

FROM: John Morrissey, Chair, Curriculum Committee
SUBJECT: Deadlines and Meeting Schedule for the Committee

The following deadlines and meeting times for the Curriculum Committee have been set for 2024-25. Faculty are reminded that items not submitted by the required deadline will be held until the next meeting of the Committee.

Dates of Meetings and Deadlines

Meeting Date	Deadline to Submit		Last date for submitting...
	To Division Head	To Curriculum Committee	
16-Aug	13-Aug	14-Aug	Emergency proposals for Fall 2024 courses.
12-Sep	4-Sep	6-Sep	
11-Oct	2-Oct	4-Oct	New courses or curricular changes for Spring 2025 in order to be included in advising and registration materials.
22-Nov	13-Nov	15-Nov	
17-Jan	8-Jan	10-Jan	Extensive curricular changes to be effective in 2025-2026.
14-Feb	5-Feb	7-Feb	Curricular changes or new courses for Fall 2025 in order to be included in advising and registration materials.
7-Mar	26-Feb	28-Feb	Last chance for changes for the 2025-2026 catalog
11-Apr (if needed)	2-Apr	4-Apr	

Please send all materials in Word format to Cyndi Fein and me by e-mail (cfein@sbc.edu and jmorrissey@sbc.edu). Please note that the Curriculum Committee expects program chairs to discuss curriculum changes with their division heads prior to submission of proposals. If a proposal is not e-mailed to Cyndi and me by the division head, an e-mail from the division head confirming approval is required.