

CATALOG/CURRICULUM DEVELOPMENT
SCHEDULE OF ACTIVITIES AND DEADLINES DURING 2022-23 ACADEMIC YEAR

Timeline	Date	Curriculum Process	Action/Responsibility	Curriculog Approval Process
1 st day of College Year	June 1, 2022	CSU AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	➤ Curriculog course approval processes available and integrated with 2022-2023 University Catalog . Departments <i>may</i> begin/continue to develop curriculum packages for the 2023-2024/2024-2025 Academic Year (AY).	➤ All
1 st day of Academic Year (AY)/Beginning of Fall Semester for Faculty	August 22, 2022	CSU AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	<p>➤ Departments begin/continue to develop curriculum packages for the 2023-2024/2024-2025 AY. Curriculog course approval processes integrated with the 2022-2023 University Catalog.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ○ There is a current pause on the development and proposal of new and modified General Education (GE) courses with the following exceptions: <ul style="list-style-type: none"> ▪ <i>GE Area F courses may continue to be proposed. Departments must contact Jocelyn Pacleb (japacleb@cpp.edu) or Shayda Kafai (skafai@cpp.edu), Co-Chairs of the Ethnic Studies Faculty Implementation Senate Committee (ESFIC), prior to launching the proposal in Curriculog.</i> ▪ <i>Limited exceptions for new and modified GE Areas A-E course proposals may be granted to address urgent needs. Departments must contact Keith Forward (kmforward@cpp.edu) prior to launching the proposal in Curriculog.</i> ○ <i>All course proposals to be implemented during 2023-2024 AY should be approved to the University Curriculum Committee (UCC)/Office of Academic Programs (OAP) step in Curriculog on or before November 1, 2022.</i> ○ <i>CSU Academic Master Plan (AMP) proposals for new degree programs will only be accepted for projections previously approved by the CSU Board of Trustees (BOT).</i> <ul style="list-style-type: none"> ▪ <i>CSU AMP proposals include 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, new self-support counterpart, etc.</i> 	➤ All

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1 st day of AY/Beginning of Fall Semester for Faculty	August 22, 2022	Catalog Revisions Roadmaps Curriculum Matrices	<p>➤ 2023-2024 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 and a curricular change memo should be emailed via the Associate Dean’s Office to Ashley Ly, Senior Curriculum Specialist and Lead (atly@cpp.edu) on or before December 9, 2022. <p>The curricular change memo should provide an explanation for all program requirement changes for 2023-2024. It should also address curricular challenges continuing students may experience due to the updates. Guidelines for this memo can be found in chapter 7 of the Curriculum Guide.</p> <p>It is not necessary to submit catalog files with no edits; an email letting us know there are no changes will suffice.</p> <ul style="list-style-type: none"> • Roadmaps should be edited to reflect any curricular changes for 2023-2024. Email updated roadmaps to Keith Forward, Faculty Director of Undergraduate Studies and General Education (kmforward@cpp.edu) on or before December 9, 2022. • Curriculum Matrices should be edited to reflect changes to program course requirements (adding/removing courses) for 2023-2024. Email updated curriculum matrices to the Office of Assessment and Program Review (apr@cpp.edu) on or before December 9, 2022. 	➤ n/a
4 weeks after 1 st day of AY	September 19, 2022*	Non-GE Proposals (Undergraduate and Graduate)	➤ New non-GE course proposals, significantly modified non-GE course proposals, and deleted non-GE service course proposals planned for 2023-24 AY implementation approved at the Department Chair step to the College Curriculum Committee step in Curriculog.	➤ A. Course – NEW/MODIFY Major/Service 2021-2022 AY (<i>Proposal Type = New/Significantly Modified</i>) A1. Course – NEW Major/Service 2022-2023 AY A2. Course – MODIFY Major/Service 2022-2023 AY (<i>Proposal Type = Significantly Modified</i>) B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (<i>Course Category includes Service</i>)

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Schedule of Activities 2022-2023

