

Lane Community College 2008-09 Catalog Production Schedule

During in-service		Course and program description process review <i>Date, time and location TBA</i>
September 20	Thursday	Departments begin updating programs on class builder. September 20-January 15 is the only opportunity departments will have to update programs. Departments begin updating course descriptions (electronically). September 20-January 15 is the only opportunity departments will have to update course descriptions.
January 7	Monday	Student Information, Community Education, etc. prepared by Angela Remind Tracy Simms 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
January 9	Wednesday	Student Information, Community Education, etc. sent to departments by Angela
January 15	Tuesday	Deadline for departments to complete updates to programs and course descriptions
January 30	Wednesday	Deadline for faculty to update degree information in Banner
February 25	Monday	Deadline for departments to return updates for Student Information, Community Education, etc.
February 27	Wednesday	Updates completed and scripted into Banner
Feb. 28-29	Thurs.-Fri.	Course description updates posted on class builder drive
February 29	Friday	Student Information, Community Education, etc. from Angela to Printing/Graphics
March 3-13	Mon.-Thurs.	Xs to Student Information, Community Education, staff lists, etc.
March 10	Monday	Select photographs
March 14	Friday	H/R deadline to complete updates to faculty credentials

March 17	Monday	Melanie submits programs to Printing/Graphics Course descriptions extract from Banner Photographic scans ready
March 18	Tuesday	Instructional staff lists extracted from Banner
March 24	Monday	Proof sheets from Printing/Graphics to Angela
April 1	Tuesday	Page proofs - 9 a.m.-12 p.m., CEN 407 Distributed Learning proofs 1-3 p.m., Angela's office
April 3	Thursday	Whole catalog to Printing/Graphics for final CX; index; page #'s Angela places photos Cover to Angela from Marketing and Public Relations
April 10	Thursday	To printer for Sherpa
April 17	Thursday	Printer shows Sherpa/press check cover
May 5	Monday	Catalogs available on campus (print and web versions) Send email to departments re catalog availability