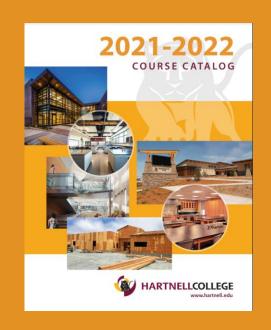# Catalog Process

Joy Cowden

Academic Affairs Council

March 9, 2022

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

HARTNELL**COLLEGE**

- **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 CCCCO**
  - Usually mid-June
- **Publish**
  - As soon as GE is approved

HARTNELLCOLLEGE

- 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)