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5 weeks after 1 st day of AY	September 26, 2022*	Non-GE Proposals (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ New non-GE course proposals, significantly modified non-GE course proposals, and deleted non-GE service course proposals planned for 2023-24 AY implementation approved at the College Curriculum Committee step to the College Dean step in Curriculog. 	<ul style="list-style-type: none"> ➤ A. Course – NEW/MODIFY Major/Service 2021-2022 AY (Proposal Type = <u>New/Significantly Modified</u>) <ul style="list-style-type: none"> A1. Course – NEW Major/Service 2022-2023 AY A2. Course – MODIFY Major/Service 2022-2023 AY (Proposal Type = <u>Significantly Modified</u>) B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (Course Category <u>includes Service</u>)
6 weeks after 1 st day of AY	October 3, 2022	Non-GE Proposals (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ New non-GE course proposals, significantly modified non-GE course proposals, and deleted non-GE service course proposals planned for 2023-24 AY implementation approved at the College Dean step to the University Faculty step in Curriculog. <p><i>NOTE: Proposals for new non-GE courses, significantly modified non-GE courses, and deleted non-GE service courses require 30 calendar days of campus consultation; course proposals must be approved at the College Dean step no later than October 3, 2022, to allow them to complete 30 calendar days of campus consultation in Curriculog and reach the University Curriculum Committee step on November 1, 2022.</i></p>	<ul style="list-style-type: none"> ➤ A. Course – NEW/MODIFY Major/Service 2021-2022 AY (Proposal Type = <u>New/Significantly Modified</u>) <ul style="list-style-type: none"> A1. Course – NEW Major/Service 2022-2023 AY A2. Course – MODIFY Major/Service 2022-2023 AY (Proposal Type = <u>Significantly Modified</u>) B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (Course Category <u>includes Service</u>)
8 weeks after 1 st day of AY	October 17, 2022*	Non-GE Proposals/GE/CSU AMP (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ Minimally modified non-GE course proposals and deleted non-GE major course proposals planned for 2023-2024 AY implementation approved at the Department Chair step to the College Curriculum Committee step in Curriculog. ➤ GE proposals planned for 2023-2024/2024-2025 AY implementation approved at the Department Chair step to the College Curriculum Committee step in Curriculog. ➤ CSU AMP proposals planned for 2023-2024/2024-2025 AY implementation approved at the Department Chair step to the College Curriculum Committee step in Curriculog. 	<ul style="list-style-type: none"> ➤ A. Course – MODIFY Major/Service 2021-2022 AY (Proposal Type = <u>Minimally Modified</u>) <ul style="list-style-type: none"> A2. Course – MODIFY Major/Service 2022-2023 AY (Proposal Type = <u>Minimally Modified</u>) B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (Course Category <u>does not include Service</u>) ➤ C1. Course – NEW General Education 2021-2022/2022-2023 AY ➤ C2. Course – MODIFY General Education 2021-2022/2022-2023 AY ➤ D. Course – DELETE General Education 2021-2022/2022-2023 AY ➤ E. Program through X. Other

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Schedule of Activities 2022-2023

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9 weeks after 1 st day of AY	October 24, 2022*	Non-GE Proposals/GE/CSU AMP (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ Minimally modified non-GE course proposals and deleted non-GE major course proposals planned for 2023-2024 AY implementation approved at the College Curriculum Committee step to the College Dean step in Curriculog. ➤ GE proposals planned for 2023-2024/2024-2025 AY implementation approved at the College Curriculum Committee step to the College Dean step in Curriculog. ➤ CSU AMP proposals planned for 2023-2024/2024-2025 AY implementation approved at the College Curriculum Committee step to the College Dean step in Curriculog. 	<ul style="list-style-type: none"> ➤ A. Course – MODIFY Major/Service 2021-2022 AY (<i>Proposal Type = <u>Minimally Modified</u></i>) ➤ A2. Course – MODIFY Major/Service 2022-2023 AY (<i>Proposal Type = <u>Minimally Modified</u></i>) ➤ B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (<i>Course Category <u>does not include Service</u></i>) ➤ C1. Course – NEW General Education 2022-2023 AY ➤ C2. Course – MODIFY General Education 2022-2023 AY ➤ D. Course – DELETE General Education 2022-2023 AY ➤ E. Program <i>through X.</i> Other

