

# Curriculum Process and Deadlines for Fall 2021 Implementation

## Important Considerations for a Fall 2021 (August 2021) implementation:

- Proposals **must be** received by the Curriculum Coordinator (**Step 6 below**) by **December 1, 2020** to expect final approval by early March 2021. Please allow sufficient time PRIOR to this date to work through steps 1-5 below. Proposals received after the Dec. 1 deadline may have insufficient time to make it through the approval process.
- Access **current curriculum forms** from Records & Registration Faculty Resources web page at <http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/>
- Access **current program information** in online catalog 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: Robin Gullickson at [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) by phone at 218-755-4248.

## Effective Dates

Proposals must receive **final approval (steps 11 or 13 completed)** by the **FIRST WEEK IN MARCH 2021** to become **effective Fall 2021**. This is to ensure that the online catalogs match up with students' Fall 2021 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 13 below). **Departments are cautioned against publicizing and recruiting for new/modified programs until they are certain of the program's effective date.**

## Proposal Approval Process

- 1 **Faculty member** digitally signs Form 8 and emails proposal (word version) and Form 8 to department Chair
2. **Department's faculty** reviews and approves proposal recommendations.
- 3a. **Chair** reviews, informs other affected departments, attaches any comments, and digitally signs Form 8 once ready for proposal to move forward.
- 3b. **Chair** emails proposal and Form 8 to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) ; the Curriculum Coordinator will log the proposal and then email to the Dean (within 2 business days).

**\*NOTE\* Proposals should be received by the Dean 6 weeks prior to the 12.1.20 submission deadline (October 20, 2020)**

4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; meets with Academic VP as appropriate; tables, returns, or approves; digitally signs Form 8 and then emails proposal and digitally signed Form 8 to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) for logging. The Curriculum Coordinator will log the proposal and then email to Academic Affairs (within 2 business days).
5. **Academic Affairs** consults with proposer/Dean as appropriate; digitally signs Form 8 and then emails Form 8 and the proposal to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) for next steps in the curriculum process.

**\*NOTE\* For a Fall 2021 implementation date, a proposal must be here (step 6) by 12.1.2020.**

6. **Curriculum Coordinator** emails proposer and chair re: receipt of all digital signatures and begins to review for completeness and consistency. The Curriculum Coordinator will query the 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 Committees** review, queries the proposer or approves
8. **Curriculum Coordinator** emails to Faculty Association and Fac\_Staff\_L after all committees have approved
9. **Faculty Association** approves or tables
10. **Curriculum Coordinator** forwards to the Provost and Vice President for Academic and Student 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 Minnesota State.
- 12. **Curriculum Coordinator** submits New/Revised Programs as needed to Minnesota State via Program Navigator
- 13. **Minnesota State** grants final approval as needed

To track your proposal's progress from #s 3b through 12 above, view the Curriculum Proposal Progress Chart at <http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/>

## Curriculum Process and Deadlines for Spring 2022 Implementation

### Important Considerations for a Spring 2022 (January 2022) implementation:

- Proposals **must be** received by the Curriculum Coordinator (**Step 6 below**) by **July 1, 2021** to **\*\*tentatively\*\*** receive approval in September 2021. Please allow sufficient time PRIOR to this date to work through steps 1-5 below. Proposals received after the July 1 deadline may have insufficient time to make it through the approval process.
- Due to the extremely tight timeline for Spring 2022 student registration/ catalog publication, proposals MUST be approved by the October Faculty Association meeting in order to be effective Spring 2022. Therefore, if the October Faculty Association meeting is held the first Monday in October, 10/4/21, the proposal must be approved by all applicable curriculum committees (curriculum, liberal education, teacher education, and/or graduate) no later than September 27, 2021.
- Access **current curriculum forms** from Records & Registration Faculty Resources web page at <http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/>
- Access **current program information** in online catalog 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: Robin Gullickson at [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) by phone at 218-755-4248.

