SANTA ANA COLLEGE

2013 – 2014 CATALOG TIMELINES

1/3/2013 Provide program changes to the Graphic Communications office.

1/31/2013 Input completed into Datatel – Files sent to publications for typesetting.

2/3/2013 Datatel files extract courses by the Graphic Communications.

2/12/2013 The Graphic Communications will send the Curriculum Office the "Course" portion for proof.

2/26/2013 The Curriculum Office returns the "Course" portion to the Graphic Communications.

3/11/2013 The Graphic Communications will provide **1st proof** to the Curriculum Office to distribute to the Deans.

3/12/2013 The Curriculum Office distributes **1st proof** to Deans.

3/11/2013 Board Approval of CIC agenda items.

3/27 – 29/2013 SPRING BREAK

4/1/2013 Deans return **1st proof** to the Curriculum Office.
     (Major corrections must be made at this time)

4/3/2013 Return the **1st proof** back to the Graphic Communications.

4/9/2013 Print or Bindery Specifications to the Purchasing for quotation to vendors if required.

4/15/2013 The Graphic Communications return **2nd proof** to the Curriculum Office.

4/16/2013 The Curriculum Office notifies the deans to review **2nd proof** in Instructional Services.
     (Minor "typo" corrections only)

4/29/2013 Deans return **2nd proof** to the Curriculum Office.

5/20 /2013 The Curriculum Office gives the Graphic Communications **2nd proof – Final.**

5/21-24/2013 Desktop publishers prepare electronic files for web upload.

5/30/2013 Final files to print (in-house or outside vendor to be determined).

6/3-4/2013 The Graphic Communications provides the printer's proof to the Curriculum Office.

6/13/2013 The Curriculum Office returns the printer's proof to the Graphic Communications by noon.

06/28/2013 Outside Production: Catalogs will deliver to SAC for distribution.