2010-11 Catalog Production Timeline

November

2 .... Proof pages for *Career Technical Programs* and *Course Descriptions* to Deans' Assistants

2-6 .... Deans' Assistants assemble and distribute proofs for *Career Technical Programs* and *Course Descriptions* to Departments

11/9 - 1/15 ..... Departments proof *Career Technical Programs* and *Course Descriptions*

December

4 .... Last date for Departments to bring *Career Technical Programs* that are new or changed to Curriculum Committee for review and inclusion in 2010-11 catalog.

Last date for Departments to bring *course descriptions* that are new or changed to Curriculum Committee for review and inclusion in 2010-11 catalog

January

4 .... Proof pages for *Additional Programs & Ways to Earn Credit* and *Student, Community & Business Resources* distributed to individual contacts

4-15 .... *Additional Programs & Ways to Earn Credit* and *Student, Community & Business Resources* pages proofed by individual contacts

15 .... Departments return proof pages for *Career Technical Programs* and *Course Descriptions* to Deans' Assistants

19 .... *Additional Programs & Ways to Earn Credit* and *Student Community and Business Resources* proof pages returned to Catalog Subcommittee facilitator from individual contacts

1/19-1/29 .... Deans' Assistants compile edits for *Career Technical Programs* and *Course Descriptions*

February

1 .... Deans' Assistants provide edits for *Career Technical Programs* and *Course Descriptions* to Catalog Subcommittee Section Facilitator

March

1 .... Final proof pdfs for *Career Technical Programs* and *Course Descriptions* to Deans' Assistants

1 .... Individuals reponsible for pages in *Additional Programs & Ways to Earn Credit* and *Student, Community & Business Resources* pages review final pdf

3 - 5 .... Departments review final draft of *Career Technical Programs* and *Course Descriptions* in Division Offices

10 .... Deans' Assistants provide edits for *Career Technical Programs* and *Course Descriptions* to Section Facilitator

17-19 .... Deans' Assistants provide final corrections for *Career Technical Programs* and *Course Descriptions* in Publications

3/22 - 4/9 .... Publications: Catalog in final production

May

10 .... Catalog on campus