

2026/2027 Catalog Review Process

Campus Catalog Review



- **Campuswide Catalog Review:** Each January, the current catalog is distributed campuswide to prepare departments and stakeholders for the upcoming review cycle. This process ensures all areas are ready to provide updates and verify the accuracy of program details, course information, policies, and institutional content.
- **Campuswide Catalog Review #2 and #3:** Once the draft of the upcoming catalog is ready, the campus is given two additional review opportunities to verify accuracy and ensure all updates are correctly reflected.
- **Manager and Department Review:** Managers and departments verify all sections related to their areas (program descriptions, services, operational information, and department narratives) to ensure accuracy and consistency.
- **Student Services Review:** Student Services verify that policies, procedures, and service descriptions are current and compliant with state and federal requirements.
- **Administrative Services Review:** Administrative Services reviews catalog sections to ensure operational content is accurate.
- **President's Office and Marketing Review:** The President's Office and Marketing confirm institutional statements, mission, vision, and other collegewide content for clarity, accuracy, and alignment with current publications.
- **Foundation Review:** The SBVC Foundation reviews scholarship and donor-related sections to ensure information is current and matches published opportunities.

All reviewers have the opportunity to submit corrections or updates, and changes are tracked to ensure accuracy prior to publication.

Campus Catalog Review Chart

Task:	Responsibility:	Dates:
Coordinate with Marketing for Catalog Covers:	Curriculum Analyst, Director of Marketing	December
Catalog Review (x3):	Managers, Faculty Chairs, Administrative Services, Student Services, Articulation Officer, President's Office, Foundation, and Marketing.	January, February, and March
Faculty and Administration Education Review:	Full-time Faculty, Managers, and SBCCD Chancellor's Office	January and March
Catalog Updates:	Curriculum Analyst	Continuous from January through April
Final Catalog Sign Off:	Vice Presidents of Instruction, Student Services, and Administrative Services	April
Publish Catalog:	Curriculum Analyst	April/May

Curriculum and Instruction Catalog Review



- **Curriculum Deadlines:** All course and program proposals must be approved by the Curriculum Committee by its final May meeting to be included in the next academic year's catalog (e.g., May 2025 approvals take effect Fall 2026).
- **Curriculum Approval Oversight:** Courses and programs undergo a multi-level review that includes the Faculty Chair, Articulation Officer, Division Deans, Technical Review, Curriculum Committee, and specialists such as the Curriculum Analyst, Librarian, DE Lead, and Outcomes Lead.
- **Ongoing Curriculum Review:** Curriculum Committee minutes and Board documents are shared with Curriculum Committee members, Faculty Chairs, Division Deans, Admissions & Records, Financial Aid, and Research & Planning. Each group can review to ensure accuracy throughout the approval process.
- **Articulation Processes:** The Articulation Officer processes courses from August–December, with approvals finalized by April/May.
- **Fall Schedule Development:** The Office of Instruction begins planning the next year's Fall schedule in September, with student registration beginning in April.
- **Catalog Review:** Beginning in January, the catalog undergoes three review cycles involving Managers, Faculty Chairs, Administrative Services, Student Services, the Articulation Officer, President's Office, and SBVC Marketing and Foundation to confirm accuracy of programs, courses, policies, and institutional content.
- **Educational Information Verification:** Faculty, managers, and the SBCCD Chancellor's Office review their educational information to ensure degrees, credentials, and departments in the catalog are accurate and up to date. This review supports institutional accuracy and aligns personnel information with published academic programs and services.
- **Catalog Publication:** The catalog is published in April or May after final curriculum and articulation approvals are received, ensuring accurate and approved information for the upcoming academic year.
- **Website Coordination:** After catalog publication, the Office of Instruction works with Marketing and the Guided Pathways team to update the website, including program pages, certificate and degree listings, and Guided Pathways maps, ensuring consistent alignment with the published catalog.
- **Catalog Addendums:** When curriculum or policy changes occur after publication, the Office of Instruction issues a time-stamped catalog addendum and communicates updates to campus stakeholders to maintain accuracy throughout the year.

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Curriculum and Instruction Catalog Review Chart

Task:	Responsibility:	Dates:
Curriculum Proposal Submitted:	Faculty	Varies throughout the year with a deadline of May 2025 for proposals effective Fall 2026.
Curriculum Review:	Curriculum Analyst, Faculty Chair, Articulation Officer, DE Faculty Lead, Librarian, SLO Faculty Lead, and Division Dean.	
Curriculum Technical Review:	Curriculum Committee members including DE Faculty Lead, SLO Faculty Lead, and Librarian.	
Curriculum Committee:	Curriculum Committee members including DE Faculty Lead, SLO Faculty Lead, and Librarian.	
Board of Trustees Review:	Compiled by Curriculum Coordinator. Reviewed by Faculty Chairs, Division Deans, Curriculum Committee Members, Admissions and Records, Financial Aid, and Vice President of Instruction	
Update Courses in Colleague for the Catalog and Schedule for Fall:	Curriculum Analyst, Instructional Scheduling Analysts	September
Catalog Review (x3):	Managers, Faculty Chairs, Administrative Services, Student Services, Articulation Officer, President's Office, Foundation, and Marketing.	January, February, and March
Faculty and Administration Education Review:	Full-time Faculty, Managers, and SBCCD Chancellor's Office	January and March
Catalog Updates:	Curriculum Analyst	Continuous from January through April
Final Catalog Sign Off:	Vice Presidents of Instruction, Student Services, and Administrative Services	April
Publish Catalog:	Curriculum Analyst	April/May
Website Coordination:	Curriculum Analyst, Web Developer	April – June