

Instructional Materials Reporting Calendar

Jan 2, 2014 Department review/revise Instructional Materials spreadsheets for Apr/May/Jun quarter

Jan 13, 2014 Departmental spreadsheets with revisions due to Instructional Services

Jan 15, 2014 Send preliminary list to MBS and CTC bookstore

Jan 20, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Jan 20-24, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Jan 24, 2014 Final Report is provided to MBS Direct and campus Deans

Apr 1, 2014 Department review/revise Instructional Materials spreadsheets for Jul/Aug/Sep quarter

Apr 14, 2014 Departmental spreadsheets with revisions due to Instructional Services

Apr 16, 2014 Send preliminary list to MBS and CTC bookstore

Apr 21, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Apr 21-25, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Apr 25, 2014 Final Report is provided to MBS Direct and campus Deans

Jul 1, 2014 Department review/revise Instructional Materials spreadsheets for Oct/Nov/Dec quarter

Jul 14, 2014 Departmental spreadsheets with revisions due to Instructional Services

Jul 16, 2014 Send preliminary list to MBS and CTC bookstore

Jul 21, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Jul 21-25, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Jul 25, 2014 Final Report is provided to MBS Direct and campus Deans

Oct 1, 2014 Department review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter

Oct 13, 2014 Departmental spreadsheets with revisions due to Instructional Services

Oct 15, 2014 Send preliminary list to MBS and CTC bookstore

Oct 20, 2014 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Oct 20-24, 2014 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Oct 24, 2014 Final Report is provided to MBS Direct and campus Deans

Jan 2, 2015 Department review/revise Instructional Materials spreadsheets for Apr/May/June quarter

Jan 12, 2015 Departmental spreadsheets with revisions due to Instructional Services

Jan 14, 2015 Send preliminary list to MBS and CTC bookstore

Jan 19, 2015 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Jan 19-23, 2015 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Jan 23, 2015 Final Report is provided to MBS Direct and campus Deans

Apr 1, 2015 Department review/revise Instructional Materials spreadsheets for Jul/Aug/Sep quarter

Apr 13, 2015 Departmental spreadsheets with revisions due to Instructional Services

Apr 15, 2015 Send preliminary list to MBS and CTC bookstore

Apr 20, 2015 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Apr 20-24, 2015 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

Apr 24, 2015 Final Report is provided to MBS Direct and campus Deans

Jul 1, 2015 Department review/revise Instructional Materials spreadsheets for Oct/Nov/Dec quarter

Jul 13, 2015 Departmental spreadsheets with revisions due to Instructional Services

Jul 15, 2015 Send preliminary list to MBS and CTC bookstore

Jul 20, 2015 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Jul 20-24, 2015 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

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Oct 1, 2015 Department review/revise Instructional Materials spreadsheets for Jan/Feb/Mar quarter

Oct 12, 2015 Departmental spreadsheets with revisions due to Instructional Services

Oct 14, 2015 Send preliminary list to MBS and CTC bookstore

Oct 19, 2015 Instructional Materials issues identified by bookstore and MBS direct sent to Instructional Departments for resolution

Oct 19-23, 2015 Instructional Services compiles the departmental spreadsheets, send reports as required, and update the web page

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