January 4, 2019

TO: Matilda Chavez,

 Vice President, Instruction, City College

FROM: Shelly Hess,

 Dean, Curriculum Services

SUBJECT: 2019–2020 Catalog: First Proof

As the designated administrator responsible for overall catalog revision and updating on your campus, we’re providing you with the attached first proof of the 2019–2020 catalog. We propose the following guidelines and timeline to assist you in proofreading the first page proofs from the 2019–2020 catalog:

1. The page proofs have been mounted in a three-ring binder for your convenience. There is **only one set of proofs** for your college so please see that all appropriate proofreaders have an opportunity to conduct their review and make their corrections on this copy only.

2. Please require that **all proofreaders initial their corrections and provide CIC dates to verify making curriculum changes**. We will **also need their phone extensions** so that we may call them—this will help our staff resolve questions that invariably arise during the updates. You’ll find CIC Minutes, Course Revisions/Update Status, and Board Dockets on our departmental website at [www.sdccd.edu/instsrv](http://www.sdccd.net/instsrv). These materials can assist you with this process. Note, the first proof does not include walk-in or expedited approval curriculum from the 12/08/2016 CIC meeting. We’ll include this curriculum in the second proof.

3. All program revisions must be approved by CIC, Board of Trustees, and CCCCO before they may be published in the college catalogs. Certificates of Performance revisions do not require CCCCO Approval.

4. All new programs must be approved by CIC, Board of Trustees, CCCCO, ACCJC/WASC and the Department of Education (DOE) before they may be published in the college catalogs. New Certificates of Performance do not require CCCCO, ACCJC/WASC or DOE approval.

5. Substantive course revisions and new courses must be approved by CIC, the Board of Trustees and CCCCO before they may be published in the college catalogs.

6. **Please check the spelling of technical terms specific to disciplines.** The catalog has been *spellchecked*, but many technical terms were flagged as misspelled because they were not in the spellchecker dictionary. In most cases, these terms were left *as is.*

First page proofs:

1. Check for curriculum (course and program) changes submitted by 12/14/2017 deadline. Note curriculum changes that have not received all of the appropriate approvals listed above will not be added to the catalog until they are approved.
2. Check for narrative edits submitted by 12/14/2017 deadline.
3. Check for typos, omissions, misspelled technical terms, etc.
4. Check for clarity, accuracy, and integrity of the following information:
* College Name, Address(s), Telephone Number(s), and Website Address of the Institution
* Educational Mission
* Representation of accredited status with ACCJC and with programmatic accreditors (if any)
* Course, degree, and certificate offerings
* Academic Calendar and Program Length
* Academic Freedom Statement
* Available Student Financial Aid
* Available Learning Resources
* Names and Degrees of Administrators and Faculty
* Names of the members of the Board of Trustees

**Please initial changes as indicated and return binder to Instructional Services by 01/23/2019.**

Thank you.

SH

cc: Denise Whisenhunt, Ricky Shabazz, Lynn Neault January 4, 2019

TO: Isabel O’Connor

 Vice President, Instruction, Mesa College

FROM: Shelly Hess,

 Dean, Curriculum Services

SUBJECT: 2019–2020 Catalog: First Proof

As the designated administrator responsible for overall catalog revision and updating on your campus, we’re providing you with the attached first proof of the 2019–2020 catalog. We propose the following guidelines and timeline to assist you in proofreading the first page proofs from the 2019–2020 catalog:

1. The page proofs have been mounted in a three-ring binder for your convenience. There is **only one set of proofs** for your college so please see that all appropriate proofreaders have an opportunity to conduct their review and make their corrections on this copy only.

2. Please require that **all proofreaders initial their corrections and provide CIC dates to verify making curriculum changes**. We will **also need their phone extensions** so that we may call them—this will help our staff resolve questions that invariably arise during the updates. You’ll find CIC Minutes, Course Revisions/Update Status, and Board Dockets on our departmental website at [www.sdccd.edu/instsrv](http://www.sdccd.net/instsrv). These materials can assist you with this process. Note, the first proof does not include walk-in or expedited approval curriculum from the 12/08/2016 CIC meeting. We’ll include this curriculum in the second proof.

3. All program revisions must be approved by CIC, Board of Trustees, and CCCCO before they may be published in the college catalogs. Certificates of Performance revisions do not require CCCCO Approval.

