Timeline for APR&CE Committee Meetings for the AY 2013-2014

Meeting Num.	APR&CE Meeting Dates (from 11:00 to 13:00)	Submission Deadline for Curriculum Change requests	Submission Deadline for New Programs & Structural Curriculum Change requests	Notes
# 1	Tuesday, Oct. 8, 2013 *(from 14:00 to 15:30)*			Oct. 13, Start of Eid Al-Adha Holiday
			Nov. 28, 2013	*Deadline to submit initial new or restructuring program proposals*
# 2	Tuesday, Dec. 3, 2013 *(from 08:00 to 10:00)*			Dec. 15, Start of Early Registration for (Spring 2014)
			Dec. 29, 2013	*Deadline to submit new, restructuring program revised Proposals*
# 3	Tuesday, Jan. 7, 2014 *(from 08:00 to 10:00)*			Jan. 2, Last day of classes (Fall 2013)
Mid Academic Year Break (Sun, Jan. 26 – Thu, Feb. 6)				
# 4	Monday, Feb. 10, 2014 *(from 08:00 to 10:00)*	(Tentative Date and Time)		Feb. 09, Start of Spring 2014 semester
		Feb 27, 2012		*Deadline to submit Curriculum Changes*
# 5	Tuesday, Mar. 11, 2014 *(from 08:00 to 10:00)*	(Tentative Date and Time)		April 13, Start of Mid Spring Vacation
# 6	Tuesday, Apr. 8, 2014 *(from 08:00 to 10:00)*	(Tentative Date and Time)		May 18, Start of Early Registration for (Summer & Fall 2014)
# 7	Tuesday, May 6, 2014 *(from 08:00 to 10:00)*	(Tentative Date and Time)		June 5, Last day of classes-Spring 2014
# 8	Tuesday, Jun. 10, 2014 *(from 08:00 to 10:00)*	(Tentative Date and Time)		July 6, Start of Summer Vacation

Important Dates:

- **Thursday November 28, 2013:**
  - Deadline for initial submission of structural curriculum change proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.
  - Deadline for initial submission of new academic program proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.

- **Sunday December 29, 2013:**
  - Deadline to submit the revised structural curriculum change proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.
  - Deadline to submit the revised new academic program proposals to be implemented in the 2014-2015 Academic Year and inclusion in the 2014-2015 University Catalog.

- **Thursday February 27, 2014:** Submission deadline for curriculum change requests to be implemented in Fall 2014 and for their inclusion in the 2014-2015 University Catalog.

General Curriculum Enhancement Related Guidelines

The Academic Program Review and Curriculum Enhancement Committee (APR&CE) is responsible for reviewing all curriculum enhancement related proposals and to make recommendations to the Vice President and Chief Academic Officer.

The ***Curriculum Enhancement policy*** adopted by the university requires that curriculum enhancement requests submitted and approved during one academic year take effect at the beginning of the next academic year. It also ***requires that curriculum enhancement requests be approved in time to allow for their inclusion in the university catalog for the next academic year and implementation in the Banner Course Management System before the start of the fall semester pre-registration period*** (usually beginning of March).

Based on the above requirements and for each academic year, the APR&CE Committee develops a meeting calendar. Typically, the committee shall meet once every month while additional meetings may be held as needed. The meeting calendar includes specific dates for the regularly scheduled committee meetings. ***Curriculum enhancement requests must be communicated to the committee chair at least one week before scheduled meetings*** in order to be included in the meeting agenda and discussed during the meeting. Proposals received after the submission deadline for a particular committee meeting (one week prior to the meeting) will be considered and reviewed by the committee in a later meeting.

Curriculum enhancement proposals may be submitted by academic programs any time during the academic year. However, ***there are deadlines imposed by the APR&CE Committee on proposals to be implemented in the following academic year*** based on the academic calendar, the time it takes proposals to go through the approval process, the start of the pre-registration period, and publication of the university catalogs. Submission deadlines for the different type of curriculum enhancement proposals are published with the committee meeting calendar. The APR&CE meeting calendar for the 2013-2014 academic year is given in the Table included at the beginning of this document.

For each regularly scheduled meeting, the APR&CE Committee chair writes the meeting agenda and post it on the committee's Blackboard community area one week before the meeting. Details of the curriculum enhancement proposals with submitted forms and accompanying documentation are posted on the community area with the meeting agenda. All members of the committee need to consult the shared blackboard community area to retrieve and review details of all proposals included in the meeting agenda.

Committee members are requested to bring their current college catalog and a brief report on each curriculum enhancement proposal included in the meeting agenda. During the meeting, ***committee members representing a particular college or program are responsible for presenting the curriculum enhancement proposal submitted by the college/program they are representing***. College/program representatives, members of the committee, may propose to the committee chair to invite knowledgeable representatives from the academic unit they are representing to attend the meeting. If a question cannot be answered during the meeting, it may well cause the committee to postpone its recommendation on the proposal until a later meeting, significantly delaying the approval process.