

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CHARTER: COMMITTEE ON COLLEGE CATALOG</b>
<b>EFFECTIVE DATE:</b>	<b>July 25, 1995*</b> <i>(*Title Updates 2/27/15; 6/7/12; 2/4/09)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Academic Affairs (AA)

**CHARTER**

**FUNCTION**

The Committee on *College Catalog* serves to advise the Editor(s) of the *College Catalog* for the academic year in which it is appointed. It assures that all approved changes in curriculum, academic standards, policies and procedures affecting students are reflected in the *College Catalog*. The Committee receives and makes recommendations regarding format and style.

**MEMBERSHIP**

The Committee on *College Catalog* is appointed by the Chancellor on the recommendation of the Vice Chancellor for Academic Affairs and will be composed of a cross-section of campus and site representatives. The Vice Chancellor for Academic Affairs, College-wide Director of Admissions and Enrollment Services, College Registrar, Director of Accounts Receivable, Assistant Director of Public Relations and Marketing, Executive Director of Curriculum and Program Development, and the *Acalog* (Online Catalog) Liaisons will serve as ex officio members.

**TERMS OF OFFICE**

Each member will serve for three consecutive years; appointments will be staggered. The Committee Chair is a faculty member appointed by the Vice Chancellor for Academic Affairs.

**MEETINGS**

The Vice Chancellor for Academic Affairs will call the initial meeting within one month of appointment of the new Committee. Subsequent meetings will be called by the Chair as required to accomplish the responsibilities of the Committee.

**REPORTS**

The Committee on *College Catalog* will make any extraordinary recommendations to the Vice Chancellor for Academic Affairs and will work with the Editor(s) of the *College Catalog* in updating yearly information. The Chair of the Committee will prepare and submit the required [reports](#) to the Vice Chancellor for Academic Affairs as published in the yearly *Operational Guidelines* documenting the progress of the committee, with copies to the committee members.

*Review Process:*

Deans' Council 7/11/95

Executive Council 7/25/95

Title Update Approval - Vice Chancellor for Academic Affairs 2/4/09

Title Update Approval - Vice Chancellor for Academic Affairs 6/7/12

Title Update Approval - Vice Chancellor for Academic Affairs 2/27/15

*Distribution:*

Distributed Electronically Via the College's Intranet.

*Attachments:*

[Catalog Change Submission Form](#)

[Committee Standard Forms:](#)

[Committee Initial Report \(Form A\)](#)

[Committee Recommendation Form \(Form B\)](#)

[Committee Attendance Report \(Form C\)](#)

[Committee Final Report \(Form D\)](#)