**Timeline for Curriculum Committee Chair**

**Month, Meeting Reoccurring Events**

April, 1st meeting

April, 2nd meeting Propose date(s) for Summer meeting(s)

May, 1st meeting Ask for nominations for the General Education Certification sub-committee

Ask for nominations for the Related Instruction Certification sub-committee

Confirm date(s) for Summer meeting(s)

May, 2nd meeting Call for nominations for Curriculum Committee Chair (if appropriate)

Call for nominations for Alternate Chair (if appropriate)

June, 1st meeting Confirm nominations for the General Education Certification sub-committee

Confirm nominations for the Related Instruction Certification sub-committee

Confirm nomination for Curriculum Committee Chair (if appropriate)

Confirm nomination for Alternate Chair (if appropriate)

New business: Review Curriculum Committee membership changes.

(Who is leaving and who is returning)

June, 2nd meeting Not scheduled (Summer Break)

July, 1st meeting optional

July, 2nd meeting optional

August, 1st meeting optional

August, 2nd meeting optional

Sept., 1st meeting Not scheduled (Fall Break)

Sept., 2nd meeting Not scheduled (Fall Break)

Oct., 1st meeting Old Business: Review vacancies in Curriculum Committee membership

Request Deans fill applicable positions

Contact PT-Faculty President and request a PT-Faculty representative

New Business: New member orientation and mentoring

New Business: Call for the first meeting of the Gen. Ed. Certification sub-committee

New Business: Call for the first meeting of the Rel. Inst. Certification sub-committee

New Business: Initiate Course Outline Review Process

New Business: Call for the first meeting of the Course Outline Review groups.

Oct., 2nd meeting

Nov., 1st meeting

Nov., 2nd meeting

Dec., 1st meeting Announcements: Catalog deadline

Dec., 2nd meeting Not scheduled (Winter Break)

Jan., 1st meeting May or may not be scheduled

Jan., 2nd meeting Announcements: Catalog deadline (alternate or reminder)

New Business: Call for Program amendments

New Business: Call for New Course Outlines

New Business: Call for Course Outline edits

Feb., 1st meeting Catalog deadline

Feb., 2nd meeting

March, 1st meeting

March, 2nd meeting Not scheduled (Spring Break)