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| **Curriculum Committee Calendar 2024-2025** | | | | | | | | | | |
| [For submission instructions, please refer to:](file:///\\DFS-EARTH\CSM_Instruction_Office\COI%20Folder\2019-20\For%20submission%20instructions,%20please%20refer%20to:%20https:\collegeofsanmateo.edu\committeeoninstruction)  <https://collegeofsanmateo.edu/committeeoninstruction/> | | | | | | | | | | |
| Fall Semester 2024 | Deadline for submission to Technical Review | Tech Review Committee comments completed | Deadline for faculty to address requested changes (if applicable) | Items posted on agenda | **CC meeting date  (meeting location)** |  |  | |  |
| Training session for CC Representatives |  |  |  | 8/15/2024 | **8/22/2024 (10-468)** |  |  | |  |
| CC Meeting | End of Spring 2024 | End of Spring 2024 | 8/29/2024 | 9/5/2024 | **9/12/2024 (10-468)** | Approved new permanent and revised courses included in the **2025-26** CSM Catalog | | | | |
| CC Meeting | 8/29/2024 | 9/5/2024 | 9/12/2024 | 9/19/2024 | **9/26/2024 (10-468)** |
| CC Meeting | 9/12/2024 | 9/19/2024 | 9/26/2024 | 10/3/2024 | **10/10/2024 (10-468)** |
| CC Meeting | 9/26/2024 | 10/3/2024 | 10/10/2024 | 10/17/2024 | **10/24/2024 (10-468)** |
| CC Meeting; Deadline for submission of courses requesting C-ID approval; **Deadline for new/updated courses to be submitted for Cal-GETC GE\*** | 10/17/2024 | 10/24/2024 | 10/31/2024 | 11/7/2024 | **11/14/2024 (10-468)** |
| CC Meeting | 10/24/2024 | 10/31/2024 | 11/7/2024 | 11/14/2024 | **11/21/2024 (10-468)** |
| CC Meeting; **Deadline for new permanent/revised courses to be included in the 2025-26 CSM Catalog;** Deadline for experimental (680/880) courses to be included in the Summer 2025 Schedule of Classes | 11/7/2024 | 11/14/2024 | 11/21/2024 | 11/27/2024 | **12/5/2024 (10-401)** |
| Tentative December overflow meeting; no new course submissions. |  |  |  |  | **1/23/2025 (10-468)** |
|  Curriculum Committee meetings will be held in 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. Voting members must attend meetings in-person. Non-voting members and guests can attend via Zoom. **Please note: there are consecutive meetings in November 2024, and the December 5, 2024 meeting will be held in 10-401.** | | | | | | | | | | |
| New program proposals may be submitted at any time, however for degrees and certificates of achievement, enough lead time must be provided to ensure CC, 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 CC and Board approval. | | | | | | | | | | |
| For questions or assistance, you may contact Jeramy Wallace, CC Chair, at [csmcoi@smccd.edu](mailto:csmcoi@smccd.edu) or Deb Laulusa, Curriculum Specialist, at [laulusa@smccd.edu](mailto:laulusa@smccd.edu). | | | | | | | | | | |
| \*These deadlines affect course “transferability.” October 31, 2024 CC deadline for course submissions for approval to be placed on CSM’s and Cal-GETC general education worksheets. April 10, 2025 CC deadline for course submissions to be approved as UC transferable. For additional information you may contact Marsha Ramezane, Articulation Officer. | | | | | | | | | | |
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| **Curriculum Committee Calendar 2024-2025** | | | | | | | | | | |
| [For submission instructions, please refer to:](file:///\\DFS-EARTH\CSM_Instruction_Office\COI%20Folder\2019-20\For%20submission%20instructions,%20please%20refer%20to:%20https:\collegeofsanmateo.edu\committeeoninstruction)  <https://collegeofsanmateo.edu/committeeoninstruction/> | | | |  |  |  |  |  | | | |
| Spring Semester 2025 | Deadline for submission to Technical Review | Tech Review Committee comments completed | Deadline for faculty to address requested changes (if applicable) | Items posted on agenda | **CC meeting date (meeting location)** |  |  |  | | | |
| See Fall Semester 2024 (page 1) tentative meeting |  |  |  |  | **1/23/2025 (10-468)** |  |  |  | | | |
| CC Meeting; Deadline for experimental (680/880) courses to be included in the Fall 2025 Schedule of Classes | 1/16/2025 | 1/23/2025 | 1/30/2025 | 2/6/2025 | **2/13/2025 (10-468)** | Approved new permanent and revised courses included in the **2026-27** CSM Catalog | | | | |
| CC Meeting | 1/30/2025 | 2/6/2025 | 2/13/2025 | 2/20/2025 | **2/27/2025 (10-468)** |
| CC Meeting | 2/13/2025 | 2/20/2025 | 2/27/2025 | 3/6/2025 | **3/13/2025 (10-468)** |
| CC Meeting | 2/27/2025 | 3/6/2025 | 3/13/2025 | 3/20/2025 | **3/27/2025 (10-468)** |
| CC Meeting | 3/13/2025 | 3/20/2025 | 3/27/2025 | 4/3/2025 | **4/10/2025 (10-468)** |
| CC Meeting; **Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)\*;** Deadline for submission of program revisions for the 2025-26 catalog. | 3/27/2025 | 4/3/2025 | 4/10/2025 | 4/17/2025 | **4/24/2025 (10-468)** |
| CC Meeting; Deadline for experimental (680/880) courses to be included in the Spring 2026 Schedule of Classes | 4/10/2025 | 4/17/2025 | 4/24/2025 | 5/1/2025 | **5/8/2025 (10-468)** |
|  Curriculum Committee meetings will be held in 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. Voting members must attend meetings in-person. Non-voting members and guests can attend via Zoom. | | | | | | | | | | |
| New program proposals may be submitted at any time, however for degrees and certificates of achievement, enough lead time must be provided to ensure CC, 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 CC and Board approval. | | | | | | | | | | |
| For questions or assistance, you may contact Jeramy Wallace, CC Chair, at [csmcoi@smccd.edu](mailto:csmcoi@smccd.edu) or Deb Laulusa, Curriculum Specialist, at [laulusa@smccd.edu](mailto:laulusa@smccd.edu). | | | | | | | | | | |
| \*These deadlines affect course “transferability.” October 31, 2024 CC deadline for course submissions for approval to be placed on CSM’s and Cal-GETCgeneral education worksheets. April 10, 2025 CC deadline for course submissions to be approved as UC transferable. For additional information you may contact Marsha Ramezane, Articulation Officer. | | | | | | | | | | |

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