

2012-2013 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 2011 through Nov. 3, 2011
Academic Program Information Pages to VPAA/SS	Departments	January 2011 through Nov. 3, 2011
<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 (DECEMBER 2) and the last Faculty Senate meeting (DECEMBER 16). Updates after these meetings will be included in the 2013-2014 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 9, 2012
Course Descriptions Finalized <i>Database file</i>	VPAA/SS, A&R	Nov. 3, 2011 – March 9, 2012
General info, appendices pages sent to Web <i>edits on Web version</i>	VPAA/SS	Jan. 28, 2012
Common Course Numbering spreadsheet (final) due to VPAA/SS <i>Excel file(s)</i>	A&R	March 7, 2012
Duplicate Course Description Table created for Print <i>(Static file for use in PDF).</i>	App. Dev.	March 7, 2012
Faculty Pages due to VP AA/SS <i>Word file(s)</i>	HR	March 7, 2012
Course Description Pages completed <i>(These pages should be final in the database by this date: Crystal Report).</i>	A&R, VPAA/SS	March 7, 2012
Worksheet files to PIO	VPAA/SS	March 9, 2012
Catalog review meeting	PIO, VPAA/SS, A&R	March 9, 2012
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 16 at noon to deans; March 23 at 4 pm due to VP AA/SS
VPAA verifies deans' corrections.	VPAA/SS	March 26-27 March 29 to PIO
Update Course Description Table created for Web	App. Dev.	April 12, 2012
Web version released	Web	April 23, 2012
PDF version released	PIO, WEB	April 23, 2012