Instructional Materials Reporting Calendar

Jan 4, 2016 Department review/revise Instructional Materials spreadsheets for Apr/May/Jun quarter

Jan 11, 2016 Departmental spreadsheets with revisions due to Instructional Services

Jan 15, 2016 Send preliminary list to MBS and CTC bookstore

Jan 22, 2016 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Jan 25-29, 2016 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Jan 29, 2016 Final Report is provided to MBS Direct and campus Deans

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Apr 4, 2016 Department review/revise Instructional Materials spreadsheets for Jul/Aug/Sep quarter

Apr 11, 2016 Departmental spreadsheets with revisions due to Instructional Services

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Jul 4, 2016 Department review/revise Instructional Materials spreadsheets for Oct/Nov/Dec quarter

Jul 11, 2016 Departmental spreadsheets with revisions due to Instructional Services

Jul 15, 2016 Send preliminary list to MBS and CTC bookstore

Jul 22, 2016 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Jul 25-29, 2016 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Jul 29, 2016 Final Report is provided to MBS Direct and campus Deans

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Oct 3, 2016 Department review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter

Oct 10, 2016 Departmental spreadsheets with revisions due to Instructional Services

Oct 14, 2016 Send preliminary list to MBS and CTC bookstore

Oct 21, 2016 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Oct 24-28, 2016 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Oct 28, 2016 Final Report is provided to MBS Direct and campus Deans

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