

District Curriculum Services (CS) 2019–2020 Catalog Production Timeline City/Mesa/Miramar Colleges

<u>Date</u>	<u>Responsibility</u>	<u>Activity</u>
<u>Pre-production</u>		
Sept 17 (M)	CS Multimedia Technician	Generate 2019-2020 catalog PDFs for CS Dean
Sept 17 (M)	CS Dean	Email 2019-2020 working catalog PDFs with CS updates to Vice Presidents
Sept 17 (M) – Nov 2 (F)	Vice Presidents, Instruction and Student Services	Review of, and request changes to, catalogs
Oct 29 (M)	CS Dean	Work with District Communications and Public Relations Office on new designs for catalog covers.
Nov 2 (F)	CS Dean	Initiate new cover design with Design Perspective, Inc.
Nov 12 (M)	Veterans Day Holiday	
Nov 22-23 (Th-F)	Thanksgiving Holiday	
Dec 3 (M)	CS Multimedia Technician	Generate 2019-2020 catalog PDFs for CS Dean
Dec 3 (M)	CS Dean	Email 2019-2020 working catalog PDF with all of college and Student Services changes to date to Student Services System Support Technician for review by Vice Chancellor, Student Services
Dec 3 (M)	CS Dean	Request changes to divider page photo layouts from Public Information Officers
TBD	Articulation Officers	Submit changes to Standardized Tests to Instructional Services
Dec 13 (Th)	Faculty	Last CIC meeting to have <u>curriculum approved for 2019-2020 catalogs</u> *

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<u>Pre-production</u> (continued)		
Dec 14 (F)	Vice Presidents, Instruction and Student Services; Vice Chancellor, Student Services	Deliver FINAL ADDITIONS, CHANGES, AND CORRECTIONS (including curriculum) for inclusion in 2019-2020 catalogs
Dec 14 (F)	CS Dean	Notify Evaluators of revisions to programs
Dec 17 (M)	Student Services System Support Technician	Provide changes to working catalog PDF file to CS Dean.
Dec 17 (M)	CS Dean	Update sign-off pages with help of secretaries to Vice Presidents of Instruction
Dec 17 (M)	CS Dean	Send Timeline to VPI's and Charlotta Robertson
Dec 21 (F) - Jan 1 (T)	Winter Holidays	
Jan 2 (W)	Design Perspective, Inc	Provide cover design options to CS Dean
Jan 2 (W)	CS Multimedia Technician	Provide CS Dean with PDFs of curriculum pages from catalogs
Jan 2 (W)	CS Dean	Provide Evaluators with PDFs of curriculum portion of catalogs
Jan 3 (Th)	CS Dean	Review cover designs with Publications Editor and Supervisor.
Jan 3 (Th)	Curriculum Technician	Assist CS Dean in compiling curriculum portion for Evaluator review
Jan 7 (M)	CS Dean	Deliver hard copy of the first draft of the catalog proofs to Vice Presidents of Instruction
Jan 9 (W)	Evaluators	Return catalog PDFs with comments

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<u>Production</u>		
Jan 14 (M)	Director, District Communications and Public Relations Office	Present cover designs to Chancellor for approval.
Jan 21 (M)	Martin Luther King Day Holiday	
Jan 23 (W)	Vice Presidents, Instruction	Deliver revised first draft of catalog proofs to CS Dean
Jan 25 (F)	CS Dean	Deliver first draft of catalogs to Student Service’s Systems Support Technician/ Evaluators—Review and sign-off
Feb 1 (F)	Systems Support Technician	Return first draft of catalogs to CS Dean
Feb 4 (M)	Information Officers	Deliver photos/images for divider pages to Dean
Feb 5 (T)	CS Dean	CS Dean provide Vice Chancellor of IS files to review
Feb 7 (Th)	Bookstore Supervisors	Provide CS Dean with total sales quantities of 2019-2020 catalogs for the purpose of updating the quantity printing formula
Feb 12 (T)	CS Dean	Provide Chancellor’s office files to review
Feb 15 (F) - Feb 18 (M)	Presidents’ Day Holidays	
Feb 22 (F)	Chancellor’s Office	Return files with changes
Feb 25 (M)	CS Dean	Deliver second draft of catalog proofs to Vice Presidents of Instruction
Feb 25 (M)	Design Perspective, Inc.	Deliver draft catalog cover art to CS Dean

