Approved Workflow (Revised June 2020):

Proposer
- Proposers work with their dept's curriculum rep to ensure the proposal is complete and ready to submit. Checklist is provided.
- Must be submitted NO LATER than 3rd Friday of fall semester for implementation the following fall

FYI...
- STAR-GPS, Banner, Catalog, Counselors, Library, Deans would be notified of proposal's entry into the workflow.

Dept. Chair works with dept. to vote on proposal
- Must be approved by dept. NO LATER than 4th Friday of fall semester for implementation the following fall
- NOTE: VCSA here for Student Services proposals
- APPROVAL NODE

Curriculum Cmte/Faculty Senate
- Proposal is reviewed simultaneously. Both CurCom and Fac. Sen. approve proposal before it moves to Dean.
- Must be approved NO LATER than 8th Friday of fall semester
- APPROVAL NODE

Deans
- Proposal goes to appropriate Dean for approval
- Must be approved NO LATER than 12th Friday of fall semester
- APPROVAL NODE

VCAA/Chancellor
- Proposal is reviewed simultaneously. Both VCAA and Chancellor approve proposal before it moves to Implementation
- Must be approved NO LATER than 16th Monday of fall semester
- APPROVAL NODE

STAR-GPS, Banner, Catalog
- Approved proposal will be implemented
- Must be received NO LATER than 16th Monday of fall semester
- IMPLEMENT NODE

FYI...
- Proposer, Counselors, Library would be notified of proposal's approval and implementation for following fall semester.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Action</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday, August 24th, 2020</td>
<td>School Starts</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Friday, September 11th, 2020</td>
<td>Proposer submits proposal to Department</td>
<td>Proposer</td>
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<tr>
<td>4</td>
<td>Friday, September 18th, 2020</td>
<td>Dept. Chair must approve proposal</td>
<td>Department Chair</td>
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<td>8</td>
<td>Friday, October 16th, 2020</td>
<td>CurCom/Fac. Senate must approve proposal</td>
<td>CurCom/FS</td>
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<tr>
<td>12</td>
<td>Friday, November 13th, 2020</td>
<td>Deans must approve proposal</td>
<td>Deans</td>
</tr>
<tr>
<td>16</td>
<td>Monday, December 7th, 2020</td>
<td>VCAA/Chancellor must approve proposal</td>
<td>VCAA/Chancellor</td>
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