"Catalog Committee"
12/13/23 Minutes
12:00-1:00 by Zoom

Attendees: J. Estep, N. Resch, P. Ly, J. Crocitti, J. Keller, A. Svedberg, S. Suarez,
C. Rico, N. S. Robinson

Agenda
Welcome and thank you!
J. Estep welcomed and thanked attendees.
Minutes - Handout
J. Estep presented the Minutes from the 11/18 meeting.
Next Meetings
The group discussed Spring meetings. The sentiment was to keep meetings
Wednesdays at noon by Zoom. The preference was to have meetings fall on
the fourth Wednesday of the month, when possible.
After the meeting, a survey was sent to solicit meeting time feedback and
reaffirmed the sentiment to keep meetings Wednesdays at noon by Zoom.
Based on survey feedback, the February 28 meeting was cancelled to enable
attendance at the accreditation exit meeting. The next meeting was
scheduled for March 20.
CRC from the Senate Constitution - Handout
"Catalog Committee" – Handout
J. Estep shared the draft of the committee's membership and duties.
The committee was warm towards the idea of an Administrative Co-Chair,
and reporting to CRC. Changes and comments were made directly on the
document.
Electronic Catalogs
J. Estep showed the group electronic catalogs produced by Meta at other
community colleges. The group discussed features they liked and disliked.
Catalog Consistency - Handout
We did not get to this item.
Thank you!
Questions and recommendations

Adjournment

Next meeting: Spring 24 date TBD

~~Tentatively February 28, 2024~~ March 20, 2024

September meeting dates: 9/6, 9/13, 9/20, 9/27 at noon by Zoom
October meeting dates: 10/11, ~~10/25~~ at noon by Zoom
November meeting dates: 11/8 at noon by Zoom
December meeting dates: 12/13 at noon by Zoom

Catalog Proof
Instructions