

College of Engineering and Computer Science  
Fall 2012 CECS Curriculum Calendar

**EXPERIMENTAL/SELECTED TOPICS COURSES (to be offered in Spring 2013)**

- August 24, 2012** Deadline for Department Chairs to distribute new experimental/selected topics proposals scheduled to be offered in Spring 2013 to CECS departments for consultation. This deadline satisfies the minimum 5 working day window for such purpose prior to submission to the Associate Dean (next deadline). Previously approved courses and on-line course designations are also to be submitted by this deadline.
- August 31, 2012** Chair forwards all above department proposals via email to Associate Dean, Academic Affairs Committee Chair Bob Ryan (robert.ryan@csun.edu) and Cindy Barrett (cbarrett@csun.edu). Chair forwards signed hard copies to Cindy Barrett in JD 4504. Proposals emailed to faculty and chairs by Associate Dean for review.
- September 4 or 5, 2012** Academic Affairs Committee will meet to review **new** experimental/selected topics proposals. Academic Affairs Committee meeting minutes (on new experimental course proposals) sent to faculty and chairs.
- September 5, 2012** Associate Dean submits experimental/ selected topics curriculum proposals to EPC and GSC. Online course designations must be sent to Greg Mena and Gloria Roberts

**COURSE OR PROGRAM PROPOSALS (implementation date Spring 2014)**

- October 5, 2012** Deadline for Department Chairs to distribute new courses, new programs, course modifications, and program modification proposals to CECS departments for consultation. This deadline satisfies the minimum 5 working day window for such purpose prior to submission to the Associate Dean (next deadline). It is assumed that the consultation process with other departments may start much earlier if an academic conflict is anticipated.
- October 12, 2012** Chair forwards all department proposals via email to Associate Dean, Academic Affairs Committee Chair and Cindy Barrett (cbarrett@csun.edu). Chair forwards hard copies to Cindy Barrett in JD 4504. Proposals and summary emailed from the Associate Dean to the faculty for their review.
- October 22 - Nov 16, 2012** Academic Affairs meeting(s) to review all proposals submitted during this cycle. Department chairs and faculty are invited to attend. Associate Dean distributes Academic Affairs minutes to faculty & chairs for their review.
- December 4, 2012** Deadline for Associate Dean to receive written objections to course proposals and to request inclusion on College meeting agenda
- December 14, 2012** College meeting to vote on written objections received within 10 working days from November 16, 2012 distribution of minutes of the Academic Affairs Committee.
- December 14, 2012** Circulate proposals to Associate Deans and Undergraduate Studies via posting on the Associate Deans website.
- January 7, 2013** Associate Deans review university curriculum proposals with EPC & GSC chairs, Gloria Roberts, and Greg Mena.