MINUTES OF THE
2006-2008 CATALOG COMMITTEE MEETING
October 31, 2007

Members Present: Ada Adams, Lee Barrentine, Al Bennett, Lisa Pace-Hardy, Linda Miller, Maureen Morgan, Sharon Morris, Robin Sessions, and Kelly Stanford

Members Absent: Emily Jones (payroll), Kathleen Hall, Cornelia Miller (class), Bob Welling (class).

The 2006-2008 Catalog Committee met on October 31, 2007, at 1:30 p.m. in the Multimedia Resource Center in the Leigh Library 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 2008-2009 JDCC Catalog will again be published as a one-year catalog. Curriculum changes are continuing this year at the postsecondary level on various vocational programs. After this year, the college administration and Catalog Committee will determine if the next year’s catalog will be a one-year or a two-year catalog.

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 POIs should be considered the most up-to-date reference.
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) along with all materials provided for proofing the catalog (Alabama College System Course Descriptions, Plans of Instructions, and Uniform Course Syllabi) should be turned in to Kelly Stanford for revisions to the current catalog no later than November 30. If pages are completed earlier than this date, committee members should proof them, check them off their list, and turn them in to Kelly Stanford as they are received.**

- **Proofing of revisions for the catalog by committee members should be completed no later than January 25.**

Al Bennett suggested that emails be sent out each week to remind colleagues to go by the Mail Room on the Atmore Campus or the Dean’s Conference Room on the Brewton Campus to proofread the catalog. Kelly Stanford does and will continue to send out emails to remind all employees to check the catalog for accuracy.

After reviewing the folder materials, the procedures for committee members to follow, and discussing these materials and procedures, the majority of the committee’s work will 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.