Curriculum Process and Timelines for Spring 2024 Implementation

Important Considerations for a Spring 2024 (January 2024) implementation:

- *Proposals **must be** received by the Curriculum Coordinator (**Step 6 below**) by **July 1, 2023** to **tentatively** receive approval in September 2023. Please allow sufficient time PRIOR to this date to work through steps 1-5 below*. Proposals received after July 1st may have insufficient time to make it through the approval process.

- Due to the extremely tight timeline for Spring 2024 student registration/ catalog publication, proposals MUST be approved by the October Faculty Association meeting in order to be effective Spring 2024. Therefore, if the October Faculty Association meeting is held the first Monday in October, 10/2/23, the proposal must be approved by all applicable curriculum committees (curriculum, liberal education, teacher education, and/or graduate) no later than September 25, 2023.

- 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 by phone at 218-755-4248.

Effective Dates

Proposals must receive __final__ approval (steps 12 or 16 completed) by the __FIRST FULL WEEK IN OCTOBER 2023__ to become __effective Spring 2024__. This is to ensure that the online catalogs match up with students' Spring 2024 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 16 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** review **proposal considering appropriate academic, curricular, and budget planning. Once reviewed will table, return or** approve proposal.

- ❑ 3a. **If approved, Chair** 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 ; 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 7.1.2023 (May 26, 2023)

- ❑ 4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; **consults** with Academic VP as appropriate; tables, returns, or approves**. If approved, Dean** digitally signs Form 8 and then emails proposal and digitally signed Form 8 to 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 reviews, considering appropriate academic, curricular, and budget plan;** consults with proposer/Dean as appropriate; **tables, returns or approves. If approved, Academic Affairs** digitally signs Form 8 and then emails Form 8 and the proposal to catalog@bemidjistate.edu for next steps in the curriculum process.

NOTE For a Spring 2024 implementation date, a proposal must be at step 6 by 7.1.2023.

❑ 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 Committees (Curriculum, Graduate, Teacher Education, Core Curriculum Committees) as appropriate.

> **Notes** r**egarding new Programs:**
> **New Programs may need to be reviewed by the Financial Aid Director.**
> **New programs may require a "Letter of Inquiry" to MinnState (see curriculum coordinator).**
> **New programs may require approval from HLC.**

❑ 7. **Curriculum Committees** review, queries the proposer as needed, and either returns or approves the proposal

❑ 8. **Curriculum Coordinator** emails to Faculty Association and Fac_Staff_L after all committees have approved

❑ 9. **Faculty Association (BSUFA Senate)** approves, **returns** or tables the proposal

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

❑11. **Academic VP consults further with proposer/Dean, tables, returns or** grants final BSU approval New programs require additional approval by Minnesota State.

❑12. **Academic VP digitally signs VP Responses for those proposals that have been approved.**

❑**13. Curriculum Coordinator emails VP Response documents to chairs, deans and Academic Affairs**

❑14. **Curriculum Coordinator** submits New/Revised Programs as needed to Minnesota State via Program Navigator

❑15. **Minnesota State** grants final approval as needed

❑**16. Academic Affairs submits proposal to the Higher Learning Commission for notification or approval as needed**

To track your proposal's progress from #s 3b through **14** above, view the Curriculum Proposal Progress Chart at
http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/

Curriculum Process and Timelines for Fall 2024 Implementation

Important Considerations for a Fall 2024 (August 2024) implementation:

- *Proposals* **must be** *received by the Curriculum Coordinator (*__*Step 6 below*__*) by* **December 1, 2023** *to expect final approval by early March 2024. Please allow sufficient time PRIOR to this date to work through steps 1-5 below*. Proposals received after Dec. 1st 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 by phone at 218-755-4248.

Effective Dates
Proposals must receive __final__ approval (steps 12 or 16 completed) by the __FIRST WEEK IN MARCH 2024__ to become __effective Fall 2024__.
This is to ensure that the online catalogs match up with students' Fall 2024 registration information. The effective date for each

approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 16 below). **Departments are cautioned against publicizing and recruiting for new/modified programs until they are certain of the program's effective date.**

<u>Proposal Approval Process</u>

❑ 1. **Faculty member** digitally signs Form 8 and emails proposal (word version) and Form 8 to department Chair

❑ 2. **Department's faculty** review proposal considering appropriate academic, curricular, and budget planning. Once reviewed will table, return or approve proposal.

❑ 3a. If approved, **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 ; 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 12.1.23 (October 23, 2023).*

❑ 4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; consults with Academic VP as appropriate; tables, returns, or approves; If approved, Dean digitally signs Form 8 and then emails proposal and digitally signed Form 8 to 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** reviews, considering appropriate academic, curricular, and budget plan; consults with proposer/Dean as appropriate; tables, returns or approves. If approved, digitally signs Form 8 and then emails Form 8 and the proposal to catalog@bemidjistate.edu for next steps in the curriculum process.

