**Deadline reminder and update**

To: University-level committees reviewing curriculum changes

and UFC Members

From: K Marsh, in consultation w/ K Caffrey and A Goldman (chair of DBL)

Subject: Curriculum changes to take effect Fall 2022

The current schedule of proposal deadlines, some committee meeting dates, and the February UFC meeting date (and final approval deadline) are untenable. They are too tightly scheduled to allow for full and careful committee review. (THANK YOU, Adria, for noticing this problem in time for a good resolution.)

The Registrar’s Office has generously allowed us to push the UFC approval deadline back a bit for *designation* approvals (majority online, digital intensive, FSEM, general education, honors, writing intensive, and speaking intensive). (THANK YOU, Kevin, Angie, and Rita, for pushing the deadline as far as you could, given registration, etc.) The new deadline for UFC approvals of course designations (and therefore UFC Chair approval in CIM) is now March 9th (a regularly scheduled UFC meeting date).

What is staying the same?

* All proposal submission deadlines previously set by committees (that is, faculty still adhere to published deadlines for initial submission in CIM)
* Final approval deadlines for courses and programs; that is, UCC will still need to send committee approvals to UFC in time for Feb. 2 UFC meeting. For final revisions after the deadline or in extenuating circumstances only, the UFC will consider the need to hold an electronic vote after the Feb 2 meeting and in time for the Registrar’s final deadline of November 9, 2022. No course changes, new courses, program changes, or new programs that are intended to take effect in the fall 2022 semester and be reflected in the next *Academic Catalog* will be approved after these dates.

What is changing?

* DBL, WI, SI, DI, BTC, AMW, and other Gen Ed designations need to be approved by these committees at least one week prior to the March 9th UFC meeting

(Note: to reduce the likelihood of my own errors of omission, and to give UFC time for review, try to approve as far in advance as possible; in addition, submission of meeting minutes—either on your website or by e-mail—is critical for getting these approvals on the UFC agenda.

Please let me know of any questions or corrections.

-km 11.24.21 (updated 11.29.21)