Catalog Process

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Academic Affairs Council

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Timeline at a Glance

- **December**
  - Curriculum Approved
- **February**
  - Curriculum Updated in Catalog Draft
  - General Pages Updated
- **March**
  - Curriculum Pages Sent out for Review
- **April**
  - Catalog Party
- **June**
  - Catalog Published
Curriculum Approval

• Curriculum Committee Approval
  • Last December Curriculum Committee Meeting
  • Minutes Approved

• Board of Trustees Approval
  • Curriculum Office Submits Approvals
    • Next board meeting after Minutes are Approved

• Chancellor’s Office
  • Curriculum Office Submits to COCI

• CTE Courses
  • Require BACC Consortium Approval
    • Before COCI
Colleague Update

• After Board Approval
  • Submitted to COCI
  • Entered into Colleague
  • Once chaptered, course number entered into Colleague

• Courses built into Degree Audit
  • As soon as Catalog is published
Ruby 1.0 Catalog

- Curriculum Office sends General Pages
  - Sent to Program/Area Manager
  - February
    - Changes due end of February
- Curriculum Office Updates Degrees/Courses
  - January – February
- Degree/Course Pages Sent to Disciplines
  - March
- Catalog Review Party
  - April
    - Pre-COVID – In person, Last two years – Online
- GE Updates from CCCCCO
  - Usually mid-June
- Publish
  - As soon as GE is approved
- **Courseleaf – CAT**
  - Workflow setup
  - Curriculum changes automatically updated
  - When we hit publish
    - All changes are updated
  - Less manual entry

- **Examples**
  - **Sierra**
  - **Evergreen**
  - **San Francisco State University**
CAT Timeline

- **CAT**
  - Consultation – 1/10/22
  - Migration Training – 3/10/22 (delayed)
  - Admin Training – 4/28/22 (5/28/22)
  - Publish – 8/25/22 (9/25/22)
    - This could be faster

- **CIM**
  - Begins when catalog finished
  - Complete Spring 23 (anticipated)