

INFORMATION FLOW CHART

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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	Director of Curriculum and Program Development (CPD)	CPD	College Community
Master Course Inventory	VCASA	Curriculum Process	OPG	CPD	CPD	Executive Deans /Academic Deans/Catalog
Master Syllabus File	VCASA	Faculty	OPG	Academic Deans	CPD	College Community
Master Program File	VCASA	Division	OPG	CPD	CPD	Registrar/ Academic Deans /Catalog Committee
Catalog	VCASA	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

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