**COURSE OUTLINE TECHNICAL SUPPORT**

*It's that time again.*

The deadline for submitting course, certificate, and degree outlines to the Curriculum Committee for Fall 2014 effective dates is Thursday, November 14th 2013. Please take advantage of the following opportunities for support. If you have questions or concerns, please contact the Curriculum Committee Chair, Dave King, at david.king@marin.edu or extension 7692.

- **Friday, October 11th: Course Outline “Get It Started Day”**
  - 9:00am-1:00pm, Fine Arts 315
  - Drop in any time to work with Dave and other committee members on your course outlines, with special emphasis on learning to use CoM’s course outline form.

- **Friday, November 8th: Course Outline “Get It Done Day”**
  - 9:00am-1:00pm, Information Literacy Classroom (KTD Library)
  - Drop in any time to work with Dave and other committee members on your course outlines, with special emphasis on finalizing course outlines.

- **One-on-One Support**
  - Contact Kim O’Gara (x7653) to arrange an appointment with a faculty liaison in your area or OIM to work on your course outlines.

- **Curriculum Committee Support**
  - Contact Dave King ([david.king@marin.edu](mailto:david.king@marin.edu)) to schedule an appointment with a group of Curriculum Committee members to work on your course outlines between 2:45pm and 3:45pm any Thursday before the deadline in SMN 225.

  Department Chairs and other faculty are also strongly encouraged to present their course outlines during committee meetings to help facilitate the approval process. Contact Dave to set this up.

- **Electronic Resources**
  - Go to [http://www.marin.edu/curriculum](http://www.marin.edu/curriculum) to access the following helpful resources:
    - *College of Marin Course Outline Guide*: An in-depth, section-by-section tour de force explaining the course outline elements and process.
    - *Common Omissions Course Outlines*: A one-page handout illustrating common course outline omissions.