



Committee on Instruction Calendar 2017-2018

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

| Fall 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 |
|---|---|--|---|------------------------|-------------------|--|
| Training session for COI Representatives | | | | 8/17/2017 | 8/24/2017 | |
| COI Meeting | End of Spring 2017 | End of Spring 2017 | 8/31/2017 | 9/7/2017 | 9/14/2017 | |
| COI Meeting | 8/31/2017 | 9/7/2017 | 9/14/2017 | 9/21/2017 | 9/28/2017 | |
| COI Meeting | 9/14/2017 | 9/21/2017 | 9/28/2017 | 10/5/2017 | 10/12/2017 | |
| COI Meeting | 9/28/2017 | 10/5/2017 | 10/12/2017 | 10/19/2017 | 10/26/2017 | |
| COI Meeting; Deadline for submission of courses requesting C-ID approval; Deadline for new/updated courses to be submitted for IGETC & CSU GE* | 10/12/2017 | 10/19/2017 | 10/26/2017 | 11/2/2017 | 11/9/2017 | |
| COI Meeting | 10/19/2017 | 10/26/2017 | 11/2/2017 | 11/9/2017 | 11/16/2017 | |
| COI Meeting; Deadline for new permanent/revised courses to be included in the 2018-19 CSM Catalog; Deadline for experimental (680/880) courses to be included in the Summer 2018 Schedule of Classes | 11/9/2017 | 11/16/2017 | 11/22/2017 | 11/30/2017 | 12/7/2017 | |
| Tentative December overflow meeting; no new course submissions. | | | | | 1/25/2018 | |

➤ 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 8/24/2017 training session will be held in Bldg. 10-401. There are 2 consecutive meetings in November. The December meeting is on the first Thursday of the month.**

➤ New program proposals may be submitted at any time, however for degrees and certificates of achievement, enough lead time must be provided to ensure COI, Board and State approval prior to catalog production in the early summer. Certificates of Specialization do not require State approval and can be included in the catalog after COI and Board approval.

➤ If "SLO Only" changes are needed/made, they can be submitted anytime during the curriculum meeting cycle. Once approved the changes will become effective the following fall semester, i.e. if submitted and approved in academic year 2017-18 the change will be effective Fall 2018.

➤ 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 9 COI deadline for course submissions for approval to be placed on CSM's CSU GE and IGETC general education worksheets. April 26 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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| Spring Semester 2018 | 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 2019-20 CSM Catalog |
|---|---|--|---|------------------------|-------------------------|---|
| See Fall Semester 2017 (page 1) tentative meeting | | | | | 1/25/2018 | |
| COI Meeting; Deadline for experimental (680/880) courses to be included in the Fall 2018 Schedule of Classes | 1/11/2018 | 1/18/2018 | 1/25/2018 | 2/1/2018 | 2/8/2018 | |
| COI Meeting | 1/25/2018 | 2/1/2018 | 2/8/2018 | 2/15/2018 | 2/22/2018 | |
| COI Meeting | 2/22/2018 | 3/1/2018 | 3/8/2018 | 3/15/2018 | 3/22/2018 | |
| COI Meeting | 3/8/2018 | 3/15/2018 | 3/22/2018 | 4/5/2018 | 4/12/2018 | |
| COI Meeting; Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)*; Deadline for submission of program revisions for the 2018-19 catalog. | 3/22/2018 | 4/5/2018 | 4/12/2018 | 4/19/2018 | 4/26/2018 | |
| COI Meeting; Deadline for experimental (680/880) courses to be included in the Spring 2019 Schedule of Classes | 4/12/2018 | 4/19/2018 | 4/26/2018 | 5/3/2018 | 5/10/2018 | |

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