

From: [Sneed, Brittney](#)
To: [Fitzpatrick, Connor](#)
Subject: FW: 2018-19 Catalog Changes
Date: Thursday, December 20, 2018 9:23:49 AM
Attachments: [Catalog Responsibilities by Section.docx](#)

From: Sneed, Brittney

Sent: Tuesday, May 01, 2018 5:46 PM

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Subject: 2018-19 Catalog Changes

Good evening,

It's that time again - time to begin to work on our 2018-2019 Catalog! As you know, the [Catalog](#) is the most important publication the college produces, so it needs to be accurate and produced on time. Please let me know if you need any additional accommodations to complete this project.

We need your help to make updates, help streamline our content and assist us in making this document as user-friendly as possible for students, faculty and staff.

Please make this a high priority, and be as thorough as possible in this first-round review. We should receive the bulk of your changes in this round. Subsequent review rounds are simply to ensure that the changes you requested in this first round have been made.

General Information Instructions

I have attached a Word document with links to the online catalog and outlined are the portions you are responsible for. Note that your name may appear in multiple places, so please read it carefully.

You are the point person responsible for collecting and consolidating your department's feedback and providing it to the MCPR office for the content changes according to the timeline.

- Please take the time to review from the students' perspective and re-work the text if necessary, rather than simply providing the updates.
- Please check every website link contained in the section for which you are responsible to ensure that it works.
- Please check every phone number as well.
- Be mindful that new programs or updates to programs may not be listed in the catalog. If any programs are missing, please indicate where they should be listed on the website and the information.
- Revisions should be noted in **red** on a **hard copy** of the respective schedule pages printed out, then scanned and emailed to me (sneedb@smccd.edu) and Connor Fitzpatrick (fitzpatrickc@smccd.edu).
- If your changes are **substantial** (a paragraph or more), please provide them in **Word** and attach the Word document to the email clearly indicating what pages and sections the submitted copy is replacing.
- If there are no changes to an area for which you are responsible, please send an email indicating that a particular section was reviewed and is approved as is.

Please submit your changes to me and Connor Fitzpatrick no later than Friday, May 18 at 5 p.m. Sooner is better, if possible. Please note that no changes received after Friday, May 18 will be included in this catalog.

Please let me know if you have any questions or concerns. 😊

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