

IV. Deadlines for Submitting Materials to the Committee on Curricula Courses:

At the Faculty Senate meeting of November 3, 1993, I responded to a question concerning deadlines for submissions to the Curricula and Courses Committee. Instead of deferring an answer to the question until I had the facts firmly in hand, I plunged ahead with the suggestion that the December Senate meeting would be the last to approve changes for the 1994-95 Bulletin. That would make the November 10 meeting of our committee the last for our consideration of such changes. Immediately after the Senate meeting, I consulted the Guidelines and Instructions for Curricula and Courses for specific information. As some members of the Senate suggested, I found that while the December Senate meeting is a deadline for some action, it is not the deadline for Bulletin changes. In an effort to clear up any confusion I may have caused, I am publishing for Senate information the following standing deadlines for Senate action as contained in the current Guidelines and Instructions manual under which the Curricula and Courses Committee operates:

- a) Material approved at the October Senate meeting may be scheduled and appear in the printed schedule for the spring term.
- b) Material approved at the November or December Senate meetings will not appear in the printed spring class schedule, but may be scheduled if the department wishes.
- c) Material approved at the February Senate meeting may be scheduled and printed in the summer or fall schedules.
- d) The May Senate meeting is the last one at which material may be approved for the next edition of the bulletin.

As a general rule, material for which any of the above actions might be desired should be submitted to the Curricula and Courses Committee at least two months prior to the relevant Senate meeting. Given the Committee's schedule, this deadline allows the Committee at least two meetings to iron out any difficulties with a proposal before final endorsement. It also allows reasonable time for our Committee to forward material concerning 500 and 600 level courses for Graduate Council approval prior to bringing it before the Senate.