Sample Program Proposal Template

The following outlines the potential 2018-19 timelines and life-cycle of academic program proposals that require Loyola governance consideration. These include new programs; substantial modification to existing programs, which includes changes that affect more than one-third of the existing curriculum, and/or changes in delivery; and minors.

Those steps in the life-cycle that share the same shade of color, for example Academic Senate and Loyola Conference, indicates that Senate and Conference can consider a proposal in parallel. The proposal does not require Senate or Conference considering both a motion for decision and decision before the other body can consider a motion for consideration. The same principle applies to the relevant curriculum committee and the Council for Academic Deans (COAD).

The program contact is responsible for liaising with the relevant Curriculum Committee chair to secure a proposal’s presence on its agenda. The date of this meeting will determine the earliest possible dates on which it can receive Academic Senate and Loyola Conference consideration. The following timelines reflect this structure.

Once a program has received the curriculum committee’s assent and COAD counsel, the Executive Committee to Governance (ECG) will liaise with Academic Senate and Conference to place the proposal on their agendas concordant with institutional priorities. ECG meets weekly, and so can accommodate proposals’ consideration for inclusion in the next available Senate and Conference agendas – again, concordant with the exigencies of Senate and Conference agenda and institutional priorities.

# [Approval Timeline for Graduate Academic Programs](#2017-2018_Approval_Timeline_for_Graduate)

**GCC**

**March13 / April 17, 2019**

**GCC**

**January23 / March 13, 2019**

**Graduate Curriculum Committee (GCC) September 2018**

**Council of Academic Deans (COAD)**

**September 7, 2018**

**GCC**

**October 10, 2018**

**GCC**

**November 14, 2018**

**GCC**

**December 11, 2018**

**COAD**

**October 12, 2018**

**COAD**

**January 18, 2019**

**COAD**

**November 2 / December 7, 2018**

**COAD**

**February 8 / March 15, 2019**

**COAD**

**April, 12, 2019**

**Executive Committee to Governance (ECG)**

**Senate Motion for Consideration September 18, 2018**

**Conference Motion for Consideration Oct 30/Nov 13, 2018**

**Senate Motion for Consideration October 23, 2018**

**ECG**

**ECG**

**Senate Motion for Consideration February 5, 2019**

**ECG**

**ECG**

**Senate Motion for Consideration Feb 26 / April 2, 2019**

**Conference Motion for Consideration Feb 19 / Mar 26, 2019**

**ECG**

**Senate Motion for Consideration April 16/April 30, 2019**

Senate Motion for Decision March 19 / April 16, 2019

**Conference Motion for Decision March 12 / April 9, 2019**

**Board of Trustees May 7, 2019**

**Conference Motion for Consideration January 29, 2019**

Senate Motion for Decision

February 26, 2019

**Conference Motion for Decision Feb 19 /**

**March 12, 2019**

**Board of Trustees May 7, 2019**

Senate Motion for Decision Dec.11, 2018 / Jan 22, 2019

**Conference Motion for Decision**

**Dec 4 / 18, 2018**

**Board of Trustees February 12, 2019**

**Conference Motion for Consideration Nov 13 / Dec 18, 2018**

**Senate Motion for Consideration Nov 27 / Dec 11, 2018**

Senate Motion for Decision

November 6, 2018

**Conference Motion for Decision Nov. 13 / Dec. 4, 2018**

**Board of Trustees February 12, 2019**

Senate Motion for Decision

October 2, 2018

Conference Motion for Decision October 16, 2018

**Board of Trustees**

**February 12, 2019**

**Conference Motion for Consideration September 25, 2018**

**Conference Motion for Consideration Apr 23/May 14, 2019**

Senate Motion for Decision April 30/ May 21, 2019

**Conference Motion for Decision May 14 / 28, 2019**

**Board of Trustees October 2019**



**Conference Motion for Consideration February 19, 2019**

**Senate Motion for Consideration October 23, 2018**

**Conference Motion for Consideration October 30, 2018**

**Senate Motion for Consideration November 27, 2018**

Senate Motion for Decision

December 11, 2018

**Conference Motion for Decision December 4, 2108**

**Board of Trustees February 12, 2019**

**UCC**

**October 30, 2018**

**COAD**

**November 2, 2018**

**Executive Committee on Governance (ECG)**

**Senate Motion for Consideration September 18, 2018**

**UCC**

**October 2, 2018**

**COAD**

**October 12, 2018**

**UCC Sept 4, 2018**

**Council of Academic Deans (COAD) September 7, 2018**

**UCC**

**September 18, 2018**

**COAD**

**October 12, 2018**

**UCC**

**October 16, 2018**

**COAD**

**November 2, 2018**

**UCC**

**November 13, 2018**

**COAD**

**December 7, 2018**

**Conference Motion for Consideration September 25, 2018**

Senate Motion for Decision November 2, 2018

Conference Motion for Decision November 16, 2018

**Board of Trustees February 12, 2019**

**ECG**

Senate Motion for Decision November 6, 2018

