

District Curriculum Services (CS) 2018–2019 Catalog Production Timeline City/Mesa/Miramar Colleges

<u>Date</u>	<u>Responsibility</u>	<u>Activity</u>
<u>Pre-production</u>		
Sept 18 (M)	CS Multimedia Technician	Generate 2018-2019 catalog PDFs for CS Dean
Sept 18 (M)	CS Dean	Email 2018-2019 working catalog PDFs with CS updates to Vice Presidents
Sept 18 (M) – Nov 13 (M)	Vice Presidents, Instruction and Student Services	Review of, and request changes to, catalogs (optional)
Oct 30 (M)	CS Dean	Work with District Communications and Public Relations Office on new designs for catalog covers.
Nov 10 (F)	Veterans Day Holiday	
Nov 13 (M)	CS Dean	Initiate new cover design with Design Perspective, Inc.
Nov 23-24 (Th-F)	Thanksgiving Holiday	
Dec 4 (M)	CS Multimedia Technician	Generate 2018-2019 catalog PDFs for CS Dean
Dec 4 (M)	CS Dean	Email 2018-2019 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 4 (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
<i>Dec 14 (Th)</i>	<i>Faculty</i>	<i>Last CIC meeting to have <u>curriculum approved for 2018-2019 catalogs</u>*</i>

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<u>Pre-production</u> (continued)		
Dec 15 (F)	Vice Presidents, Instruction and Student Services; Vice Chancellor, Student Services	Deliver FINAL ADDITIONS, CHANGES, AND CORRECTIONS (including curriculum) for inclusion in 2018-2019 catalogs
Dec 15 (F)	CS Dean	Notify Evaluators of revisions to programs
Dec 18 (M)	Student Services System Support Technician	Provide changes to working catalog PDF file to CS Dean.
Dec 18 (M)	CS Dean	Update sign-off pages with help of secretaries to Vice Presidents of Instruction
Dec 18 (M)	CS Dean	Send Timeline to VPI's Charlotta Robertson
Dec 21 (Th) - Jan 2 (T)	Winter Holidays	
Jan 2 (T)	Design Perspective, Inc	Provide cover design options to CS Dean
Jan 2 (T)	CS Multimedia Technician	Provide CS Dean with PDFs of curriculum pages from catalogs
Jan 2 (T)	CS Dean	Provide Evaluators with PDFs of curriculum portion of catalogs
Jan 3 (W)	CS Dean	Review cover designs with Publications Editor and Supervisor.
Jan 3 (W)	Curriculum Technician	Assist CS Dean in compiling curriculum portion for Evaluator review
Jan 8 (M)	CS Dean	Deliver hard copy of the first draft of the catalog proofs to Vice Presidents of Instruction
Jan 10 (W)	Evaluators	Return catalog PDFs with comments

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<u>Production</u>		
Jan 15 (M)	Martin Luther King Day Holiday	
Jan 16 (T)	Director, District Communications and Public Relations Office	Present cover designs to Chancellor for approval.
Jan 24 (W)	Vice Presidents, Instruction	Deliver revised first draft of catalog proofs to CS Dean
Jan 26 (F)	CS Dean	Deliver first draft of catalogs to Student Service’s Systems Support Technician/ Evaluators—Review and sign-off
Feb 2 (F)	Systems Support Technician	Return first draft of catalogs to CS Dean
Feb 5 (M)	Information Officers	Deliver photos/images for divider pages to Dean
Feb 6 (T)	CS Dean	CS Dean provide Vice Chancellor of IS files to review
Feb 8 (Th)	Bookstore Supervisors	Provide CS Dean with total sales quantities of 2018-2019 catalogs for the purpose of updating the quantity printing formula
Feb 13 (T)	CS Dean	Provide Chancellor’s office files to review
Feb 16 (F) - Feb 19 (M)	Presidents’ Day Holidays	
Feb 23 (F)	Chancellor’s Office	Return files with changes
Feb 26 (M)	CS Dean	Deliver second draft of catalog proofs to Vice Presidents of Instruction
Feb 26 (M)	Design Perspective, Inc.	Deliver draft catalog cover art to CS Dean

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<u>Production (continued)</u>		
Mar 6 (T)	Vice Presidents, Instruction	Deliver revised second draft of catalog proofs to CS Dean
Mar 7 (W)	CS Dean	Provide second proofs to Student Services Technician for review
Mar 12 (M)	Student Services Technician	Return catalog proofs to CS Dean in the AM
Mar 26 –31 (M-Th)	Spring Break	
Mar 30 (F)	Cesar Chavez Day Holiday	
Apr 2 (M)	Design Perspective, Inc.	Deliver final cover art to CS Dean
Apr 25 (W)	CS Dean	Deliver catalog files to Commerical Printer
Apr 30 (M)	Commercial Printer Customer Service Rep.	Deliver text bluelines and cover bluelines and matchprint/digital proofs to CS Dean
Apr 30 (M)	PIOs, Student Svcs Tech, CS Staff	Review covers and text bluelines
Apr 30 (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 7 (M)	Commercial Printer Customer Service Rep.	Pick up text bluelines and cover bluelines from CS Dean
May 7 (M)	Curriculum Technician	Provide list of new programs to IS Vice Chancellor
May 7 (M)	CS Dean	Advise Duplicating how much money to deposit to cover the postage cost of mailing the college catalogs.
May 7 (M)	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 9 (W)	CS Dean	Provide Evaluators with electronic copies of each college catalog in printable PDF format
May 9 (W)	CS Multimedia Technician	Convert catalogs to PDFs
May 21 (M)	CS Multimedia Technician	Create IGETC document and send to Curriculum Analyst
May 21 (M)	CS Multimedia Technician	Make available catalogs PDF files to <u>District Webmaster</u> (Martin Koch) and to Student Services Analyst (David Spence)
May 21 (M)	CS Dean	Notify Campuses/D.O. catalogs will be delivered on 5/29/2018
May 28 (M)	Memorial Day	
May 29 (T)	CS Dean	Deliver printed catalogs to District Communications and Public Relations Office
May 29 (T)	Commercial Printer Customer Service Rep.	Prints, binds, and delivers Mesa college catalog
May 29 (T)	Commercial Printer Customer Service Rep.	Prints, binds, and delivers City College catalog
May 29 (T)	Commercial Printer Customer Service Rep.	Prints, binds, and delivers Miramar College catalog
May 29 (T)	CS Dean	Deliver catalog postscript files, and finished hard copies of catalogs to College Source, Inc.
May 29 (T)	CS Multimedia Technician	Make available catalog PDFs to <u>college</u> webmasters.
May 29 (T)	District Duplicating Department	Conduct internal distribution to District Offices

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<u>Date</u>	<u>Responsibility</u>	<u>Activity</u>
<u>Production (continued)</u>		
May 29 (T)	CS Multimedia Technician	Copy files and make new directories
May 29 (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) 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.