TMCC
Truckee Meadows Community College
Vice President of Academic Affairs

2018-2019 CATALOG PRODUCTION TIMELINE

Item	Responsible	Date Due
Page content updates following Academic Advisement's Catalog Review	Catalog Rep (Julia)	July 10, 2017
January-May 2017 DECs entered into CAT (Catalog)	Catalog Rep (Julia)	June 30, 2017
CRC deadline for submissions requiring AAC/BOR review for the 2018-2019 catalog; the last CRC Committee meeting date in 2017 is December 1.	Academic Divisions	By November 17, 2017 Proposals must be submitted at least 2 weeks prior to Dec. 1 CRC meeting.
Curriculum Review Committee (CRC) meeting; all new courses, substantive changes to degrees, emphasis, and/or certificate updates must be submitted by the Dec. 1, 2017 meeting date to be published in the 2018-2019 Catalog.	Academic Divisions	December 1, 2017
Next-Catalog available on preview site: http://tmcc-preview.courseleaf.com/. This enables access to key persons at GBC, NSC, CSN, UNLV, WNC, and UNR	Catalog Rep	January 29, 1018
CAT workflow starts for front matter page owners	Catalog Rep (Julia)	January 17, 2018
CAT review and updates ongoing	Assessment and Planning Office, A&R	January-March 2018
Last CRC meeting for non-substantive changes to make the 2018-2019 Catalog.	CRC	February 2, 2018
Final approvals through AAC and BOR for CAT 2018-2019		March 1-2, 2018
Course Draw and import review	A&R, Catalog Rep.	March 5-9, 2018
Verify General Education Course lists	PO-1, CRC Chair, Academic Advising, A&R	March 12-16, 2018
Initiate the workflow to Chairs, Deans, Directors & Coordinators for final review of program pages(DECs)	Catalog Rep	March 16-31, 2018
Spring Break		March 18-25, 2018
Work with Web Services to advance Catalog to public version on **April 6**	Assessment and Planning	March 26, 2018
Request faculty listing update for CAT (provided January 2018 for ongoing updates)	HR	March 28, 2018
Edits completed by Assessment and Planning Office	Catalog Rep	April 1, 2018
Hold working Catalog review session to identify errors and typos	Cal, Advising, A&R, Catalog Rep	
Publish public Catalog, fix broken links, and process final edits as departments identify corrections.	Web Services, VPAA-PO1	April 9-13, 2018
Create Archive Copy 2017-18	Catalog Rep	April 16-20, 2018
Target date for creation of PDF version ; added to the print options.	Assessment and Planning	May 7, 2018
Notify IT to modify course data draw report to 2018-19 effective date	Assessment and Planning-PO1	June 1, 2018
2019-2020 Next-Catalog open for changes	Assessment and Planning-PO1	June, 7, 2018

Fall 2018 registration dates: Returning students: April 23
New students: April 26

TMCC is an EEO/AA institution. See http://eeo.tmcc.edu for more information.