

# 2013-2014 CATALOG PREPARATION TIMELINE

Content Owner(s) and Stake Holder(s)	Sections of the Catalog	Previous Year Catalog Page(s)	1st content Review and Revision of Content on SharePoint	1st Revisions due from Content Owner(s)	Final stakeholder content revision and approval on SharePoint	Final Revisions to Registrar - from Content Owner(s)	Final Date to prepare for content approval	CONTENT APPROVAL from Signoff Authority	Signoff Authority	RELEASE TO PRINTER
<b>ACCREDITATION</b>										
<b>Content Owner(s):</b> Willie Alexander Karen Lee Murphy	<b>BC Locations Accreditation</b>	1	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
<b>MESSAGE FROM THE PRESIDENT</b>										
<b>Content Owner(s):</b> Cindy Thuma <b>Stakeholders:</b> Rick Leffel	<b>Message from the President</b>	4	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Marketing	<b>May 3, 2013</b>
<b>ACADEMIC CALENDARS</b>										
<b>Content Owner(s):</b> Willie Alexander  <b>Stakeholders:</b> Karen Lee Murphy Enrollment Services AD's and Supervisors  Susan Greive-Brown Teresa Hodge	<b>Academic Calendars</b>  Registration Dates Term I Term II Term III Weekend Calendar International Admission Deadlines Final Exam Schedule	6 - 13	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt. Provost & Sr. VP for Academic Affairs	<b>May 3, 2013</b>
<b>THE COLLEGE</b>										
<b>Content Owner(s):</b> Cindy Thuma  <b>Stakeholders:</b> Rick Leffel	<b>Vision, Mission, Core Values and Philosophy</b>  Campuses, centers and other facilities History of the College	16-23	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Marketing	<b>May 3, 2013</b>

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<b>Content Owner(s):</b> Barbara Bryan <i>Assistant: Susan Stemper</i> Mercedes Quiroga <i>Assistant: Bonnie Ladich</i> S. (Sean) Madison <i>Assistant: Carlos Lopez</i>	Sites/Buildings Section	18 - 20	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013		<b>May 3, 2013</b>
<b>Content Owner(s):</b> Denese Edsall Sonya Miller	Equal Opportunity Policy Section	22	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP, Government Policy & Reg. Affairs	<b>May 3, 2013</b>
<b>Content Owner(s):</b> President's Office	Board of Trustees	23	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Marketing	<b>May 3, 2013</b>
<b>Content Owner(s):</b> Denese Edsall Nancy Botero	State Boards, District Administration, Broward college Foundation	23	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Marketing	<b>May 3, 2013</b>
<b>ENROLLMENT SERVICES</b>										
<b>Content Owner(s):</b> Willie Alexander Stakeholders: Registrar's Team Enrollment Services AD's  Student Deans April Townsend	<b>Admissions Procedures</b>  Steps to applying, First Time in College, Re-Entry, Transfer, International (F1, M1), High School Dual Enrollment, Health Science, Bachelor, Transient, Non-Credit, Admissions Procedures Chart	26 - 37	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>

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**ENROLLMENT SERVICES (continued)**

<b>Content Owner(s):</b> Willie Alexander <b>Stakeholders:</b> Susan Greive Karen Lee Murphy	<b>International Admissions Procedures</b>  Admissions and Visa Requirements, Other Requirements	<b>38 - 41</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Willie Alexander Karen Lee Murphy	<b>Health Science Admission</b>  Admission Requirements, Selection Criteria, Number of students admitted, Notification of Admission, Criminal Background Check and Drug Screening	<b>38 - 43</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Willie Alexander Student Deans	<b>Testing, Course Placement, Advisement, Education Planning, and Registration</b>  Testing and Placement, English as a second Language, Academic Advising, Educational Planning, Registration Options, Online Registration, Additional Registration Facts	<b>47 - 53</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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**STUDENT SUPPORT SERVICES**

