Spring 2024 CT State Curriculum Governance Process - Detailed

Statewide Discipline Council (SDC) Monthly Meetings: Week One – Friday (9:00 to 11:30 a.m.)
School Area Curriculum Committee (SACC) Monthly Meetings: Week Two – Friday (9:00 to 11:30 a.m.)
Curriculum Congress Monthly Meetings: Week Three – Friday (9:00 to 11:30 a.m.), except for March 2024 Cycle

PLEASE NOTE: *Curriculog will be used in the future to manage governance documents for CT State.*

	WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
					OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
Campus	**Originators:** • **Department Chairs** • **Program Coordinators** • **Academic Discipline Coordinators** • **Faculty members** • **Statewide Discipline Council (SDC) Reps**		• **Originator** works with faculty colleagues and/or program/ discipline coordinators at other campuses to complete the necessary paperwork for a draft curriculum proposal. • **Originator** forwards the initial draft proposal to the **SDC** through the appropriate SDC campus representative.	Via email or other methods established by campuses and/or SDCs.	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	Deadline(s) established by SDCs	Deadline(s) established by SDCs	Deadline(s) established by SDCs	Deadline(s) established by SDCs
SDC	• **Statewide Discipline Councils** • **CT State Academic Affairs** • **Originator (as applicable)**		• Upon receipt of the initial draft proposals, the appropriate **SDCs** review and discuss the draft proposals. • The **SDCs** submit initial draft proposals to **CT State Academic Affairs** for gathering input from across campuses.	Via email, SharePoint, Teams, and/or other methods established by SDCs. **SDCs** email final drafts ready for Posting to: **CO-SDCReviewProposals@ct.edu.**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	Ongoing in advance of SDC Meeting on Friday, February 2, 2024 By noon on Monday, February 5, 2024	Ongoing in advance of SDC Meeting on Friday, March 1, 2024 By noon on Monday, March 4, 2024	Ongoing in advance of SDC Meeting on Friday, April 5, 2024 By noon on Monday, April 8, 2024	Ongoing in advance of SDC Meeting on Friday, May 3, 2024 By noon on Monday, May 6, 2024
CT State College Office	• **CT State Academic Affairs** • **CT State Provost** • **CT State Community**		• **CT State Academic Affairs** posts SDC initial draft proposals to the governance website seeking review and input from across campuses. • **CT State Academic Affairs designee** emails **CT State Community** to advise of postings.	Links to posting can be found at: **www.CTState.edu/governance.** Email sent via: **CTState-Announcement@ct.edu.**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	On or about Monday, February 5, 2024	On or about Monday, March 4, 2024	On or about Monday, April 8, 2024	On or about Monday, May 6, 2024

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
				OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
Campus (OPTIONAL)	CT State Community	• **CT State Community** reviews posted initial draft proposals to inform votes by SDCs. • Submit feedback forms.	Reviewers will visit: **www.CTState.edu/governance** Reviewers email feedback forms to: **CO-GovernanceFeedback@ct.edu.**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	By 11:59 p.m. on Friday, February 23, 2024	By 11:59 p.m. on Friday, March 29, 2024	By 11:59 p.m. on Friday, April 26, 2024	By 11:59 p.m. on Friday, May 31, 2024
CT State College Office	• CT State Academic Affairs	• **CT State Academic Affairs** uploads submitted feedback forms to the secure SharePoint for each applicable SDC. • **CT State Academic Affairs designee** emails **SDCs** to advise of posting.	SDCs will visit: • Secure SharePoint for each SDC. Email sent to SDC distribution list(s).	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	On or about Tuesday, January 16, 2024	On or about Monday, February 26, 2024	On or about Monday, April 1, 2024	On or about Monday, April 29, 2024	On or about Tuesday, September 3, 2024 (Tentative)
SDC	• Statewide Discipline Councils • Originators (as applicable)	• Upon receipt of the college-wide feedback, the **SDCs** review and discuss the proposals and feedback received and by majority votes decide to: a. Approve the proposals as originally submitted and address any input received. b. Approve the proposals with incorporated feedback/minor recommendations for change in consultation with the **Originator.** c. Remand the proposal back to the **Originator** with recommendations for substantive change (including college- wide feedback received) prior to resubmission to the SDC.	**SDC MONTHLY MEETINGS**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	On or prior to Friday, February 2, 2024	On or prior to Friday, March 1, 2024	On or prior to Friday, April 5, 2024	On or prior to Friday, May 3, 2024	On or prior to Friday, September 6, 2024 (Tentative)

