

CATALOG GUIDELINES

Approved by the Catalog Committee 10/25/21

1) Non-Curricular Changes to the College Catalog

o What is the process to make non-curricular changes to the catalog? Who decides?

Examples: Adding or Removing pages (C-ID, Equivalencies pages, Academic Calendar/Important Dates and Deadlines pages)

- Non-curricular change requests will go through the Catalog Committee. Catalog Committee will verify any removals with the Content Owner of that area (spreadsheet kept by Curriculum Specialist). If a Content Owner or other group wants to add a page or make structural changes to their section or any section of the catalog, the Content Owner/other group will request to do so via the Catalog Committee.
 - By going through the Catalog Committee, changes become part of the Catalog's cyclical review.
 - Documentation of changes are important for historical records, for educating staff of changes, and for reducing any unintended consequences of changes.
- Errors will continue to be taken care of as needed via the addendum.
- All approved changes will be included in the Catalog Committee's Agendas and Minutes, maintained by the Curriculum Specialist.

2) Addendum: Catalog Change Log

o What items can/should be changed after publication? Who decides?

- Any corrections/additions that benefit students and eliminate the need for petitions (if changes are of no benefit to students or will not create a compliance issue, the change can wait to be included in the next year's catalog)
- GE approvals
- CSU/UC Approvals
- Late Course/Program Approvals
- Errors/Corrections
- Equivalencies

o When are changes implemented? What changes become part of current catalog vs. what becomes part of the following catalog?

- If changes are of no benefit to students or will not create a compliance issue, the change can wait to be included in the next year's catalog. If a change will benefit students or will resolve a compliance issue, it will be added to the current catalog.
- Guideline: Publish all additions by fall semester. Any issues that arises after fall will be decided on a case by case basis by the Catalog Committee.

o Naming: Addendum: Catalog Change Log vs. Change Log

- Discussion as to whether to continue including the word "Addendum" in the title of the currently titled "Addendum: Catalog Change Log."
- Decision to use the title: "Catalog Change Log (Addendum)" for the 2022-23 catalog at which point the Catalog Committee can reevaluate the title for the 2023-24 catalog.