|  |  |
| --- | --- |
| **Month/Year** | **Process** |
| February 2017 | **Distribution of Process to the field**.   * The Senate Office sends requests for proposals to local senate presidents, college presidents, chief instructional officers, curriculum chairs, human resources officers, and discipline professional organizations informing them of the opportunity to propose a change to the Disciplines List. The material contains information on the process and a timeline for submission. * Websiteposting of announcement and description of process. * Announcement in *Rostrum* of start of Discipline Review Process. |
| March 2017 | **Submission and initial review of proposals begins. See the Disciplines List Revision Handbook for details (** **<http://www.asccc.org/sites/default/files/DLHandbook_Final_0.pdf)>.**  Revising Proposals with Problems. Standards &Practices Committee Chair will contact the maker of the proposal to help resolve the problem. If problems are resolved to the satisfaction of the comments, the proposal will be considered. The maker may withdraw a proposal.  Discipline process is reinforced through   * Discussions at pre-session Area Meetings * Breakout discussion at Spring Plenary * Prepare *Rostrum* Article on proposals and process. |
| April 2017 | Spring Plenary Session   * A preliminary session on process and any proposals received. * Final hearing for proposals from the previous cycle. * Delegates vote on proposals from the previous cycle. ***[Note: At a minimum proposals must be vetted at two of the statewide hearings]*** |
| September/October 2017 | Second and final call for proposals this cycle.Senates and organizations can submit new proposals or revise proposals already submitted that were found to have problems.The summary document will be distributed and include all proposals (new and updated). Any testimony information will be included in the summary.  * Any interested party may submit written comments to the committee, via the Senate Office. * Standards & Practices Committee will update summary document with any new proposals, which will be included in the mailing for the Area Meetings. The summary will **not** include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the Fall Plenary Session. * **No new proposals will be accepted beyond September 30th to ensure that there are opportunities for publication and vetting of proposals prior to the fall plenary session. All proposals submitted beyond the September date will be held over to the next Discipline Review cycle.** |

|  |  |
| --- | --- |
| September/October 2017 (continued) | * The summary document will be distributed and include all proposals (new and updated). Any testimony information will be included in the summary. * Discussed at pre-session Area Meetings. * Any interested party may submit written comments to the committee, via the Senate Office. |
| November  2017 | Hearing   * During the Fall Plenary Session, a hearing on the process and any proposals received. All testimony is collected.  *[Note: At a minimum, proposals must be vetted at two of the statewide hearings]* |
| January/February 2018 | Submission to Executive Committee.   * The Standards & Practices Committee reviews the proposals and evidence collected at hearings and presents the proposals, evidence, and testimony to the Senate Executive Committee. * The Senate Executive Committee considers each proposal for recommendation to move forward to the body for debate and consideration for approval. * Authors are notified that their proposals will be forwarded to the delegates for consideration. If the Executive Committee recommends that the proposal not be forwarded to the body for debate, the initiator is contacted and given the opportunity to pull the proposal and provide more information at a later date or engage the appeal process. |
| March 2018 | Review   * Summary document with Executive Committee positions included in the mailings for the pre-session Area meetings. * Discussion at pre-session Area Meeting * *Rostrum* Article (summary of additional proposals)   Appeal Process:   * If a proposal is rejected by the Executive Committee due to lack of evidence to support the proposal, the initiator may submit a proposal via a resolution through an Area Meeting requesting submission of the proposal into the hearing process for discussion and debate by the body. * If a proposal is rejected by the body, then the proposal may be resubmitted but will need to be modified significantly and include new rationale and evidence for why it is being brought forward again. |
| April 2018 | Hearing   * The Spring Plenary Session hearing that coincides with voting on the resolutions to adopt the Disciplines List Revisions is for the sole purpose of clarifying and discussing the final proposals to inform Saturday’s discussion and debate.  ***[Note: At a minimum, proposals must be vetted at two of the statewide hearings]*** * Delegates vote on Discipline Changes.   Note: No changes may be made to the proposal, even by amendment during plenary session, and proposals may not be withdrawn. [This is because no changes can be made when the field has not had an opportunity to comment on them.] |
| May/June 2018 | Consultation with CIOs, CEOs, and COFO (faculty organizations). Informal consultation with personnel officers. This is done through an item on the Consultation Council agenda. Council members comment on the process, not the recommendations. |
| July 2018 | Submit proposal to BOG (First reading): Each proposal adopted by the Senate is forwarded to the Board of Governors as a recommendation. The Board of Governors considers the recommendations of the Senate and formally acts on them. To date, the Board of Governors has accepted all recommendations of the Senate. |



Approved Spring 2014 by the Delegates.   
Change to annual process approved Fall 2016 by the Delegates.