Curriculum Process and Deadlines 2017

Effective Date

Most proposals must receive final approval (steps 11 or 13 completed) by the FIRST WEEK IN MARCH 2017 to become effective Fall 2017. This is to ensure that the online catalogs match up with students’ Fall 2017 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address at bottom of this page). Departments are cautioned against publicizing and recruiting for new/modified programs until they are certain of the program’s effective date.

Important Considerations

- **Step 6 below:** Proposals received by the Curriculum Coordinator by December 1st to expect final approval by early March 2017. Please allow sufficient time to work through steps 1-5 below.

  - Access current curriculum forms from Records & Registration Faculty Resources web page at http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/

  - Access updated program information in the updated 2016-17 online catalogs at http://www.bemidjistate.edu/academics/catalog/

  - Expect that the length, complexity, novelty, and completeness of the proposal will affect the duration of various steps in the approval process. For example, new programs or proposals with significant changes may require several conversations between relevant offices (in bold below).

  - Address questions regarding the curriculum process to the Curriculum Coordinator.

Proposal Approval Process

1. Faculty member submits proposal to department Chair

2. Department’s faculty reviews and approves proposal recommendations.

3. Chair reviews, informs other affected departments, attaches comments, if any, signs, then forwards to Dean

4. Dean reviews, considering appropriate academic, curricular, and budget plan; meets with Academic VP as appropriate; tables, returns, or approves; signs, then forwards to Academic Affairs

5. Academic Affairs logs in and checks briefly; consults with proposer/Dean as appropriate; then forwards to Curriculum Coordinator

6. Curriculum Coordinator emails proposer and chair re: receipt of proposal; requests e-copy of proposal, reviews for completeness and consistency; then queries proposer or forwards to Curriculum Committee (and/or Grad, Teacher Ed, Lib Ed Committees, as appropriate)

   **Note:** New Programs may also need to be reviewed by the Financial Aid Director for Financial Aid reasons.

7. Curriculum Committee reviews, then queries proposer or approves

8. Curriculum Coordinator forwards to Faculty Association and Fac_Staff_L

9. Faculty Association approves or tables

10. Curriculum Coordinator forwards to the Provost and Vice President for Academic Affairs

11. Academic VP grants final BSU approval or consults further with proposer/Dean; then sends response memo to the Chair and Dean. New programs require additional approval by MnSCU.

12. Curriculum Coordinator submits New Program to MnSCU via Program Navigator

13. MnSCU grants final approval on new programs

To track your proposal’s progress from #s 6 through 12 above, view the Curriculum Proposal Progress Chart at https://www.bemidjistate.edu/mybsu/wp-content/uploads/sites/2/2015/06/Curriculum_Proposal_Progress_Chart.pdf