### Internal - Baccalaureate Core Committee Annual Review Timeline and Review Process

### 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 fall term, 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)
- 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 10 business days prior to April 1

### **Decertification:** March 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, effective summer term.
- Heath Henry will provide this list to BCC co-chairs and FSO
- List sent to Catalog Coordinator

### **BCC Catalog deadline: April 1 annually**

# Internal - Baccalaureate Core Committee Annual Review Timeline and Review Process Process Map Annual Review Requests

### **Y**

### Sent second Wedneday of February annually

- Request letter with individual links sent to college designees
- Reviews due third Wednesday in July

### Initial request

### Sent June 1 annually

• General email reminder template sent to college designee with links for course reviews from BCC co-chairs and FSO

Reminder

• Reviews due third Wednesday in July

### Due date

Third Wednesday in July annually

## Past due

### 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

## notice

### 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

decertification

•Courses not submitted by Friday of week 2 annually will be automatically decertified in the Bacc Core for the following AY (example- current AY is 20/21, course will be decertified for AY 21/22)

## No submission

#### Friday of week 2 fall term 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)

# Internal - Baccalaureate Core Committee Annual Review Timeline and Review Process 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 10 business days prior to April 1



### Due 10 business days prior to April 1

 All courses must have revisions submitted and approved by the Bacc Core Committee no later than 10 days business days prior to April 1.



## March 30- Bacc Core decertification list sent to Catalog Coordinator in Office of the Registrar

- Courses on decertification list will have Bacc Core designator(s) removed in the catalog for the following academic year.
- College Designees will receive a letter of decisions
- Academic programs can submit a course proposal in CIM if they would like to have their course considered in the Bacc Core for the following AY.



### April 1

- Catalog changes for following AY go to Catalog Coordinator in Office of the Registrar, BCC course designator(s) removed from following AY catalog year, effective summer term
- Council of Head Advisors notified prior to summer term registration beginning so advisors and students can be made aware of changes

\*The BCC understands that due to the complex nature of multiple instructors, campuses and modalities, it may be difficult for an academic unit to coordinate revisions and resubmit within a 2 week timeframe. Colleges may ask for an extension to this as long as the committee has reasonable time to receive and review the resubmission. Co-chairs will use discretion to determine feasibility of and the requested extension in accordance with annual catalog deadlines and capacity of the committee to review resubmissions.