Task	2024	Deadline 2025	Deadline 2026	Assigned To/Sent Out By	Status	Notes
Set up timeline and workflow				Jess, Karly, Sue, Tom	In progress	
Create Google Doc draft of all non-curriculum content	3/20/24	4/16/25		Tony	Done	
Email draft Google Doc to department leaders with deadlines, dept. leaders to assign roles within their teams as appropriate		was: 4/17/25, now is 4/23/25		Tony will send to: Karly or Jess for SS; Sara Wade for IS; Courtney Salidvar, Danny Saldivar; Tiffany for executive services and cafe; Greg Price; Nancey for CCP	*Had to get time with both Susan Lewis and Sara Wade prior to sending*	
Design, cover, master pages set up				Tony	In progress	Not completely submitted as of 5/6/25
Course descriptions, degrees & certificates + degree maps		4/23		Susan	*Mostly done*	Waiting on Jess and Cat for their last section
Department content reviewed, finalized, submitted (Sara, Jess's content, primarily)		5/9		Department leaders coordinate to ensure that deadlines are met as agreed	*On track*	
Layout of Susan's content sent		5/14		Tony to Susan Lewis	*Updated deadline from 5/9 to 5/14 due to mktg team workload*	
Layout of row 7 put together and sent to Department leads (Sara, Jess content)		5/16		Department leaders coordinate with their teams to ensure deadlines are being met and then submit to Tony on the schedule as agreed	*Deadline may need to be adjusted. Tony will update by 5/14*	
Send proof to all content reviewers via POC		5/20		Tony to POCs		
Full document edit session		week of 5/23		Tony & Susan Lewis		
Final version edited				Tony		
Final draft approved				Tom, Tony, Sue, Jess, Susan		
Sent to printer/posted online	7/11	6/15/2025*	5/15	Tom/Tony	*On track for 6/15 finish*	
Printed catalog available				Bohn's Printing - qty 25		
Email to a listserv (Cat Graham)				Student Services		

Course maps from Susan MUST be done by 5/15/25

*Catalog impacting meetings still occur in April
*edit came through from S Lewis week of 6/23 causing a delay
Family emergency for Tony caused him to be out all week