

2011-2012 CATALOG PRODUCTION TIMELINE

Item	Responsible	Date Due
Appendices and General Information Pages due to VPAA/SS <i>Edit from Web version</i>	Student Services, Academic Affairs and Finance and Administrative Services	January 2010 through Nov. 5, 2010
Academic Program Information Pages to VPAA/SS	Departments	January 2010 through Nov. 5, 2010
<p>Please Note: The deadline for submitting catalog changes is the last meeting date in Nov/Dec for the Curriculum, Assessment and Programs (CAP) Committee. Updates after these meetings will be included in the 2012-2013 catalog.</p>		
Worksheets Finalized after Faculty Senate has approved the Nov./Dec. committees' motions <i>Word file(s)</i>	VPAA/SS, A&R	by March 11, 2011
Course Descriptions Finalized <i>Database file</i>	VPAA/SS, A&R	Nov. 5, 2010 – March 11, 2011
General info, appendices pages sent to Web <i>edits on Web version</i>	VPAA/SS	Jan. 29, 2011
Common Course Numbering spreadsheet (final) due to VPAA/SS <i>Excel file(s)</i>	A&R	March 9, 2011
Duplicate Course Description Table created for Print <i>(Static file for use in PDF).</i>	App. Dev.	March 9, 2011
Faculty Pages due to VP AA/SS <i>Word file(s)</i>	HR	March 9, 2011
Course Description Pages completed <i>(These pages should be final in the database by this date: Crystal Report).</i>	A&R, VPAA/SS	March 9, 2011
Worksheet files to PIO	VPAA/SS	March 11, 2011
Catalog review meeting	PIO, VPAA/SS, A&R	March 16, 2011
Deans review catalog (worksheets, course descriptions, program information pages, faculty pages). VP AA/SS provides printed proof to deans. Deans send corrections to VP AA/SS.	Academic Deans	March 18 at noon to deans; March 25 at 4 pm due to VP AA/SS
VPAA verifies deans' corrections.	VPAA/SS	March 28-29 March 31 to PIO
Update Course Description Table created for Web	App. Dev.	April 15, 2011
Web version released	Web	April 15, 2011
PDF version released	PIO, WEB	April 29, 2011