



Truckee Meadows Community College

Vice President of Academic Affairs

# 2015-2016 CATALOG PRODUCTION TIMELINE

Item	Responsible	Date Due
Appendices and General Information Pages (Section A) due to VP. <i>Edit from Web version.</i>	Student Services, Academic Affairs, Finance and Administrative Services	Jan. 2014 through Nov. 28, 2014
Academic Degree, Emphasis, Certificate Program Worksheets (Section B) to CAP.	Academic Divisions	Jan. 2014 through Nov. 28, 2014
<b>Deadline for submitting changes for the 2015-2016 catalog;</b> <i>The last CAP Committee meeting date in 2014 is December 12.</i>	Academic Divisions	<b>By Nov. 28, 2014</b> Proposals must be submitted at least two weeks prior to Dec. 12 CAP meeting.
Curriculum, Assessment and Programs (CAP) Committee meeting <b>All course, degree, emphasis, and/or certificate updates submitted after the Dec. 12, 2014 meeting date will be published in the 2016-2017 catalog.</b>	Academic Divisions	December 12, 2014
<b>Last Faculty Senate meeting in 2014 for approving catalog changes.</b>	CAP	December 19, 2014
Worksheets Finalized after Faculty Senate has approved the Dec. committees' motions. InDesign file(s).	VP, A&R	By February 4, 2015
Course Descriptions Finalized (MCO's processed).	VP, A&R	By February 4, 2015
<b>Campus Solutions – All course and program information.</b>	VP, A&R	By February 4, 2015
Common Course Numbering spreadsheet (final) due to PIO – <i>Excel file(s)</i> .	VP	By February 4, 2015
Faculty Pages due to VP/PIO – <i>Word file(s)</i> .	HR	By February 4, 2015
Course Description Pages reviewed and completed. <i>(These pages should be final in the database by this date: Crystal Report).</i>	A&R, IT – <b>Proof I</b>	By February 4, 2015
Course Description Pages report generated and sent to A&R.	IT	March 13, 2015
Review Course Description pages; make corrections in database.	A&R	March 13, 2015
<b>Spring Break</b>		<b>March 14-20, 2015</b>
Course Description Pages (Proof II) due in A.M.	IT/Web Services (Cal/Bev) <b>Proof II</b>	March 20, 2015
Proof of catalog from PIO to VP ( <b>all sections included</b> ).	PIO/Web Services (Brandie/Cal/Bev)	March 25, 2015
Deans review catalog (DEC worksheets, course descriptions, program information pages, faculty pages.) <b>VP provides electronic (PDF) proof to deans.</b> Deans send corrections to VP.	VP & Academic Deans	March 25 at noon to deans; April 1 at 4 P.M. due from deans to VP
VP verifies deans' corrections.	VP	April 1-7, 2015
Catalog Proof file to PIO. <i>*if course description section has edits: VP notifies PIO and A&amp;R; A&amp;R works with IT; IT notifies PIO when edits are finished.</i>	VP (A&R and IT)	April 8, 2015 ( <i>create pdf</i> )
Final copy to Web Services.	PIO/Web Services	April 16, 2015
Production of PDF and FlipBook.	Web Services	April 16-27, 2015
PDF version released – posted to the TMCC website.	PIO, Web Services	April 23, 2015
FlipBook released – posted to the TMCC website.	Web Services	April 27, 2015

## Fall Registration Dates:

- April 27 – Returning students
- April 30 – New students