

**Texas State University**  
**Academic Year 2023-2024 Course Calendar**

<u>Month</u>	<u>Deadline</u>	<u>Action</u>
<b>Year round</b>		Faculty develop course additions, changes, and deletions to be effective fall 2024 in the Course Inventory Management (CIM) system
		Faculty access in CIM system is year round
<b>September</b>	<b>9/22/2023</b>	Curriculum Coordinator reviews fall 2024 saved but not submitted course proposals
	<b>9/25/2023</b>	Curriculum Coordinator notifies depts of fall 2023 saved but not submitted course proposals
	<b>9/29/2023</b>	Fall 2024 course additions, changes, and deletions in CIM system
<b>October</b>	<b>10/2/2023</b>	Curriculum Coordinator reviews "shortened workflow" courses to validate whether they should have a shortened workflow
	<b>10/2/2023</b>	Department Chairs/School Directors review fall 2024 course additions, changes, and deletions
	<b>10/2/2023</b>	Curriculum Coordinator changes fall 2024 saved but not submitted course proposals to fall 2025
	<b>10/2/2023</b>	Curriculum Coordinator validates course numbers for additions
	<b>10/5/2023</b>	Curriculum Coordinator prepares preliminary list of fall 2024 course additions, changes, and deletions
	<b>10/6/2023</b>	Curriculum Coordinator distributes preliminary list to college curriculum committee preparers
	<b>10/14/2023</b>	College Curriculum Committees review fall 2024 course additions, changes, and deletions in CIM system
	<b>10/20/2023</b>	Curriculum Coordinator updates preliminary list of fall 2024 course additions, changes, and deletions and drafts Provost email to faculty & advisors
	<b>10/23/2023</b>	Curriculum Coordinator drafts Provost email for Assistant Vice Provost for Curriculum and Academic Programs with list of fall 2024 course additions, changes, and deletions
	<b>10/24/2023</b>	Assistant Vice Provost for Curriculum and Academic Programs sends draft Provost email with list of fall 2024 course additions, changes, and deletions to Associate Vice Provost of Academic Affairs
<b>10/27/2023</b>	Associate Vice Provost of Academic Affairs sends Provost email with list of proposed fall 2024 course additions, changes, and deletions to Executive Assistant for distribution to all faculty and Academic Affairs staff	
<b>November</b>	<b>11/1/2023</b>	College Councils review fall 2024 course additions, changes, and deletions in CIM system
	<b>11/1/2023</b>	Executive Assistant sends email with list of proposed fall 2024 course additions, changes, and deletions to all faculty and Academic Affairs staff
	<b>11/1/2023</b>	All faculty and Academic Affairs staff fall 2024 course review begins
	<b>11/7/2023</b>	College Deans review fall 2024 course additions, changes, and deletions
	<b>11/14/2023</b>	University College Associate Dean reviews fall 2024 undergraduate writing intensive course additions, changes, and deletions
	<b>11/15/2023</b>	Graduate Dean reviews fall 2024 graduate course additions, changes, and deletions
	<b>11/29/2023</b>	Curriculum Coordinator distributes University Curriculum Committee annual course meeting agendas
	<b>11/29/2023</b>	Comments from all faculty and Academic Affairs staff review of fall 2024 courses
	<b>11/29/2023</b>	General Education Council reviews fall 2024 undergraduate core curriculum course additions, changes, and deletions
<b>December</b>	<b>12/1/2023</b>	Curriculum Coordinator updates Banner for fall 2024 course changes pending Regents review
	<b>12/4/2023</b>	Curriculum Coordinator develops final list of fall 2024 course additions, changes, and deletions
	<b>12/4/2023</b>	Curriculum Coordinator emails the final list of fall 2024 course additions and deletions to the University Curriculum Committee to begin the electronic review
	<b>12/6/2023</b>	Curriculum Coordinator prepares Regents Board Order for fall 2024 course additions, changes, and deletions
	<b>12/7/2023</b>	Assistant Vice Provost for Curriculum and Academic Programs submits Regents Board Order for fall 2024 course additions, changes, and deletions
<b>January</b>	<b>1/2/2024</b>	Associate Vice Provost for Academic Affairs reviews fall 2024 course changes
	<b>1/26/2024</b>	University Curriculum Committee meeting review fall 2024 course additions and deletions (1st meeting)

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<b>February</b>	<b>2/1/2024</b>	Associate Vice Provost for Academic Affairs reviews fall 2024 course additions and deletions (1st University Curriculum Committee meeting)
	<b>2/1/2024</b>	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (1st meeting)
	<b>2/8/2024</b>	University Curriculum Committee meeting review fall 2024 course additions and deletions (2nd meeting)
	<b>2/8/2024</b>	Associate Vice Provost for Academic Affairs reviews fall 2024 course additions and deletions (2nd University Curriculum Committee meeting)
	<b>2/9/2024</b>	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (2nd meeting)
	<b>2/9/2024</b>	University Curriculum Committee meeting review fall 2024 course additions and deletions (3rd meeting)
	<b>2/13/2024</b>	Curriculum Coordinator and Registrar's Office annual working session for deleted courses
	<b>2/14/2024</b>	Regents review fall 2024 course additions, changes, and deletions
	<b>2/14/2024</b>	Schedule of classes go live for summer and fall 2024
<b>2/15/2024</b>	Curriculum Coordinator prepares and distributes University Curriculum Committee annual course meeting minutes (3rd meeting)	
<b>March</b>	<b>3/7/2024</b>	Curriculum Coordinator submits proposed core curriculum fall 2024 course additions, changes, and deletions to Coordinating Board
<b>April</b>	<b>4/1/2024</b>	Registration begins for fall 2024
	<b>4/18/2024</b>	Prepare and distribute fall 2024 Frequently Taught Topics Courses Report and Untaught Course Report to Deans
<b>May</b>	<b>5/31/2024</b>	Curriculum Coordinator submits CBM 003 to Texas Higher Education Coordinating Board
<b>July</b>	<b>7/25/2024</b>	Administrative Assistant reserves room for 2024-2025 University Curriculum Committee orientation
<b>August</b>	<b>8/1/2024</b>	Administrative Assistant reserves room for fall 2024 University Curriculum Committee Annual Course Cycle Meetings
	<b>TBD</b>	Courses begin for fall 2024
	<b>8/26/2024</b>	Curriculum Coordinator follows up on fall 2025 Frequently Taught Topics Courses Report and Untaught Course Report from Deans