

## TILLET, THERESE

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**From:** TILLET, THERESE  
**Sent:** Tuesday, November 3, 2020 8:50 AM  
**To:** ttillet1@kent.edu  
**Subject:** Reminder: curriculum deadline for fall 2021

Good morning,

As we move closer to the end of the semester, I wanted to send out reminders about training on the CIM software and the absolute deadline to submit curricular changes for fall 2021 implementation.

Since we rolled out the [Curriculum Information Management](#) (CIM) software last semester — replacing paper proposals and Banner workflows — Jennifer Kellogg has trained more than 220 approvers and users. If you know of others who haven't been trained yet, I encourage you to have them [sign up for training](#). The software has received positive feedback, with many appreciating the intuitive and easy navigation. We thank you for your support in helping us fully implement the software.

**Curriculum Deadline:** In order to be considered for fall 2021, your proposal must be approved by your college curriculum committee and listed at the provost (or graduate dean) step in the CIM workflow **no later than 11:59 p.m. on Monday, 4 January 2021**. No proposals for fall 2021 will be accepted after that deadline.\*

Please note that changes to admission requirements follow a different implementation timeline. Please see page 2 of the [EPC deadlines for AY 2020](#).

*\* Exceptions to this deadline are proposals to establish or inactivate a degree or major, or to offer a major fully online, in an accelerated delivery or at another campus or location—all of which require additional and external steps for approvals. Please work with [us](#) to determine a timeline for implementation for this type of proposal.*

If you have any questions about training, the curriculum process or the approval timeline, please [contact us](#).

Best, Therese

**Therese E. Tillett**

Associate Vice President for Curriculum Planning and Administration  
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