

## **NEW CURRICULUM PROPOSAL TIMELINES**

ADMINISTRATIVE RULE NUMBER: D009C

LAST APPROVED: May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

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### PURPOSE

To develop timelines to meet catalog and implementation deadlines for the following academic year.

Developing new programs is a lengthy process and care should be taken to ensure each program is set up to ensure maximum student success. For this reason, generous timelines are suggested for new program development. Though not all steps are necessary for every program (see AR 409 A and AR 409 B), dates are provided for all steps to be utilized as needed.

- A. Advisory meetings and stakeholder interest for new programs and new courses should be gathered in Spring/Fall Advisory Board or Department meetings.
- B. Rationale forms/Proposals for new courses and programs should be developed during the summer and early fall term.
- C. Curriculum Committee approval, Leadership Team approval, TBCC Board approval, and Letters of Intent (LOI) to the Community College Workforce Department (CCWD), should be secured in fall term.
- D. Curriculum should be developed in fall term after the proposals have been approved.
- E. In January, Programs and Courses should be approved by Curriculum Committee.
- F. In January/February the new curriculum should be entered into the WebForms database by the Office of Instruction.
- G. In March, catalog information should be developed. Other publications, such as program guides should also be developed during Spring term.
- H. In April, the annual schedule must be developed and offered.
- I. All publications should be finalized by April and not later than May.