

**CONTRA COSTA COLLEGE**  
**CATALOG & SCHEDULE COMMITTEE MEETING - Draft**

Purpose: Coordinate, Plan, and Develop the Catalog/Schedule for Publication

Location: AA-216

Date: Tuesday, September 24, 2013

Time: 3:00-4:30 pm

Members: Shondra West (Chair), Michele Jackson (Co-Chair), Tim Gleason (Media Design Specialist), James Eyestone (Technology Support), Cathryn Fites (Director of Admissions & Records), Kenyetta Tribble (Matriculation Coordinator), Carla Matute (Couns./Assessment Coordinator), Robert Webster (Couns.), Al Zuniga (Couns.), Vacant (ASU Student Representative)

CONSENT AGENDA	PURPOSE	Responsible Staff
<ul style="list-style-type: none"> <li>• Approve Agenda</li> </ul>	D, C	
<ul style="list-style-type: none"> <li>• Approve Minutes (date: 7/23/13)</li> </ul>	D, C	
<ul style="list-style-type: none"> <li>• Spring 14 Schedule:               <ul style="list-style-type: none"> <li>○ Review the revised catalog/schedule production timeline</li> <li>○ Discuss the production of the Sp'14 process (1<sup>st</sup> / 2<sup>nd</sup> draft)</li> <li>○ Discuss the schedule design</li> </ul> </li> </ul>	D, C	Shondra, Michele, and Tim
<ul style="list-style-type: none"> <li>• Catalog 2014-15               <ul style="list-style-type: none"> <li>○ Collect new catalog corrections for the 13-14 addendum</li> <li>○ Review and discuss the catalog changes</li> <li>○ Discuss the 13-14 addendum developments</li> <li>○ Discuss the Catalog design</li> </ul> </li> </ul>	D, C	Committee
<ul style="list-style-type: none"> <li>• Resource Guide developments</li> </ul>	D	Tim
<ul style="list-style-type: none"> <li>• Announcements/Open Discussion:</li> </ul>	D	Everybody
<ul style="list-style-type: none"> <li>• Presentations from Public:               <ul style="list-style-type: none"> <li>○ <i>Open</i></li> </ul> </li> </ul>		None

D = Discussion    C = Consensus    I = Information Only