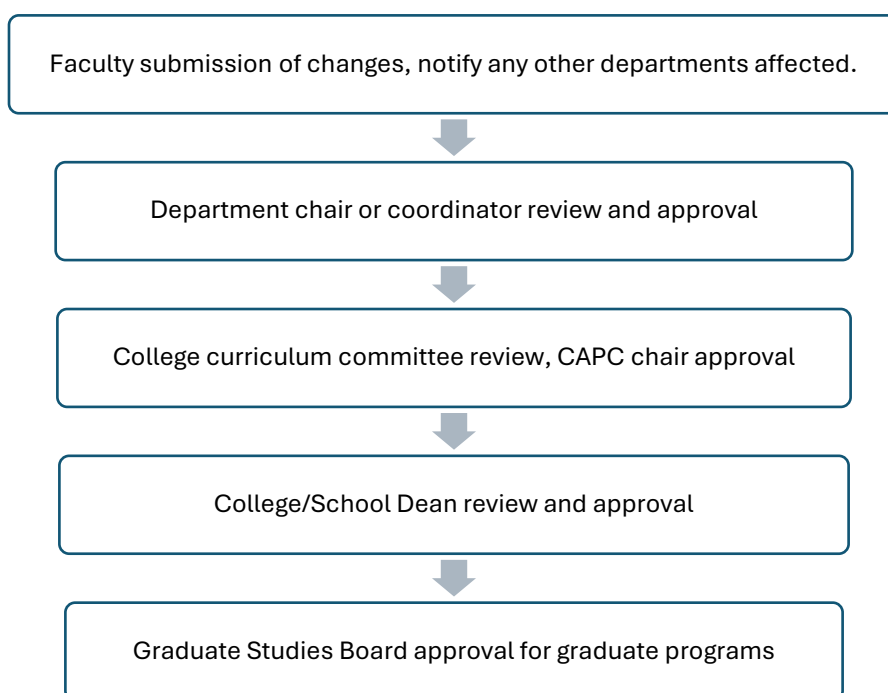# Curriculum & Academic Programs Board (CAPB) Program changes (concentration, minors, etc.) Proposal Instructions & Due Dates

All curriculum changes must be entered into CourseLeaf Curriculum Management (***program**** changes, new concentrations, or new minors)

Approval steps prior to CAPB. Allow sufficient time for review by affected departments, committees, and individuals for all steps to be completed **no later than 2nd Friday of Oct**.

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│   Faculty submission of changes, notify any other departments      │
│   affected.                                                        │
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│        Department chair or coordinator review and approval         │
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                              ▼
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│      College curriculum committee review, CAPC chair approval      │
└──────────────────────────────────────────────────────────────────┘
                              ▼
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│            College/School Dean review and approval                 │
└──────────────────────────────────────────────────────────────────┘
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│       Graduate Studies Board approval for graduate programs        │
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For concentration & minor entry or changes to existing programs*:
https://nextcatalog.csupueblo.edu/programadmin/

Changes submitted to CAPB by 2nd Friday in October each year will be considered for inclusion in the next academic year's catalog. Incomplete submissions will not move to CAPB agenda and may not have met the CAPB submission deadline. These will be moved to the next annual CAPB submission cycle. Please address any questions to your CAPB college representative.

*Program changes involving 25% or more of the course content will also require **HLC Notification,** and over 50% change may require HLC approval**.**

For **NEW** degree or certificate programs see alternate instructions and <u>earlier</u> due dates.

CAPB curriculum review process	Final Due Dates (for next catalog)
CourseLeaf approved entries ready for CAPB	**2nd Friday in Oct**
Provost receives notice of **new** minors & **new** concentration submissions	**2nd Friday in Oct**
Graduate Studies Board review and approval	As received prior to **2nd Friday in Oct**
CAPB review and Chair approval – meetings on Wednesdays	Jan-Apr & Sept to **mid-Nov**
CAPB Senate rep submission of curriculum report to Senate Exec	As received through **mid-Nov**
Faculty Senate report acceptance	Regular Senate meetings (Jan-Apr and Sept-**Dec**)
Banner upload of courses for subsequent fall schedule building	**Dec - early Jan**
Catalog finalizing date for subsequent fall semester	Mar 31

Bold are final deadlines

Ideas to provide clear submissions for ease of CAPB program review
- Fill out all sections completely.
- Credit hours in the program overview (curriculum section) must match totals in the section under the program review and also the planning sheet.
- Justification/Rationale – write in terms that are clear and persuasive to others outside the dept and college.
- Student Learning Outcomes – to format correctly see <u>how to submit file found here</u>