



## Curriculum Committee Calendar 2023-2024

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

| Fall Semester 2023   | 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 room) |  |
|--|---|--|---|------------------------|--------------------------------|--|
| Training session for CC Representatives  |   |  |   | 8/17/2023              | 8/24/2023 (10-468)             |  |
| CC Meeting   | End of Spring 2023                          | End of Spring 2023                       | 8/31/2023   | 9/7/2023               | 9/14/2023 (10-401)             | Approved new permanent and revised courses included in the 2024-25 CSM Catalog |
| CC Meeting   | 8/31/2023                                   | 9/7/2023                                 | 9/14/2023   | 9/21/2023              | 9/28/2023 (10-468)             |  |
| CC Meeting   | 9/14/2023                                   | 9/21/2023                                | 9/28/2023   | 10/5/2023              | 10/12/2023 (10-401)            |  |
| CC Meeting   | 9/28/2023                                   | 10/5/2023                                | 10/12/2023  | 10/19/2023             | 10/26/2023 (10-468)            |  |
| CC Meeting; Deadline for submission of courses requesting C-ID approval; <b>Deadline for new/updated courses to be submitted for IGETC &amp; CSU GE*</b>   | 10/12/2023                                  | 10/19/2023                               | 10/26/2023  | 11/2/2023              | 11/9/2023 (10-401)             |  |
| CC Meeting   | 10/19/2023                                  | 10/26/2023                               | 11/2/2023   | 11/9/2023              | 11/16/2023 (10-468)            |  |
| CC Meeting; <b>Deadline for new permanent/revised courses to be included in the 2024-25 CSM Catalog; Deadline for experimental (680/880) courses to be included in the Summer 2024 Schedule of Classes</b> | 11/9/2023                                   | 11/16/2023                               | 11/22/2023  | 11/30/2023             | 12/7/2023 (10-401)             |  |
| Tentative December overflow meeting; no new course submissions.  |   |  |   |                        | 1/25/2024 (10-468)             |  |

➤ Curriculum Committee meetings will be held in the meeting rooms indicated above 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 2023.**

➤ 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 Ada Delaplaine at [delaplaine@smccd.edu](mailto:delaplaine@smccd.edu).

\*These deadlines affect course "transferability." October 26 CC deadline for course submissions for approval to be placed on CSM's CSU GE and IGETC general education worksheets. April 11 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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| Spring 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 room) |   |
|--|---|--|---|------------------------|--------------------------------|---|
| See Fall Semester 2023 (page 1) tentative meeting  |   |  |   |                        | 1/25/2024 (10-468)             |   |
| CC Meeting; <b>Deadline for experimental (680/880) courses to be included in the Fall 2024 Schedule of Classes</b>   | 1/11/2024                                   | 1/18/2024                                | 1/25/2024   | 2/1/2024               | 2/8/2024 (18-206)              | Approved new permanent and revised courses included in the <b>2024-25</b> CSM Catalog |
| CC Meeting   | 1/25/2024                                   | 2/1/2024                                 | 2/8/2024  | 2/15/2024              | 2/22/2024 (10-468)             |   |
| CC Meeting   | 2/8/2024                                    | 2/15/2024                                | 2/22/2024   | 2/29/2024              | 3/7/2024 (18-206)              |   |
| CC Meeting   | 2/22/2024                                   | 2/29/2024                                | 3/7/2024  | 3/14/2024              | 3/21/2024 (10-468)             |   |
| CC Meeting   | 3/7/2024                                    | 3/14/2024                                | 3/21/2024   | 4/4/2024               | 4/11/2024 (18-206)             |   |
| CC Meeting; <b>Deadline for new/updated courses to be submitted for UC transferability (UC TCA List)*; Deadline for submission of program revisions for the 2024-25 catalog.</b> | 3/21/2024                                   | 4/4/2024                                 | 4/11/2024   | 4/18/2024              | 4/25/2024 (10-468)             |   |
| CC Meeting; <b>Deadline for experimental (680/880) courses to be included in the Spring 2025 Schedule of Classes</b>   | 4/11/2024                                   | 4/18/2024                                | 4/25/2024   | 5/2/2024               | 5/9/2024 (18-206)              |   |

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