

ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish the method and schedule for the preparation, production and publication of the annual College Catalog at Florida State College at Jacksonville (FSCJ/College).

Procedure

- A. Responsibility for Catalog Preparation and Production: Curriculum Services and the Marketing and Communications departments have overall responsibility for ensuring that the catalog is planned, prepared, and published in the most efficient and cost effective manner available consistent with the College's resources and capabilities, and in consideration of available technology and the costs of preparation.
- B. Publication Component: Curriculum Services and the Marketing and Communication departments are responsible for the publication component of the catalogs. Curriculum Services will prepare an annual publication schedule or timeline and will share that schedule with the relevant departmental leadership and other staff, as appropriate.
 1. The publication schedule will include the following items:
 - a. Notification to all appropriate departmental leadership and staff regarding the publication schedule and administrative assignments for review, modification and verification of accuracy for assigned sections of the catalog; and
 - b. Publication of the catalog to the appropriate areas of the College's web domains.
 2. The assigned administrator is responsible for the accuracy and verification of all catalog information in the assigned section.
 3. Catalog statements that reference Board Rule(s) and administrative procedure(s) should be easily understood and should accurately paraphrase the rules and procedures. **In the event of a discrepancy, the Board Rule(s) or administrative procedure(s) is the official document of record.**
 4. Updating of all curricula or course and program information for the catalog is the responsibility of the Curriculum Services department. The source materials for the updates are the curriculum proposals, which are completed via the College's approved curriculum process.
 - a. Courses are removed from the curriculum section of the catalog according to established (5) five-year purge procedures.
 - b. The appropriate deans and program managers will examine their respective programs of study and advise the Curriculum Services department of apparent errors or desired modifications to non-official program descriptions.

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- c. After the publication of the catalog, the Curriculum Services department will work on a case-by-case basis with faculty and academic administrators who request mid-year edits to the college catalog pages of their respective educational programs. To maintain the integrity of the curricular and academic content of the published catalog, faculty and academic administrators will be asked to minimize such requests to the greatest extent possible while following the established Curriculum Committee annual calendar for curriculum proposal submissions.

5. Updating of non-curricular and non-academic content for the College catalog is the responsibility of the Student Services department. The source materials for the updates will come from the appropriate divisions within Student Services and will reflect the most recent APMs and/or College Policies. Curriculum Services will assure that updates are collected from the appropriate Student Services leaders and that those updates are reflected in the final publication.

REFERENCES: F.S. 1001.64, 1001.65, 1007.24, SBE 6A-10.0331

Adopted Date: November 2, 1987

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