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.).
- **<u>Discussion of new tuition rates needs to happen prior to implementation and should be going on in parallel with the proposal submission</u>**; 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.

Meeting dates for AY 21-22

Grad College Exec Committee[1,2]	Council on Teacher Ed[3]	Ed Pol Committee	Senate	Univ Senates Conf	Board of Trustees[4]	IBHE[2]
	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

Post-implementation processes 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 application response varies.	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	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 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	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