

2023-2024 Catalog Production Calendar draft 01.2023

Month		Editors
March		
	Infrastructure, page templates, page setup and organization	Dong Nguyen, Senior Systems Analyst, IT
April		
	Front matter updates	
	General Information	Micol Benet, Executive Assistant, President's Office Sally Wong, Welcome Center Orientation Coordinator HR/OIM (Spanish)
	Admissions and Registration and related policies	Gina Longo, Administrative Assistant, Enrollment Services
	Financial Aid	Emy Bagtas-Carmona, Asst. Dir Enrollment Services
	Academic Information	Gina Longo, Administrative Assistant, Enrollment Services Gina Cullen, Curriculum Committee Chair Tonya Hersch, Dean of Educ Success Programs
	AP and Transfer Center	Gina Cullen, Curriculum Committee Chair Sofie Totapudi, Transfer & Career Center Coordinator
	Student Conduct and policies	Sadica Sulaiman Hara, Director of Activities & Advocacy
	General Education	Gina Cullen, Gina Cullen, Curriculum Committee Chair Sara Malmquist-West, Articulation Officer
	Degree & Program Table	Grace Yuan, Articulation and Curriculum Analyst, OIM
	Credit for Prior Learning	Cari Torres, AVP of Instruction Alex Jones, Faculty
	eLumen	
April 30th	New and revised course updates	Grace Yuan, Articulation and Curriculum Analyst, OIM
April 30th	Generate link for 2023-2024 Catalog	Dong Nguyen, Senior Systems Analyst, IT
April 30th	Page management and troubleshoot	Dong Nguyen, Senior Systems Analyst, IT Grace Yuan, Articulation and Curriculum Analyst, OIM
	InCopy	
April 30th	Set up assignment file for Grace to edit courses and programs (use 22-23 version)	Dave Mahoney, Graphics Design Specialist
May		
	InCopy	
May 1st	Content file use Master Word File	Grace Yuan, Articulation and Curriculum Analyst, OIM
	edit courses and programs	Grace Yuan, Articulation and Curriculum Analyst, OIM
	add GE attributes	Grace Yuan, Articulation and Curriculum Analyst, OIM
May 23rd	eLumen	

	Back matter - Faculty and Management	Candice Hansen, HR Operations Analyst
	add GE attributes	Grace Yuan, Articulation and Curriculum Analyst, OIM
May 28th	Extract front and back matter	Grace Yuan, Articulation and Curriculum Analyst, OIM
June		
	eLumen	
June 1st	President's Message	Dr. Coon via Nicole, Superintendent President
June 7th	Home page	Shook Chung, Web Master
June 14th	Online Catalog goes live; archive 22-23Catalog	Dong Nguyen, Senior Systems Analyst, IT
	InCopy	
June 1st	Edit front matter and Back matter	Grace Yuan, Articulation and Curriculum Analyst, OIM
	Extract Front Matter for print version	Dave Mahoney, Graphics Design Specialist
June 15th	Turn in Content Master Word File for INDesign layout	Grace Yuan, Articulation and Curriculum Analyst, OIM Dave Mahoney, Graphics Design Specialist
June 21st	Front matter proof	Dave Mahoney, Graphics Design Specialist
July		
	InCopy	
July 5th	Print version proof	Dave Mahoney, Graphics Design Specialist Grace Yuan, Articulation and Curriculum Analyst, OIM
July 15th	Print version finalization	Dave Mahoney, Graphics Design Specialist
July 19th	Create ticket for print copy	Grace Yuan, Articulation and Curriculum Analyst, OIM
July 30th	Print copies arrive on campus	College Services