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
				OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
SDC	• **Statewide Discipline Council Chairs or their designee**	• Upon approval by the SDCs, the aligned proposals are forwarded to **the applicable SACC email address.** • The **SDC Chair** should notify all proposal **Originators** of the upcoming SACC meeting where their proposal(s) will be presented.	For each SDC, the **SDC Chairs or the designees** will email final drafts ready for SACC review to: 1. SACC - School of Arts and Humanities: **CO-SACC-ArtsHuman@ct.edu** 2. SACC - School of Business & Hospitality **CO-SACC-BusHosp@ct.edu** 3. SACC - School of Engineering & Technology **CO-SACC-EnginTech@ct.edu** 4. SACC - School of Nursing & Health Careers **CO-SACC-NursHealth@ct.edu** 5. SACC - School of Science & Mathematics **CO-SACC-SciMath@ct.edu** 6. SACC - School of Social & Behavioral Sciences **CO-SACC-SocBehav@ct.edu**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	By noon on Monday, February 5, 2024	By noon on Monday, March 4, 2024	By noon on Monday, April 8, 2024	By noon on Monday, May 6, 2024	By noon on Monday, September 9, 2024 (Tentative)
CT State College Office	• **CT State Academic Affairs**	• **CT State Academic Affairs** posts SDC- aligned proposals on (read-only) OneDrive for each applicable SACC. • **CT State Academic Affairs designee** emails **SACCs** and **Chairs of campus academic departments** to advise of posting.	SACCs will visit: **www.CTState.edu/governance** • Click Link to: **Proposals Submitted to SACC for Review.** Email sent to SACC distribution list(s) and campus academic department distribution lists (Campus DCs, PCs, and Deans).	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	On or before Monday, February 5, 2024	On or before Monday, March 4, 2024	On or before Monday, April 8, 2024	On or before Monday, May 6, 2024	On or before Monday, September 9, 2024 (Tentative)

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
				OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
Campus (OPTIONAL)	• **Campus academic departments** • **Campus SACC representatives** Campus meeting formats/times determined by local campuses	• **Campus academic departments** review the SDC-approved aligned proposal(s) and have the option to vote to recommend approval or recommend revision of the aligned proposal(s). • **The campus SACC representatives** bring the (optional) campus recommendations to the SACC for consideration.	Via meetings or other methods established by campus academic departments. Via email or other methods established with SACCs.	**COMPLETED** **Fall 2023**	**COMPLETED** **Fall 2023**	**Optional campus department votes must be completed by Friday, February 9, 2024**	**Optional campus department votes must be completed by Friday, March 8, 2024**	**Optional campus department votes must be completed by Friday, April 12, 2024**	**Optional campus department votes must be completed by Friday, May 10, 2024**	**Optional campus department votes must be completed by Friday, September 13, 2024 (Tentative)**

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)	WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
			OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
SACC	• **School Area Curriculum Committees** • **Statewide Discipline Council (SDC) Chairs (as applicable)** • **Originators (as applicable)**	• The **SDC chairs**, accompanied by the **Originators**, will present the SDC- approved proposals to the appropriate **SACC**. • Copies of the SDC-aligned proposals can be downloaded from the (read-only) OneDrive folder for each applicable **SACC** and saved locally for any additional editing by the SACC. • The **SACCs** review recommendations from the **campus academic departments**, discuss the proposals, and by majority vote decide to: a. Approve the proposals as originally submitted and address any input received. b. Approve the proposals with incorporated minor recommendations for change from campus academic departments. c. Approve the proposals with changes negotiated with the appropriate SDC to accommodate recommendations from campus academic departments (not to exceed one month). d. Remand the proposals back to the **Originator** and **SDC** with recommendations for substantive change and re-approval at the SDC level prior to resubmission to the SACC.	**SACC MONTHLY MEETINGS**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**Friday, February 9, 2024**	**Friday, March 8, 2024**	**Friday, April 12, 2024**	**Friday, May 10, 2024**	**Friday, September 13, 2024 (Tentative)**

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
				OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
SACC	• **School Area Curriculum Committees (SACC) Chairs or their designees**	• Upon approval by the **SACC**, the proposals are forwarded on to the **Curriculum Congress email address**. • The **SACC Chair** should notify all proposal **Originators** of the upcoming Curriculum Congress meeting where their proposal(s) will be presented.	For each SACC, the **SACC Chair or their designee** emails approved proposals ready for Curriculum Congress review to: **CO-CurriculumCongress@ct.edu**.	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**By noon on Monday, February 12, 2024**	**By noon on Monday, March 18, 2024**	**By noon on Monday, April 15, 2024**	**By noon on Monday, May 13, 2024**	**By noon on Monday, September 16, 2024 (Tentative)**
CT State College Office	• **CT State Academic Affairs** • **Curriculum Congress**	• **CT State Academic Affairs** posts the SACC-approved proposals on the (read-only) OneDrive folder for the Curriculum Congress. • **CT State Academic Affairs designee** emails **Curriculum Congress** to advise of posting.	Curriculum Congress will visit: **www.CTState.edu/governance** • Click Link to: **Proposals Submitted to Curriculum Congress for Review.** Email sent to Curriculum Congress distribution list.	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**On or before Monday, February 12, 2024**	**On or before Monday, March 18, 2024**	**On or before Monday, April 15, 2024**	**On or before Monday, May 13, 2024**	**On or before Monday, September 16, 2024 (Tentative)**

