

DATE: September 25, 2007

TO: Deans
Department Chairs
Gen. Ed. and Diversity Sub-Meet & Confer
Graduate Committee Sub-Meet & Confer
IFO Faculty
UCAP Sub-Meet & Confer

FROM: Brenda Flannery, AVP Undergraduate Studies and International Ed.
Ron Nickerson, General Education and Diversity Committee Chair
Warren Sandmann, UCAP Committee Chair

SUBJECT: October 2, 2007 MnSCU Workshop and Undergraduate Curriculum Deadlines

October 2, 2007 Workshop Information

On October 2, 2007, Dr. Neala Schleuning, Director of Academic Programs at MnSCU, will be on campus to offer a 2-hour informational workshop on program curriculum proposals. The workshop will be held in CSU 284 A, B, C from 3:00-5:00 pm and all Deans and faculty are invited.

The workshop will include a review of MnSCU program curricular forms and processes, a brief discussion of the 120-credit cap Higher Education Funding Bill H.F. 106, and time for questions. This workshop will be videotaped and available on the Academic Affairs website @ <http://www.mnsu.edu/acadaf/curriculum/currchange.html>.

Undergraduate Curriculum Deadlines

To insure that all approved undergraduate curricular changes are included in the official printed bulletin for fall 2008, this year's deadlines have been approved and will be **firmly** followed by the Office of Academic Affairs, UCAP Committee, and General Education and Diversity Committee.

November 16, 2007

All curricular proposals to be included in the 2008-2009 Undergraduate Bulletin must be submitted to Academic Affairs by November 16, 2007. This means these proposals will have been reviewed by college curriculum committees and should have appropriate signatures and necessary documentation.

February 15, 2008

All curricular proposals to be recognized for the start of the fall 2008 semester must be submitted to Academic Affairs by February 15, 2008. These proposals, if approved by UCAP and/or Grad and Gen. Ed. and Diversity, will be available for use by the program in fall 2008. While all attempts will be made, there is no guarantee these courses will be in the 2008-2009 Undergraduate Bulletin. All curriculum proposals received after **February 15, 2008** will be returned to the department of origination for fall 2008 re-submission.

The UCAP and General Education and Diversity committees will have until **March 7, 2008** to review all proposals. Any proposals that have not been acted on by that date will be returned to the department of origination for fall 2008 re-submission.

Undergraduate Curriculum Proposal Forms and Information

For information about the undergraduate curriculum process and MnSCU program proposal applications, please visit the Office of Academic Affairs website at the link below

<http://www.mnsu.edu/acadaf/curriculum/crrchange.html>.