College of the Arts; Executive Committee / *Fall 2022 & Spring 2023 Curriculum Submission Deadlines & Meeting Dates*

COA Executive/Curriculm Submission Deadline	*COA Executive/ Curriculm Meeting	Graduate Executive Submission deadline	*Graduate Executive Committee Meeting	Academic Committee Submission deadline	*Academic Committee Meeting	Faculty Senate *Executive Committee* Meeting	*Faculty Senate Meeting
FALL 2022						*FALL 2022*	
		8/11/22	8/18/22	*August	*No Meeting	8/4/22	8/18/22
9/5/22	9/12/22			9/6/22	9/12/22		
		9/8/22	9/15/22			9/1/22	9/15/22
9/26/22	10/3/22			9/26/22	10/3/22		
10/10/22	10/17/22	10/13/22	10/20/22			10/6/22	10/20/22
10/31/22	11/7/22			11/7/22	11/14/22		
		11/10/22	11/17/22			11/3/22	11/17/22
11/21/22	11/28/22						
December/TBD	December/TBD	*December - NA*	December - NA	*December - NA*	December - NA		
SPRING 2023						*SPRING 2023*	
(1st day of class) 1/9/23				1/3/23	1/9/23		
		1/12/23	1/19/23			1/5/23	1/19/23
1/16/23 *(to meet AC Feb. date)*	**1/23/23**						
1/30/23	2/6/23			**2/6/23**	**2/13/23**	2/2/23	2/16/23
2/20/23	2/27/23	2/9/23	2/16/23	2/27/23	3/6/23		
		3/9/23	3/23/23			3/3/23	3/23/23
3/20/23	3/27/23			4/3/23	4/10/23		
		4/13/23	4/20/23			4/6/23	4/20/23

*All course & curriculum changes must have passed **University Academic Committee by February 2023,** to appear in the **2023-2024** catalog.*

*COA Executive Meetings; (Mondays) 3:30pm, Fine Arts Building - Location FA2016

*Graduate Executive Meetings; (Thursdays) 2-3pm, Converse Hall 3007 or ONLINE via MS TEAMS
https://www.valdosta.edu/academics/graduate-school/graduate-executive-committee-information.php

*Academic Committee Meetings; (Mondays) 2:30pm, University Center
https://www.valdosta.edu/academics/registrar/academic-committee.php

*Faculty Senate Meetings; (Thursdays) 3:30pm
http://www.valdosta.edu/administration/faculty-senate/meeting-documentation.php

COA Executive/Curriculum		
Name	**Department**	**Email**
Ben Harper	*Dean's Office (Assistant to the Dean)*	bgharper@valdosta.edu
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Joe Mason	Comm/Theatre	jwmason@valdosta.edu
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Isrea Butler	*Music/Head*	ibutler@valdosta.edu
Joshua Pifer	Music	jkpifer@valdosta.edu
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Graduate Executive / COA Committee Rep		
David Nelson	*Comm Arts*	*drnelson@valdosta.edu*
BeiBei Lin	*Music*	*zblin@valdosta.edu*

Mission –

Recommendations and approvals for changes in the curriculum and other items needing faculty input.

Membership –

Department Heads and two faculty members from each department; Associate Dean, Administrative Secretary (non-voting).

Process – please review information online at:

https://www.valdosta.edu/academics/academic-affairs/guidelines-for-new-or-changed-courses-or-curriculum.php

Workflow – *(this process can take a long time)*

1) Curriculum/course materials originate with a *faculty member, curriculum committee, or Dept. Head* in the **Academic Program**.

(Complete required forms—Links to forms below).

** For complex or extensive curriculum revisions, include a narrative to summarize the changes; include rationale, address quality improvement & potential changes in assessments, changes in learning objectives/outcomes, changes in resources, faculty coverage, course rotations, include curriculum "crosswalks" as needed, etc. The narrative/summary should assist the COA Exec. Committee, Grad. Exec. Committee and VSU Academic Committee understand the curriculum changes more holistically.

Multiple documets/forms should be saved using a numeric prefix: 01-Name, 02-Name, 03-Name, 04-Name, etc., to organize/order files for review.

2) Curriculum/course materials are submitted to and reviewed/approved by the academic program's **Department Curriculum Committee**.

3) Curriculum/course materials are submitted to and reviewed/approved by the **Department General Faculty.**

4) Curriculum/course materials are submitted by the **Dept. Curriculum Committee Chair** for review and approval by the **Department Head**.

5) Curriculum/course materials are submitted by the **Dept. Head** for review and approval by the **COA Executive/Curriculum Committee**.

6) Curriculum/course materials are submitted by the **COA Exec./Curr. Comm. Chair (Asscoc. Dean)** for review and approval by the **COA Dean**.

7) ***Graduate course or curriculum materials must be submitted to, reviewed and approved by the* ***Graduate Executive Committee.***

https://www.valdosta.edu/academics/graduate-school/graduate-executive-committee-information.php

8) Curriculum/course materials must be submitted to, reviewed, and approved by the **University Academic Committee.**

https://www.valdosta.edu/academics/registrar/academic-committee.php

9) Curriculum/course materials must be submitted to, reviewed, and approved by the **VSU Faculty Senate.**

http://www.valdosta.edu/administration/faculty-senate/meeting-documentation.php

10) Approved curriculum/course materials/changes are entered into the appropriate undergrad/grad catalog for the following year.