



## Committee on Instruction Calendar 2014-2015

For submission instructions, please refer to: <http://collegeofsanmateo.edu/committeoninstruction>

<b>Fall Semester 2014</b>	Deadline for submission to Technical Review	Tech Review Committee comments completed	Deadline for faculty to address requested changes (if applicable)	Items posted on agenda	<b>COI meeting date</b>	Approved new permanent and revised courses included in the 2015-16 CSM Catalog
Training session for COI Representatives				8/21/2014	<b>8/28/2014</b>	
CurricUNET training session for faculty submitters				n/a	<b>8/29/2014</b>	
COI Meeting	8/14/2014	8/21/2014	8/28/2014	9/4/2014	<b>9/11/2014</b>	
COI Meeting	8/28/2014	9/4/2014	9/11/2014	9/18/2014	<b>9/25/2014</b>	
COI Meeting	9/11/2014	9/18/2014	9/25/2014	10/2/2014	<b>10/9/2014</b>	
COI Meeting; <b>Deadline for new/updated courses to be submitted for IGETC &amp; CSU GE*</b>	9/25/2014	10/2/2014	10/9/2014	10/16/2014	<b>10/23/2014</b>	
COI Meeting; Deadline for submission of courses requesting C-ID approval	10/16/2014	10/23/2014	10/30/2014	11/6/2014	<b>11/13/2014</b>	
COI Meeting; <b>Deadline for new permanent/revised courses to be included in the 2015-16 CSM Catalog; Deadline for experimental (680/880) courses to be included in the Summer 2015 Schedule of Classes</b>	11/13/2014	11/20/2014	11/26/2014	12/4/2014	<b>12/11/2014</b>	
Tentative December overflow meeting; no new course submissions.					<b>1/29/2015</b>	

➤ COI meetings are held in the College Heights Conference Room, #10-468 from 2:15-4:00 on the second and fourth Thursdays of the month except in months with declared recesses.

➤ New program proposals may be submitted at any time, however, enough lead time must be provided to ensure COI, Board and State approval prior to catalog production in the early summer. Only State approved programs will be included in the catalog.

➤ For questions or assistance, you may contact Teresa Morris, COI Chair at [csmcoi@smccd.edu](mailto:csmcoi@smccd.edu) or Ada Delaplaine at [delaplaine@smccd.edu](mailto:delaplaine@smccd.edu).

\*These deadlines affect course "transferability." **October 23** COI deadline for course submissions for approval to be placed on CSM's CSU GE and IGETC general education worksheets. **April 9** COI deadline for course submissions to be approved as UC transferable. For additional information you may contact Marsha Ramezane, Articulation Officer.



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<b>Spring Semester 2015</b>	Deadline for submission to Technical Review	Tech Review Committee comments completed	Deadline for faculty to address requested changes (if applicable)	Items posted on agenda	COI meeting date	Approved new permanent and revised courses included in the <b>2016-17</b> CSM Catalog
See Fall Semester 2014 (page 1) tentative meeting					<b>1/29/2015</b>	
COI Meeting; <b>Deadline for experimental (680/880) courses to be included in the Fall 2015 Schedule of Classes</b>	1/15/2015	1/22/2015	1/29/2015	2/5/2015	<b>2/12/2015</b>	
COI Meeting	1/29/2015	2/5/2015	2/12/2015	2/19/2015	<b>2/26/2015</b>	
COI Meeting	2/12/2015	2/19/2015	2/26/2015	3/5/2015	<b>3/12/2015</b>	
COI Meeting; <b>Deadline for submission of program revisions for the 2015-16 catalog; Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)*</b>	3/5/2015	3/12/2015	3/19/2015	4/2/2015	<b>4/9/2015</b>	
COI Meeting	3/19/2015	4/2/2015	4/9/2015	4/16/2015	<b>4/23/2015</b>	
COI Meeting; <b>Deadline for experimental (680/880) courses to be included in the Spring 2016 Schedule of Classes</b>	4/16/2015	4/23/2015	4/30/2015	5/7/2015	<b>5/14/2015</b>	

➤ COI meetings are held in the College Heights Conference Room, #10-468 from 2:15-4:00 on the second and fourth Thursdays of the month except in months with declared recesses.

➤ The second meeting of the month in February and April may be reserved for committee work other than course or program approvals.

➤ New program proposals may be submitted at any time, however, enough lead time must be provided to ensure COI, Board and State approval prior to catalog production in the early summer. Only State approved programs will be included in the catalog.

➤ For questions or assistance, you may contact Teresa Morris, COI Chair at [csmcoi@smccd.edu](mailto:csmcoi@smccd.edu) or Ada Delaplaine at [delaplaine@smccd.edu](mailto:delaplaine@smccd.edu).

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