



Committee on Instruction Calendar 2016-2017

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

Fall 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	Approved new permanent and revised courses included in the 2017-18 CSM Catalog
Training session for COI Representatives				8/18/2016	8/25/2016	
COI Meeting	End of Spring 2016	End of Spring 2016	8/25/2016	9/1/2016	9/8/2016	
COI Meeting	8/25/2016	9/1/2016	9/8/2016	9/15/2016	9/22/2016	
COI Meeting	9/15/2016	9/22/2016	9/29/2016	10/6/2016	10/13/2016	
COI Meeting	9/29/2016	10/6/2016	10/13/2016	10/20/2016	10/27/2016	
COI Meeting; Deadline for submission of courses requesting C-ID approval; Deadline for new/updated courses to be submitted for IGETC & CSU GE*	10/13/2016	10/20/2016	10/27/2016	11/3/2016	11/10/2016	
COI Meeting; Deadline for new permanent/revised courses to be included in the 2017-18 CSM Catalog; Deadline for experimental (680/880) courses to be included in the Summer 2017 Schedule of Classes	11/10/2016	11/17/2016	11/23/2016	12/1/2016	12/8/2016	
Tentative December overflow meeting; no new course submissions.					1/26/2017	

➤ 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 or Ada Delaplaine at delaplaine@smccd.edu.

*These deadlines affect course "transferability." November 10 COI deadline for course submissions for approval to be placed on CSM's CSU GE and IGETC general education worksheets. April 27 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 2016-2017

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

Spring Semester 2017	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 2018-19 CSM Catalog
See Fall Semester 2016 (page 1) tentative meeting					1/26/2017	
COI Meeting; Deadline for experimental (680/880) courses to be included in the Fall 2017 Schedule of Classes	1/12/2017	1/19/2017	1/26/2017	2/2/2017	2/9/2017	
COI Meeting	1/26/2017	2/2/2017	2/9/2017	2/16/2017	2/23/2017	
COI Meeting	2/9/2017	2/16/2017	2/23/2017	3/2/2017	3/9/2017	
COI Meeting	2/23/2017	3/2/2017	3/9/2017	3/16/2017	3/23/2017	
COI Meeting	3/9/2017	3/16/2017	3/23/2017	3/30/2017	4/13/2017	
COI Meeting; Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)*; Deadline for submission of program revisions for the 2017-18 catalog;	3/23/2017	3/30/2017	4/13/2017	4/20/2017	4/27/2017	
COI Meeting; Deadline for experimental (680/880) courses to be included in the Spring 2018 Schedule of Classes	4/13/2017	4/20/2017	4/27/2017	5/4/2017	5/11/2017	

➤ 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 or Ada Delaplaine at delaplaine@smccd.edu.

*These deadlines affect course “transferability.” November 10 COI deadline for course submissions for approval to be placed on CSM’s CSU GE and IGETC general education worksheets. April 27 COI deadline for course submissions to be approved as UC transferable. For additional information you may contact Marsha Ramezane, Articulation Officer.