

Row 1	Name of the Originator	Proposals will be submitted within the 2026 cycle (for AY 2027-2028 Catalog):												
2	Department Committee Schedule	College Committee Schedule						Notes						
								<p>[1] refer to the curriculum calendar for when the proposal forms are available.</p> <p>[2] 3c and the pink sheet are a 10-work-day steps.</p> <p>[3] Initial proposals that reach step 4c on/after the timeline are considered late, will not be allowed for resubmission.</p>						
3	2026 Cycle for AY 2027-2028 eCatalog	Department Level Review			College Level Review			Post-Consultation Communication		University Level Review				
		Originator	Committee	Dept Chair	College A.D.	Committee	Campus Consultation	Committee	College A.D.	Tech Review	UGS/GS	GE Course Pink Sheet	CS/GES/GSS	EPC
		Step: 1	2a	2b	3a	3b	3c	3d	3e	4a	4b		4c	4d
4	Course Proposals													
5	Program Proposals													
Instructions <ul style="list-style-type: none"> Preparation: Collect the committee meeting schedule for this calendar year from the college and the department which owns the proposals. Each originator should have a copy of this worksheet. Work backward, starting from step 3c (pink) and fill in the bubbles for step 3b, 3a, and 2a. <p>Row 1: List the proposals that this Originator will submit for this curriculum review cycle .</p> <p>Row 2: List all the meeting dates of the committees to the department and the college boxes.</p> <ul style="list-style-type: none"> College schedule box: Circle 2 meeting dates, one for course proposals, another programs if applicable. Both dates must be prior to the dates on step 3c (in pink). The circled dates are the timeline when the proposals must reach step 3b for college level approval. Department schedule box: Circle 2 meeting dates that are prior to the college meeting dates you just circled selected. <p>Rows 4 and 5:</p> <ul style="list-style-type: none"> Step 3b: Refer to the college schedule box in row 2, enter the circled dates in the into the 2 bubbles in rows 4 and 5 under step 3b accordingly. Step 2a: Refer to the department schedule box in row 2, enter the circled dates in the into the 2 bubbles in rows 4 and 5 under step 2a accordingly. Step 3a is for the college curriculum analyst to fill in a date between steps 2a and 3b. The Chair will move the proposals to step 3a by the due date. Step 1: the originator set a timeline for this step in order to beat the timeline set on step 2a. 														