Catalog Committee Meeting Minutes: Meeting held November 4, 2009.

Present: Deborah Albritton (Committee Chair), Ada Adams, Lee Barrentine, Kathleen Hall, Sherry Hooks, and Kelly Mitchell.

Not Present: Kim Coale, Susan Mack, and Robin Sessions

Minutes: The meeting commenced at 1:30 PM in Pate 102. The committee reviewed the purpose and goals of the committee and discussed the possibility of changing the publication of the catalog from once a year to every two years. After a discussion of some of the pros and cons of each possibility, it was decided that the advantages of the yearly catalog outweighed the potential cost savings of only publishing every two years.

The committee then discussed the individual committee members’ responsibilities for delegating the reviewing and proofing of the catalog pages for the 2010-2011 JDCC Catalog. Catalog Committee Assignments were then discussed, and some adjustments were made, Assignment Procedures were distributed and reviewed.

A Deadline of January 15, 2010 was chosen for submission of Catalog Pages to Kelly Mitchell in order for the pages to be ready for review by the end of January 2010.

The meeting was adjourned at 1:50 PM.