

Texas State University
2024 - 2025 Curriculum Calendar

Month	Deadline	Action
Year round		Faculty develop course additions, changes, and deletions in the Course Inventory Management (CIM) system Faculty have access in CIM system year round
August	8/1/24	Administrative Assistant reserves room for Fall 2025 University Curriculum Committee Annual Course Cycle Meetings
	8/1/24	Curriculum Coordinator follows up on Fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report from Deans
	8/1/24	Curriculum Coordinator follows up on Fall 2025 Frequently Taught Topics Courses Report and Untaught Course Report from Deans
	8/14/24	Curriculum Coordinator coordinates administrative and faculty CIM training sessions and distributes annual calendar with instructions
	8/21/24	Curriculum Coordinator reviews Fall 2025 saved but not submitted course proposals
	8/21/24	Curriculum Coordinator reviews Fall 2025 course deletions for Fall 2025 unsubmitted program changes
	8/22/24	Curriculum Coordinator notifies depts of fall 2025 saved but not submitted course proposals
	8/26/24	Courses begin for Fall 2024
	8/26/24	Course additions, changes, and deletions in CIM system
	8/27/24	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened workflow
	8/27/24	Curriculum Specialist changes Fall 2025 saved but not submitted course proposals to Fall 2026
	8/27/24	Curriculum Coordinator prepares preliminary list of Fall 2025 course additions, changes, and deletions
	8/28/24	Curriculum Coordinator validates course numbers for additions
	8/27/24	Curriculum Coordinator distributes preliminary list to Department Curriculum Committee, College Curriculum Committee chairs, and college preparers
	8/30/24	Department Curriculum Committee approval due - courses
8/30/24	Department Chair approval due - courses	
September	9/4/24	Curriculum Coordinator updates preliminary list of course additions, changes, and deletions and drafts Provost email to faculty & advisors
	9/6/24	College curriculum committee approval due - courses
	9/6/24	College council approvals due - courses
	9/6/24	College dean approval due - courses
	9/9/24	Curriculum Coordinator updates preliminary list of course additions, changes, and deletions and drafts Provost email to faculty & advisors
	9/10/24	Assistant Vice President for Curriculum and Academic Programs sends draft Provost email with list of course additions, changes, and deletions to Associate Vice President of Academic Affairs
	9/11/24	University College Associate Dean undergraduate writing intensive course additions, changes, and deletions approval due
	9/11/24	Graduate dean approval due - courses
	9/11/24	Curriculum Coordinator develops final list of course additions, changes, and deletions
	9/11/24	Associate Vice President of Academic Affairs sends Provost email with list of proposed course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff
	9/12/24	Curriculum Coordinator emails the final list of course additions and deletions to the University Curriculum Committee to begin the electronic review
	9/12/24	Executive Assistant sends email with list of proposed Fall 2025 course additions, changes, and deletions to all faculty and Academic Affairs staff
	9/12/24	All faculty and Academic Affairs staff course review begins
	9/20/24	Comments from all faculty and Academic Affairs staff review of courses due
	9/25/24	Vice Provost for Academic Innovation and Success course additions, changes, and deletions approval due
9/30/24	Provost course additions, changes, and deletions approval due	

October	10/7/24	Curriculum Coordinator reviews saved but not submitted course proposals
	10/10/24	Curriculum Coordinator reviews course deletions for unsubmitted program changes
	10/11/24	Curriculum Coordinator notifies depts of saved but not submitted course proposals
	10/31/24	Course additions, changes, and deletions in CIM system

November	11/1/24	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened
	11/1/24	Curriculum Specialist changes saved but not submitted course proposals
	11/1/24	Curriculum Coordinator prepares preliminary list of course additions, changes, and deletions
	11/1/24	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	11/1/24	Curriculum Coordinator validates course numbers for additions
	11/8/24	Department Curriculum Committee approval due - courses
	11/11/24	Department Chair approval due - courses
	11/12/24	Curriculum Coordinator updates preliminary list of course additions, changes, and deletions and drafts Provost email to faculty & advisors
	11/22/24	College curriculum committee approval due - courses

