INFORMATION FLOW CHART

	Responsibility	Author*	Date	Editor*	Producer*	Distribute To
Student Handbook	Comm, Mktg & PR	Vice Chancellor for Student Affairs (VCSA)	See Operational Guidelines (OPG)	VCSA	Comm, Mktg & PR	College Community
Lab Fees	Vice Chancellor for Academic Affairs (VCAA)	Curriculum Process	OPG	Director of Curriculum and Program Development (CPD)	CPD	College Community
Master Course Inventory	VCAA	Curriculum Process	OPG	CPD	CPD	Executive Deans /Academic Deans/Catalog
Master Syllabus File	VCAA	Faculty	OPG	Academic Deans	CPD	College Community
Master Program File	VCAA	Division	OPG	CPD	CPD	Registrar/ Academic Deans /Catalog Committee
Catalog	VCAA	Unit Heads & Catalog Committee	OPG	Catalog Editorial Team	Comm, Mktg & PR/ CPD	College Community and Larger Community
Homepage	Comm, Mktg & PR	College Community	ongoing	Comm, Mktg &PR	Office of Information Technology	College Community and Larger Community
Program Brochures	Comm, Mktg & PR	Faculty/Master Program File	ongoing	Comm, Mktg &PR Academic Deans	Comm, Mktg & PR	College Community
Division Booklets -- View Book	Comm, Mktg & PR	Faculty/Master Program File/ Enrollment Services/Unit Heads	ongoing	Comm, Mktg &PR/Academic Deans	Comm, Mktg & PR	College Community
Media Information	Comm, Mktg & PR	College Community	ongoing	Executive Deans/ Vice Chancellors/ Comm,Mktg&PR	Comm, Mktg & PR	Larger Community
Non-credit/ Continuing Education & Professional Development Brochures	Comm, Mktg & PR	Workforce Development	ongoing	Comm,Mktg&PR/ Executive Deans/ Vice Chancellor for Workforce Development	Comm, Mktg & PR	Larger Community
Workforce Development Brochures	Comm, Mktg & PR	Workforce Development	ongoing	Comm,Mktg&PR/ Vice Chancellor for Workforce Development	Comm, Mktg & PR	Larger Community

*Authors provide facts or information; editors, with a broad view of operations, coordinate, organize, and approve materials from several authors; producers have the expertise in presenting the material in the appropriate format.