Curriculum Process Steps
for Chief Academic Officers

Location	● Action	● Role of CAOs
Institution	● Following internal governance process, the institution completes the appropriate Board of Regents form and submits to the Office of the Provost and Senior Vice President of Academic Affairs – Kaylah Davis, kdavis@commnet.edu and Noreen Wilson, nwilson@commnet.edu and copy Ken Klucznik, klucznikk@ct.edu and Fran Rosselli, frosselli-navarra@mcc.commnet.edu – two weeks prior to the Academic Council (AC) meeting that will review the application.	● The Office of the Provost sends a call for applications three weeks before the meeting. The Chief Academic Officer (CAO) or designee submits completed applications two weeks before the meeting.
Office of the Provost	● The Office of the Provost reviews each application and, if changes are required, requests modifications for re-submission. Once the application is verified as in order, the Office of the Provost places it on the agenda for the AC.	
Academic Council	● For action items, the AC reviews the application and votes on whether to approve. If an approval is pending revisions to the application, the proposal is revised and resubmitted two weeks prior to the Academic and Student Affairs Committee (ASA) meeting. For "Below Threshold" items, the AC is simply notified – no action is required.	● The CAO attends each AC meeting. If the CAO cannot attend a meeting, they notify the Office of the Provost of a designee to attend in their place. The CAO or designee invites colleagues as needed who can speak to the proposals for action items. There is generally no discussion for discontinuations (action item) and below threshold items, so no need to invite colleagues. The CAO or designee submits any revised applications one week prior to the ASA meeting.
Academic & Student Affairs Committee	● For applications approved by the AC and upon the recommendation of the Provost and Senior Vice President, the Office of the Provost will create a Board Resolution and Staff Report and add the item to the next meeting of the ASA. For action items, the ASA will review the application and vote on whether to approve. For "Below Threshold" items, the ASA will simply be notified – no action is required.	● The CAO or designee attends the ASA meeting if the institution has action items on the agenda and invites colleagues who can speak to the proposal as needed. Generally, there is no discussion for below threshold items. The CAO or designee notifies the Office of the Provost of the colleagues who will attend the ASA meeting.

Curriculum Process Steps
for Chief Academic Officers (continued)

Location	● Action	● Role of CAOs
Board of Regents	● Upon approval by the ASA, the Office of Board Affairs will place the Board Resolution and Staff Report on the agenda for the next Board of Regents meeting. In most cases, the item will be on the consent agenda.	● In the rare case that an item is moved from the consent agenda for separate discussion, the CAO and colleagues may need to attend. Standard practice is to notify the CAO if that will be that case.
Office of the Provost	● Upon approval by the Board of Regents, the signature by the Secretary of the Board, and following the assignment of a Board Resolution number, the Office of the Provost will submit the appropriate information to the Office of Higher Education.	
Institution	● The institution builds / modifies the program in Banner and adds to or modifies catalog as needed.	
Institution	● For approved new programs that the institution seeks to continue, the institution submits an application for continued accreditation in the seventh semester following the initiation of the program.	● The institution is responsible for tracking the timeline for programs that require continued accreditation and for submitting the application on time.

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