



Curriculum Department Deadlines

Course Outcome Summaries (COSes)

Second week of the Fall semester: The report listing COSes that will expire on May 31st of the academic year will be generated.

Within one week from the date the COS list is generated: An email with the list of expiring COSes is sent to the Deans, Lead Faculty, assigned COS Developers and COS Reviewers.

Three weeks prior to the end of the Fall semester: COSes are to be submitted for review. In the event that a COS is not submitted three weeks prior to the end of the Fall Semester, the assigned faculty member will be notified by the Curriculum Department and will be expected to rectify the missing updates in WIDS within **14 days**.

The first business day following the submission deadline: A final report will be generated by the Curriculum Department to determine which COSs have not been submitted.

Within a week of creation of the final report: The final report will be sent to the Deans. The developers of outstanding COSes will then be contacted by the Curriculum Department to set up a meeting with their Dean and Curriculum Department staff to discuss an action plan for completion of the outstanding COS(es).

Programs and Courses

Due by September 30: New Programs including ALL Embedded Programs

- All approvals, including notification of WTCS Board approval, must be received by the Curriculum Office no later than September 30 for inclusion in the printed catalog.
 - New programs must be presented to and approved by the MATC Board before Phase 1 paperwork can be submitted to WTCS.
 - WTCS Board meets odd numbered months (Jan, Mar, May, July, Sept, and Nov.)
 - Program proposals must be submitted to WTCS no less than 37 days before WTCS Board meetings.

Due by Oct. 15: Major Modifications and Advanced Technical Certificates

- Major Modifications are those that affect 20% or more of the program curriculum. Approval by WTCS must be received by the Curriculum Office by no later than November 30 for inclusion into the printed catalog.
- Advanced Technical Certificate approval by WTCS must be received by the Curriculum Office no later than November 30 for inclusion in the printed catalog.

Due by November 30: Minor Modifications

- Minor Modification changes are those that affect less than 20% of the program. Approval by the Pathway CLA is required prior to submission to the Curriculum Department.

Due by December 15: Program/Course Descriptions

- Course Descriptions
- Pre-requisites
- Co-requisites
- Program Overview, Career Outlook, Program Learning Outcomes, Preparation for Admissions, and Future Opportunities.

Acceptable changes after December 15 are **restricted** to course allocation of contact hours not affecting credit values.

ALL ACCEPTABLE course changes **MUST** be submitted at least **TWO WEEKS BEFORE** registration begins.

Paperwork Submission and MATC/WTCS Board Meeting Dates

Paperwork Submitted to Curriculum Dept.	MATC Board Meeting Date	Paperwork Submitted to WTCS by Curr. Dept.	WTCS Board Meeting Date
June 1, 2022	June 28, 2022	July 29, 2022	September 13-14, 2022
August 1, 2022	August 23, 2022	September 30, 2022	November 15-16, 2022
September 1, 2022	September 27, 2022	September 30, 2022	November 15-16, 2022
October 3, 2022	October 25, 2022	December 2, 2022	January 17, 2023
November 1, 2022	November 22, 2022	December 2, 2022	January 17, 2023
December 1, 2022	December 13, 2022	January 27, 2023	March 14-15, 2023
January 2, 2023	January 24, 2023	January 27, 2023	March 14-15, 2023
February 1, 2023	February 28, 2023	March 31, 2023	May 16, 2023
March 1, 2023	March 28, 2023	March 31, 2023	May 16, 2023
April 3, 2023	April 25, 2023	May 26, 2023	July 11-12, 2023
May 1, 2023	May 23, 2023	May 26, 2023	July 11-12, 2023
June 1, 2023	June 27, 2023	July 28, 2023	September 12-13, 2023
August 1, 2023	August 22, 2023*	September 29, 2023	November 7-8, 2023
	September 26, 2023*	September 29, 2023	November 7-8, 2023

***Meeting dates not set. Dates are approximate.**

Important MATC Links

Curriculum Forms and Manuals

This site provides the MATC Curriculum forms, Course Update form, program modification forms, along with many others.

<http://tlc.matc.edu/index.php/curriculum/curriculum-process/programs/>

Online Course Update Form

This is a link directly to the Course Update form.

<http://www.123formbuilder.com/form-3490133/Course-Update-Form>

Important WTCS Links

WTCS Educational Directors Listings

This website provides the instructional area and the person to contact at WTCS.

<https://mywtcs.wtcsystem.edu/about-wtcs/staff-directory/>

WTCS Instructions and Forms

This website provides information on developing a new program, along with links to the most recent necessary forms.

<https://mywtcs.wtcsystem.edu/educational-services/instructional-resources/educational-services-manual/>

