Curriculum Timelines

At the time of writing, all credit courses, new credit programs with a primary goal of "local," credit program modfications (excluding AD-T's), CTE C-ID aligned programs, and all noncredit courses and programs (with the exception of CDCP progams) can be approved locally and do not require Chancellor's Office (CO) approval. Currently, for most curriculum, the Board of Trustees (BOT) is the final step in the curriculum review process.

Many credit programs (particularly Associate Degrees for Transfer and non-C-ID aligned CTE programs), as well as CDCP noncredit programs, will continue to require CO review and approval and *will therefore require additional time for review*. You should allow 1-2 additional months for CO review of these curriculum proposals, and we cannot guarantee the timeliness of CO review.

Keep in mind that if you are proposing courses for a new program pursuant to Curriculum Committee Policy CC-20170301-1, that program plan must be reviewed and approved by the Curriculum Committee prior to launching courses for the new program.

Remember that these dates are guidelines—launching curriculum by the date indicated is not a guarantee that it will be approved, or that on approval it will be in time for the indicated publication. The timeliness of curriculum review depends in part on the strength of the submitted material—if certain components of the submission are missing or incorrect, for example, the time to completion may be delayed. See the Curriculum Coordinator or your division's Curriculum Representative for help with completing your submission in order to make the process go as smoothly as possible.

Schedule Publication Deadlines

Due to deadlines associated with the scheduling process, any course substantial changes that will impact the schedule (Unit/Hours Changes, Course Number Changes, Transfer or Credit Status, Changes to Subject Code, Changes to Pre- and Co-requisites) must be submitted to the Board of Trustees for approval no later than their January 2020 meeting in order to make the 2020 – 2021 catalog. Any course substantial changes that do no make this deadline will move to consideration for the next year's catalog or the Spring addendum as appropriate (see addendum guidelines). For course substantial changes, follow the dates below:

Launched for Review *no later than*:	September 27, 2020
Approved by Curriculum Committee:	November 5, 2020
Submitted to Academic Senate:	November 10, 2020
Submitted to Board of Trustees:	January 10, 2021

Catalog Publication Deadlines

The COS Catalog publishes the Monday following Spring Break. Curriculum must be approved by the Board of Trustees and/or the Chancellor's Office prior to that date in order to make the

catalog. All curriculum updates that do not make the deadline will move to consideration for the next year's catalog (Summer or Fall Semesters), or the Spring Addendum as appropriate (see Addendum criteria).

The following are recommended curriculum due dates for the 2021 – 2022 Catalog. Please keep in mind that if curriculum requires CO review and approval, it will need to be submitted *several months* ahead of these dates. Curriculum must be submitted to the BOT by the date indicated in order to make the catalog.

Launched for Review *no later than*:   January 10, 2021
Approved by Curriculum Committee: February 17 2021
Submitted to Academic Senate: February 23, 2021
Submitted to Board of Trustees: March 8, 2021

Spring Catalog Addendum

Curriculum that does not make the catalog publication deadline above may be added to a Spring Addendum and be effective for the spring semester only in limited circumstances. In order to be considered for the Spring Addendum, curriculum must meet one or more of the following criteria:

- Corrections to errors in the catalog
- Mandated Associate Degrees for Transfer and related new courses
- Updates required for compliance with State or Federal law, including compliance with health and safety regulations or to meet guidelines provided by the regulatory bodies of particular programs (i.e., police academy)
- New or substantially revised CTE programs and courses created in response to time-sensitive industry requests or requirements. The specifics related to timeliness must be part of the course or program justification in order for CTE curriculum to be considered for the addendum; the requested effective date will be evaluated and a determination made as part of the regular curriculum review process.

The Spring Addendum is published the Monday following Thanksgiving Break. Curriculum must be approved by the Board of Trustees and/or the Chancellor's Office prior to that date in order to make the addendum. All curriculum updates that do not make the deadline will move to consideration for the next year's catalog.

The following are recommended curriculum due dates for the Spring 2021 Addendum. Please keep in mind that if curriculum requires CO review and approval, it will need to be submitted *several months* ahead of these dates. Curriculum must be submitted to the BOT by the date indicated in order to make the addendum.

Launched for Review *no later than*:   September 8, 2020
Approved by Curriculum Committee: October 7, 2020
Submitted to Academic Senate: October 28, 2020
Submitted to Board of Trustees: November 9, 2020

Transfer, Articulation, and General Education

Deadlines set by CSU and UC reviwing bodies govern the submission of courses for articulation and Transfer GE patterns. The articulation officer submits annual requests for courses to be submitted for IGETC and/or CSU GE patterns. Courses to be submitted for CSU or IGETC must complete the approval process, and should then be submitted to the articulartion officer by:

Submission for CSU GE: December 1, 2020
Submission for IGETC: December 1, 2020

Courses accepted for CSU or IGETC GE are automatically added to the appropriate areas of the local COS GE pattern. Courses submitted for local GE approval only must complete the curriculum approval process and be submitted to the GE committee for review by:

Submission for COS GE: October 15, 2020