4. All new programs must be approved by CIC, Board of Trustees, CCCCO, ACCJC/WASC and the Department of Education (DOE) before they may be published in the college catalogs. New Certificates of Performance do not require CCCCO, ACCJC/WASC or DOE approval.

5. Substantive course revisions and new courses must be approved by CIC, the Board of Trustees and CCCCO before they may be published in the college catalogs.

6. **Please check the spelling of technical terms specific to disciplines.** The catalog has been *spellchecked*, but many technical terms were flagged as misspelled because they were not in the spellchecker dictionary. In most cases, these terms were left *as is.*

First page proofs:

* Check for curriculum (course and program) changes submitted by 12/14/2017 deadline. Note curriculum changes that have not received all of the appropriate approvals listed above will not be added to the catalog until they are approved.
* Check for narrative edits submitted by 12/14/2017 deadline.
* Check for typos, omissions, misspelled technical terms, etc.
* Check for clarity, accuracy, and integrity of the following information:
* College Name, Address(s), Telephone Number(s), and Website Address of the Institution
* Educational Mission
* Representation of accredited status with ACCJC and with programmatic accreditors (if any)
* Course, degree, and certificate offerings
* Academic Calendar and Program Length
* Academic Freedom Statement
* Available Student Financial Aid
* Available Learning Resources
* Names and Degrees of Administrators and Faculty
* Names of the members of the Board of Trustees

**Please initial changes as indicated and return binder to Instructional Services by 01/23/2019.**

Thank you.

SH

cc: Ashanti Hands, Pamela Luster, Lynn NeaultJanuary 4, 2019

TO: Paulette Hopkins

 Vice President, Instruction, Miramar College

FROM: Shelly Hess,

 Dean, Curriculum Services

SUBJECT: 2019–2020 Catalog: First Proof

As the designated administrator responsible for overall catalog revision and updating on your campus, we’re providing you with the attached first proof of the 2019–2020 catalog. We propose the following guidelines and timeline to assist you in proofreading the first page proofs from the 2019–2020 catalog:

1. The page proofs have been mounted in a three-ring binder for your convenience. There is **only one set of proofs** for your college so please see that all appropriate proofreaders have an opportunity to conduct their review and make their corrections on this copy only.

2. Please require that **all proofreaders initial their corrections and provide CIC dates to verify making curriculum changes**. We will **also need their phone extensions** so that we may call them—this will help our staff resolve questions that invariably arise during the updates. You’ll find CIC Minutes, Course Revisions/Update Status, and Board Dockets on our departmental website at [www.sdccd.edu/instsrv](http://www.sdccd.net/instsrv). These materials can assist you with this process. Note, the first proof does not include walk-in or expedited approval curriculum from the 12/08/2016 CIC meeting. We’ll include this curriculum in the second proof.

3. All program revisions must be approved by CIC, Board of Trustees, and CCCCO before they may be published in the college catalogs. Certificates of Performance revisions do not require CCCCO Approval.

4. All new programs must be approved by CIC, Board of Trustees, CCCCO, ACCJC/WASC and the Department of Education (DOE) before they may be published in the college catalogs. New Certificates of Performance do not require CCCCO, ACCJC/WASC or DOE approval.

5. Substantive course revisions and new courses must be approved by CIC, the Board of Trustees and CCCCO before they may be published in the college catalogs.

6. **Please check the spelling of technical terms specific to disciplines.** The catalog has been *spellchecked*, but many technical terms were flagged as misspelled because they were not in the spellchecker dictionary. In most cases, these terms were left *as is.*

First page proofs:

* Check for curriculum (course and program) changes submitted by 12/14/2017 deadline. Note curriculum changes that have not received all of the appropriate approvals listed above will not be added to the catalog until they are approved.
* Check for narrative edits submitted by 12/14/2017 deadline.
* Check for typos, omissions, misspelled technical terms, etc.
* Check for clarity, accuracy, and integrity of the following information:
* College Name, Address(s), Telephone Number(s), and Website Address of the Institution
* Educational Mission
* Representation of accredited status with ACCJC and with programmatic accreditors (if any)
* Course, degree, and certificate offerings
* Academic Calendar and Program Length
* Academic Freedom Statement
* Available Student Financial Aid
* Available Learning Resources
* Names and Degrees of Administrators and Faculty
* Names of the members of the Board of Trustees

**Please initial changes as indicated and return binder to Instructional Services by 01/23/2019.**

Thank you.

SH

cc: Adrian Gonzales, Patricia Hsieh, Lynn Neault