

INFORMATION FLOW CHART

	Responsibility	Author*	Date	Editor*	Producer*	Distribute To
Student Handbook	Comm, Mktg & PR	Vice Chancellor for Academic & Student Affairs (VCASA)	See Operational Guidelines (OPG)	VCASA	Comm, Mktg & PR	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 & 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 Division 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/Division 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 & Institutional Advancement	Comm, Mktg & PR	Larger Community
Workforce Development Brochures	Comm, Mktg & PR	Workforce Development	ongoing	Comm,Mktg&PR/ Vice Chancellor for Workforce & Institutional Advancement	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.