

Curriculum and Policy Communication Procedures

- Official approval comes from Provost Office to the Director (Kim).
- John Leffler's office assigns program codes

In Office Flow

Director (Kim): -determines GPC with Department and gives information to Melissa

Amy/Jen: -determines admission requirements and requirement rule
 -determines what other publications/publicity is needed and delegates to appropriate staff.
 -checks website to verify complete and accurate listing.

Monica: -emails all staff a description of curriculum/policy action and effective dates.
 - gives hard copies of full program text to Karen.
 -sends full electronic copy to Jordi for website and online application updates.

Karen: -gives to Amanda for OnCourse updates.

<u>Tasks</u>	<u>Responsible Staff</u>
Identify GPC	Kim (Director)
Admissions and Publications Determines admission criteria Requirement rule Application/Addendum	Amy
OnCourse Updates	Amanda
Communicate with matriculated students	Karen
Website and Online Application updates	ADTS
Intranet Faculty/GPC Create ATS users Program updates List Serves	Monica
Update Curriculum Files and Inventory	Monica
Update Grad Council Policy Manual	Monica