

CENTRAL MICHIGAN UNIVERSITY
2010-11 BULLETINS TIMELINE

July-August

- Set up computer files and paper files for 10-11.
- Make corrections to 09-10 if reported and post on corrections/updates webpage.
- Browse Bulletins website and look for problems.

August

- Send 09-10 bulletins to CollegeSource.
- Make corrections in paper bulletin as reported and post to website.
- Work on curricular changes made last March/April that had August objection dates.

September

- Update dates (09-10 to 10-11) in new bulletin files.
- Work on curricular changes made last March/April that had September objection dates.
- Begin working on curricular changes made in September minutes.
- Create timelines for 10-11 publication and post to website.

October

- Work on curricular changes from minutes received.
- Request bulletin covers from PR department.

November/December

- Work on curricular changes from minutes received.

December

- Post draft Undergraduate and Graduate bulletins to website. E-mail departments with directions for review. Allow 2-3 weeks for reply.
- Post course listings to website and e-mail departments for review. Allow 3 weeks for reply.
- Work on curricular changes from minutes received.

January

- Contact Public Relations for photos for new bulletins.
- Send reminders to Human Resources, Faculty Personnel, and Development for the Faculty, Staff, and Emeriti lists, and confirm Senior Officers.
- Get updated calendar from Dorene Root.
- Get updated campus map from Public Relations.
- Send first draft of Off-Campus bulletin for review to Julie Wagester.
- Work on curricular changes from minutes received.

February

- Remind departments to review their UG sections, if necessary. Allow two weeks.
- Begin formatting pages and checking index bookmarks on pages that are done.
- Update Faculty, Staff and Emeriti lists and Senior Officers lists.
- Do a global spell check.
- Add new photos.
- Work with PR department to get bulletin covers approved.
- Work on curricular changes from minutes received.

March

- Make final download of UG course descriptions and format for paper bulletin.
- Work on curricular changes from minutes received. (Cut off for Undergraduate is anything with objection date after April 1.)
- Contact Registrar's office for Purchase Order for UG.
- Work on changes for Off-Campus Bulletin as received.
- Contact Printing Services with deadlines.
- Confirm PR delivers covers to Printing Services.
- Remind departments to review draft grad bulletin again.
- Download pages from UG bulletin to "Bulletin at a Glance" and finalize document.
- Create index for UG bulletin and update table of contents.
- Make final printout of UG bulletin to check for format errors, etc.

April

- Deliver UG bulletin and "Bulletin at a Glance" to printing services by April 1.
- Work on curricular changes from minutes received.
- Work on Off-Campus and Grad bulletins.
- Download course descriptions for Off-Campus bulletin.
- Review UG brownlines ASAP.
- Remind Off-Campus to send purchase order for bulletin.
- Continue making curricular changes to Off-Campus and Graduate paper bulletins, and to SAP.

May

- Work on curricular changes from minutes received. (Cut off for Off-Campus and Graduate Bulletins is anything with objection date in August.)
- Begin wrap-up of Grad bulletin, including downloading course descriptions.
- Ask departments and Graduate studies to review final draft posted online.
- Get purchase order from Registrar's office for Grad bulletin.
- Deliver brownline of Off-Campus Bulletins for final review (flexible deadline).
- Send Off-Campus Bulletin to Printing Services.
- Send reminder to Info Services regarding publishing website in June/July.

June

- Deliver Grad bulletin to Printing Services.
- Finish changes to website. Check broken links.
- Send Sheila the Off-Campus bulletin on CD.
- Publish online bulletins by end of June/early July.
- Make final back-ups of everything!

Begin again!