

2016-2017 Curriculum Calendar

ORGANIZATIONAL MEETING

Monday, August 22, 2016
3:30 PM MVC/ 814

NOTE: The curriculum approval process is ongoing. That is, if your submission does not receive the required FINAL approvals for a particular agenda cycle, it will then be considered for the following cycle.

2017 CATALOG

	Deadlines	Action Required	Meeting Dates and Location
SEPTEMBER CYCLE	*May 19, 2016 and Friday September 2, 2016 11:59 AM <i>September cycle suggested submission/launch date is 8/1/16.</i>	Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.	Monday September 12, 2016 3:30 PM SJC/305
	Friday September 16, 2016 11:59 AM	Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.	Monday September 26, 2016 3:30 PM CCCConfer

* If you received the required FINAL Approvals prior to the May 19,2016 deadline, your course will be included on the September Agenda.

2017 CATALOG

OCTOBER CYCLE	Friday September 30, 2016 11:59 AM <i>October cycle suggested submission/launch date is 8/11/16.</i>	Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.	Monday October 10, 2016 3:30 PM MVC/814
	Friday October 14, 2016 11:59 AM	Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.	Monday October 24, 2016 3:30 PM CCCConfer

2017 CATALOG DEADLINE

NOVEMBER CYCLE (2017-2018 catalog deadline meeting)	Friday October 21, 2016 11:59 AM <i>November cycle suggested course submission/launch date is 9/8/16</i>	Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.	Monday November 7, 2016 3:30 PM SJC/305
	Friday ▲ November 11, 2016 11:59 AM	Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.	Monday November 21, 2016 3:30 PM SJC/305
	Wednesday November 23, 2016 11:59 AM **3rd meeting, only if needed	Any changes requested at November 21 meeting may still make catalog deadline if changes are made by November 23 and approved at December 5 meeting.	Monday** December 5, 2016 3:30 PM CCCConfer **3rd meeting, only if needed

Please note that dates with a ▲ are holidays and the college is officially closed. Classified staff will not be available on these dates to answer questions.

2018 CATALOG	Deadlines		Action Required		Meeting Dates and Location	
	Friday December 9, 2016 11:59 AM <i>February cycle suggested submission/launch date is 11/3/16</i>		Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.		Monday January 23, 2017 3:30 PM MVC/814	
FEBRUARY CYCLE FACULTY CO-CHAIR ELECTIONS (even years only).	Friday January 27, 2017 11:59 AM		Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.		Monday February 6, 2017 3:30 PM CCCConfer	

2018 CATALOG	Deadlines		Action Required		Meeting Dates and Location	
	Friday ▲ February 17, 2017 11:59 AM <i>March cycle suggested submission/launch date is 12/1/16</i>		Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.		Monday February 27, 2017 3:30 PM SJC/305	
MARCH CYCLE	Friday March 3, 2017 11:59 AM		Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.		Monday March 13, 2017 3:30 PM CCCConfer	

Please note that dates with a ▲ are holidays and the college is officially closed. Classified staff will not be available on these dates to answer questions.

2018 CATALOG	Deadlines		Action Required		Meeting Dates and Location	
	Friday March 17, 2017 11:59 AM <i>April cycle suggested submission/launch date is 2/2/17</i>		Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.		Monday April 3, 2017 3:30 PM MVC/814	
APRIL CYCLE	Friday April 7, 2017 11:59 AM		Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.		Monday April 17, 2017 3:30 PM CCCConfer	

2018 CATALOG	Deadlines		Action Required		Meeting Dates and Location	
	Friday April 21, 2017 11:59 AM <i>May cycle suggested submission/launch date is 3/3/17</i>		Courses that have received FINAL Department Chair and Dean approvals by this date and time will be placed on the agenda for first read.		Monday May 1, 2017 3:30 PM SJC/305	
MAY CYCLE	Friday May 5, 2017 11:59 AM		Course authors must make all changes requested at the meeting for course to be placed on the agenda for second read.		Monday May 15, 2017 3:30 PM CCCConfer	

The "submit" button in CurricUNET will be turned off as May 19, the final day of classes before Spring 2017 final exams. Ten days after the "submit" button is turned off, the CurricUNET approval process will be unavailable until August 2017. CurricUNET will be available for work on course and award revisions.

2017-2018 Curriculum Committee Schedule

NOTE: If your submission does not receive the required FINAL approvals for the May Agenda Cycle, it may be considered for the September 2017 agenda if it receives the required FINAL approvals by May 19, 2017. Submissions that are not approved by May 19, 2017 will need to be resubmitted through the approval process beginning August 1, 2017. Revision work will not be lost; however, additional revisions may be required once resubmitted due to updates to the curriculum process and to CurricUNET over the summer. These changes, once approved, will not be in effect until the 2018-2019 catalog.