



**GLENDALE COMMUNITY COLLEGE**  
**Curriculum & Instruction Meeting Schedule**  
**2023-2024**

Second and Fourth Wednesday of each month

2:00-4:00 PM

Location: Zoom

Meeting ID: 823 5133 3448

| Submit new or revised course or program and initiate an appointment to meet by this day (one month in advance) | Submit item for review and initiate an appointment to meet by this day<br><i>(course author and C &amp; I division representative make a preliminary appointment to meet with Curriculum Coordinator to discuss plans and to put item(s) on the provisional agenda by this day)</i> | Preliminary review of agenda items by Curriculum Coordinator, Articulation Coordinator, SLO representative, Area Dean, and Library Representative | Feedback from initial review given to course author and C & I division rep<br><i>(depending on what's being done this may be an in-person or responding to feedback and requested changes and questions in CMS)</i> | Technical Review committee meets<br><i>(all items submitted for technical review should be revised to reflect consideration of feedback from initial review and consultations)</i> | Feedback from technical review given to course author and division C & I rep | Course author and division C & I rep completes final requested changes to documents and responds to all questions | Meeting Dates For First Reading | Meeting Dates For Second Reading               |
|--|---|---|---|--|--|---|---------------------------------|--|
|  |   |   |   |  |  |   |                                 | <b>9/13/23</b><br><b>(In person. Room TBA)</b> |
| <b>7/05/23</b>   | <b>8/02/23</b>  | From 8/03/23-8/17/23  | From 8/18/23-8/28/23  | From 8/29/23-9/08/23   | By 9/11/23   | By 9/20/23 at noon  | <b>9/27/23</b>                  | <b>10/11/23</b>                                |

|                 |                 |                        |                        |                        |             |                        |  |                 |
|-----------------|-----------------|------------------------|------------------------|------------------------|-------------|------------------------|--|-----------------|
| <b>8/08/23</b>  | <b>9/06/23</b>  | From 9/11/23-9/20/23   | From 9/21/23-9/28/23   | From 9/29/23-10/11/23  | By 10/12/23 | By 10/18/23<br>At noon | <b>10/25/23</b>  | <b>11/08/23</b> |
| <b>9/07/23</b>  | <b>10/05/23</b> | From 10/06/23-10/16/23 | From 10/17/23-10/24/23 | From 10/25/23-11/06/23 | By 11/07/23 | By 11/15/23 at noon    | <b>11/22/23</b>  | <b>12/13/23</b> |
| <b>12/06/23</b> | <b>1/11/24</b>  | From 1/16/24-1/22/24   | From 1/23/24-1/30/24   | From 1/31/24-2/07/24   | By 2/08/24  | By 2/14/24 at noon     | <b>2/21/24</b>   | <b>3/13/24</b>  |
| <b>1/11/24</b>  | <b>2/12/24</b>  | From 2/13/24-2/20/24   | From 2/21/24-2/27/24   | From 2/28/24-3/08/24   | By 3/11/24  | By 3/20/24 at noon     | <b>3/27/24</b>   | <b>4/10/24</b>  |
| <b>2/08/24</b>  | <b>3/06/24</b>  | From 3/07/24-3/18/24   | From 3/19/24-3/26/24   | From 3/27/24-4/03/24   | By 4/04/24  | By 4/24/24 at noon     | <b>4/24/24</b><br><b>No meeting—<br/>Armenian<br/>Genocide<br/>Remembrance<br/>Day</b> | <b>5/08/24</b>  |
| <b>3/07/24</b>  | <b>4/02/24</b>  | From 4/03/24-4/11/24   | From 4/12/24-4/23/24   | From 4/24/24-5/03/24   | By 5/06/24  | By 5/15/24 at noon     | <b>5/22/24</b>   | <b>6/12/24</b>  |

### Questions and Answers

**Q: The schedule mentions that the course author and division's C & I rep should make the initial appointment to meet. What about the division chair and other people who may want to attend the meeting?**

**A:** Anyone who has been involved in authoring a new course or a course's revision is welcome to attend the meetings and be kept in the loop including division chairs and administrative assistants.

**Q: How do other colleges set up their curriculum committee schedules?**

**A:** If you look at curriculum committee websites you'll find that no two colleges do this the same way. We are always looking for suggestions on streamlining our processes. If you can share some examples you've seen of good practices to share we'd LOVE to hear your ideas.

**Q: When will my new course or course changes appear in the GCC Catalog and schedule of classes?**

**A:** In general, the college uses a fall/fall spring/spring approval calendar for all new courses, new programs, substantial changes and "Non-substantial change B's" to courses. This means that a new course approved in fall or a substantial or a non-substantial change B to a course approved internally in fall 2015 will be in effect for and listed as such in the 2016-2017 calendar and the Fall 2016 schedule of classes. Courses undergoing a "Non-substantial change A" such as a change in catalog description or technical changes to courses or programs such as typographical errors or other mistakes may be corrected earlier on. In this calendar, we assume that all changes approved either at C & I in fall 2016 or Academic Affairs and the Board of Trustees in March 2017 will be effective in the 2017-2018 catalog.