

# SENATE NEWS BULLETIN

Office of the Hunter College Senate

Room 1018 E

[senate@hunter.cuny.edu](mailto:senate@hunter.cuny.edu)

NO. 4

1 September 2015

## 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 Course of Study 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, most proposals included in the November Chancellor's Report cannot have an effective term of Spring 2016. We recommend that the effective term be at least one year in advance (Fall 2016 for proposals being submitted this term). Simple changes in degree programs may be effective the following term.

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.

2015 Fall CURs	Senate Submission Deadlines	Senate Meetings	Undergraduate Course of Study	Graduate Course of Study & Academic Requirements
September	8/14,	--	--	--
November	10/16,	9/16, 9/30, 10/14	9/9, 9/29, 10/13	9/8, 9/29

Note: There is no October or December CUR.

**Advance Notice** for anticipated major curricular initiatives to be developed in the 2016-2017 academic year is requested by February 1, 2016. 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