

Bioagricultural Sciences and Pest Management
Develop an Undergraduate Major Committee (DUMC)
Timeline for major to be effective in Fall 2020
Updated 7/2/2019

Activity	Start	Complete	Deadlines
Seek approval from affected departments for new program, new courses, and major and minor changes to existing courses	2/25/19	??	<ul style="list-style-type: none"> Allow several weeks for proposals to be reviewed by affected departments and the college prior to UCC deadlines. This will occur as the courses and program proceed through the work flow in CIM.
4. Department prepares Comprehensive Program Proposal (CPP)	10/03/18	7/08/19	The CPP must include program of study, number and description of new and existing courses, relationship to existing programs of study, and draft budget. Department consults with Dean about fiscal and programmatic concerns, and willingness to support the proposal. Department completely fleshes out budget and curriculum, including a list of courses and the program and the eight semester plan for undergraduate programs. Department/College submits the CPP to their CAS Academic Affairs (CAS AA) with CIM course proposals for each new course and any changes to existing courses that will be in the new program.
DUMC reviews CPP and provides suggestions	07/08/19	07/18/19 (9 working days)	
DUMC chair incorporates revisions & submits with program in CIM work flow	07/18/19	07/22/19 (2 working days)	
5. CAS AA conducts conceptual review of the proposal	07/22/19	08/02/19 (10 working days)	Following review, CAS AA submits CPP to Dean with statement of review/questions. Departmental rep reports this review to department. CAS AA considers and acts on each of the CIM course proposals. (CAS AA meets alternate Mon starting 8/27/18).
6. Dean reviews and submits the CPP for undergrad programs to VPUA	08/05/19	08/16/19 (10 working days)	
7. VPUA reviews the CPP for state requirements with input from the Registrar's Office and the Curriculum Liaison Specialist	08/19/19	08/30/19 (5 working days)	The VPUA/DGS meets with the Provost to review the proposal if needed. VPUA/DGS informs the Dean of the review results and informs the Provost's Executive Assistant to begin the tracking process. Dean submits CPP to the Committee on Strategic and Financial Planning (COSFP) Chair and the University Curriculum Committee (UCC) chair for committee reviews. New courses and changes to courses are added into the CIM system, followed by submission of the program into the CIM system with the most recent version of the CPP attached.

Activity	Start	Complete	Deadlines
8. CoSFP conducts a budgetary review	09/02/19	09/06/19	Following COSFP review, COSFP Chair provides a written memo or email to the VPUA/DGS, Provost, Dean, and the UCC Chair with the outcome of this CPP review. (CoSFP meets 2nd Mon each month, Sep for BoG review in Dec).
9. UCC considers the course proposals (if not done prior to this time) and conducts a preliminary review of the CIM program proposal to assure that the courses needed have been created in appropriate formats, that the program of study has appropriate learning objectives, and that the program of study is complementary to existing programs of study.	09/09/19	09/13/19	UCC ensures that the program includes high impact practices and explicit inclusion of social justice and diversity. If a graduate program, The Curriculum Liaison Specialist forwards the CIM program proposal (with the CPP appended) to the Committee on Scholarship, Research, and Graduate Education (COSRGE). (UCC meets every Fri, 4 th Fri in Aug for Dec review by BoG).
10. UCC takes action on the CIM program proposal with its appended CPP.	09/09/19	09/13/19	
11. Curriculum Liaison Specialist returns CPP to the VPUA for final review.	09/16/19	09/27/19	VPUA discusses proposal with Provost
12. Provost schedules review at a Council of Deans (CoD) meeting.		Oct 3, 2019 (submit CPP & PowerPoint to Kathy Duquoin at least 1 week before-Sep 15)	CoD reviews the CPP and votes regarding their recommendation to the Provost (1 st Wed of Mar & 1 st Wed of Oct only). The CoD may request a second presentation with additional information from the department before a final vote. Provost notifies the Curriculum Liaison Specialist that the proposal has been approved by the CoD. Curriculum Liaison Specialist assigns the CIP Code and prepares special action document for Faculty Council Executive Committee and subsequent Faculty Council action. NOTE: If a 2 nd presentation results in changes to the course/program, the UCC will need to reconsider the CPP.
13. Faculty Council acts on the special action item.		Oct 2019	Faculty Council Executive Assistant notifies the Provost of action by the Faculty Council. The provost forwards the proposal to the Board of Governors (BoG). (1 st Tues in Nov for BoG review in Dec).
14. BoG reviews the proposal and acts on the recommendation.		Dec 2019	If approved, CSU System Chief Academic Officer submits the proposal to CCHE. BoG reviews budgets once a year at May meeting ; differential tuition requests will be reviewed/approved only at this meeting.
15. Colorado Commission of Higher Education (CCHE) reviews the proposal and notifies CSU System Chief Academic Officer (SCAO) of their action.		Jan 2020	CSU SCAO notifies the Curriculum Liaison Specialist of CCHE action.

Activity	Start	Complete	Deadlines
16. Curriculum Liaison Specialist notifies department of action, effective date for admissions, and authorization to advertise.		Jan 2020	

* Numbers correspond to steps in New Program Planning Flow Chart and Flow Chart Narrative