

## 2023-24 Deadlines for Academic Affairs Reports by Month

### August 2023 Dates and Deadlines

- **August 1, 2023**, for August 2023 Board Meeting
  - Institutional Organizational Charts
  - Off-Campus Academic Program Report
  - 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
  - Academic Productivity Review (if applicable)
  - New Academic Program Audit (if applicable)
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - 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
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - 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
  - Approval of Fall Degrees to be Conferred and List of Candidates' Names
- **November 15, 2023** – CAO Meeting
- **November 16, 2023** – IHL Board Meeting
- **November 22, 2023**, for January 2023 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning
  - Intent to Offer, Modify, or Delete Certificate Program

## December 2023 Deadlines

- **December 1, 2023**
  - Report on Active Academic Program Under Stipulations – 1<sup>st</sup> Annual Report (if applicable)
- **December 15, 2023**, for February 2024 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - Intent to Offer, Modify, or Delete Certificate Program
- **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
  - Intent to Offer an Existing Degree Program by Distance Learning
  - 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
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - 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
  - Intent to Offer an Existing Degree Program by Distance Learning
  - Intent to Offer, Modify, or Delete Certificate Program

## April 2024 Dates and Deadlines

- **April 1, 2024**, for April 2024 Board Meeting
  - 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
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete

- 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**
  - **Tenure Reporting Form**
  - **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**
  - **Textbook Report**
  - **Approval of Summer Degrees to be Conferred and List of Candidates' Names**
- **August 14, 2024** – CAO Meeting
- **August 15, 2024** – IHL Board Meeting

## September 2024 Dates and Deadlines

- **September 6, 2024**, for October 2024 Board Meeting
  - **Accreditation Reports**
  - **Academic Productivity Review (if applicable)**
  - **New Academic Program Audit (if applicable)**
  - **New Degree Program Proposal**
  - **Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete**
  - **Intent to Offer an Existing Degree Program by Distance Learning**
  - **New Academic Unit Proposal**
  - **New Institute or Center**
  - **Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete**
  - **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**
  - **Intent to Offer an Existing Degree Program by Distance Learning**
  - **New Academic Unit Proposal**
  - **New Institute or Center**
  - **Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete**
  - **Intent to Offer, Modify, or Delete Certificate Program**

## October 2024 Dates and Deadlines

- **October 1, 2024**, for May 2025 Board Meeting
  - 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
  - Approval of Fall Degrees to be Conferred and List of Candidates' Names
- **November 20, 2024** – CAO Meeting
- **November 21, 2024** – IHL Board Meeting
- **November 29, 2024**, for January 2025 Board Meeting
  - Intent to Offer an Existing Degree Program by Distance Learning
  - Intent to Offer, Modify, or Delete Certificate Program

## December 2024 Deadlines

- **December 2, 2024**
  - Report on Active Academic Program Under Stipulations – 1<sup>st</sup> Annual Report (if applicable)
- **December 16, 2024**, for February 2025 Board Meeting
  - New Degree Program Proposal
  - Modification to Existing Degree Program Proposal - Rename, Consolidate, Delete
  - Intent to Offer an Existing Degree Program by Distance Learning
  - New Academic Unit Proposal
  - New Institute or Center
  - Modification to Existing Academic Unit Proposal - Rename, Consolidate, Delete
  - Intent to Offer, Modify, or Delete Certificate Program
- **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.