year	April 8, 2022**	AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ Curriculog course approval processes available and integrated with 2022-2023 University Catalog. ➤ Departments may begin/continue to develop curriculum packages for the 2023-2024/2024-2025 AY. <p><i>NOTE: Proposals for new and significant modifications of courses and deletion of service courses require 30 calendar days of campus consultation. Course proposals that reach the College Dean step in Curriculog on or after April 27 should not be approved at that step until Monday, August 22; approving the proposal at the (Associate) Dean step on or after April 27 will advance it to the University Faculty (campus consultation) step and it will not complete campus consultation prior to the end of the academic year. Approvals by the (Associate) Dean in Curriculog for course proposals should cease on April 27 and resume on Monday, August 22**, the 1st day of the 2022-2023 AY.</i></p>
Fall Priority Registration	April 11-12, 2022**	Priority Registration	➤ Fall 2022 Priority registration for continuing students.
Fall General Registration	April 13 – June 17, 2022**	General Registration	➤ Fall 2022 General registration for continuing students.
4 weeks before end of Academic Year	April 26, 2022	Non-GE Proposals (Undergraduate and Graduate)	➤ Last day within the 2021-22 AY for (Associate) Deans to approve new and significant modifications course proposals and deletion of service course proposals to complete required 30 calendar days of campus consultation before the end of the academic year.
Last day of Academic Year (AY)/End of Spring Semester for Faculty	May 25, 2022	n/a	➤ End of AY for Faculty
Summer Break	May 26 – August 21**, 2022	n/a	➤ Faculty on summer break.
1 week before start of New Student Orientation	June 1, 2022**	University Catalog Roadmaps	<ul style="list-style-type: none"> ➤ Final University Catalog will be published online. ➤ Final Curriculum Sheets will be published online. ➤ Final Roadmaps will be published online.
New Student Orientation	June 8 – August 5, 2022**	New Student Orientation	➤ New student orientation and registration for Fall 2022.