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
				OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
Curriculum Congress	• **Curriculum Congress** • **School Area Curriculum Committee (SACC) Chairs (as applicable)** • **Originators (as applicable)**	• The **SACC chairs,** accompanied by the **Originators**, will present the SACC- approved proposals to the **Curriculum Congress.** • The **Curriculum Congress** reviews and discusses the proposals through an interdisciplinary lens and by majority vote decides to: a. Approve the proposals as originally submitted and address any input received. b. Approve the proposals with minor recommendations for change. c. Remand the proposals back to the **SACC** with recommendations for substantive change and re-approval prior to resubmission to the Curriculum Congress.	**CURRICULUM CONGRESS MONTHLY MEETINGS**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	**Friday, February 16, 2024**	**Friday, March 22, 2024**	**Friday, April 19, 2024**	**Friday, May 17, 2024**	**Friday, September 20, 2024 (Tentative)**

Spring 2024 CT State Curriculum Governance Process - Detailed

WHO (Lead | Involved Parties)		WHAT	DELIVERY METHOD	CURRICULUM REVIEW DUE DATES						
				OCTOBER 2023 CYCLE	NOVEMBER 2023 CYCLE	DECEMBER 2023 CYCLE	FEBRUARY 2024 CYCLE	MARCH 2024 CYCLE	APRIL 2024 CYCLE	MAY 2024 CYCLE
Curriculum Congress	• **Curriculum Congress – Chair or their designee**	• Upon approval by the Curriculum Congress, the proposals are forwarded to the **Provost's Office** for administrative processing consistent with policies and procedures.	**Curriculum Congress Chair or their designee** emails approved proposals to Office of CT State Provost at: **kczarnota@commnet.edu.**	**COMPLETED Fall 2023**	**COMPLETED Fall 2023**	By noon on Tuesday, February 20, 2024	By noon on Monday, March 25, 2024	By noon on Monday, April 22, 2024	By noon on Monday, May 20, 2024	By noon on Monday, September 23, 2024 (Tentative)
CT State College Office	• **CT State Provost** **As applicable:** • **Curriculum Congress** • **CT State President** • **CSCU Academic Council** • **BOR Academic and Student Affairs Committee** • **BOR**	• Upon receipt of Curriculum-Congress approved proposal, the Provost's Office, or designee, will notify Originator of receipt of the proposal and work with **Originator** and the applicable **CT State Academic Dean** to develop appropriate paperwork for BOR-level approval (if required). • Subsequent review beyond the **CT State Provost** may include the **College President, CSCU Academic Council**, and **Academic and Student Affairs (ASA) Subcommittee of the Board of Regents** prior to submission to the full **Board of Regents** for adoption. • Should review by the **Provost, College President** and/or **CSCU Academic Council** result in any substantive changes to the proposal submitted, it shall first be returned to the **Curriculum Congress** for further consideration prior to being approved and resubmitted.	**CT State Academic Affairs designee** will email appropriate parties.	**COMPLETED Fall 2023** CSCU Academic Council*: January 10, 2024 OR February 14, 2024 BOR ASA*: February 2, 2024 OR March 8, 2024 BOR*: February 29, 2024 OR March 21, 2024	**COMPLETED Fall 2023** CSCU Academic Council*: February 14, 2024 BOR ASA*: March 8, 2024 BOR*: March 21, 2024	On or about Tuesday, February 20, 2024 CSCU Academic Council*: March 13, 2024 BOR ASA*: April 5, 2024 BOR*: May 23, 2024	On or about Monday, March 25, 2024 CSCU Academic Council*: April 10, 2024 BOR ASA*: May 3, 2024 BOR*: May 23, 2024	On or about Monday, April 22, 2024 CSCU Academic Council*: May 8, 2024 BOR ASA*: June 7, 2024 BOR*: June 27, 2024	On or about Monday, May 20, 2024 CSCU Academic Council*: June 12, 2024 BOR ASA*: September 6, 2024 BOR*: September 26, 2024	On or about Monday, September 23, 2024 (Tentative) CSCU Academic Council*: October 9, 2024 BOR ASA*: October 4, 2024 BOR*: October 24, 2024
							* All dates are projections based on current CSCU meeting schedules. There is no April 2024 BOR Meeting.			