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10 weeks after 1 st day of AY	November 1, 2022**	CSU AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	<ul style="list-style-type: none"> ➤ New non-GE course proposals, significantly modified non-GE course proposals, and deleted non-GE service course proposals planned for 2023-2024 AY implementation approved automatically at the University Faculty step to the University Curriculum Committee step in Curriculog. ➤ Minimally modified non-GE course proposals and deleted non-GE major course proposals planned for 2023-2024 AY implementation approved at the College Dean step to the Office of Academic Programs step in Curriculog. ➤ GE proposals planned for 2023-2024 AY implementation approved at the College Dean step to the Office of Academic Programs step in Curriculog. <p><i>NOTES: All course proposals to be implemented during 2023-2024 AY must be approved to the UCC/OAP step in Curriculog on or before November 1, 2022. Proposals approved to the UCC/OAP step in Curriculog on or after November 2, 2022, will be: 1) considered for implementation during 2024-2025 AY and 2) reviewed and processed after all materials submitted for 2023-2024 AY implementation, including catalog edits and roadmaps, are reviewed and processed.</i></p> <ul style="list-style-type: none"> ➤ CSU AMP proposals for 2023-2024/2024-2025 AY approved at the College Dean step to the Office of Academic Programs step in Curriculog. <p><i>NOTE: CSU AMP proposals for new degree programs will only be accepted for projections previously approved by the CSU BOT.</i></p>	<ul style="list-style-type: none"> ➤ A. Course – NEW/MODIFY Major/Service 2021-2022 AY (Proposal Type = <u>New/Significantly Modified</u>) <ul style="list-style-type: none"> A1. Course – NEW Major/Service 2022-2023 AY A2. Course – MODIFY Major/Service 2022-2023 AY (Proposal Type = <u>Significantly Modified</u>) B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (Course Category <u>includes Service</u>) <ul style="list-style-type: none"> ➤ A. Course – MODIFY Major/Service 2021-2022 AY (Proposal Type = <u>Minimally Modified</u>) <ul style="list-style-type: none"> A2. Course – MODIFY Major/Service 2022-2023 AY (Proposal Type = <u>Minimally Modified</u>) B. Course – DELETE Major/Service 2021-2022/2022-2023 AY (Course Category <u>does not include Service</u>) <ul style="list-style-type: none"> ➤ C1. Course – NEW General Education 2022-2023 AY C2. Course – MODIFY General Education 2022-2023 AY D. Course – DELETE General Education 2022-2023 AY <ul style="list-style-type: none"> ➤ E. Program <i>through X.</i> Other

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11-12 weeks after 1 st day of AY	November 7-18, 2022**	University Curriculum Committee (UCC) Meeting	➤ UCC meets to discuss proposals approved to the UCC step on or before November 1, 2022 for 1) new non-GE courses, 2) significantly modified non-GE courses, and 3) deleted non-GE service courses.	➤ n/a
13 weeks after 1 st day of AY	November 21, 2022-December 24, 2022**	Non-GE Proposals (Undergraduate and Graduate)	➤ OAP enters all approved Curriculog proposals for new courses, course modifications, and deletion of courses into the PeopleSoft Course Catalog in preparation for AY 23-24 schedule building to begin on January 9, 2023**.	➤ n/a
4 weeks before end of Fall Semester	November 23, 2022	Non-GE Proposals (Undergraduate and Graduate)	<p>➤ Last day within the Fall 2022 semester for Associate Deans to approve in Curriculog new non-GE course proposals, significantly modified non-GE course proposals, and deleted non-GE service course proposals to complete required 30 calendar days of campus consultation before faculty go on holiday break.</p> <p>NOTE: Course proposals that reach the College Dean step in Curriculog on or after November 24, 2022, should not be approved at that step until Friday, January 20, 2023. Approving proposals at the Dean step on or after November 24 will advance them to the University Faculty (campus consultation) step and they will not complete campus consultation prior to the end of the fall semester. Approvals by the Associate Dean in Curriculog for course proposals should cease on November 23 and resume on Friday, January 20, the 1st day of the spring semester.</p>	<p>➤ A. Course – NEW/MODIFY Major/Service 2021-2022 AY <i>(Proposal Type = <u>New/Significantly Modified</u>)</i> A1. Course – NEW Major/Service 2022-2023 AY A2. Course – MODIFY Major/Service 2022-2023 AY <i>(Proposal Type = <u>Significantly Modified</u>)</i> B. Course – DELETE Major/Service 2021-2022/2022-2023 AY <i>(Course Category <u>includes Service</u>)</i></p>
Last day of instruction for Fall Semester	December 9, 2022**	Catalog Revisions Roadmaps Curriculum Matrices	➤ Electronic Catalog files with a Curricular Change Memo, Roadmaps, and Curriculum Matrices revisions due in the Office of Academic Programs with curricular changes approved for 2023-24 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).	➤ n/a
Holiday Break	December 24, 2022 – January 19, 2023	n/a	➤ Faculty on holiday break.	➤ n/a

