2007 – 2008 BACCALAUREATE PROGRAM PROPOSAL DRAFT TIME-LINE

Note:
Items in red are submission dates required by the State of Florida
Items in orange are approval points for the Executive Summary.
Items in blue are approval points for the Proposal.

DUE DATE	ACTION
October 07– December 07 Executive Summary **October 07 – February 08** Proposal	• Campus Presidents, Academic Deans, and Key Campus Personnel meet with Associate Provost, Academic Affairs; Director, Academic Programs; Associate Provost, Institutional Effectiveness to discuss timeline and process • President/Academic Dean establish Campus Design Team/process • Team researches, plans proposal; prepares Executive Summary • Academic Dean reviews Executive Summary; Campus President approves • Campus Team prepares proposal, CASSC forms, curriculum guide • Academic Dean reviews; Campus President approves
January 15, 2008 Executive Summary	• Executive Summary due from Academic Dean to Director, Academic Programs
January 31, 2008 Executive Summary	• Executive Summary due from Academic Dean to ALC for review
February 7, 2008 Executive Summary approved by ALC	• ALC Meeting: Review/approval of Executive Summary
February 8, 2008 Executive Summary ***February 12, 2008** Executive Summary approved by Executive Committee	• Executive Summary forwarded to Executive Committee for review. • Executive Committee Review/approval of Executive Summary Pending 5/13/08 CASSC
February 28, 2008 Executive Summary	• Provost Goonen places Executive Summaries as Agenda Item for Board of Trustees (Agenda Item Deadline for Board = 2/28/08)
March 03, 2008 Proposal	• Academic Dean provides CASSC forms, curriculum guide and proposal to Director, Academic Programs
March 18, 2008 Executive Summary approved by Board	• MDC Board Meeting. Executive Summary reviewed for approval
March 20, 2008 Proposal	• Academic Dean provides CASSC forms, curriculum, and proposal to ALC; places on 4/3/08 ALC Agenda
April 03, 2008 Proposal recommended by ALC	• ALC meeting: All forms, curricula, and proposals reviewed for recommendation to Campus CASSC

April 14-15, 2008	• Campus CASSC: All forms, curricula, proposals, and Executive Summary reviewed for recommendation to College CASSC
May 1, 2008	• Letter of Intent due to Dr. Padrón for signature (prepared by Campus President and provided to Chief of Staff)
May 06, 2008	• CASSC Coordinating Committee: All forms, curricula, proposals, and Executive Summary reviewed and placed on College CASSC agenda
***May 13, 2008** Executive Summary Approved by CASSC Proposal Approved by CASSC	• College CASSC: Academic Deans present all forms, curricula, proposals; Executive Summary reviewed and approved
May 27, 2008	• Dr. Padrón Letter Intent for the proposed MDC baccalaureate programs mailed to State Department of Education. Letter of Intent must be received by Department of Education no later than 5/30/08
May 29, 2008	• Baccalaureate Proposal placed as Agenda Item for Board of Trustees and submitted to Dr. Padrón for review.
June 17, 2008 Proposal Approved by Board	• MDC Board Meeting: Approval of Proposal.
July 8, 2008	• Proposal and Cover Sheet due to Director, Academic Programs
July 22, 2008	• Cover Sheet and Proposal due to Dr. Padrón for signature.
July 28, 2008	• Proposal mailed and electronic copy submitted to State by Office of Academic Programs
August 01, 2008 – January/February 2009	• Proposal at State Department of Education See www.fldoe.org/cc/Educators/pdf/cc_bach_timelinesummary.pdf
April 2009	• Anticipated State Approval of Baccalaureate Program • Campus Representatives for College-wide Steering Committee recommended by Campus President to Provost • College-wide Implementation Steering Committee for newly approved baccalaureate programs appointed by Provost
April 2009-December 2009	• Implementation of program, including budget, faculty/staff hires, course development, on-line course training/development, student services issues (admission criteria/recruitment/ placement testing/marketing/open houses, etc.), library acquisitions, renovations, etc.
January 2010	• First classes for baccalaureate program