

South Seattle Community College
Curriculum and Instruction Committee

CIC Calendar and Deadlines
2008-2009

In general, curriculum revisions or originations (courses or programs) can be submitted at any time to the Curriculum and Instruction Committee. However, in order to meet the deadlines for printing in the **Quarterly Class Schedule**, the following schedule needs to be adhered to. Program Originations and Revisions need to be submitted to the Curriculum Committee secretary 4 weeks in advance of the last CIC meeting before the deadline for changes to the upcoming quarterly class schedule. More time may be required to process the documents if significant changes are deemed necessary; therefore, submitting curriculum revisions or originations earlier than the deadlines is highly advisable. (**Note:** Documents need to be sent to the CIC secretary for referral to the committee.)

These deadlines also apply to the District-wide 2010-2012 Catalog that the campuses will begin working on soon. Since our Accreditation visit will occur in October, 2009, changes to current programs in our existing catalog will need to be made prior to October 2009.

For publication in the Spring 2009 quarterly class schedule	Submit To CIC Secretary for Review	To CIC Meeting For approval of changes
Spring Quarter 09	10/27/08	11/24/08

For publication in the Annual schedule and Summer/Early Fall 2009 quarterly schedule	Submit To CIC Secretary for Review	To CIC Meeting For approval of changes
Annual Schedule	1/12/09	2/16/09
Summer/Early Fall 09	2/9/09	3/9/2009

For publication in the fall 2008 quarterly class schedule and winter 2009 quarterly class schedule	Submit To CIC Secretary for Review by the date below	To CIC Meeting For approval of changes
Fall Quarter 09 Schedule	4/10/09	5/9/09
Winter Quarter 2010	5/11/009	6/08/09

- Note: Winter Quarter Quarterly Class Schedule, 2010 information is downloaded in the Student Management System (SMS) prior to Start of Fall Quarter 09, in Mid September, 2009.

If necessary, there will be one (1) subcommittee meeting and one (1) full meeting during Summer Quarter to work on any Course Origination, Course Revisions and Program Revisions for inclusion in the winter schedule. The dates will be established during the Spring Quarter CIC meetings and communicated to the Deans, Faculty, and Staff prior to the end of Spring Quarter and the last CIC meeting of the academic year.