2024–2025 Catalog Production Timeline

Date	Action
First week of August 2023	Curriculum Services meet with College's Administrative Technicians
8/15	Distribute first proof to Colleges and David Spence
8/16	Begin working on bid process
9/8	Curriculum proposals* due to Instructional Services for Curriculum and Instructional Council (CIC)
9/28	CIC approval deadline for curriculum to be included in the catalog*
10/2	Colleges and David Spence return changes to first proof to Curriculum Services
11/9	Governing Board review and approval of curriculum (Board placeholder deadline: 10/19/2023; final agenda deadline: 10/24/2023)
11/13–12/1	Colleges submit curriculum to COCI and receive approval for curriculum from CCCCO for local and CTE degrees/certificates, program revisions, and ADTs (COCI closed 10/30 – 11/3)
12/4-15	Curriculum Services analyze, review, input, and validate changes into InDesign (San Diego City, Mesa, and Miramar Colleges)
12/18-1/10	Curriculum Services send second proof (pdf) to Colleges and David Spence for review of catalogs Submit catalog designs to Jack Beresford for Chancellor review
1/10 (noon)	Colleges return any changes to Curriculum Services
1/11-26	Curriculum Services updates the catalog with changes Final Catalog Cover Art Due
1/29	Curriculum Services delivers the revised catalog files to printer
2/5	Printer delivers bluelines to Curriculum Services
2/6-13	Colleges review bluelines–blatant errors only. All changes are an additional cost
2/15	Curriculum Services returns bluelines to printer
4/15	Printed catalogs are delivered

*All new courses, course revisions, new programs, and program revisions must be approved by Curriculum and Instructional Council (CIC), Board of Trustees, the California Community Colleges Chancellor's Office (CCCCO), and may be subject to Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC) approval by the catalog deadline in order to be included in the 2024-25 Catalog; approval is required in order for courses to be publicized in the class schedules. Note: New and revised Career Technical Education (CTE) certificates and degrees require Labor Market Information prior to launching programs in CurricUNET. Regional Workforce Development Council approval is required for new awards only.