### Effective Dates

Proposals must receive **final approval (steps 11 or 13 completed)** by the **FIRST FULL WEEK IN OCTOBER 2021** to become **effective Spring 2022**. This is to ensure that the online catalogs match up with students' Spring 2022 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 13 below). **Departments are cautioned against publicizing and recruiting for new/modified programs until they are certain of the program's effective date.**

### Proposal Approval Process

- 1. **Faculty member** digitally signs Form 8 and emails proposal (word version) and Form 8 to department Chair
- 2. **Department's faculty** reviews and approves proposal recommendations.
- 3a. **Chair** reviews, informs other affected departments, attaches any comments, and digitally signs Form 8 once ready for proposal to move forward.
- 3b. **Chair** emails proposal and Form 8 to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) ; the Curriculum Coordinator will log the proposal and then email to the Dean (within 2 business days).

**\*NOTE\* Proposals should be received by the Dean 6 weeks prior to the 7.1.2021 submission deadline (May 26, 2021)**

- 4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; meets with Academic VP as appropriate; tables, returns, or approves; digitally signs Form 8 and then emails proposal and digitally signed Form 8 to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) for logging. The Curriculum Coordinator will log the proposal and then email to Academic Affairs (within 2 business days).

- ❑ 5. **Academic Affairs** consults with proposer/Dean as appropriate; digitally signs Form 8 and then emails Form 8 and the proposal to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) for next steps in the curriculum process.

**\*NOTE\* For a Spring 2022 implementation date, a proposal must be at step 6 by 7.1.2021.**

- ❑ 6 **Curriculum Coordinator** emails proposer and chair re: receipt of all digital signatures and begins to review for completeness and consistency. The Curriculum Coordinator will query the 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 Committees** review, queries the proposer or approves
- ❑ 8. **Curriculum Coordinator** emails to Faculty Association and Fac\_Staff\_L after all committees have approved
- ❑ 9. **Faculty Association** approves or tables
- ❑ 10. **Curriculum Coordinator** forwards to the Provost and Vice President for Academic and Student 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 Minnesota State.
- ❑ 12. **Curriculum Coordinator** submits New/Revised Programs as needed to Minnesota State via Program Navigator
- ❑ 13. **Minnesota State** grants final approval as needed

To track your proposal's progress from #s 3b through 12 above, view the Curriculum Proposal Progress Chart at <http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/>

## Curriculum Process and Deadlines for Fall 2022 Implementation

### Important Considerations for a Fall 2022 (August 2022) implementation:

- Proposals **must be** received by the Curriculum Coordinator (**Step 6 below**) by **December 1, 2021** to expect final approval by early March 2022. Please allow sufficient time PRIOR to this date to work through steps 1-5 below. Proposals received after the Dec. 1 deadline may have insufficient time to make it through the approval process.
- Access **current curriculum forms** from Records & Registration Faculty Resources web page at <http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/>
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### Effective Dates

Proposals must receive **final approval (steps 11 or 13 completed) by the FIRST WEEK IN MARCH 2022 to become effective Fall 2022.** This is to ensure that the online catalogs match up with students' Fall 2022 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 13 below). **Departments are cautioned against publicizing and recruiting for new/modified programs until they are certain of the program's effective date.**

### Proposal Approval Process

- ❑ 1. **Faculty member** digitally signs Form 8 and emails proposal (word version) and Form 8 to department Chair
- ❑ 2. **Department's faculty** reviews and approves proposal recommendations.

3a. **Chair** reviews, informs other affected departments, attaches any comments, and digitally signs Form 8 once ready for proposal to move forward.

3b. **Chair** emails proposal and Form 8 to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) ; the Curriculum Coordinator will log the proposal and then email to the Dean (within 2 business days).

***\*NOTE\* Proposals should be received by the Dean 6 weeks prior to the 12.1.21 submission deadline (October 20, 2021)***

4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; meets with Academic VP as appropriate; tables, returns, or approves; digitally signs Form 8 and then emails proposal and digitally signed Form 8 to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) for logging. The Curriculum Coordinator will log the proposal and then email to Academic Affairs (within 2 business days).

5. **Academic Affairs** consults with proposer/Dean as appropriate; digitally signs Form 8 and then emails Form 8 and the proposal to [catalog@bemidjistate.edu](mailto:catalog@bemidjistate.edu) for next steps in the curriculum process.

***\*NOTE\* For a Fall 2022 implementation date, a proposal must be here (step 6) by 12.1.2021.***

6. **Curriculum Coordinator** emails proposer and chair re: receipt of all digital signatures and begins to review for completeness and consistency. The Curriculum Coordinator will query the proposer or forwards to Curriculum Committee (and/or Grad, Teacher Ed, Lib Ed Committees, as appropriate)

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