Baccalaureate Core Committee Annual Review Timeline

Initial Category Review request: sent second Wednesday of February annually

- Heath Henry will have individual links created for each course review
- BCC co-chairs along with Faculty Senate Office (FSO) will update template and prepare emails
- Request letter with individual links sent to college designees
- Reviews due third Wednesday in July

Reminder email: sent June 1 annually

- General email reminder template sent to college designee with links for course reviews from BCC co-chairs and FSO
- Reviews due third Wednesday in July

Category reviews due: third Wednesday in July annually

Past due notice: third Thursday in July annually

- Heath Henry will provide a list of courses/colleges who did not submit reviews to FSO
- Past due template email is used by FSO to notify college designees of specific delinquent review submissions

Final notice: Monday before fall term begins annually

- Heath Henry will provide a list of courses/colleges who did not submit reviews to FSO
- Past due decertification template email is used by FSO to notify college designees of specific delinquent review submissions
- Courses not submitted by Friday of week 2 annually will be automatically decertified in the Bacc Core

No submission decertification: Friday of week 2 annually

- Courses that have missed the submission deadlines will be sent to the Catalog Coordinator to be decertified in the Bacc Core for the following academic year by BCC Co-chairs and FSO (examplecurrent AY is 20/21, course will be decertified for AY 21/22)
- Colleges can submit a Bacc Core proposal in CIM after the course is decertified in the catalog (example- submit proposal in AY 21/22)

Category reviews: begin week 2 of fall term

- Once members have been trained in category assessment, BCC co-chairs will begin assigning reviews
- Recertification and decertification will be sent on a rolling basis.
- Courses decertified will be given a **2 week revision timeline** to submit updated materials.

Final revisions for recertification: due April 29 annually

Decertification: April 30 annually

- List of courses that have failed to be rectified per the decertification letter provided by the BCC will be sent to the Catalog Coordinator to be removed for the following academic year.
- Heath Henry will provide this list to BCC co-chairs and FSO
- List sent to Catalog Coordinator

Catalog deadline: May 1 annually

Baccalaureate Core Committee Annual Review Timeline

Process Map Annual Review Requests

Initial request

- Sent second Wedneday of February annually
- Request letter with individual links sent to college designees
- Reviews due third Wednesday in July

Reminder

Sent June 1 annually

- General email reminder template sent to college designee with links for course reviews from BCC cochairs and FSO
- Reviews due third Wednesday in July

Due date

•Third Wednesday in July annually

Past due notice

- •Third Thursday in July annually (day after due date)
- Past due template email is used by FSO to notify college designees of specific delinquent review submissions

- Monday before fall term begins annually
- Past due decertification template email is used by FSO to notify college designees of specific delinquent review submissions
- Final notice
- Courses not submitted by Friday of week 2 annually will be automatically decertified in the Bacc Core

No submission decertification

Friday of week 2 annually

•Courses that have missed the submission deadlines will be sent to the Catalog Coordinator to be decertified in the Bacc Core for the following academic year by BCC Co-chairs and FSO (example-current AY is 20/21, course will be decertified for AY 21/22)

Baccalaureate Core Committee Annual Review Timeline Process Map Category Reviews

Category Reviews (September/October)

(For courses who submitted review material by Friday of week 2 of fall term)

• Course reviews assigned week 2 of fall term, all reviews assigned before winter term



Recertification

- Course is recertified, college designee notified
- Course will continue in Bacc Core

Decertification

- Letter will go to college designee with an invitation to make requested changes with a 2 week due date by which a revision must be submitted
- If the college would like the course to be decertified and waive the invitation to revise, the BCC will have the course removed from the catalog for the following academic year
- ALL revisions must be approved by April 29th



April 29- Revision due date

 All courses must have revisions submitted and approved by the Bacc Core Committee no later than April 29.



- April 30- Bacc Core decertification list sent to Catalog Coordinator in Office of the Registrar
- Courses on decertification list will have Bacc Core designator removed in the catalog for the following academic year.
- Academic programs can submit a course proposal in CIM if they would like to have their course considered in the Bacc Core



May 1

 Catalog changes for following year due to Catalog Coordinator in Office of the Registrar