Committee on Instruction Calendar 2015-2016

Fall Semester 2015	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	
Training session for COI Representatives				8/20/2015	**8/27/2015**	
CurricUNET training session for faculty submitters				n/a	**8/28/2015**	
COI Meeting	8/13/2015	8/20/2015	8/27/2015	9/3/2015	**9/10/2015**	
COI Meeting	8/27/2015	9/3/2015	9/10/2015	9/17/2015	**9/24/2015**	
COI Meeting	9/10/2015	9/17/2015	9/24/2015	10/1/2015	**10/8/2015**	
COI Meeting; **Deadline for new/updated courses to be submitted for IGETC & CSU GE***	9/24/2015	10/1/2015	10/8/2015	10/15/2015	**10/22/2015**	Approved new permanent and revised courses included in the 2016-17 CSM Catalog
COI Meeting; Deadline for submission of courses requesting C-ID approval	10/15/2015	10/22/2015	10/29/2015	11/5/2015	**11/12/2015**	
COI Meeting; **Deadline for new permanent/revised courses to be included in the 2016-17 CSM Catalog;** Deadline for experimental (680/880) courses to be included in the Summer 2016 Schedule of Classes	11/12/2015	11/19/2015	11/25/2015	12/3/2015	**12/10/2015**	
Tentative December overflow meeting; no new course submissions.					**1/28/2016**	

➢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. *Please note the location for the 8/28/2015 training session has not been finalized. The 9/10/2015 and 9/24/2015 meetings will be held in #10-401 City View.*

➢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 or Ada Delaplaine at delaplaine@smccd.edu.

*These deadlines affect course "transferability." October 22 COI deadline for course submissions for approval to be placed on CSM's CSU GE and IGETC general education worksheets. April 14 COI deadline for course submissions to be approved as UC transferable. For additional information you may contact Marsha Ramezane, Articulation Officer.

Committee on Instruction Calendar 2015-2016

For submission instructions, please refer to: http://collegeofsanmateo.edu/committeeoninstruction

Spring Semester 2016	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	
See Fall Semester 2015 (page 1) tentative meeting					**1/28/2016**	
COI Meeting; Deadline for experimental (680/880) courses to be included in the Fall 2016 Schedule of Classes	1/14/2016	1/21/2016	1/28/2016	2/4/2016	**2/11/2016**	Approved new permanent and revised courses included in the **2017-18** CSM Catalog
COI Meeting	1/28/2016	2/4/2016	2/11/2016	2/18/2016	**2/25/2016**	
COI Meeting	2/11/2016	2/18/2016	2/25/2016	3/3/2016	**3/10/2016**	
COI Meeting	2/25/2016	3/3/2016	3/10/2016	3/17/2016	**3/24/2016**	
COI Meeting; Deadline for submission of program revisions for the 2016-17 catalog; **Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)***	3/10/2016	3/17/2016	3/24/2016	4/7/2016	**4/14/2016**	
COI Meeting (tentative)	3/24/2016	4/7/2016	4/14/2016	4/21/2016	**4/28/2016**	
COI Meeting; Deadline for experimental (680/880) courses to be included in the Spring 2017 Schedule of Classes	4/14/2016	4/21/2016	4/28/2016	5/5/2016	**5/12/2016**	

➤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 or Ada Delaplaine at delaplaine@smccd.edu.

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