

How to handle CCP:

PeopleSoft deadlines (determined by faculty and dean's Councils)

Undergraduate programs:	Autumn quarter:	15 April
	Winter quarter:	15 October

Graduate programs:	Autumn quarter:	15 June
	Winter quarter:	15 October

Check the schedule of meetings for faculty council, https://oaa.depaul.edu/what/council_schedule.jsp, and find (at least) the one that comes right before the deadline. This assumes that faculty council approves your proposal. (Most of the time, if CCP recommends it, faculty council will, too.)

Give CCP enough time to respond to your proposal. Currently, the culture on CCP is that degrees rarely get approved the first time the committee reads them, so plan for two meetings of CCP. We don't publish a meeting schedule, but have been known to meet in back to back weeks, in order to get our recommendation to faculty council in time (our preference is to have it to faculty council a week before they meet). Our current guidelines suggest 60 days prior to the PeopleSoft deadlines, although we can usually accommodate your request in less time than that – plan on two meetings of CCP and one meeting of faculty council + time between faculty council meeting and the ultimate deadline.

For example – you want an undergraduate degree to come on-line for next Fall. The deadline to make changes to PeopleSoft is 15 April 2009. The faculty council meeting before then is 1 April 2009. CCP would like to be able to send it to faculty council a week before: 25 March. Assume that CCP will have questions or request changes, so give CCP your proposal two week prior to that: 11 March. It's tight, but definitely workable. If you submit it after 11 March, we'll work to get it done, but you'll probably have to expend some political capital. Get it to CCP before then, and you'll be building political capital. Good rule of thumb – a month and a half to two months before the PeopleSoft deadline you should plan on having your proposal in CCP's hand.

Final word – please send draft proposals to me for feedback – it will make the overall process smoother and faster.