
CATALOG/CURRICULUM DEVELOPMENT

SCHEDULE OF ACTIVITIES AND DEADLINES DURING AY 2007-2008

Timeline	Process	Action/Responsibility
September 20 through November 26	AMP/GE/Misc. Curriculum Proposals, both undergraduate and graduate	<ul style="list-style-type: none"> ➤ Departments begin to develop curriculum packages (new programs and course proposals) for the 2009-10 academic year.
November 1	Catalog Revisions	<ul style="list-style-type: none"> ➤ Catalog revisions due in Office of Undergraduate Studies (UGS) with curricular changes approved for AY 2008-09 and miscellaneous changes that are editorial or do not affect other departments. Departments should download appropriate pages from the online 2007-08 Catalog—revisions are to be annotated clearly on these pages. ➤ All changes made in the catalog also must be made in curriculum sheets. ➤ Departments will be notified to view galley proofs on the Web on an on-going basis.
November 14	AMP/GE Proposals	<ul style="list-style-type: none"> ➤ General Education and other proposals for 2009-10 requiring Academic Senate review due to college curriculum committees.
November 26	Curriculum Sheet Revisions	<ul style="list-style-type: none"> ➤ 2008-09 <i>Curriculum Sheets</i> due in UGS. The 2007-08 sheets should be annotated with approved curriculum changes for 2008-09 and should not be retyped. ➤ NOTE: Graduate program of study (contract) forms should be revised and forwarded to the Graduate Studies Office.
January 7	Miscellaneous Curriculum Proposals	<ul style="list-style-type: none"> ➤ Miscellaneous curriculum changes for 2009-10 requiring University Curriculum Committee review due to college curriculum committees.

CATALOG/CURRICULUM DEVELOPMENT

SCHEDULE OF ACTIVITIES AND DEADLINES DURING AY 2007-2008

Timeline	Process	Action/Responsibility
January 21	AMP/GE Proposals	➤ GE and new program proposals for 2009-10 due in UGS with dean's endorsement and scheduling plan. Expanded course outlines should be submitted electronically to the Office of Undergraduate Studies Catalog and Curriculum Assistant, Attn: Georgina Manzanares, < gmanzanares@csupomona.edu >.
January 29	Catalog Revisions Curriculum Sheet Revisions	➤ All final revisions to 2008-09 galley proofs due in UGS
February 29	Catalog Revisions Curriculum Sheet Revisions	➤ Late revisions to 2008-09 galley proofs will not be accepted after this date
March 28	Miscellaneous Curriculum Proposals	➤ Miscellaneous undergraduate and graduate curriculum changes planned for 2009-10 due in UGS . Proposals must include dean's memo with evidence of consultation with other departments as appropriate. Please send electronic copy of new expanded course outlines to Office of Undergraduate Studies Catalog and Curriculum Assistant, Attn: Georgina Manzanares, < gmanzanares@csupomona.edu >.