

## Curriculum Review Deadlines

### For Course Evaluation Subcommittee Submissions

The established curriculum timeline does not allow a great deal of flexibility in processing paperwork that requires additional attention once submitted. Therefore, it is prudent to access resources and information to assist with proposal development prior to submitting a new course or a course change. The following information is provided to ensure a faculty author's success in submitting any type of course proposal to the subcommittee. The Course Evaluation Subcommittee has created minimum standards for the submission of documents to the review process. Initially distributed in March 2001, they were developed to ensure effective and efficient processing of curriculum requests. Most months there is a due date for submission of curricular proposals to the Academic Services Office for the subcommittee's meeting. This calendar can be accessed at the [curriculum calendar page](#). Documentation that does not fully meet the subcommittee's [minimum standards](#) will be returned to the department for completion. When the documents are complete they may be resubmitted for the next curriculum review cycle.

For assistance please consult the [Faculty Curriculum Reference website](#), or Heidi Neu-Stephens, Course Evaluation Subcommittee Chairperson at [hneu@lbcc.edu](mailto:hneu@lbcc.edu) or extension 3979.

For specific technical questions contact the Curriculum Database Specialist at [curriculum-desk@lbcc.edu](mailto:curriculum-desk@lbcc.edu), or extension 4126.

The Faculty Resource Center has electronic access to all college curriculum documents and websites while providing technical assistance with computer matters in this regard. Please call extension 4511 to inquire or visit the center during business hours in L-130A (LAC).