

2018–19 Catalog Production Timeline

College of San Mateo

Final - 5/25/18

	Task	Responsibility	Due Date	Status
1	Pages 1–27 & 31–70: Student Services <i>VPSS Office provides updates to web team on current catalog PDF</i>	Dennis T.	6/13/18	
2	Pages 71–100: Articulation <i>Articulation Officer provides updates to web team on current catalog PDF</i> <ul style="list-style-type: none"> • External Exams • Alternate Assessment • Transfer Planning (C-ID, CSU/UC transferable courses) • IGETC/CSU GE worksheets • Associate Degree Requirements • Career/Technical Ed Pages 227–228: Articulation <ul style="list-style-type: none"> • Articulation Attribute Legend (<i>update in PDF</i>) 	Marsha R.	6/13/18	
3	Pages 28–30: Instruction <ul style="list-style-type: none"> • Course Families (<i>update in PDF</i>) Pages 104–109: Instruction <ul style="list-style-type: none"> • CSM Degrees/Certificates Offered (<i>update in PDF</i>) Pages 110–226: Instruction <ul style="list-style-type: none"> • Degree/Certificate Requirements (<i>update in CurricUNET</i>) • Other Instructional Programs (<i>update in PDF</i>) Pages 229–370: Instruction <ul style="list-style-type: none"> • Special Courses (<i>update in PDF</i>) • Course Descriptions (<i>update in CurricUNET</i>) 	Ada D.	6/13/18	
4	Pages 371–380: Instruction & Student Services <ul style="list-style-type: none"> • Faculty & Emeriti (<i>update in PDF</i>) 	Dennis T. Ada D.	6/13/18	
5	Pages 101–103: PRIE <i>Provide updates to web team on current catalog PDF</i> <ul style="list-style-type: none"> • Transfer Opportunities 	Mary V.	6/13/18	
6	Web team makes all updates, generates, and sends out link to first draft PDF <ul style="list-style-type: none"> • Include Parking Regulations (pgs 381-382) from upcoming fall schedule 	Val T. Justin M.	6/19/18	
7	Student Services, Instruction, and Articulation reviews and provides second round edits to web team	Dennis T. Ada D. Marsha R.	6/22/18	

8	Web team makes all updates and generates final catalog PDF <ul style="list-style-type: none"> • Index • Cover 	Val T. Justin M. David M.	6/26/18	
9	Final Catalog PDF Review (only minor corrections allowed)	Dennis T. Ada D. Marsha R. Kim L. Mary V. Jeremy W. Krystal R. Teresa M.	6/27/18	
10	Final catalog edits completed by web team	Valerie T. Justin M.	6/29/18	
11	Final Catalog PDF generated & posted	Valerie T. Justin M.	7/2/18	

Production/Review Team	Additional Final Review Invitees
Dennis Tordesillas - VPSS	Kim Lopez –IPC Co-chair
Ada Delaplaine - VPI	Mary Vogt - PRIE
Marsha Ramezane – Articulation Officer	Krystal Romero - Counseling
Valerie Tyler – Web/marketing	Jeremy Wallace – Academic Senate
Justin Merritt – Web/marketing	Teresa Morris – COI Chair
David McLain - Marketing	Richard Rojo - Marketing