Stakeholders: Student Assoc Deans Enrollment Svs. Coordinators  Karen Lee Murphy April Townsend Carpenter	<b>Fees and Policies</b>  Fees, payments and refunds, Tuition Exemptions	54 - 60	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Robert Robbins Stakeholders: Hillary Fox Egan St. Michael  Sharlene Funchess	<b>Student Financial Services</b>  Office locations, Eligibility Requirements, Application Procedure, Types of Financial Assistance, Financial Aid Refund, Veterans	61 - 68	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Campus Presidents Stakeholders: Student Deans  Student Associate Deans George Masforroll Janet Sturdy	<b>Support Services</b>  Career Center, Student Counseling Services, Disability Services, Bookstores, Learning Resource Centers, 24/7 Online Tutoring, Classroom Support, Libraries, Mentor Programs	69 - 73	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Neil Cohen Student Life Coordinators Student Deans Athletics	<b>Student Activities Student Life Athletics</b>  Student Life, Student Organizations, Student Government, Tigertail Lake Recreational Center, Intercollegiate Athletics, Student Publications	<b>74 - 77</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Neil Cohen	<b>Students Rights &amp; Responsibilities</b>  Family Education Rights and Privacy Act (FERPA), Student Code of Conduct, HIV/ AIDS, Complaint Process for Non- Instructional Issues	<b>78 - 92</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
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**ACADEMICS**

<b>Content Owner(s):</b> Avis Proctor Joan Bashford Ellyn Drotzer	<b>Accelerated High School Opportunities</b>	<b>93 - 98</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	Provost & Sr. VP for Academic Affairs	<b>May 3, 2013</b>
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**ACADEMICS (continued)**

	Dual Enrollment, Early Admission, The College Academy, Career Pathways Program (formerly Tech Prep), Credit by Exam (Advanced Placement, International Baccalaureate, CLEP, And Other Standardized Tests)									
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<b>Content Owner(s):</b> Avis Proctor Joan Bashford	<b>Accelerated Learning for Adults</b>  Experiential Learning, Armed Services Educational Credits	<b>100</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	Provost & Sr. VP for Academic Affairs	<b>May 3, 2013</b>
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<b>Content Owner(s):</b> Avis Proctor David Moore  Tia Houser	<b>Special Programs</b>  The Robert "Bob" Elmore Honors Institute, Internship Education, International Education Programs, International Affiliate Programs, Army Reserve Officers Training Corps (ROTC)	<b>101 - 105</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	Provost & Sr. VP for Academic Affairs	<b>May 3, 2013</b>
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**ACADEMICS (continued)**

<p><b>Content Owner(s):</b> David Shulman  <b>Stakeholders:</b> Sharon Rifkin          Lisa Ciardulli</p>	<p><b>Online Learning Opportunities</b></p> <p>Online Degrees and courses, Blended Degrees and courses</p>	<p><b>106 - 107</b></p>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	<p>Provost &amp; Sr. VP for Academic Affairs</p>	<p><b>May 3, 2013</b></p>

<p><b>Content Owner(s):</b> Avis Proctor          Willie Alexander          Karen Lee Murphy</p>	<p><b>General Academic Information</b></p> <p>Academic Honors, Academic Load, Transcript Evaluation, Academic Standards of Progress, Cancellation of Previous Unsatisfactory Academic Record, Class Attendance Policy, Final Grades and Records, Grade Appeal Process, Applicable Catalog, Recency of Credit, Graduation Honors, Semester Credit Hour, Semester System, Grade Forgiveness Policy, Maximum Attempts Per Course, Course Pre-requisites and Co-requisites, Excess Credit Hours, Student Ombudsman, Academic Honesty</p>	<p><b>108 - 114</b></p>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	<p>Provost &amp; Sr. VP for Academic Affairs</p>	<p><b>May 3, 2013</b></p>
			<p>Associate Deans          Enrollment Services Associate Deans</p>							

