

2022-2023

catalog production timeline

Online Catalog Production Timeline

<i>Who</i>	<i>What</i>	<i>When</i>
Curriculum Specialist	Distributes Soft-Content to content-owners for review/update	Oct 20
Curriculum Committee	Last Curriculum Committee meeting for 2022-23 catalog updates	Nov 16 (Nov 30 Exec)
Curriculum Specialist	Updates Student Services Catalog Entire	Dec 1-23
Curriculum Specialist	Builds catalog	Jan 4-Apr 14
Columbia College	Soft-Content revisions due to Curriculum Specialist	Jan 24
Catalog Committee	Reviews course/award templates	~Jan 31-Feb 14
Curriculum Specialist/ District IT	Builds/Finalizes course/award templates	~Feb 15-25
Curriculum Specialist/ Dean of SS/Counseling	Submits Video Production Services Request/ Begins catalog Welcome Video planning	Feb 15
Curriculum Specialist/ Graphis/Media Coord.	Requests photos	Mar 1
Catalog Committee/AO	Reviews Curriculum, Planning Your Education section, Course/Award data	~Mar 14-31
Video Production Specialist	Finalizes Catalog Video	Mar 15
Curriculum Specialist/ District IT	Places photos and video	Mar 16-21
	Summer 2022 Registration Opens	Mar 22
Curriculum Specialist/ Columbia College	FINAL 2022-2023 DRAFT REVISIONS	Mar 22-Apr 1
Articulation Officer	2022-23 IGETC/CSU-GE breadth decisions (anticipated)	~Apr 1-7
Curriculum Specialist	Inputs Final Draft revisions	Apr 1-8
Curriculum Specialist/ District IT	Finalizes Catalog edits (templates, headers/footers, photo/video placement, GE additions, print feature)	Apr 4-14
Curriculum Specialist/AO	Final GE Check	Apr 13-14
Curriculum Specialist	CATALOG GOES LIVE	Apr 15
SUMMER 2022	SUMMER 2022 SESSIONS begin / 2022-23 Catalog Effective	May 2
Curriculum Specialist/ Catalog Committee	Finalizes Addendum items/Publishes Addendum	~June- September
Meetings		
Catalog Committee Meetings	2021: 9/24, 10/11, 11/1	2022: TBD
CC-MJC Collaborative Catalog Meetings	2021: 10/19	2022: TBD