MINUTES OF THE
2006-2008 CATALOG COMMITTEE MEETING
November 6, 2006

Members Present: Ada Adams, Lee Barrentine, Kathleen Hall, Lisa Hardy, Emily Jones, Linda Miller, Sharon Morris, Robin Sessions, and Kelly Stanford

Members Absent: Cornelia Miller (class), Maureen Morgan (class/clinicals), Bob Welling (class)

The 2006-2008 Catalog Committee met on November 6, 2006, at 1 p.m. in the Dean’s Conference Room on the Brewton Campus. The committee members were welcomed by chair, Linda Miller, who expressed her appreciation for their attendance and willingness to serve on this committee.

The first agenda item was discussion of a one- or two-year catalog. Dean Hall expressed the need for a one-year catalog in order for each catalog to be as up-to-date as possible with the upcoming 2008 SACS visit.

Folders were distributed to each committee member and the following documents were reviewed:

✓ Catalog Committee Assignments

✓ Catalog Proof Check Sheet

✓ JDCC catalog pages each individual is responsible for reviewing or assigning for review. All corrections should be made in red ink. Please do not use black ink!

✓ Alabama Department of Postsecondary Education Uniform Course Syllabi should be the first source you use to proofread any academic course descriptions as they are the most up-to-date reference.

✓ A copy of the Alabama College System Course Directory should be used for proofing any academic areas for which you do not have a Uniform Course Syllabi.

✓ The Alabama College System Course Directory pages were printed for all technical/vocational areas. Members were also advised to look at the POIs; however, the ACA course directory has been updated as each technical/vocational area was reviewed.

The following procedures for Catalog Committee members were discussed as documents in folders were reviewed:

• Distribute your assigned pages to the individual(s) or division chair in charge of the material. Individuals or division chairs may elect to review all pages themselves,
or they may distribute specific pages to the corresponding individual/instructor in each area or person responsible for the material. Members were advised of the importance of distributing the documents to the division chairs and other college personnel because as committee members our knowledge of each area is limited.

- Proofed pages with all corrections marked in red along with signed Catalog Proof Check Sheets should be returned to Catalog Committee member.

- Catalog Committee member should check to be sure all pages have been returned with changes marked in red and the Catalog Proof Check Sheets have been signed by reviewer.

- Catalog Committee member should review pages and sign off on the Catalog Proof Check Sheet. Committee members should be sure all assigned pages have been returned to them.

- Catalog pages and Catalog Proof Check Sheet(s) should be turned in to Kelly Stanford for revisions to the current catalog no later than December 1. If pages are completed earlier than this date, committee members check them off their list and turn them in to Kelly as they are received.

- Proofing of revisions for the catalog by committee members should be completed no later than January 26.

After reviewing the folder materials, the procedures for committee members to follow, and discussing these materials and procedures, the committee discussed future committee meetings. It was decided that the majority of the committee’s work would be done individually in the specified rooms set up for catalog proofing once corrections are entered by Kelly Stanford. Therefore, this committee will correspond by email and will meet individually for future committee assignments.