December	12/6/24	College council approvals due - courses
	12/9/24	College dean approval due - courses
	12/10/24	Curriculum Coordinator updates preliminary list of course additions, changes, and deletions and drafts Provost email to faculty & advisors
	12/11/24	Assistant Vice President for Curriculum and Academic Programs sends draft Provost email with list of course additions, changes, and deletions to Associate Vice President of Academic Affairs
	12/12/24	University College Associate Dean undergraduate writing intensive course additions, changes, and deletions approval due
	12/16/24	Graduate dean approval due - courses
	12/16/24	General Education Council undergraduate core curriculum course additions, changes, and deletions approval due
	12/16/24	Curriculum Coordinator develops final list of course additions, changes, and deletions
	12/17/24	Associate Vice President of Academic Affairs sends Provost email with list of proposed course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff
	12/18/24	Curriculum Coordinator emails the final list of course additions and deletions to the University Curriculum Committee to begin the electronic review
	12/19/24	Executive Assistant sends email with list of proposed Fall 2025 course additions, changes, and deletions to all faculty and Academic Affairs staff
	12/19/24	All faculty and Academic Affairs staff course review begins

January	1/13/25	Courses begin for Spring 2025
	1/20/25	Comments from all faculty and Academic Affairs staff review of courses due

February	TBD	Schedule of classes go live for summer and Fall 2025
	2/7/25	University Curriculum Committee meeting review course additions and deletions (3rd meeting)
	2/10/25	Curriculum Coordinator reviews saved but not submitted course proposals
	2/10/25	Curriculum Coordinator prepares and distributes University Curriculum Committee courses meeting minutes (3rd meeting)
	2/11/25	Curriculum Coordinator reviews course deletions for unsubmitted program changes
	2/11/25	Curriculum Coordinator notifies depts of saved but not submitted course proposals
	2/14/25	Vice Provost for Academic Innovation and Success course additions, changes, and deletions approval due
	2/28/25	Course additions, changes, and deletions in CIM system

March	3/3/25	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened workflow
	3/3/25	Curriculum Specialist changes saved but not submitted course proposals
	3/3/25	Curriculum Coordinator prepares preliminary list of course additions, changes, and deletions
	3/3/25	Curriculum Coordinator validates course numbers for additions
	3/4/25	Curriculum Coordinator distributes preliminary list to Department Curriculum Committee, College Curriculum Committee chairs, and college preparers
	3/7/25	Department Curriculum Committee approval due - courses
	3/10/25	Department Chair approval due - courses
	3/11/25	Curriculum Coordinator updates preliminary list of course additions, changes, and deletions and drafts Provost email to faculty & advisors
	3/21/25	College curriculum committee approval due - courses
	3/24/25	College council approvals due - courses
	3/25/25	College dean approval due - courses
	3/25/25	Assistant Vice President for Curriculum and Academic Programs sends draft Provost email with list of course additions, changes, and deletions to Associate Vice President of Academic Affairs
3/28/25	University College Associate Dean undergraduate writing intensive course additions, changes, and deletions approval due	

April	TBD	Registration begins for Fall 2025
	4/1/25	Graduate dean approval due - courses
	4/1/25	General Education Council undergraduate core curriculum course additions, changes, and deletions approval due
	4/3/25	Associate Vice President of Academic Affairs sends Provost email with list of proposed course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff
	4/4/25	Executive Assistant sends email with list of proposed Fall 2025 course additions, changes, and deletions to all faculty and Academic Affairs staff
	4/4/25	All faculty and Academic Affairs staff course review begins
	4/4/25	Curriculum Coordinator emails the final list of course additions and deletions to the University Curriculum Committee to begin the electronic review
	4/21/25	Comments from all faculty and Academic Affairs staff review of courses due

May	5/2/25	University Curriculum Committee meeting review course additions and deletions (3rd meeting)
	5/5/25	Curriculum Coordinator prepares and distributes University Curriculum Committee courses meeting minutes (3rd meeting)
	5/9/25	Vice Provost for Academic Innovation and Success course additions, changes, and deletions approval due
	5/30/25	Curriculum Coordinator submits CBM 003 to Texas Higher Education Coordinating Board

July	7/25/25	Administrative Assistant reserves room for 2025-2026 University Curriculum Committee orientation
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