

2020–2021 Catalog Production Timeline

Date	Action
12/10	CIC deadline for curriculum
1/28	Board review and approval of curriculum
1/29–2/5	Colleges submit curriculum to COCI and receive approval for curriculum from CCCCO for local degrees/certificates, program revisions
1/29–2/26	Colleges submit curriculum to COCI and receive approval for curriculum from CCCCO for CTE degrees/certificates, and ADTs
2/8–3/5	Curriculum Services analyze, review, input, and validate changes into InDesign (San Diego City, Mesa, and Miramar Colleges)
3/8–3/22	PDF review of catalog proofs
3/22 (noon)	Colleges return any changes to Curriculum Services
3/23–3/31	Curriculum Services updates the catalog with changes
4/1	Curriculum Services delivers the revised catalog files to printer
4/7	Printer delivers bluelines to Curriculum Services
4/7–4/14	Colleges review bluelines–blatant errors only. All changes are an additional cost
4/16	Curriculum Services returns bluelines to printer
5/7	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 2020-21 Catalog; approval is required in order for courses to be publicized in the class schedules.

*New Career Technical Education (CTE) degrees and new and revised CTE certificates of achievement require Labor Market Information and Regional Workforce Development Council approval