Levels of Governance – Meeting Dates and Post-Implementation Processes

- Submitting proposals via CIM so they reach the Provost's office <u>as soon as possible</u> is the best way to
 ensure you meet the desired effective term/date. 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. New rates must be submitted through your College budget office in August/September to be finalized for the January, 2022 Board of Trustees meeting.

| Grad College Exec | Council on | Ed Pol | <u>Senate</u> | Univ Senates | Board of | IBHE ² |
|--------------------------|-------------------------|-----------|---------------|--------------|-----------------------|-------------------|
| Committee ^{1,2} | Teacher Ed ³ | Committee | | Conf | Trustees ⁴ | |
| | 8/18/21 | 8/30/21 | | 8/31/21 | | 9/14/21 |
| 9/8/21 | | 9/13/21 | | | 9/23/21 | |
| | | 9/20/21 | 9/20/21 | | | |
| | | 9/27/21 | | 9/27&28/21 | | |
| | | 10/4/21 | | | | |
| 10/6/21 | | 10/11/21 | 10/18/21 | | | |
| | | 10/18/21 | | | | |
| | 10/20/21 | 10/25/21 | | | | |
| | | 11/1/21 | | 11/4/21 | | |
| | | 11/8/21 | | | | |
| 11/10/21 | | 11/15/21 | 11/15/21 | | | |
| | 11/17/21 | | | | 11/18/21 | |
| | | 11/29/21 | | | | |
| | | 12/6/21 | 12/6/21 | | | |
| 12/8/21 | | | | 12/9/21 | | 12/14/21 |
| | 12/15/21 | | | 1/26/22 | | |
| | 1/19/22 | | | | 1/20/22 | |
| | | | 2/7/22 | | | |
| | 2/16/22 | | | 2/22/22 | | |
| | | | 3/7/22 | | 3/17/22 | 3/XX/22 |
| | 3/23/22 | | | 3/30/22 | | |
| | | | 4/4/22 | | | |
| | 4/20/22 | | 4/25/22 | 4/26/22 | | |
| | 5/18/22 | | | | 5/19/22 | |
| | | | | 5/23/22 | | 6/XX/22 |
| | | | | 6/29/22 | 7/21&22/22 | 8/XX/22 |
| | | | | | | 9/XX/22 |
| | | | | | | 12/XX/22 |

Meeting dates for AY 21-22

| P | ost-implementation process | es and estimated timelines ⁶ | |
|---|----------------------------|-----------------------------------------|--|
| | | | |

| What | Who | When | Why |
|------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accreditation approval | Office of the VC for Academic Affairs & Provost | Inquiries submitted in parallel when Senate approval attained; full applications when required submitted upon final governance approval. Inquiry response approx. 2 weeks after submission; full | Effective July 1, 2020, review required by Higher Learning Commission by U.S. Dept. of Education for all new programs and all "substantive" changes. |
| Financial aid eligibility for Campus Graduate Certificates | Office of Student Financial Aid | application response varies. Submitted upon final approval in governance; notice at least 45 days after submission | Required by U.S. Dept. of Education for all new Certificate programs |
| 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 22 effective term, final approvals must be in place by 12/20/21; by 8/15/22 for FA 22 effective term reflections in Catalog. | Contact <u>fms-</u> <u>catalog@illinois.edu</u> 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 | June 15, 2022 for 2023 recruitment | For undergraduate programs only |
| Inclusion on undergraduate admissions application ⁷ | Office of Undergraduate Admissions | Dec. 1, 2021 for SU/FA 2022 transfer app August 1, 2022 for FA 2023 first-yr 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.

²2022 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.

⁶This 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.

⁷OUA 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.