

Title: The Catalog Committee

Effective Date: January 8, 2015

Date of Last Revision: January 10, 2019

Review Date: November 16, 2018

Cancellation: N/A

Office: Instructional Services

The Catalog Committee

Policy

This Charter policy establishes the authority, scope, responsibility, and composition of the Catalog Committee of South Louisiana Community College (SLCC).

The College Catalog Committee is chartered and established to compile and produce a College Catalog for publication each year. This Committee serves as the Editorial Board and Advisory Group for each version of the College Catalog production. It assures that all required content and approved changes in curriculum, academic standards, policies and procedures affecting students are accurately included in the College Catalog. Working with the Curriculum Committee is the Academic Standards Committee, the Office of Academic Affairs, the Registrar's Office, Accreditation Liaison, and Office of Student Services. The Committee is responsible for ensuring that the new catalog is ready for publication in the summer semester before the academic year. The Committee retains an ongoing responsibility to ensure that accurate, updated information is continually applied with appropriate notations within the current web based electronic catalog during each cycle.

The Committee is directed to engage/collaborate with the Director of Communication and Marketing, who is solely responsible for publishing the College Catalog in relation to College format, style compatibility and consistent branding matters. The Committee participates in the review of promotional materials and other advisory documents derived from the catalog contents ensuring accuracy and compliance with appropriate standards or requirements.

Specifically, the Catalog Committee will:

1. Receive revisions of academic policies and procedures, student services policies and procedures, curriculum and programmatic changes for inclusion in the catalog ensuring accuracy and compliance requirements are satisfied.

2. Meet when needed and provide timely minutes of each meeting in common college format, detailing each resolution of the committee. The approved minutes will be published by the Office of Academic Affairs. The Chairperson is additionally required to provide a yearly review of committee activities to the Chief Academic and Student Affairs Officer(s), which will also be published.
3. Engage in providing feedback in relation to Catalog production and materials referred to the committee by the Chief Academic and Student Affairs Officer(s) for special comment.
4. Engage in the evaluation of its processes and of the performances of its personnel.

Membership and Selection

The Catalog committee will be chaired by a member of the faculty, appointed by the Chief Academic and Student Affairs Officer(s), and the body of the committee will be composed of the following standing members; the College; Registrar, the SASC-COC liaison officer, and an Office of Academic Affairs representative. The body of the committee will be a cross-section of faculty and staff selected as following: Two faculty representatives from each College Division and two representatives from Student Services. The Chief Academic and Student Affairs Officer(s), or designees, will additionally serve as ex-officio members.

Those selected will serve three-year terms, and the terms within division faculty will be staggered. Quorum is defined as 50% plus one of faculty/standing members being present to conduct business. Ex-officio members retain the right to vote but are not to be counted in the quorum.

Meetings and Minutes

Additional meetings may also be called by the Chair, as required, to ensure catalog processing matters are addressed promptly.

Minutes of meetings will be prepared by a faculty member of the committee (the recorder) and after appropriate committee approvals, the final minutes and supporting documents will be submitted to the Office of Academic Affairs for further processing.

Reports

The Chair of the Committee will prepare and submit a yearly report of the activities of the Catalog Committee, with copies to the committee member and a copy supplied to the Office of Academic Affairs for broader College publication.

This Committee retains the responsibility to make recommendations to the Chief Academic and Student Affairs Officer(s) to ensure that the publication of the College and publications derived from it, are accurate, updated and published on time.

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	<i>Committee for Institutional Policy Review</i>	<i>11.16.18</i>	<i>11.16.18</i>	<i>1.10.19</i>
	<i>Executive Committee</i>	<i>Initial:</i> <i>1.8.2015</i> <i>Revised:</i> <i>1.10.19</i>	<i>Initial:</i> <i>1.8.2015</i> <i>Revised:</i> <i>1.10.19</i>	<i>Initial:</i> <i>1.8.2015</i> <i>Revised:</i> <i>1.10.19</i>

Chancellor's Signature/Approval

SIGNATURE: 

DATE: 1/10/2019

Natalie J Harder, Ph.D.
Chancellor

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder,
copy to Chair of Committee of Institutional Policy Review