

Lane Community College 2010-11 Catalog Production Schedule

September 14	Monday	<p>Departments begin updating programs on class builder. September 14-January 14 is the only opportunity departments will have to update programs.</p> <p>Departments begin updating course descriptions (electronically). September 14-January 14 is the only opportunity departments will have to update course descriptions.</p>
October 8	Thursday	Course and program description process review date, time and location TBA
January 4	Monday	<p>Student Information, Community Education, etc. prepared by Angela</p> <p>Remind Marketing to communicate with Funk/Levis about the following when they are designing the catalog cover: size of the catalog cover (10 3/4 inch); allow for the bleed if the design calls for it; include the fonts with the catalog cover file</p>
January 6	Wednesday	<p>Student Information, Community Education, etc. sent to departments by Angela</p> <p>Faculty credential NAG post to leave records site in Banner</p>
January 14	Thursday	Deadline for departments to complete updates to programs and course descriptions.
February 17	Wednesday	Deadline for faculty to update degree information in Banner
February 22	Monday	Deadline for departments to return updates for Student Information, Community Education, etc.
February 24	Wednesday	Updates completed and scripted into Banner
Feb. 25-26	Thurs.-Fri.	Course description updates posted on class builder drive for departments to carefully read and proof for the following: 1) typos, 2) technical errors, 3) new courses, 4) title changes, 5) contact hour/credit changes, 6) pre-requisite or co-requisite changes.
February 26	Friday	Student Information, Community Education, etc. from Angela to Printing/Graphics
March 1-11	Mon.-Thurs.	Xs to Student Information, Community Education, staff lists, etc.

March 8	Monday	Select photographs
March 12	Friday	H/R deadline to complete updates to faculty credentials
March 22	Monday	Curriculum and Scheduling submits programs to Printing/Graphics Send programs to Carol Woodman Course descriptions extract from Banner Photographic scans ready
March 23	Tuesday	Instructional staff lists extracted from Banner
March 29	Monday	Proof sheets from Printing/Graphics to Angela
April 6	Tuesday	Page proofs - 9 a.m.-12 p.m., CEN 407 Distance Learning proofs 1-3 p.m., Angela's office
April 8	Thursday	Whole catalog to Printing/Graphics for final CX; index; page #'s Angela places photos Cover to Angela from Marketing and Public Relations
April 15	Thursday	To printer for proof
April 22	Thursday	Printer shows proof/press check cover Send Lori Brenden catalog file with each program on separate page Send Curriculum and Scheduling Word file of programs
May 10	Monday	Catalogs available on campus (print and web versions) Send email to departments re catalog availability