

# CATALOG TIMELINE 2012/2013

ACTION REQUIRED	DEADLINE	COMMENTS
SUGGESTIONS & CORRECTIONS TO THE 2012-2013 CATALOG	<b>October 28, 2011</b>	Submit suggestions for improvements, changes and corrections to the Curriculum Technician, if appropriate. All submissions are reviewed by the Vice President of Instruction and/or the Associate Deans before changes are made.
MODIFIED/NEW COURSE & PROGRAM REVIEW / APPROVAL FOR 2012-2013 CATALOG	<b>September 19 – December 15, 2011</b>	<b>SEE BELOW</b>

## **EXISTING PROGRAM/COURSE REVIEW:**

1. Starting in September submit to the appropriate Associate Dean all program and course changes (description, credits, prerequisites or other).
2. After the Associate Dean reviews and/or approves forward the proposals to the Curriculum Technician to move forward in the approval process (Vice President of Instruction and then Instructional Council).
3. If additional changes are needed after Instructional Council, please submit a revision so all changes is reflected in the official document within the Office of Instruction.

## **NEW PROGRAMS:**

1. All new programs will first be discussed with the Vice President of Instruction along with the Associate Dean.
2. Upon approval at this level, a program approval packet will need to be completed by the Faculty and Associate Dean and submitted to the Curriculum Technician.
3. From there all new programs must be approved by SWOCC Instructional Council, Vice President of Instruction, SWOCC Board of Education and the CCWD before they can be included in the 2012-2013 catalog.

## **NEW COURSES:**

1. New course proposals will be submitted to the appropriate Associate Deans.
2. All new course proposals must be reviewed and/or approved by the Vice President of Instruction and Instructional Council.
3. Finally all new course proposals must be submitted and reviewed by the CCWD.

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4. After the course has been approved by CCWD it can be included in the 2012-2013 catalog.

<b>2012-2013 CATALOG SUBMISSION CUTOFF DATE</b>	<b>December 15, 2011</b>	<b>ALL COURSE AND PROGRAM CHANGES WILL BE FINALIZED BY THIS DATE.</b> Any changes after this date must be submitted directly to the Vice President of Instruction for approval.
2012-2013 PROGRAM APPROVAL SUBMISSION	<b>January 9 – 20, 2012</b>	<b>ALL PROGRAMS AND COURSES WILL BE SUBMITTED TO THE STATE FOR YEARL REQUIRED REVIEW AND APPROVAL THROUGH THE STATE SUBMISSION SYSTEM</b>
FIRST DRAFT PROOFING & EDITING	<b>February 10 – 24, 2012</b>	First Draft of the Catalog available for Review/Proofing. <b>ALL CHANGES DUE BACK TO THE CURRICULUM TECHNICIAN BY 5 P.M. ON 02/24/12</b>
FINAL DRAFT PROOFING & EDITING	<b>March 12 – 23, 2012</b>	Final Draft of the Catalog available for Review/Proofing. <b>ALL CHANGES DUE BACK TO THE CURRICULUM TECHNICIAN BY 5 P.M. ON 3/23/12</b>
CATALOG COMPLETED & SENT TO PRINTERS	<b>April 16-20, 2012</b>	Catalog to the Office of College Advancement, sent to the Printers
CATALOG AVAILABLE FOR DISTRIBUTION	<b>May, 2012</b>	