Committee on Instruction Calendar 2013-2014

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

Fall Semester 2013	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				8/26/2013	**8/29/2013**	
CurricUNET training session for faculty submitters				n/a	**8/30/2013**	
COI Meeting	8/26/2013	8/29/2013	9/5/2013	9/9/2013	**9/12/2013**	
COI Meeting	9/5/2013	9/12/2013	9/19/2013	9/23/2013	**9/26/2013**	
COI Meeting	9/19/2013	9/26/2013	10/3/2013	10/7/2013	**10/10/2013**	
COI Meeting; **Deadline for new/updated courses to be submitted for IGETC & CSU GE***	10/3/2013	10/10/2013	10/17/2013	10/21/2013	**10/24/2013**	Approved new permanent and revised courses included in the 2014-15 CSM Catalog
COI Meeting; Deadline for submission of courses requesting C-ID approval	10/24/2013	10/31/2013	11/7/2013	11/8/2013	**11/14/2013**	
COI Meeting; **Deadline for new permanent/revised courses to be included in the 2014-15 CSM Catalog;** Deadline for experimental (680/880) courses to be included in the Summer 2014 Schedule of Classes	11/14/2013	11/21/2013	11/26/2013	12/2/2013	**12/5/2013**	
COI Meeting; meeting to accommodate overflow of December course submissions.	11/14/2013	12/18/2013	1/13/2014	1/17/2014	**1/23/2014**	

➢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 November, December, January and May due to the 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." October 24 COI deadline for course submissions for approval to be placed on CSM's CSU GE and IGETC general education worksheets. April 10 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 2014	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 2013 (page 1)					**1/23/2014**	
COI Meeting; Deadline for experimental (680/880) courses to be included in the Fall 2014 Schedule of Classes	1/23/2014	1/30/2014	2/6/2014	2/10/2014	**2/13/2014**	
Tentative COI Meeting	2/6/2014	2/13/2014	2/20/2014	2/24/2014	**2/27/2014**	
COI Meeting	2/20/2014	2/27/2014	3/6/2014	3/10/2014	**3/13/2014**	
Tentative COI Meeting	3/6/2014	3/13/2014	3/20/2014	3/24/2014	**3/27/2014**	Approved new permanent and revised courses included in the **2015-16** CSM Catalog
COI Meeting; Deadline for submission of program revisions for the 2014-15 catalog; **Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)***	3/17/2014	3/24/2014	3/27/2014	4/7/2014	**4/10/2014**	
Tentative COI Meeting	4/7/2014	4/10/2014	4/17/2014	4/21/2014	**4/24/2014**	
COI Meeting; Deadline for experimental (680/880) courses to be included in the Spring 2015 Schedule of Classes	4/17/2014	4/24/2014	5/1/2014	5/5/2014	**5/8/2014**	

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➢The second meeting of the month in February, March 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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