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Content Owner(s): Avis Proctor Joan Bashford Campus Presidents  Academic and Health Science Deans Program Deans	<b>Academic Prgrms and Grad Requirements</b>  Academic Programs of Study, College Preparatory Program, English is a Second Language, General Education, Associate in Arts Degree, Associate in Science Degree, Associate in Applied Science Degree, Certificate/Diploma Programs	<b>117 - 144</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	VP Student Affairs & Enrollment Mgt.	<b>May 3, 2013</b>
<b>Content Owner(s):</b> Campus Presidents Stakeholders: Avis Proctor Aline Sarria  Ed Henn Debbie Papa Linda Washington  Bachelor Program AD's	<b>Bachelor Degree Programs</b>  Bachelor of Applied Science, Baccalaureate of Science Teacher Education Programs, Bachelor of Science in Nursing  Accelerated Alternative Certification Program - Educator Preparation Institute	<b>145 - 156</b>	February 25, 2013	March 15, 2013	March 22, 2013	April 5, 2013	April 17, 2013	April 24, 2013	Provost & Sr. VP for Academic Affairs	<b>May 3, 2013</b>



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<p><b>Content Owners:</b> Ellyn Drotzer/Avis Proctor  <b>Stakeholder(s):</b> Program Deans  Program AD's</p> <p>Program Managers  Gino Galli</p>	<p><b>Technical Education Programs of Study</b></p> <p>Technical Education Programs Chart,  Technical Education Programs with Program Learning Outcomes,  Technical Education Placement Rates</p>	<p>160 - 285</p>	<p>February 25, 2013</p>	<p>March 15, 2013</p>	<p>March 22, 2013</p>	<p>April 5, 2013</p>	<p>April 17, 2013</p>	<p>April 24, 2013</p>	<p>Provost &amp; Sr. VP for Academic Affairs</p>	<p><b>May 3, 2013</b></p>
<p><b>Content Owner(s):</b> Avis Proctor  Gino Galli  Joanne Renwick</p>	<p><b>Course Information</b></p> <p>Florida Statewide Course Numbering System,  Course Index, Course Descriptions</p>	<p>287 - 486</p>	<p>February 25, 2013</p>	<p>March 15, 2013</p>	<p>March 22, 2013</p>	<p>April 5, 2013</p>	<p>April 17, 2013</p>	<p>April 24, 2013</p>	<p>Provost &amp; Sr. VP for Academic Affairs</p>	<p><b>May 3, 2013</b></p>
<b>CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT</b>										
<p><b>Content Owner(s):</b> Norm Seavers  <b>Stakeholders:</b> Renee Law  Donna Merolle</p>	<p><b>Continuing Education and Workforce Dev</b></p> <p>Development, Institute for Economic Development, Center for Business and Industry, Health Science  Continuing Education and Workforce Development, RENEW, WINGS Program</p>	<p>487 - 491</p>	<p>February 25, 2013</p>	<p>March 15, 2013</p>	<p>March 22, 2013</p>	<p>April 5, 2013</p>	<p>April 17, 2013</p>	<p>April 24, 2013</p>	<p>Sr. VP for Administrative Services</p>	<p><b>May 3, 2013</b></p>

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**ADMINISTRATORS AND FACULTY**

<p><b>Content Owner(s):</b> Denese Edsall  <b>Stakeholders:</b> Personnel Relations            Nicki Anderson</p> <p>Patti Rhodes-Bajaj</p>	<p><b>Administrators and Faculty</b></p> <p>Directory of Campus Administrators, Administrators and Faculty</p>	<p>492 - 522</p>	<p>February 25, 2013</p>	<p>March 15, 2013</p>	<p>March 22, 2013</p>	<p>April 5, 2013</p>	<p>April 17, 2013</p>	<p>April 24, 2013</p>	<p>Sr. VP for Administrative Services</p>	<p><b>May 3, 2013</b></p>
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