

**Eastern West Virginia Community and Technical College  
REGULATION NO. – A.R. 3.20**

**TITLE: CATALOG DEVELOPMENT AND PRODUCTION REGULATON**

**DEFINITION:** The Catalog Development and Production Regulation defines the process to develop, change and publish the academic catalog each year. The regulation identifies tasks with responsible offices and the production timeline to assure efficient and effective processes. The regulation review points to address changing institutional parameters and student needs. The final decision regarding acceptability of proposed catalog is made by the Dean of Teaching and Learning upon recommendation of the Curriculum Committee, Learner Outcomes Team (LOT), Division Chairs and President's Cabinet.

**EFFECTIVE DATE:** August 28, 2019

**SUMMARY OF PROCESS:**

The Dean of Teaching and Learning initiates the catalog development process by announcing time lines and circulating a hard copy to the Dean of Student Access and Success, Dean of Community Engagement and Partnerships, and Dean of Teaching and Learning. Submission of catalog changes are made by the Cabinet members for each department.

Academic Regulation (A.R. 3.7) Curriculum Design and Recommendations provides the process and the level of approval required. All catalog changes to the academic portions of the catalog must be approved through the Curriculum Committee and Learner Outcomes Team (LOT).

Throughout the year these are compiled from the LOT meetings. The last month that changes can be submitted to LOT is the November meeting.

Changes by other departments may be submitted at any time throughout the year to the Dean of Teaching and Learning but no changes are implemented until fall semester.

Final authorization for catalog changes rests with the President.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Date

Approved by LOT: 8/5/219  
Approved by President's Cabinet: 8/13/19  
Posted for 14 day public comment: 8/13/19  
Reviewed by the Board of Governors: 8/28/19

**APPENDIX A  
PRODUCTION SCHEDULE:**

DATE	TASK	PERSON RESPONSIBLE	COMMENTS
October	Distribution of Timeline and Word document of current catalog	Dean of Teaching & Learning or designee Academic Services Coordinator	A hard copy of the catalog is circulated in October to Dean of Student Access and Success, Learner Support Services staff, Workforce and Business Office for review of their sections and updating. All changes are submitted to the Dean of Teaching and Learning.
November	Final LOT meeting for approval of any changes to be incorporated in next catalog.	Dean of Teaching & Learning	
December	Updates to WORD document	The Dean of Teaching and Learning or designee Academic Services Coordinator	Begin integrating the changes into a WORD document in December. The first draft and working copy are submitted to marketing February 1.
February 1	Copy due to 25th Hour in Word Doc form	Dean of Teaching & Learning	All changes should be incorporated when document is submitted. No additional changes will be accepted from any department.
February 25	Finalize design, Proof to Eastern	25 <sup>th</sup> Hour	Design should be reviewed and approved by the Cabinet members.
March 1	Print quotes submitted PO Submitted to Business Office	25 <sup>th</sup> Hour Dean of Teaching & Learning	
March 6	Edited proof back to 25th Hour	Dean of Teaching & Learning	All divisions should review the edited proof to verify correct changes were made.
March 14	Final proof to Eastern	25 <sup>th</sup> Hour	
March 20	Final edited proof to 25th Hour	Dean of Teaching & Learning	
March 23	Catalog to printer <b>Catalog posted to website</b>	25 <sup>th</sup> Hour Webmaster	
April 1	Available to students prior to the start of registration for fall/summer. <b>Print and bound catalog delivered to Eastern</b>	Learner Support Services Academic Services Coordinator	Distributes to new students at One-Stop Orientation  Distributes to full time on-campus faculty and Cabinet

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