

2024-25 Catalog Production Timeline

<i>Who</i>	<i>What</i>	<i>When</i>
Catalog Committee	Approves 24-25 Catalog Timeline and reviews Curriculum-related policies including award requirement page	Oct - Nov 2023
Curriculum Specialist	Opens Soft-Content Review to content reviewers	Nov 3, 2023 - Jan 19, 2023
Articulation Officer (AO)	-Reviews "Planning Your Education" section & Catalog Planning Tools (AP/ CLEP/IB/C-ID/MAP/CC-MJC Equivalencies) -Initiates Course Comparability review	Nov 3 2023 - Jan 19, 2023
Curriculum Comm.	Last Curriculum Committee meeting for inclusion in 2024-25 Catalog	Nov 7, 2023
Curriculum Spec/ VPSS Sec	Updates Student Services catalog entries	Dec 4-21, 2023
Curriculum Specialist	Builds catalog	Jan 2 - Apr 12, 2024
Content Reviewers	Soft-content revisions due	Jan 29, 2024
Catalog Committee	Reviews course and award catalog templates	Jan 29 - Feb 15, 2024
AO/Curriculum Spec	Finalize Course Comparability review and notify Curriculum Committee	Jan 31, 2024
Curriculum Specialist	Requests photos from Graphics Specialist	Feb 5, 2024
Curriculum Spec/IT	Updates catalog course and award templates	Feb 20 - Mar 8, 2024
Starfish Degree Planner Team	Updates Degree Planner in Starfish	Mar 1 - 15, 2024
AO/ Catalog Committee	-AO: Finalizes review of "Planning Your Education" section and Course/Award page data for all new/modified courses/awards -CC: Reviews policy pages and other pages upon request	Mar 15 - Apr 1, 2024
Curriculum Spec/ Columbia College	DRAFT CATALOG OPEN FOR REVIEW	Mar 26 - Apr 3, 2024
FALL 2024	FALL 2024 REGISTRATION OPENS	April 1, 2024
Counseling	Updates Advising Guides	Apr 1-5, 2024
Curriculum Specialist	Inputs final DRAFT revisions	Apr 1-5, 2024
AO/Curriculum Spec	2024-25 IGETC/CSUGE approvals added to catalog	~Apr 3-7, 2024
Curriculum Spec/IT	Finalizes DRAFT edits (templates, photos, graphics, header/footers, GEs, print)	Apr 8-12, 2024
AO/Curriculum Spec	Final GE pages/"Planning Your Education" section and pre-publish checks	Apr 15-18, 2024
<i>Curriculum Specialist</i>	CATALOG GOES LIVE/PUBLISH	APRIL 19, 2024
Fall 2024	Fall 2024 semester begins; 2024-25 catalog effective	Aug 26, 2024
Curriculum Spec/ Catalog Committee	Finalizes/Publishes Catalog Change Log (Addendum)	~May - Sept 2024

All dates subject to change. 10/02/23

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