

****PLEASE KEEP AS A REFERENCE FOR THE 2008-2009 ACADEMIC YEAR****

Following is the list of meeting dates and proposal deadlines by which proposals need to be submitted to the Dean's Office. Please remember that all proposals are mailed to the respective councils and to the AP&P Committee from the Dean's Office.

1. The **Arts & Sciences Curriculum Subcommittee** - Curriculum proposals (6 hard copies) must be received in the Dean's Office by the 1st of the month so there is ample time to review proposals thoroughly before the meetings. The Subcommittee members for 2008-2009 are: Michael Krenn (Chair), Jeanne Dubino, Johnny Waters, Alan Arnholt, Brian Ellison, and Rainer Goetz (ex officio).

2. The **Arts and Sciences Council** meets the 1st Tuesday of the month from 3:00 – 5:00 p.m. in 224 I.G.Greer Hall. The Department sends an electronic copy of each proposal two weeks before the monthly meeting. Proposals will be posted on the M-drive.

A&S Council Meeting Date	Revised Proposals to Sharon Huntley
September 2, 2008	August 19, 2008
October 7, 2008	September 23, 2008
November 4, 2008	October 21, 2008
December 2, 2008	November 18, 2008
January 13, 2009	December 30, 2008
February 3, 2009	January 20, 2009
March 3, 2009	February 17, 2009
April 7, 2009	March 24, 2009
May 5, 2009	April 21, 2009

3. The **Graduate Council** meets the 3rd Monday of the month from 3:00 – 5:00 p.m. in Room 387 JET; exception is marked with an *. The Dean's Office requests that each proposal be submitted in .pdf format via e-mail to goetzh@appstate.edu and huntleysl@appstate.edu. Proposals will be posted to the Research & Graduate Studies web-site, and Council members will access proposals online.

Graduate Council Meeting Date	Proposals to Sharon Huntley
*September 22, 2008	August 27, 2008
October 20, 2008	September 24, 2008
November 17, 2008	October 22, 2008
January 26, 2009	December 31, 2008
February 16, 2009	January 21, 2009

March 16, 2009	February 18, 2009
April 20, 2009	March 25, 2009

*Meeting will be held in I.G. Greer Hall, Rm. 224

4. The **Teacher Education Council** meets from 3:30 – 5:00 p.m. in Room 03 Duncan Hall; exceptions are marked with an *. The Dean’s Office needs 39 copies of proposals (in sets, with a cover memo, if more than one proposal).

Teacher Ed. Council Meeting Date	Proposals to Sharon Huntley
September 25, 2008	August 29, 2008
October 23, 2008	September 26, 2008
November 13, 2008	October 17, 2008
December 4, 2008	November 7, 2008
February 19, 2009	January 23, 2009
March 19, 2009	February 20, 2009
April 16, 2009	March 20, 2009

5. The **Academic Policies & Procedures Committee** meets the 1st Wednesday of each month during the fall and spring semesters (with 2 exceptions, January 14, 2009 and April 29, 2009) from 3:00 – 5:00 p.m. in Room 224 I.G. Greer Hall. The Dean’s Office needs 27 copies of proposals (in sets, with a cover memo, if more than one proposal).

AP&P Meeting Date	Proposals to Sharon Huntley
October 1, 2008	August 27, 2008
November 5, 2008	October 1, 2008
December 3, 2008	October 29, 2008
January 14, 2009	December 3, 2008
*February 4, 2009	January 7, 2009
March 4, 2009	January 28, 2009
April 1, 2009	February 25, 2009
April 29, 2009	March 25, 2009

***Catalog Deadline:** The February 4, 2009 AP&P Committee meeting will be the deadline for submitting proposals to the AP&P Committee for all undergraduate and graduate course and degree requirement changes that are to be included in the 2009-2010 Undergraduate and Graduate Bulletins.