The Catalog Committee

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 biennium. 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, the Academic Standards Committee, the Office of Academic Affairs, the Registrar’s Office, Office of Institutional Effectiveness Accreditation Liaison, Office of Student Services, it assures that all required content and approved changes in curriculum, academic standards, services, policies and procedures affecting students are accurately included in the College Catalog. It is responsible for ensuring that the new catalog is ready for publication in the summer semester before the academic biannual year. The Committee retains an ongoing responsibility to ensure that accurate update information is continually applied with appropriate notations within the current web based electronic catalog during each biannual cycle.

The Committee additionally receives and or makes recommendations regarding other content and the overall format and style of the publication. The Committee is directed to engage/collaborate with the Director of Communication and Marketing in relation to College format, style compatibility and consistent branding matters. It 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. Such revisions being processed through an orderly pathway ensuring appropriate review and

2. Establish a format for the College Catalog that is representative of the College whilst ensuring all the required information is clear and easy understood. This format and future changes to a format must be approved by the Vice Chancellor of Academic Affairs. Ensure that the format adopted is used to advantage
in creating other related College documentation thereby ensuring correlation, currency and accuracy of
the materials.

3. Meet on a regular basis and provide timely minutes of each meeting in common college format, detailing
each resolution of the committee. The approved minutes will be published on the Academic Affairs
SharePoint. The Chairperson is additionally required to provide a yearly review of committee activities to
the Vice Chancellor of Academic Affairs, which will also be published on the SharePoint for broader
college review.

4. Engage in providing feedback in relation to Catalog production and materials referred to the committee
by the Vice Chancellor of Academic Affairs for specialist comment.

5. Engage in the evaluation of its own processes and of the performances of its own personnel.

Membership and Selection
The Catalog committee will be chaired by a member of faculty, appointed by the Vice Chancellor of Academic
Affairs, and the body of the committee will be composed of the following standing members; the College;
Registrar, the SASC-COC liaison officer, a Divisional Dean and a representative from a site. The body of the
committee will be a cross-section of faculty and staff selected as following: Typically one faculty representative
(and an alternate) will be selected from each College Division. Two representatives will be selected from Student
Services by the Vice Chancellor of Student Services to serve. The Vice Chancellor of Academic Affairs, the Vice
Chancellor for Student Services, or designees, will additionally serve as ex-officio members.

Faculty will be selected by each Division, typically at their last Divisional meeting in Spring semester to serve
in the new academic year that commences in Fall. Those selected will serve three year terms and the terms of
each faculty member are staggered by one year. In addition, an alternative faculty member is also selected by
each Division. Alternatives are required to attend meetings when the selected representative is unable to attend.
Typically, at the end of the appointment period, the selected alternative will replace the outgoing representative.

In summary, the Catalog committee consists of an appointed Chairperson, five (5) faculty (1 each from each
of the 5 Divisions) of the college, a site administrator, a Divisional Dean, two specialist student affairs personell,
all supported by two ex officio members. 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 quorum.

Meetings and Minutes,
The Vice Chancellor for Academic Affairs will direct the Chair to call the initial meeting within the first
month of the announcement of the new committee. At this meeting, the committee will determine, a timetable of
meetings that are subsequently published to accomplish the projected responsibilities of the Committee.
Additional meetings may also be called by the Chair as required to ensure catalog processing matters as addressed
in a timely manner and transacted.

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. Electronic versions of all the approved materials must also be submitted
to the Office of Academic Affairs for filing within the Program (Approved Program Outlines) and Course
(Approved Master Syllabi) Curricular database.

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 members and a copy supplied to the Vice Chancellor for Academic Affairs for
broader College publication.
This Committee retains the responsibility to make extraordinary recommendations to the Vice Chancellor of Academic Affairs to ensure that the publication of the College and publications derived from it, are accurate, updated and published on time.

Further, this committee, as college specialists in publishing may be instructed by the Vice Chancellor of Academic Affairs to provide specialist advice concerning publication standards or requirements when requested.

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Natalie J. Harder, Ph.D.
Chancellor