

Curriculum Timelines 2023-2024

All courses and programs (including changes) must be approved by the Curriculum Committee, Academic Senate, Board of Trustees, (UC, IGETC, CSUGE, if applicable), the Chancellor's Office, and appear in the catalog, prior to being offered.

Tech Review* Meeting	Curriculum Committee Meeting	Academic Senate Meeting	Board of Trustees Meeting	Start Date: New Courses** New Program Sub Changes	Start Date: Non-Substantial Changes Distance Education Global Citizenship
August 28, 2023	September 6, 2023	September 12, 2023	October 3, 2023	Fall 2024	Spring 2024
September 11, 2023	September 20, 2023	September 26, 2023	November 7, 2023	Fall 2024	Spring 2024
September 25, 2023	October 4, 2023	October 10, 2023	November 7, 2023	Fall 2024	Spring 2024
October 9, 2023	October 18, 2023	October 24, 2023	December 5, 2023	Fall 2024	Spring 2024
October 23, 2023	November 1, 2023	November 7, 2023	December 5, 2023	Fall 2024	Spring 2024
November 6, 2023	November 15, 2023	November 21, 2023	January 16, 2024	Fall 2024	Spring 2024
November 13, 2023	November 29, 2023 (<i>tentative</i>)	December 5, 2023	January 16, 2024	Fall 2024	Spring 2024
February 12, 2024	February 21, 2024	March 5, 2024	April 2, 2024	Spring 2025	Fall 2024
February 26, 2024	March 6, 2024	March 26, 2024	May 7, 2024	Spring 2025	Fall 2024
March 11, 2024	March 20, 2024	March 26, 2024	May 7, 2024	Spring 2025	Fall 2024
March 25, 2024	April 3, 2024	April 16, 2024	May 7, 2024	Spring 2025	Fall 2024
April 8, 2024	April 17, 2024	April 30, 2024	June 4, 2024	Spring 2025	Fall 2024
April 22, 2024	May 1, 2024	May 14, 2024	June 4, 2024	Spring 2025	Fall 2024
May 6, 2024	May 15, 2024	May 28, 2024	July 2, 2024	Spring 2025	Fall 2024
May 20, 2024	May 29, 2024 (<i>tentative</i>)	June 4, 2024	July 2, 2024	Spring 2025	Fall 2024

The last Curriculum Committee meeting for 2023-2024 will be May 15. The May 29 meeting is cancelled.

**Tech Review is the deadline to be added to the next agenda – ex: a new course must be at Tech Review (Chair/Vice Chair in the META workflow) by 8:00 am on August 28 to be added to the September 6 Curriculum Committee agenda.*

***Additional approval time may be needed for UC transfer, IGETC, and CSUGE approvals. For more information, contact the Articulation Officer for approval timelines for UC/IGETC/CSUGE.*

The Curriculum Approval Process:

1. New or changed curriculum (course or program) is written and input into META
2. The curriculum goes through the META approval workflow
 - a. Curriculum Representative
 - b. Department Vote
 - c. Articulation Officer (*if applicable*)
 - d. Librarian (*if applicable*)
 - e. Tech Review
3. It is reviewed by the “Tech Team” for any final questions/revisions before being agendized
4. The course/program is added to the next Curriculum agenda for review/approval
5. After Curriculum Committee approval, it is sent to the Academic Senate for review/approval
6. After Academic Senate approval, it is added to the following Board of Trustees agenda (*at least 2 week prior*)
7. After Board of Trustees approval, it is then uploaded to COCI for review and approval by the Chancellor’s Office.
 - a. Courses submitted for UC/IGETC/CSUGE, must have UC/IGETC/CSUGE approval *prior* to being uploaded to the Chancellor’s Office
 - b. Programs must have all required documents. ex: we can’t upload a new CE program to COCI until we receive LARC minutes showing approval.
 - c. COCI approval for new programs and certain program revisions can take up to 60+ days
8. Once the new or changed course or program is approved by the Chancellor’s Office, it must be activated in the SMC systems
 - a. Courses are activated in COCI and META, manually added to the WebISIS course catalog for scheduling, added to applicable degrees/certificates in Degree Audit and META, and added to the Distance Education and/or Global Citizenship lists (*if needed*)
 - b. New/changed programs are activated in COCI, META, manually added to Degree Audit, and the Active Program List
9. An announcement is drafted/sent to all interested parties that all approvals are complete and the curriculum is in all systems.
10. The new/changed course/program is added to the annual catalog/mid-year addendum for publication prior to being offered.