

Lewis & Clark Law School Curriculum Committee
Regular Business Calendar for 2011-2012 School Year
(Meetings scheduled every other Thursday from 12 noon - 1:30 pm
in LRC 336 unless otherwise noted)
(as of July 8, 2011)

August

Begin Summer School and Three-Year Planning:

- * Request proposals from Lin Harmon-Walker/Janice Weis regarding Natural Resources curriculum for Three-Year Plan and Summer School. Note we've already approved their offering repeat classes for Summer 2012, but check to see if there are changes.
- * Already have approved Animal Law offerings for Summer 2012, check to see if there are changes.
- * Request proposals from Carma Corcoran/Martha Spence regarding Indian Law curriculum for Summer School
- * Request proposals from Lisa LeSage regarding Business curriculum for Three-Year Plan and Summer School

September

- 8 *Committee Meeting*
- 12 Externships: touch base with Libby Davis to make sure information and materials get out to students considering spring externships
- 3-Year Plan: Dean Blum to request known sabbatical or visiting plans for the length of the plan. Replies due October 3
- New Courses: Deadline to submit new course proposals for Spring 2012
- 13 FACULTY MEETING
- 22 *Committee Meeting* – to discuss summer school curriculum
- 26 Summer School: Send memo to faculty to see if anyone wants to teach summer classes. Replies due October 10.

October

- 3 3-Year Plan: Due date for sabbatical plan responses
Schedule Sabbatical Committee Meeting (preferably before Oct. 20 curric mtg)

- 5 Individual Tutorials: Get Registrar to announce to students through email that the deadline for applying for Curriculum Committee approval for Spring Individual Tutorials is November 2; announce same to faculty
- 10 Summer School: Due date for faculty requests to teach summer school (then send to Martha, Carma, Janice, Lisa to staff)
- 6 *Committee Meeting* – summer school curriculum update
- 11 FACULTY MEETING
- 3rd week Summer School: Finalize summer school curriculum; budget & staffing
- 20 *Committee Meeting* – receive Natural Resources/Environmental Law and Business Law three-year plan from Janice Weis & Lisa LeSage
- 28 Externships: Deadline for Spring Externship applications¹
- passim 3-Year Plan: begin planning sabbatical coverage and make changes in plan based on Business and NR Committee input; run by Curriculum Committee for comments

November

- 2 Individual Tutorials: Deadline for Spring Individual Tutorial applications²
- 3 *Committee Meeting* – to determine externships
- 8 FACULTY MEETING
- 17 *Committee Meeting* – to determine tutorials
- 21 3-Year Plan: circulate 1st draft of plan to faculty. Replies due Dec. 12
- passim 3-Year Plan: make changes in 3-year plan based on faculty input; generate draft of new 3-year plan; run by Curriculum Committee for comments

December

- 1 *Committee Meeting*

¹Last Friday in October

²Approx. 4 weeks prior to the last day of fall classes

12 3-Year Plan: Due date for faculty's first round of responses

13 FACULTY MEETING

15 *Committee Meeting*

passim 3-Year Plan: integrate comments on draft; continue drafting; give to Dean Klonoff, Hiring Committee, Dean Spence, Dean Blum and Susan Galyen to consider visitors and adjuncts

January

8 Externships: touch base with Libby Davis to make sure information and materials are out to students considering fall externships

10 FACULTY MEETING

New Courses: Deadline to submit new course proposals for the following academic year

12 *Committee Meeting*

17 3-Year Plan: Circulate second draft of plan to faculty and deans. Replies due January 31

26 *Committee Meeting*

31 3-Year Plan: Due date for faculty's second round of responses

passim 3-Year Plan: work with Committee re: 3-year plan; generate final draft

February

9 *Committee Meeting*

14 FACULTY MEETING

15 3-Year Plan finalized and to Registrar

23 *Committee Meeting*

March

- 8 *Committee Meeting*
- 13 **FACULTY MEETING**
- 19 Individual Tutorials: deadline for fall Individual Tutorial applications³
- 30 Externships: Deadline for Fall externship applications⁴

April

- 5 *Committee Meeting*, to determine Tutorials & Fall externships
- 10 **FACULTY MEETING**
- 19 *Committee Meeting*
- passim Review What's What and Course Planning Guide to make sure they are accurate and reflect any changes made during the year

May

- 31 Externships: Deadline for Summer externship applications

³Approx. 4 weeks prior to the last day of spring classes

⁴Last day in March