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13 weeks before start of Fall Priority Registration	January 9, 2023**	Class Schedule Building	➤ Schedule building begins for Fall 2023 and Spring 2024 semesters.	➤ n/a
Beginning of Spring Semester for Faculty	January 20, 2023	n/a	➤ Faculty return from holiday break.	➤ n/a
6 weeks before start of Fall Priority Registration	February 27, 2023**	Catalog Revisions Curriculum Sheets Roadmaps	<p>➤ 2023-2024 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 file with changes were submitted. Files should be reviewed to ensure that requested catalog edits that were approved were made and all approved Curriculog 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>	➤ n/a
Spring Break	March 25 – 31, 2023	n/a	➤ Faculty on spring break	➤ n/a

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Friday before Beginning of Fall Registration Advising Period	March 24, 2023**	University Catalog Curriculum Sheets	<ul style="list-style-type: none"> ➤ Near-final draft of 2023-2024 University Catalog will be published online prior to Fall 2023 priority registration; hyperlinks to curriculum matrices will be published with program requirements. <p><i>NOTE: The catalog may be revised to reflect President approved Senate reports and/or Chancellor’s approval of CSU AMP proposals.</i></p> <ul style="list-style-type: none"> ➤ Near-final draft of 2023-2024 Curriculum Sheets will be published online. <p><i>NOTE: Curriculum sheet links will open the academic program ‘printer-friendly page’ in the 2023-2024 University Catalog. Curriculum sheets may be revised to reflect President approved Senate reports and/or Chancellor’s approval of CSU AMP proposals.</i></p> <ul style="list-style-type: none"> ➤ Curriculog course approval processes taken offline to integrate with 2023-2024 University Catalog. 	➤ n/a
Fall Priority Registration	April 10-11, 2023**	Priority Registration	➤ Fall 2023 Priority registration for continuing students.	➤ n/a
Fall General Registration	April 12 – June 16, 2023**	General Registration	➤ Fall 2023 General registration for continuing students.	➤ n/a
5 weeks before end of AY	April 17, 2023**	CSU AMP/GE/Non-GE Proposals (Undergraduate and Graduate)	➤ Curriculog course approval processes available and integrated with 2023-2024 University Catalog. Departments may begin/continue to develop curriculum packages for the 2024-2025/2025-2026 AY.	➤ ALL

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4 weeks before end of AY	April 25, 2023	Non-GE Proposals (Undergraduate and Graduate)	<p>➤ Last day within the 2022-23 AY for Associate Deans to approve in Curriculog new non-GE course proposals, significantly modified non-GE course proposals, and deleted non-GE service course proposals to complete required 30 calendar days of campus consultation before the end of the AY.</p> <p>NOTE: Course proposals that reach the College Dean step in Curriculog on or after April 26, 2023, should not be approved at that step until Monday, August 21, 2023. Approving proposals at the Dean step on or after April 26 will advance them to the University Faculty (campus consultation) step and they will not complete campus consultation prior to the end of the AY. Approvals by the Associate Dean in Curriculog for course proposals should cease on April 26 and resume on Monday, August 21**, the 1st day of the 2023-2024 AY.</p>	<p>➤ A. Course – NEW/MODIFY Major/Service 2021-2022 AY <i>(Proposal Type = <u>New/Significantly Modified</u>)</i> A1. Course – NEW Major/Service 2022-2023 AY A2. Course – MODIFY Major/Service 2022-2023 AY <i>(Proposal Type = <u>Significantly Modified</u>)</i> B. Course – DELETE Major/Service 2021-2022/2022-2023 AY <i>(Course Category <u>includes Service</u>)</i></p>
Last day of AY/End of Spring Semester for Faculty	May 26, 2023	n/a	➤ End of AY for Faculty	➤ n/a
Summer Break	May 27 – August 20, 2023**	n/a	➤ Faculty on summer break.	➤ n/a
1 week before start of New Student Orientation	June 1, 2023**	University Catalog Roadmaps	<p>➤ Final University Catalog will be published online.</p> <p>➤ Final Curriculum Sheets will be published online.</p> <p>➤ Final Roadmaps will be published online.</p>	➤ n/a
New Student Orientation	June 7 – August 4, 2023**	New Student Orientation	➤ New student orientation and registration for Fall 2023.	➤ n/a