# 2023-24 Deadlines for Academic Affairs Reports by Month

### **August 2023 Dates and Deadlines**

- August 1, 2023, for August 2023 Board Meeting
  - o Institutional Organizational Charts
  - o Off-Campus Academic Program Report
  - o Approval of Summer Degrees to be Conferred and List of Candidates' Names
- **August 16, 2023** CAO Meeting
- August 17, 2023 IHL Board Meeting
- August 31, 2023 for October 2023 Board Meeting
  - Accreditation Reports
  - o Academic Productivity Review (if applicable)
  - New Academic Program Audit (if applicable)
  - o New Degree Program Proposal
  - o Modification to Existing Degree Program Proposal Rename, Consolidate, Delete
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o New Academic Unit Proposal
  - o New Institute or Center
  - o Modification to Existing Academic Unit Proposal Rename, Consolidate, Delete
  - o Intent to Offer, Modify, or Delete Certificate Program

### **September 2023 Dates and Deadlines**

- **September 2023** No CAO Meeting
- September 21, 2023 IHL Board Meeting (retreat)
- September 29, 2023 for November 2023 Board Meeting
  - o New Degree Program Proposal
  - o Modification to Existing Degree Program Proposal Rename, Consolidate, Delete
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o New Academic Unit Proposal
  - o New Institute or Center
  - o Modification to Existing Academic Unit Proposal Rename, Consolidate, Delete
  - o Intent to Offer, Modify, or Delete Certificate Program

#### October 2023 Dates and Deadlines

- October 2, 2023, for May 2024 Board Meeting
  - Textbook Report
  - Annual Nursing Data (This is provided by the Nursing Dean/Director to IHL Director of Nursing Education.)
- **October 18, 2023** CAO Meeting
- October 19, 2023 IHL Board Meeting

#### **November 2023 Dates and Deadlines**

- November 1, 2023, for November 2023 Board Meeting
  - o Approval of Fall Degrees to be Conferred and List of Candidates' Names
- November 15, 2023 CAO Meeting (to be held at Alcorn State University)
- November 16, 2023 IHL Board Meeting (to be held at Alcorn State University)
- November 22, 2023 for January 2023 Board Meeting
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o Intent to Offer, Modify, or Delete Certificate Program

#### **December 2023 Deadlines**

- December 1, 2023
  - o Report on Active Academic Program Under Stipulations 1<sup>st</sup> Annual Report (if applicable)
- **December 20, 2023** CAO Meeting (Subject to Call)
- **December 21, 2023** IHL Board Meeting (Subject to Call)

### **January 2024 Dates and Deadlines**

- **January 17, 2024** CAO Meeting
- January 18, 2024 IHL Board Meeting
- January 26, 2024, for March 2024 Board Meeting
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o Intent to Offer, Modify, or Delete Certificate Program

### February 2024 Dates and Deadlines

- February 14, 2024 CAO Meeting
- **February 15, 2024** IHL Board Meeting
- February 23, 2024, for April 2024 Board Meeting
  - o New Degree Program Proposal
  - o Modification to Existing Degree Program Proposal Rename, Consolidate, Delete
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - o New Institute or Center
  - o Modification to Existing Academic Unit Proposal Rename, Consolidate, Delete
  - o Intent to Offer, Modify, or Delete Certificate Program

#### March 2024 Dates and Deadlines

- March 20, 2024 CAO Meeting
- March 21, 2024 IHL Board Meeting
- March 25, 2024, for May 2024 Board Meeting
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o Intent to Offer, Modify, or Delete Certificate Program

## **April 2024 Dates and Deadlines**

- April 1, 2024, for April 2024 Board Meeting
  - o Approval of Spring Degrees to be Conferred and List of Candidates' Names
- **April 17, 2024** CAO Meeting
- April 18, 2024 IHL Board Meeting
- April 26, 2024, for June 2024 Board Meeting
  - o New Degree Program Proposal
  - o Modification to Existing Degree Program Proposal Rename, Consolidate, Delete
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o New Academic Unit Proposal
  - New Institute or Center
  - o Modification to Existing Academic Unit Proposal Rename, Consolidate, Delete
  - o Intent to Offer, Modify, or Delete Certificate Program

## May 2024 Dates and Deadlines

- May 14, 2024 OASA will send out list of Institutes and Centers for annual review
- May 15, 2024 CAO Meeting
- May 16, 2024 IHL Board Meeting

#### June 2024 Dates and Deadlines

- **June 3, 2024,** for June 2024 Board Meeting
- **June 19, 2024** CAO Meeting
- June 20, 2024 IHL Board Meeting

### **July 2024 Dates and Deadlines**

- **July 15, 2024,** for August 2024 Board Meeting
  - Post-Tenure Review Reporting Form
  - o Tenure Reporting Form
  - o Email notification of changes to list of Institutes and Centers
  - Annual Performance Report for MS Educator Prep Programs (This is provided by the IHL Deans/Directors of Education to the Associate Commissioner for Academic and Student Affairs.)
- July 17, 2024 CAO Meeting (Subject to Call)
- July 18, 2024 IHL Board Meeting (Subject to Call)

# **August 2024 Dates and Deadlines**

- August 1, 2024, for August 2024 Board Meeting
  - Institutional Organizational Charts
  - o Off-Campus Academic Program Report
  - Textbook Report
  - o Approval of Summer Degrees to be Conferred and List of Candidates' Names
- **August 14, 2024** CAO Meeting
- August 15, 2024 IHL Board Meeting

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## September 2024 Dates and Deadlines

- September 2, 2024, for October 2024 Board Meeting
  - Accreditation Reports
  - Academic Productivity Review (if applicable)
  - New Academic Program Audit (if applicable)
  - New Degree Program Proposal
  - o Modification to Existing Degree Program Proposal Rename, Consolidate, Delete
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - o Modification to Existing Academic Unit Proposal Rename, Consolidate, Delete
  - o Intent to Offer, Modify, or Delete Certificate Program
- **September 2024** No CAO Meeting
- **September 19, 2024** IHL Board Meeting (retreat)
- September 27, 2024, for November 2024 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal Rename, Consolidate, Delete
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - o Modification to Existing Academic Unit Proposal Rename, Consolidate, Delete
  - o Intent to Offer, Modify, or Delete Certificate Program

### October 2024 Dates and Deadlines

- October 1, 2024, for May 2025 Board Meeting
  - o Annual Nursing Data (This is provided by the Nursing Dean/Director to IHL Director of Nursing Education.)
- October 16, 2024 CAO Meeting
- October 17, 2024 IHL Board Meeting

#### **November 2024 Dates and Deadlines**

- November 1, 2024, for November 2024 Board Meeting
  - o Approval of Fall Degrees to be Conferred and List of Candidates' Names
- November 20, 2024 CAO Meeting (to be held at Alcorn State University)
- November 21, 2024 IHL Board Meeting (to be held at Alcorn State University)
- November 29, 2024, for January 2025 Board Meeting
  - o Intent to Offer an Existing Degree Program by Distance Learning
  - o Intent to Offer, Modify, or Delete Certificate Program

## **December 2024 Deadlines**

- December 2, 2024
  - o Report on Active Academic Program Under Stipulations 1<sup>st</sup> Annual Report (if applicable)
- **December 18, 2024** CAO Meeting (Subject to Call)
- **December 19, 2024** IHL Board Meeting (Subject to Call)

Note: Reports/Forms in red text signify routinely required reports/forms. Reports/Forms in black text signify institutional need-based reports/forms.