INFORMATION FLOW CHART

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