

Internal - Baccalaureate Core Committee Annual Review Timeline and Review Process

Initial Category Review request: sent second Wednesday of February annually

- Heath Henry will have individual links created for each course review
- BCC co-chairs along with Faculty Senate Office (FSO) will update template and prepare emails
- Request letter with individual links sent to college designees
- Reviews due third Wednesday in July

Reminder email: sent June 1 annually

- General email reminder template sent to college designee with links for course reviews from BCC co-chairs and FSO
- Reviews due third Wednesday in July

Category reviews due: third Wednesday in July annually

Past due notice: third Thursday in July annually

- Heath Henry will provide a list of courses/colleges who did not submit reviews to FSO
- Past due template email is used by FSO to notify college designees of specific delinquent review submissions

Final notice: Monday before fall term begins annually

- Heath Henry will provide a list of courses/colleges who did not submit reviews to FSO
- Past due decertification template email is used by FSO to notify college designees of specific delinquent review submissions
- Courses not submitted by Friday of week 2 annually will be automatically decertified in the Bacc Core

No submission decertification: Friday of fall term, week 2 annually

- Courses that have missed the submission deadlines will be sent to the Catalog Coordinator to be decertified in the Bacc Core for the following academic year by BCC Co-chairs and FSO (example- current AY is 20/21, course will be decertified for AY 21/22)
- Colleges can submit a Bacc Core proposal in CIM after the course is decertified in the catalog (example- submit proposal in AY 21/22)

Category reviews: begin week 2 of fall term

- Once members have been trained in category assessment, BCC co-chairs will begin assigning reviews
- Recertification and decertification will be sent on a rolling basis.
- Courses decertified will be given a **2 week revision timeline*** to submit updated materials.

Final revisions for recertification: due 10 business days prior to April 1

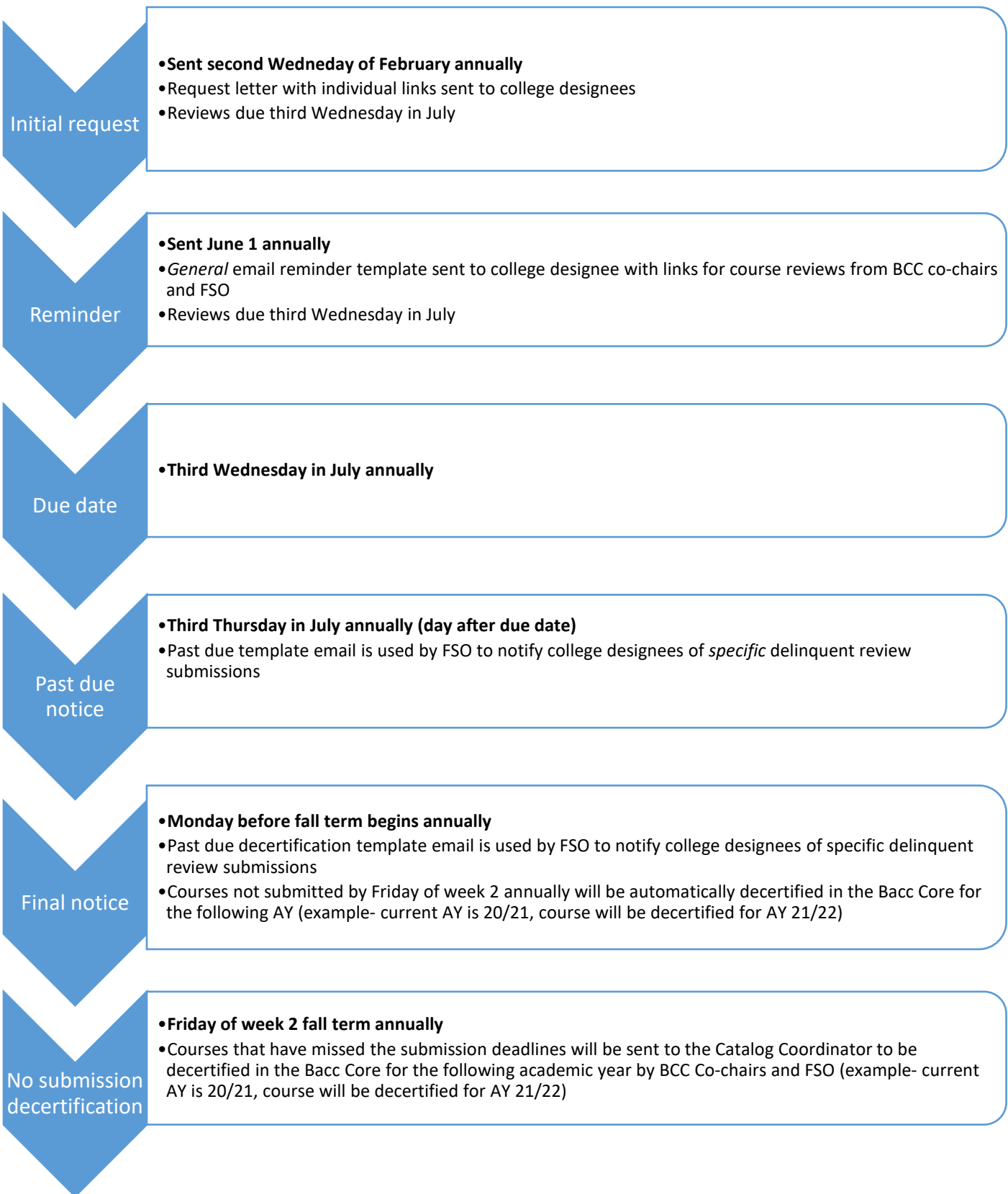
Decertification: March 30 annually

- List of courses that have failed to be rectified per the decertification letter provided by the BCC will be sent to the Catalog Coordinator to be removed for the following academic year, effective summer term.
- Heath Henry will provide this list to BCC co-chairs and FSO
- List sent to Catalog Coordinator

BCC Catalog deadline: April 1 annually

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Process Map Annual Review Requests



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Process Map Category Reviews