**Conference Motion for Decision November 13, 2018**

**Board of Trustees February 12, 2019**

Senate Motion for Decision November 6, 2018

**Conference Motion for Decision November 27, 2018**

**Board of Trustees February 12, 2019**

**Senate Motion for Consideration October 23, 2018**

**Conference Motion for Consideration October 30, 2018**

**ECG**

**Conference Motion for Consideration November 13, 2018**

**Senate Motion for Consideration November 27, 2018**

ECG

ECG

**Conference Motion for Consideration November 13, 2018**

Senate Motion for Decision December 11, 2018

**Conference Motion for Decision December 4, 2018**

**Board of Trustees February 12, 2019**

ECG

**Senate Motion for Consideration January 22, 2019**

**Conference Motion for Consideration December 18, 2018**

Senate Motion for Decision

February 5, 2019

**Conference Motion for Decision January 29, 2019**

**Board of Trustees February 12, 2019**

**UCC**

**January 15, 2019**

**COAD**

**January 18, 2019**

**Senate Motion for Consideration January 23, 2018**

**Conference Motion for Consideration Jan. 30/Feb 20, 2018**

MHEC 60 Days

Senate Motion for Decision Feb *6/* 27, 2018

**Conference Motion for Decision Feb 20/Mar 13, 2018**

**Board of Trustees May 8, 2018**

**Conference Motion for Consideration Jan 30/Feb 20, 2018**

Senate Motion for Decision

April 10, 2018

**Conference Motion for Decision**

**April 17, 2018**

**Board of Trustees May 8, 2018**

MHEC 60 Days

**UCC**

**December 11, 2018**

**COAD**

**January 18, 2019**

**UCC**

**March 12, 2019**

**COAD**

**March 15, 2019**

**UCC**

**February 26, 2019**

**COAD**

**March 15, 2019**

**UCC**

**January 29, 2019**

**COAD**

**February 8, 2019**

**UCC**

**November 27, 2018**

**Council of Academic**

**Deans (COAD)** **December 7, 2018**

**Senate Motion for Consideration January 22, 2019**

**Conference Motion for Consideration January 29, 2018**

**Executive Committee on Governance (ECG)**

**Senate Motion for Consideration**

**January 22, 2019**

**ECG**

Senate Motion for Decision

February 26, 2019

**Conference Motion for Decision February 19, 2019**

**Board of Trustees May 7, 2019**

**Senate Motion for Consideration February 5, 2019**

**Conference Motion for Consideration January 29, 2019**

**ECG**

**Conference Motion for Consideration Jan. 30/Feb 20, 2018**

ECG

ECG

ECG

**Senate Motion for Consideration April 2, 2019**

**Senate Motion for Consideration April 2, 2019**

**Conference Motion for Consideration March 26, 2019**

**Senate Motion for Consideration February 26, 2019**

**Conference Motion for Consideration March 26, 2019**

Senate Motion for Decision

March 19, 2019

**Conference Motion for Decision March 12, 2109**

**Board of Trustees May 7, 2019**

Senate Motion for Decision

April 16, 2019

**Conference Motion for Decision**

**April 9, 2019**

**Board of Trustees May 7, 2019**

Senate Motion for Decision

April 16, 2019

**Conference Motion for Decision**

**April 9, 2019**

**Board of Trustees May 7, 2019**

**Conference Motion for Consideration December 18, 2018**

Senate Motion for Decision

February 5, 2019

Conference Motion for Decision January 29, 2019

**Board of Trustees February 12, 2019**

Senate Motion for Decision

February 5, 2019

**Conference Motion for Decision February 19, 2019**

**Board of Trustees May 7, 2019**

MHEC 60 Days

MHEC 60 Days

MHEC 60 Days

MHEC 60 Days

**UCC**

**May 14, 2019**

**COAD**

**September 2019**

**ECG**

**UCC**

**April 30, 2019**

**COAD**

**September 2019**

**ECG**

**UCC**

**April 23, 2019**

**COAD**

**September 2019**

**ECG**

**UCC**

**March 26, 2019**

**COAD**

**April 12, 2019**

**ECG**

**Senate Motion for Consideration**

**April 16, 2019**

**UCC**

**April 9, 2019**

**COAD**

**April 12 2019**

Senate Motion for Decision

April 30, 2019

Conference Motion for Decision May 14, 2019

**Board of Trustees**

**May 7, 2019 / Fall 2019**

**MHEC T-60 days**

**Senate Motion for Consideration September 2019**

**Conference Motion for Consideration September 2019**

**Senate Motion for Consideration**

**September 2019**

**Conference Motion for Consideration September 2019**

**MHEC T-60 days**

Senate Motion for Decision

Fall 2019

**Conference Motion for Decision**

**Fall 2019**

**Board of Trustees Fall 2019 /**

**Spring 2020**

Senate Motion for Decision

Fall 2019

**Conference Motion for Decision**

**Fall 2019**

**Board of Trustees Fall 2019 / Spring 2020**

**Board of Trustees Fall 2019 / Spring 2020**

**MHEC T-60 days**

Senate Motion for Decision

Fall 2019

**Conference Motion for Decision**

**Fall 2019**

**Conference Motion for Consideration September 2019**

**Senate Motion for Consideration September 2019**

**Conference Motion for Consideration April 23, 2019**

**Conference Motion for Consideration April 23, 2019**

**ECG**

**Senate Motion for Consideration April 30, 2019**

**MHEC T-60 days**

Senate Motion for Decision

May 21, 2019

**Conference Motion for Decision May 14, 2019**

**Board of Trustees Fall 2019**

**MHEC T-60 days**