

2023-2024

catalog production timeline

2023-24 Catalog Production Timeline

<i>Who</i>	<i>What</i>	<i>When</i>
Curriculum Specialist	Distributes Soft-Content to content-owners for review/update	Nov 4, 2022-Jan 20, 2023
Curriculum Committee	Last Curriculum Committee meeting for 2023-24 catalog updates	Nov 29, 2022
Curriculum Specialist	Updates Student Services Catalog Entires	Dec 1-22, 2022
Curriculum Specialist	Builds catalog	Jan 3-Apr 14, 2023
Columbia College	Soft-Content revisions due to Curriculum Specialist	Jan 20
Catalog Committee	Reviews course/award templates	Jan 30- Feb 13
Curriculum Specialist/ District IT	Builds/Finalizes course/award templates	~Feb 14- Mar 15
Curriculum Specialist/ Graphics/Media Coord.	Requests photos	Mar 1
Articulation Officer/ Catalog Committee	AO reviews "Planning Your Education" section and Course/Award page data for all new/modified Courses/Awards. Cat Com: miscellaneous pages	Mar 15-31
Curriculum Specialist/ Columbia College	OPEN FOR FINAL 2023-2024 DRAFT REVISIONS	Mar 27-Apr 3
FALL 2023	Fall 2023 Registration Opens	Apr 3
Curriculum Specialist	Inputs Final Draft revisions	Apr 3-7
Articulation Officer	2023-24 IGETC/CSU-GE breadth decisions (anticipated)	~Apr 3-7
Curriculum Specialist/ District IT	Finalizes Catalog edits (templates, headers/footers, photo placement, GE additions, print feature)	Apr 3-18
Curriculum Specialist/AO	Final GE/Planning Your Ed Section Check	Apr 13-14
Curriculum Specialist	CATALOG GOES LIVE/PUBLISH	April 21, 2023
FALL 2023	FALL 2023 semester begins / 2023-24 Catalog Effective	Aug 28, 2023
Curriculum Specialist/ Catalog Committee	Finalizes/Publishes Catalog Change Log (Addendum)	~May-Sept
Meetings		
Catalog Committee Meetings	2022: 10/18, 10/25, 11/1, 12/12 2023: 1/23, 1/30, 2/13, 2/27 , 3/13, 3/20 , 3/27, 4/10	