**Senate EPC Kick-Off – College Contacts Meeting**

*September 8, 2020*

* Submitting proposals via CIM so they reach the Provost’s office as soon as possible is the best way to ensure you meet the desired effective term/date. EPC, Senate and USC all have additional time that is needed to process to get proposals in front of their respective bodies. The way to give your proposal the best chance to fit into your desired implementation timeframe is to submit ASAP!
* Department/school/college-level approvals are by the head/chair/dean or their designee.
* **These approvals are affirmation of support of the proposal along and that consultation has happened with all appropriate parties at that level of governance regarding proposal implications (staffing, space, budget, etc.).**
* Discussion of new tuition rates needs to happen prior to implementation and should be going on in parallel with the proposal submission; this is communication between the college-level budget office and the Provost’s Office of Planning and Budgeting. Starting with AY 2021-22, tuition and fee items will be presented to the Board at their November meeting.

***Meeting dates for AY 20-21***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [**Grad College Exec Committee**](https://grad.illinois.edu/committees/gcec.htm)1,2 | [**Council on Teacher Ed**](https://cte-s.education.illinois.edu/dotnet/webpages/webpage.aspx/webpage?page_level=1.1)**3** | [**Ed Pol Committee**](http://www.senate.illinois.edu/educationalpolicy.asp) | [**Senate**](http://www.senate.illinois.edu/) | [**Univ Senates Conf**](http://www.usc.uillinois.edu/) | [**Board of Trustees**4](https://www.bot.uillinois.edu/meetings) | [**IBHE**](https://ibhe.org/)**2** |
|  |  |  |  | 8/27/20 |  |  |
|  |  | 8/31/20 |  |  | 9/10/20 |  |
| 9/9/20 |  | 9/14/20 |  |  |  | 9/15/205 |
|  | 9/16/20 | 9/21/20 | 9/21/20 | 9/29&30/20 |  |  |
|  |  | 9/28/20 |  |  |  |  |
|  |  | 10/5/20 |  |  |  |  |
| 10/7/20 |  | 10/12/20 |  |  |  |  |
|  |  | 10/19/20 | 10/19/20 | 10/27/20 |  |  |
|  | 10/21/20 | 10/26/20 |  |  |  |  |
|  |  | 11/2/20 |  |  |  |  |
| 11/4/20 |  | 11/9/20 |  |  | 11/12/20 |  |
|  |  |  | 11/16/20 |  |  |  |
|  | 11/18/20 | 11/30/20 |  | 12/1/20 |  |  |
|  |  | 12/7/20 | 12/7/20 |  |  | 12/8/206 |
| 12/10/20 | 12/16/20 |  |  |  | 1/21/21 |  |
| 1/21/21 |  | 1/25/21 |  | 1/26/21 |  |  |
|  |  | 2/1/21 |  |  |  |  |
| 2/4/21 |  | 2/8/21 | 2/8/21 |  |  |  |
|  |  | 2/15/21 |  |  |  |  |
|  | 2/17/21 | 2/22/21 |  | 2/24/21 |  |  |
|  |  | 3/1/21 |  |  |  | 3/9/219 |
| 3/4/21 |  | 3/8/21 | 3/8/21 |  | 3/11/21 |  |
|  | 3/17/21 | 3/22/21 |  |  |  |  |
|  |  | 3/29/21 |  | 3/30/21 |  |  |
| 4/1/21 |  | 4/5/21 | 4/5/21 |  |  |  |
|  |  | 4/12/21 |  |  |  |  |
|  |  | 4/19/21 |  |  |  |  |
|  | 4/21/21 |  | 5/3/21 | 4/28/21 |  |  |
| 5/6/21 | 5/19/21 |  |  | 5/24/21 | 5/20/21 | 6/8/2110 |
|  |  |  |  | 6/24/21 | 7/21&22/21 | 8/10/2111 |
|  |  |  |  |  |  | 9/14/2112 |
|  |  |  |  |  |  | 12/14/2113 |

***Post-implementation processes and estimated timelines7***

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **When** | **Why** |
| Official implementation notice | Division of Management Information (DMI) | Auto-generated in CIM after attachment of official approval notices | Required documentation |
| Codebook/Banner codes | DMI/Planning & Budgeting/AITS | Codebook approval notice uploaded by DMI in CIM prior to sending official notice. Banner update/AITS work varies. | For programs that require an updated or new code only |
| Academic Catalog Program of Study update | Office of the Registrar | Auto-generated as entered in CIM after final approvals. Driven by effective term. For SP 21 effective term, final approvals must be in place by 12/20/20; by 3/1/21 for FA 21 effective term reflections in Catalog. | Contact [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu) for CIM guidance |
| Updating student records | Office of the Registrar/Academic Unit Office | Varies depending on action taken/needs of students. | Most program code changes impacting current student records should be made for the upcoming academic year. Contact the Office of the Registrar for guidance. |
| Inclusion on graduate admissions application | Graduate College Admissions | Rolling/ASAP after program code generation. | For graduate programs only; professional programs (DVM, JD, MD) need to contact respective colleges. |
| Inclusion in undergraduate printed recruitment materials | Office of Undergraduate Admissions | By June 15, 2021 for 2022 recruitment | For undergraduate programs only |
| Inclusion on undergraduate admissions application8 | Office of Undergraduate Admissions | By August 1, 2021 for inclusion on 2022 app | For undergraduate programs only |

1Items involving graduate programs must be reviewed and approved by the Graduate College’s Executive Committee. GCEC will transmit approved items to the Provost’s office.

22021 meeting dates for GCEC and IBHE will be available in late fall.

3Items involving programs leading to P-20 teaching certification must be reviewed and approved by the Council on Teacher Education, which transmits items as appropriate to the Illinois State Board of Education (ISBE), prior to submission to the Provost’s office. COTE will send items to the Provost’s once appropriate approvals are in place.

4Items for Board of Trustees meetings are due to the Chancellor’s office 4-6 weeks prior to the scheduled meeting.

5Proposals for this agenda must be fully complete and technical questions resolved by September 27, 2020.

6Proposals for this agenda must be fully complete and technical questions resolved by October 19, 2020.

7This list is not meant to be exhaustive of all post-implementation processes. Units are encouraged to reach out directly to the campus offices that oversee these processes directly for the most accurate, situation-specific advice.

8OUA needs to know if major will be open to freshmen and transfers. If transfer included, Transfer Handbook entry will be needed & first term of entry. Keep in mind that undergraduate application runs on calendar year, not academic year, so you may want to request program start date as spring.

9 Proposals for this agenda must be fully complete and technical questions resolved by January 4, 2021.

10 Proposals for this agenda must be fully complete and technical questions resolved by April 19, 2021.

11 Proposals for this agenda must be fully complete and technical questions resolved by June 18, 2021.

12 Proposals for this agenda must be fully complete and technical questions resolved by July 26, 2021.

13 Proposals for this agenda must be fully complete and technical questions resolved by October 18, 2021.