

# SENATE BULLETIN

Office of the Hunter College Senate • 1018 Hunter East • 772-4200

TO: Vita Rabinowitz, Provost; Daniel Cherubin, Dean of the Library; Ayman El-Mohandes, Dean of Public Health; Gail McCain, Dean of Nursing and Dean of Health Professions; Jacqueline Mondros, Dean of Social Work; Andrew Polsky, Acting Dean of Arts & Sciences; David Steiner, Dean of Education

CC: Marilyn Daley-Weston; William Zlata; Professor Eckhard Kuhn-Osius; Professor Bill Williams

FROM: Christa Acampora, Chair, Hunter College Senate

DATE: December 30, 2013

**RE: Critical Dates for Scheduling Curriculum Development and Implementation**

Please note the following critical dates for approving and implementing major program changes. Included in the table below are schedules for the full Senate meetings and Chancellor's Report (CUR) deadlines. These are presented along with the meetings of Senate curriculum committees in order to facilitate your advance planning. Materials should be received in the Senate office in their complete and final form no later than 12 days prior to the meeting in order to appear on the agenda. Meetings may be canceled when there are no items on the agenda.

When planning your curriculum development activities, please remember that no curricular changes may be implemented until they appear in a published CUR that has been approved by the Board of Trustees. It is necessary to allow approximately four weeks for the Registrar's office to update electronic systems to reflect approved changes. Also, note that new curricular programs will take longer to implement because there may be delays in their availability for students through CUNYfirst, which is now updated centrally. Given this, I want to draw special attention to the April CUR, which we submit in the last third of March. Actions you wish to implement in fall 2014 need to be included in this report, so they must be fully approved by the March 5 Senate meeting. Both curriculum committees will hold meetings immediately prior to that date.

The full guide to curriculum procedures is available at: <http://hunter.cuny.edu/senate> and further guidance is available in person at the Senate office. If you have any questions or concerns, please contact the Senate office to schedule a consultation with the chair of the relevant curriculum committee.

2014 Spring CURs	Senate Submission Deadlines	Senate Meetings	Undergraduate Course of Study	Graduate Course of Study & Academic Requirements
February	January 17 <sup>th</sup>	—	—	—
<b>April*</b>	<b>March 21<sup>st</sup></b>	<b>2/5, 2/19, 3/5</b>	<b>2/4, 2/18, 2/25, 3/4</b>	<b>1/29, 2/26</b>
June	May 16 <sup>th</sup>	3/26, 4/9, 4/23, 5/7, 5/14	3/18, 3/25, 4/8, 4/29, 5/6, 5/13	3/12, 3/19, 4/2, 4/30,

Note: There is no March CUR.

\* New programs for fall 2014 must be approved in the April Chancellor's Report in order for students to be able to register for them.

**Advance Notice** for anticipated major curricular initiatives to be developed in the 2014-2015 academic year is requested by April 1, 2014. Such initiatives include but need not be limited to:

- new courses of study (degree programs, majors, minors, certificates)
- new schools, institutes, centers, departments, or programs
- substantial changes to existing courses of study
- program closures

