

## **Catalog Task Force Meeting**

**January 19, 2016**

Present: Paul Schlossman, Ann Simon, Wendy Grove, Nancy Traynor, Jan Swinton, Richard Cortes, Sarah McLemore and Robert Hill.

### Items Discussed—

The committee was asked to discuss the current GCC catalog for student friendliness, readability and organization.

Suggestions included:

- Showing the sequences and requirements for certificates and degrees instead of just listing them.
- Including pathways for CTE and other programs.
- Improve accuracy, especially in areas of course offerings, descriptions and policies

Ideas and solutions discussed:

Nancy Traynor indicated that there will be improvements in accuracy in the course offerings as C&I is working on a more efficient process for cleaning up outdated information such as active and inactive courses and courses no longer in the curriculum.

Sarah McLemore suggested finding ways to make sure the correct person is receiving notices for the catalog updates. Jan Swinton suggested administrative assistants in each area be cc'ed with the updates for that area.

It was also suggested that committee members could oversee designated sections to follow up on updates and responses from section authors. It would also be helpful to add new committee members that represent the areas that are updated in the catalog.

So that updates were clearly visible to interested parties (students, counselors, section authors) there could be an online supplement to the catalog with the most current updates such as changes in prerequisites and deleted courses.

Richard Cortes talked about collegesource online as a site where college catalogs are uploaded as a possibility for as a date source that is easier than pdf versions to search.

The GCC catalog is currently available online in a pdf version and a searchable flipbook version at [www.glendale.edu/publications](http://www.glendale.edu/publications) The link is also on the trackable landing page for the spring class schedule created for the college ads. It can be added to any of the other class schedule and application referencing pages and in a drop-down menu by the webmaster.

Sarah McLemore thought a spreadsheet could be created for administrative regulations and board policies to cross reference with the catalog versions to make sure they are updated properly.

There was also a discussion on whether or not the task force should be on the Governance Blue List.

Nancy Traynor indicated that preparing the next catalog for accreditation was a priority and any major changes decided by the task force would apply to future catalogs.

Robert Hill was interested in investigating colleges such as Pasadena that have online-only catalogs and what processes they used.

The next meeting date is yet to be determined.