

## Curriculum Timelines 2024-2025

**All courses and programs must be approved by: the Curriculum Committee, Academic Senate, Board of Trustees, UC/Cal-GETC (if applicable), the Chancellor’s Office, and be published in the annual catalog, prior to offering.**

Due to Tech Review Queue in META*	Curriculum Committee Meeting	Academic Senate Meeting	Board of Trustees Meeting	Start Date: • New Courses*** • New Program • Substantial Change	Start Date: • Non-Substantial Change • Distance Education • Global Citizenship
August 21, 2024	→ September 4, 2024	→ September 10, 2024	→ October 1, 2024	Fall 2025	Spring 2025
September 4, 2024	→ September 18, 2024	→ September 24, 2024	→ November 12, 2024	Fall 2025	Spring 2025
September 18, 2024	→ October 2, 2024	→ October 8, 2024	→ November 12, 2024	Fall 2025	Spring 2025
October 2, 2024	→ October 16, 2024	→ October 22, 2024	→ December 3, 2024	Fall 2025	Spring 2025
October 16, 2024	→ October 30, 2024**	→ November 5, 2024	→ December 3, 2024	Fall 2025	Spring 2025
October 23, 2024	→ November 6, 2024	→ November 19, 2024	→ January 2025	Fall 2025	Spring 2025
November 6, 2024	→ November 20, 2024	→ December 3, 2024	→ January 2025	Fall 2025	Spring 2025
February 5, 2025	→ February 19, 2025	→ February 25, 2025	→ April 2025	Fall 2026	Fall 2025
February 19, 2025	→ March 5, 2025	→ March 11, 2025	→ April 2025	Fall 2026	Fall 2025
March 5, 2025	→ March 19, 2025	→ March 25, 2025	→ May 2025	Fall 2026	Fall 2025
March 19, 2025	→ April 2, 2025	→ April 8, 2025	→ May 2025	Fall 2026	Fall 2025
April 16, 2025	→ April 30, 2025	→ May 13, 2025	→ June 2025	Fall 2026	Fall 2025
April 23, 2025	→ May 7, 2025	→ May 13, 2025	→ June 2025	Fall 2026	Fall 2025
May 7, 2025	→ May 21, 2025	→ May 27, 2025	→ July 2025	Fall 2026	Fall 2025
May 21, 2025	→ June 4, 2025**	→ June 3, 2025	→ July 2025	Fall 2026	Fall 2025

*Please note: timelines may be subject to delays and are not a guarantee of start dates.*


\*Proposals must be on the Tech Review queue by this date to be considered for the next agenda. Please see the Curriculum Approval Process on page 2.


\*\*Tentative Curriculum Committee meetings (if needed)

\*\*\*Additional approval time is needed for UC and Cal-GETC approvals. For more information on transfer/GE, please contact the Articulation Officer.


## The Curriculum Approval Process:


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-  **Launch**


Originator enters the proposal in META and launches into the META workflow
-  **META Workflow**

The proposal goes through the META approval workflow:


  - *Curriculum Representative* → *Department Vote* → *Articulation Officer, Librarian (if applicable)* → *Tech Review*
-  **Tech Review**

Tech Review checks for any final questions/revisions, and adds proposals to the next curriculum agenda
-  **Curriculum Committee**


The proposal is presented to the Curriculum Committee for vote/approval
-  **Academic Senate**

Once the Curriculum Committee approves, proposals are sent to the Academic Senate for vote/approval
-  **Board of Trustees**


After Academic Senate approval, it is added to the following Board of Trustees agenda (at least 2 week prior)


  - *Ex: if the Senate approves a proposal 9/30, it will appear on the November Board agenda*
-  **Chancellor's Office**

After Board of Trustees approval, it is uploaded to the Chancellor's Office database (COCI) for review and approval

  - *Courses submitted for UC/Cal-GETC must have UC/Cal-GETC approval prior to being uploaded to COCI*
  - *Programs must have all required documentation prior to upload (ex: CE programs must have LARC approval)*
  - *COCI approval for new programs and certain program revisions can take 60+ days*
-  **Activation**

Once the new/changed course/program is approved by the Chancellor's Office, it must be activated in SMC systems

  - *Including: WebISIS, META, Distance Education and Global Citizenship lists, and any degrees/certificates*
-  **Announcement**

An announcement is sent to all interested parties that all approvals are complete and the curriculum is in all systems
-  **Catalog/Launch**

The course or program is added to the annual catalog/mid-year addendum for publication prior to being offered