

# *It's not too early to think about the 2008-09 catalog! Here are some important dates to keep in mind:*

Plan to bring new or substantially changed *Career Technical Programs* (formerly Professional/Technical Programs) and *Course Descriptions* to Curriculum Committee for review and inclusion in the 2008-2009 catalog on the following dates: October 5, November 2, and November 30.

In particular, please note that November 30, 2007 will be the final opportunity to get your programs and courses in the 2008-2009 catalog. Don't miss out! Programs that are brought for Curriculum Committee review after the November 30 meeting will be held for the 2009-2010 catalog.

Forms to help you prepare for submitting new programs and courses or changes to program or courses are available at the Curriculum Committee website <http://www2.clackamas.edu/committees/cc/index.asp>. See the Documents menu, *Additional Documents: Forms* and *Additional Documents: Resources* for forms and other valuable information.

## *November*

11/19 - 1/25 .....Departments proof *Career Technical Programs* and *Course Descriptions*

30 ..... **To include a new or changed *Career Technical Program* or *course* in 2008-09 catalog, this is the LAST DATE for Departments to bring them to Curriculum Committee for review.**

## *January*

7-25 .....Individual contacts proof *Additional Programs & Ways to Earn Credit* and *Student, Community & Business Resources* pages

25 .....Departments return proof pages for *Career Technical Programs* and *Course Descriptions* to Division Secretaries

22 .....Individual contacts return proof pages for *Additional Programs & Ways to Earn Credit* and *Student Community and Business Resources* pages to Catalog Subcommittee Facilitator

## *March*

10-12 .....Departments review final draft of *Career Technical Programs* and *Course Descriptions* in Publications

**Please note: This is a review only. Confirm that requested edits have been made but save all changes, additions, or rewriting for the 2009-10 catalog.**

13 .....Division Secretaries review final draft of *Career Technical Programs* and *Course Descriptions* in Publications

14 .....Individual contacts may choose to review final draft of *Additional Programs & Ways to Earn Credit* and *Student, Community & Business Resources* pages in Publications

3/24 - 4/11 .....Publications: Catalog in final production

## *May*

16 .....Catalog on campus

*Note: The complete production calendar appears on the back.*

*For more information:*

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Catalog Production Timeline, Lenda Black, ext. 2584 or [lendab@clackamas.edu](mailto:lendab@clackamas.edu)

# 2008-09 Catalog Production Timeline

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## November

- 5..... Proof pages for *Career Technical Programs* and *Course Descriptions* to Division Secretaries
- 5-13 ..... Division Secretaries assemble and distribute proofs for *Career Technical Programs* and *Course Descriptions* to Departments
- 11/19 - 1/25 ... Departments proof *Career Technical Programs* and *Course Descriptions*
- 30..... Last date for Departments to bring **Career Technical Programs\*** that are new or changed to Curriculum Committee for review and inclusion in 2008-09 catalog.
- \*For "Career Technical Programs (formerly Professional/Technical Programs)" see pages 25-70 of the 07-08 catalog*
- Last date for Departments to bring **course descriptions\*\*** that are new or changed to Curriculum Committee for review and inclusion in 2008-09 catalog
- \*\*For "Courses Descriptions" see pages 91-176 of the 07-08 catalog*

## January

- 7-18 ..... *Additional Programs & Ways to Earn Credit and Student, Community & Business Resources* pages proofed by individual contacts
- \*For "Additional Programs & Ways to Earn Credit" see pages 71-76 of the 07-08 catalog*
- For "Student, Community & Business Resources" see pages 185-196 of the 07-08 catalog*
- 25..... Departments return proof pages for *Career Technical Programs* and *Course Descriptions* to Division Secretaries
- 22..... *Additional Programs & Ways to Earn Credit and Student Community and Business Resources* proof pages returned to Catalog Subcommittee facilitator from individual contacts
- 1/28-2/1..... Division Secretaries compile edits for *Career Technical Programs* and *Course Descriptions*

## February

- 4..... Division Secretaries provide edits for *Career Technical Programs* and *Course Descriptions* to Catalog Subcommittee Section Facilitator
- 14-Mar. 7 ..... Publications: Catalog in production

## March

- 10-12 ..... Departments review final draft of *Career Technical Programs* and *Course Descriptions* in Publications
- 13..... Division Secretaries review final draft of *Career Technical Programs* and *Course Descriptions* in Publications
- 14..... Individuals responsible for pages in *Additional Programs & Ways to Earn Credit and Student, Community & Business Resources* pages may review final draft in Publications
- 17-21 ..... Section Facilitators review final draft of their section(s) in Publications
- 3/24 - 4/11 ..... Publications: Catalog in final production

## May

- 12..... Catalog on campus