

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON COLLEGE CATALOG
EFFECTIVE DATE:	April 8, 2021* <i>(*Title/Procedural Update 4/8/21; Title Updates; 2/27/15; 6/7/12; 2/4/09; Original 7/25/95)</i>
CANCELLATION:	none
CATEGORY:	Academic Affairs (AA)

CHARTER

Function

The Committee on *College Catalog* serves to advise the *College Catalog* Editorial Team 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, to include reviewing the software programs used for publishing the College Catalog. The Catalog Committee ensures that archived print and electronic copies of the catalog remain available for review by former students and the general public. The Catalog Committee designates the College Library as the responsible entity at the College for ensuring access to print and electronic catalogs is maintained within the College archives.

Membership

The Committee on *College Catalog* is appointed by the Chancellor on the recommendation of the Vice Chancellor for Academic and Student Affairs and will be composed of a cross-section of campus and site representatives. The Vice Chancellor for Academic and Student Affairs, Director of Enrollment Management, College Registrar, Director of Accounts Receivable, Director of Communications and Marketing, Executive Director of Curriculum and Program Development, and the *Acalog* (Online Catalog) Editorial Team 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 and Student Affairs.

Meetings

The Vice Chancellor for Academic and Student 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 and Student Affairs and will work with the *College Catalog* Editorial Team in updating yearly information. The Chair of the Committee will prepare and submit the required [reports](#) to the Vice Chancellor for Academic and Student 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

Title/Procedural Update Approval - Vice Chancellor for Academic and Student Affairs 4/8/21

Distribution:

Distributed via the College's website.

Attachments:

[Catalog Change Submission Form](#)

[Committee Standard Forms](#)