**Course & Program Approval**

- Set deadlines for catalog updates
- Start production process in March (varies by campus)

**Create catalog production calendar**

- Set deadlines for catalog updates
- Start production process in March (varies by campus)

**Negotiate contract with designer (varies by campus)**

- Utilize updated monthly curriculum content
- Utilize content from Curriculum meetings

**Compile and review course and program data for accuracy**

**Input all changes and additions**

- Utilize curriculum changes logged yearly
- Utilize content from Curriculum meetings

**Distribute draft catalog for review**

- Receive feedback and create “blue lines”

**Review design and content & make final corrections**

- Review “blue lines”

**Incorporate edits and conduct final review**

- Review draft catalog and provide corrections

**Create design, layout and cover for catalog**

- Review design and content & make final corrections

**Receive feedback and create “blue lines”**

**Print Catalog**

**Begin data gathering**

- Rollover catalog distributed to all parties
- Utilize updated monthly curriculum content
- Utilize content from Curriculum meetings

**Negotiate contract with designer (varies by campus)**

**Compiling and reviewing course and program data for accuracy**

**Input all changes and additions**

**Distribute draft catalog for review**

**Incorporate edits and conduct final review**

**Create design, layout and cover for catalog**

**Receive feedback and create “blue lines”**

**Print Catalog**

**Distribute Catalog and post on-line**

**Monitor Calendar for Catalog Changes**

**Set Meeting times for catalog team**

**Would like the ability to automate loading the course and program data from the Course Outline Management System into the Degree Audit function of the new SIS (or Degree Works)**