

General Education Approval Process Schedule 2018-2019



Dates		Action	Responsibility
Fall 2018	Spring 2019		
October 12	March 8	Proposed General Education courses forwarded to NJCCC. <i>Forms from Institution:</i> •Course Approval Form •Course Syllabus	Chief Academic Officers
October 19	March 15	NJCCC forwards proposed General Education course forms and syllabi to General Education Committee.	NJCCC
October 24	March 20	Proposed General Education courses reviewed by General Education Committee.	AAA General Education Committee

Dates		Action	Responsibility
Fall 2018	Spring 2019		
October 26	March 22	General Education Committee distributes approval recommendations to Academic Officers.	AAAG General Education Chair
November 2	April 5	Academic Officers consider General Education Committee approval recommendations at the AAAG Meeting.	AAAG Chair, General Education Chair
November 5	April 8	AAAG approval recommendations forwarded to NJCCC Academic Affairs Committee.	AAAG Chair
November 14	April 17	NJCCC Academic Affairs Committee completes review of AAAG approval recommendations.	AAAG Chair, General Education Chair, Presidents
January 7	May 6	NJCCC Presidents' completes review of approval recommendations. NJCCC notifies the institutional Academic Officer and the keeper of the NJCCC General Education Unified Course List to update posting on the NJCCC website.	NJCCC Executive Director, AAAG Chair, General Education Chair, official record keeper