

# 2019-2020 CATALOG PRODUCTION TIMELINE

Item	Responsible	Due Date
Initiate the first CAT workflow to faculty, chairs, deans, directors and coordinators for review of <b>programs and courses</b> to provide time to submit any changes during Fall.	Catalog Rep	September 13, 2018
CRC submission deadline for <b>new/substantive changes/deletions</b> of degrees and certificates requiring AAC/BOR review for the 2019-20 Catalog.	Academic Divisions	October 5, 2018
CRC submission deadline for all courses, degree/certificate <b>revisions</b> for the 2019-20 Catalog.	Academic Divisions	November 23, 2018
CAT workflow starts for front matter page owners.	Catalog Rep	January 14, 2019
Next-Catalog available on preview site: <a href="http://tmcc-preview.courseleaf.com">http://tmcc-preview.courseleaf.com</a> This enables access to key persons at GBC, NSC, CSN, UNLV, WNC and UNR.	Catalog Rep	January 15, 2019
CAT review and updates (ongoing).	Assessment and Planning Office, Admissions & Records Office	Through March 2019
Last CRC meeting for <b>non-substantive changes</b> to courses and programs for the 2019-20 Catalog.	CRC	January 25, 2019
<b>Final approvals through AAC and BOR for CAT 2019-20 (BOR: Feb. 28, 29 and Mar. 1, 2019)</b>	Catalog Rep notified after meeting	<b>February 27, 2019q</b>
Course draw and import review.	Admissions & Records, Catalog Rep	March 4-8, 2019
Verify General Education course lists.	PO-1, CRC chair, Academic Advisement, Admissions & Records	March 11-15, 2019
Initiate the workflow to chairs, deans, directors and coordinators for final review of program pages (DECs).	Catalog Rep	March 18-29, 2019
<b>Spring Break</b>		March 16-22, 2019
Reminder to Human Resources about faculty listing updates for CAT (provide page through the workflow in January 2019 for ongoing updates).	Catalog Rep to Human Resources	March 28, 2019
Work with Web Services to publish Catalog.	Assessment and Planning Office, Web Services	April 1, 2019
Edits completed by Assessment and Planning Office.	Catalog Rep	April 1, 2019
Hold working Catalog review session to identify errors and typos.	Web Services, Academic Advisement, Admissions & Records, Catalog Rep	TBD
Publish public Catalog, fix broken links, process final edits as departments identify corrections.	Web Services, VPAA-PO1	April 8-12, 2019
Create archive copy for 2018-19.	Catalog Rep	April 12-15, 2019
Get Human Resources updates for faculty listing; update academic divisions when searches are complete.	Human Resources Rep	May 27, 2019 and last week in July through first week in August
Target date for creation of PDF version added to the print options.	Assessment and Planning Office	May 3, 2019
Notify IT to modify course data draw report to 2019-20 effective date.	Assessment and Planning PO-1	August 1, 2019
2020-21 Next Catalog open for changes.	Assessment and Planning PO-1	August 9, 2019