

## **Timeline**

**Course Level Additions, Modifications, Deletions**  
**Concentration/Minor/Emphasis Level Additions, Modifications, Deletions**  
**Degree/Major Additions, Modifications, Deletions**

Forms for the legislative process of undergraduate curriculum items can be found on the Registrar's website, under "Forms" on the left tab and then under "Legislative Process for Undergraduate Curriculum Items." There will also be a link on the Faculty Senate website, on the left tab, linking to the "Legislative Process for Undergraduate Curriculum Items" webpage.

All items for legislative consideration will be: **Posted, by the department chair, in the Zimbra Briefcase, "Undergraduate Curriculum Legislation" in the appropriate college "Preliminary Legislation" folder** (members of this group to include: Academic Deans, Dean of Library Services, all departmental chairs, all departmental administrative assistants/specialists/officers of colleges and departments, the Director of Teacher Education, the Director of Assessment, the Teacher Education Administrative Specialist, the Registrar's Office's Administrative Specialist, the Degree Checking Office Administrative Specialist, the Vice President of Academic Affairs and Provost, and the Administrative Specialist in the Office of the Vice President of Academic Affairs), by the **second Monday (1)**<sup>1</sup>. Any concerns during this two-week posting should be addressed to the originating department chair with a cc to the appropriate College Administrative Specialist/Officer and the Registrar's Office's Administrative Specialist. Originating departments shall address these concerns, and, if needed, resubmit the legislation to Zimbra as "original file name.version n+1."

Each College Administrative Specialist/Officer will post the final version of the legislation on the **last Monday of Month (1)** for the College Curriculum Committee (in each college's College Curriculum Committee Zimbra Folder) and will notify department chairs of the date/time of the College Curriculum Committee meeting. The College Curriculum Committees should meet by end of the **first week of Month (2)**. A member of each department, submitting legislation, will be present to address questions.

Each College Administrative Specialist will send all approved legislation (from the College Curriculum Committee, the Council for Teacher Education, and/or General Education Committee), with appropriate signatures, to the Registrar's Administrative Specialist by the **third Wednesday of Month (2)**. (Note: all legislation involving the Council for Teacher Education and/or General Education Committee must return to the appropriate College Administrative Specialist before the Word document with appropriate signatures is emailed to the Registrar's Administrative Specialist.) All items eligible to proceed (items with no concerns or items with concerns addressed with resubmissions uploaded) will be posted, by the Registrar's Administrative Specialist, on the Faculty Senate Web page on the **third Friday of Month (2)**. This will allow **ten calendar days** for interested parties, campus-wide, to view the legislation. Any concerns during this 10-day posting should be addressed to the originating department chair with a cc to the Administrative Specialist in the Registrar's Office.

The Faculty Senate University Undergraduate Curriculum Committee will receive all legislation, from the Registrar's Office, by the **first Monday of Month (3)** and will meet by the end of the second week of **Month (3)**. Faculty Senate University Undergraduate Curriculum Committee meeting times will be posted on the Faculty Senate webpage. A member of each department, submitting legislation, will be present, at the FS UGCC meeting, to address questions.

Following approval by the Faculty Senate University Undergraduate Curriculum Committee, legislation will be presented to the Faculty Senate, for approval, at the regular meeting as posted on the Faculty Senate web page (e.g. the **fourth Monday** of the month). **A member of each department, submitting legislation, will be present at the Faculty Senate meeting, to address questions and to report back to their respective academic unit, the results of the Faculty Senate vote on their curriculum.**

**Important Reminders:**

- **This is at least a 2-3 month campus process. New degrees, majors, and programs will require an additional 4-5 months at the KBOR level to gain approval.**
- **The first legislation, in the academic year, will be considered at the October Faculty Senate meeting (dates of all Faculty Senate meetings are posted on the Faculty Senate Web Page).**
- **Due to the constraints of the Kansas Board of Regents' timeline, new degrees, majors, and programs must be proposed by the October legislation month to be approved by the December Faculty Senate meeting, if approval and implementation is expected for the following academic year.**
- **All items to be presented to KBOR must include completion of PSU and KBOR forms. KBOR forms are attached at the end of PSU forms. These actions include new degrees, majors, programs, minors, concentrations, and emphases.**

<sup>1</sup>The number in parentheses indicates the month of the process (1) for first month of the process, (2) for second month, etc. of the process.