NOTE For a Fall 2024 implementation date, a proposal must be here (step 6) by 12.1.2023.*

❑ 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 Committees (Curriculum, Graduate, Teacher Education, Core Curriculum Committees) as appropriate.

Notes regarding new Programs:
New Programs may need to be reviewed by the Financial Aid Director.
New programs may require a "Letter of Inquiry" to MinnState (see curriculum coordinator).
New programs may require approval from HLC.

❑ 7. **Curriculum Committees** review, queries the proposer as needed, and either returns or approves the proposal

❑ 8. **Curriculum Coordinator** emails to Faculty Association and Fac_Staff_L after all committees have approved

❑ 9. **Faculty Association (BSUFA Senate)** approves, **returns** or tables the proposal

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

❑11. **Academic VP consults further with proposer/Dean, tables, returns or** grants final BSU approval New programs require additional approval by Minnesota State.

❑12. **Academic VP digitally signs VP Responses for those proposals that have been approved.**

❑13. **Curriculum Coordinator emails VP Response documents to chairs, deans and Academic Affairs**

❑14. **Curriculum Coordinator** submits New/Revised Programs as needed to Minnesota State via Program Navigator

❑15. **Minnesota State** grants final approval as needed

❑16. **Academic Affairs submits proposal to the Higher Learning Commission for notification or approval as needed**

To track your proposal's progress from #s 3b through **14** above, view the Curriculum Proposal Progress Chart at
http://www.bemidjistate.edu/mybsu/resources/faculty-resources/faculty-curriculum-forms/

Curriculum Process and Timelines for Spring 2025 Implementation

Important Considerations for a Spring 2025 (January 2025) implementation:

- *Proposals **must be** received by the Curriculum Coordinator (**Step 6 below**) by **July 1, 2024** to **tentatively** receive approval in September 2024. Please allow sufficient time PRIOR to this date to work through steps 1-5 below*. Proposals received after July 1st may have insufficient time to make it through the approval process.

- Due to the extremely tight timeline for Spring 2025 student registration/ catalog publication, proposals MUST be approved by the October Faculty Association meeting in order to be effective Spring 2025. Therefore, if the October Faculty Association meeting is held the first Monday in October, 10/7/24, the proposal must be approved by all applicable curriculum committees (curriculum, liberal education, teacher education, and/or graduate) no later than September 16, 2024.

- 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 by phone at 218-755-4248.

Effective Dates

Proposals must receive <u>final</u> approval (steps 12 or 16 completed) by the <u>FIRST FULL WEEK IN OCTOBER 2024</u> to become <u>effective Spring 2025</u>. This is to ensure that the online catalogs match up with students' Spring 2025 registration information. The effective date for each approved proposal appears in the online Curriculum Proposal Progress Chart (see web address after step 16 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** review **proposal considering appropriate academic, curricular, and budget planning. Once reviewed will table, return or** approve proposal.

❑ 3a. **If approved, Chair** 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 ; 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 7.1.2024 (May 20, 2024)

❑ 4. **Dean** reviews, considering appropriate academic, curricular, and budget plan; **consults** with Academic VP as appropriate; tables, returns, or approves**. If approved, Dean** digitally signs Form 8 and then emails proposal and digitally signed Form 8 to 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 reviews, considering appropriate academic, curricular, and budget plan;** consults with proposer/Dean as appropriate; **tables, returns or approves. If approved, Academic Affairs** digitally signs Form 8 and then emails Form 8 and the proposal to catalog@bemidjistate.edu for next steps in the curriculum process.

NOTE For a Spring 2025 implementation date, a proposal must be at step 6 by 7.1.2024.

❑ 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 Committees (Curriculum, Graduate, Teacher Education, Core Curriculum Committees) as appropriate.

> **Notes** r**egarding new Programs:**
> **New Programs may need to be reviewed by the Financial Aid Director.**
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> **New programs may require approval from HLC.**

❑ 7. **Curriculum Committees** review, queries the proposer as needed, and either returns or approves the proposal

❑ 8. **Curriculum Coordinator** emails to Faculty Association and Fac_Staff_L after all committees have approved

❑ 9. **Faculty Association (BSUFA Senate)** approves, **returns** or tables the proposal

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

❑11. **Academic VP consults further with proposer/Dean, tables, returns or** grants final BSU approval New programs require additional approval by Minnesota State.

❑12. **Academic VP digitally signs VP Responses for those proposals that have been approved.**

 ❑**13. Curriculum Coordinator emails VP Response documents to chairs, deans and Academic Affairs**

❑14. **Curriculum Coordinator** submits New/Revised Programs as needed to Minnesota State via Program Navigator

❑15. **Minnesota State** grants final approval as needed

❑**16. Academic Affairs submits proposal to the Higher Learning Commission for notification or approval as needed**

To track your proposal's progress from #s 3b through **14** above, view the Curriculum Proposal Progress Chart at
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