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<u>Production (continued)</u>		
Mar 5 (T)	Vice Presidents, Instruction	Deliver revised second draft of catalog proofs to CS Dean
Mar 6 (W)	CS Dean	Provide second proofs to Student Services Technician for review
Mar 11 (M)	Student Services Technician	Return catalog proofs to CS Dean in the AM
Mar 25 –28 (M-Th)	Spring Break	
Mar 29 (F)	Cesar Chavez Day Holiday	
Apr 1 (M)	Design Perspective, Inc.	Deliver final cover art to CS Dean
Apr 24 (W)	CS Dean	Deliver catalog files to Commercial Printer
Apr 29 (M)	Commercial Printer Customer Service Rep.	Deliver text bluelines and cover bluelines and match print/digital proofs to CS Dean
Apr 29 (M)	PIOs, Student Svcs Tech, CS Staff	Review covers and text bluelines
Apr 29 (M)	Designated Staff (City: M. Soto; Mesa: C. Sawyer; Miramar: E. Pollack)	Submit mailing label files to CS Dean mass mailing of college catalogs
May 10 (F)	Commercial Printer Customer Service Rep.	Pick up text bluelines and cover bluelines from CS Dean
May 10 (F)	Curriculum Technician	Provide list of new programs to IS Vice Chancellor
May 10 (F)	CS Dean	Advise Duplicating how much money to deposit to cover the postage cost of mailing the college catalogs.
May 10 (F)	CS Dean	Verify mass mailing of catalogs with mailing house

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<u>Date</u>	<u>Responsibility</u>	<u>Activity</u>
<u>Production (continued)</u>		
May 14 (T)	CS Dean	Provide Evaluators with electronic copies of each college catalog in printable PDF format
May 14 (T)	CS Multimedia Technician	Convert catalogs to PDFs
May 20 (M)	CS Multimedia Technician	Create IGETC document and send to Curriculum Analyst
May 20 (M)	CS Multimedia Technician	Make available catalogs PDF files to Student Services (David Spence, Danya Sanchez, Molly Gardner)
May 20 (M)	CS Dean	Notify Campuses and District Office catalogs will be delivered on 5/28/2018
May 27 (M)	Memorial Day	
May 28 (T)	CS Dean	Deliver printed catalogs to District Communications and Public Relations Office
May 28 (T)	Commercial Printer Customer Service Rep.	Prints, binds, and delivers Mesa college catalog
May 28 (T)	Commercial Printer Customer Service Rep.	Prints, binds, and delivers City College catalog
May 28 (T)	Commercial Printer Customer Service Rep.	Prints, binds, and delivers Miramar College catalog
May 28 (T)	CS Dean	Deliver catalog postscript files, and finished hard copies of catalogs to College Source, Inc. (Nicole Schorr < nicole@collegesource.com >)
May 28 (T)	District Duplicating Department	Conduct internal distribution to District Offices

**District Curriculum Services (CS)
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<u>Date</u>	<u>Responsibility</u>	<u>Activity</u>
<u>Production</u> (continued)		
May 28 (T)	CS Multimedia Technician	Copy files and make new directories
May 28 (T)	CS department	Verify/Update ADT Website

***All new courses, programs, and program revisions must be approved by 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 before they may be published in the college catalog.**

Deliveries: Before 5:00 p.m.

Drop Off by 5:00 p.m.

This timeline may be subject to minor changes mutually agreeable to the District and to the contractor, but final delivery dates are firm. In the event the District fails to meet production timelines, the delivery dates may be adjusted through negotiation between the District and the contractor.