



## Catalog Review Update Process

The College Catalog is updated and published every year and it is a compilation of courses, programs, support services, degree offerings and transfer information to help students plan their way towards academic success. The Office of Instruction starts working on the catalog in the spring and completes/publishes the final online version by the beginning of summer. In case that a correction or update is needed, an addendum is published with updates in the spring semester.

Date	Action	Responsible Area
November	Last meeting for curriculum updates to be approved by the Educational Design Committee (EDC) to make it into the new catalog. Emails sent out to departments requesting any narrative updates for catalog (November 1 <sup>st</sup> )	Office of Instruction (OI)
December	Curriculum (programs and courses) submitted for approval will be included in the December BOT agenda and will be the final items included in the catalog if received by the deadline.	
January	Deadline to submit narrative updates (mid-January).	Departments
February	1st draft of catalog with all narrative changes and curriculum updates created and sent out to departments for feedback (mid-February)	Office of Instruction
March	Maintain and update new PDF editor in CourseLeaf (adding/deleting pages to reflect new and deleted programs and courses). 1st draft returned to OI with edits by March 1 <sup>st</sup>	Office of Instruction Departments
April	2 <sup>nd</sup> draft with edits is sent out April 1 <sup>st</sup> to Articulation Officer and departments (if necessary) for review.	Office of Instruction
May	Glitches from XML and Banner HTML data resolved with CourseLeaf vendor  2 <sup>nd</sup> draft edits returned to OI by May 1 <sup>st</sup> ; OI reviews and adds any final changes	Information Technology  Articulation Officer & Departments
June	Final version of online catalog & PDF is published on Mt. SAC website by June 1 <sup>st</sup> . Old version of catalog archived on website.	Office of Instruction

Note: This catalog production timeline is the Curriculum Office team's goal based on the team's reflections on the production process.