

DATE: July 2009
TO: Division Deans/Faculty/Division Assistants
FROM: Instruction Office
SUBJECT: **Committee on Instruction (COI) 2009-10**

Following are the 2009-10 dates for submission of courses to the COI Technical Review Committee, as well as the COI meeting dates. Please submit the completed, signed course packet to the VPI Office and email the electronic version in Microsoft Word to delaplaine@smccd.edu by the submission date below.

If revisions are indicated by the Technical Review Committee, course forms and e-files reflecting those modifications are due by the corresponding agenda date below.

Submission Date for Hard Copy & Electronic Files of Completed Course Forms (Due no later than 8:30 am)	Agenda Emailed to COI Members (Tech Revisions Due)	Consideration at COI Meeting
Aug. 20	Sep. 3	Sep. 10
Sep. 17	Oct. 1	Oct. 8
Oct. 22	Nov. 5	Nov. 12
Nov. 19	Dec. 3	Dec. 10 Jan. 28*
Jan. 21	Feb. 4	Feb. 11
Feb. 18	Mar. 4	Mar. 11
Mar. 18	Apr. 1	Apr. 15
Apr. 22	May 6	May 13

*Special meeting, if required.

Since the second Thursday in January fall during the inter-semester recess, there will be no scheduled meeting that month. If necessary, a meeting will be held on the last Thursday in January.

In order for a permanent number course to be included in the 2010-11 Catalog and Fall Schedule, it must be submitted to the Instruction Office by **November 19** for approval by the COI at its December 10, 2009 meeting. **No new or revised permanent courses will be accepted for the 2010-11 catalog after this date.** If you have faculty members in your division who are planning new courses, revising existing ones, or changing prerequisites, please be sure that they are aware of this deadline.

In order for a 680/880 course to be included in the Summer 2010 Schedule, it must be received in the Instruction Office no later than **December 10, 2009**; in the Fall 2010 Schedule, no later than **January 21, 2010**; and in the Spring 2011 Schedule, no later than **August 19, 2010**.

If you have any questions, please contact your Division COI Representative or Laura Demsetz, COI Chair.