

## Sample VPI Email to Initiate Annual Catalog Update

**From:** [Corey Marvin](#)  
**To:** [Jessica Kawelmacher](#); [Heather Ostash](#); [Christine Small](#); [Kathryn Bachman](#); [Melissa Gross](#); [Sarah King](#); [Laci Beyes](#); [Jaime McClure](#); [Elena Guzman](#)  
**Cc:** [Steven Bowman](#); [Matthew Mann](#)  
**Subject:** 2024-2025 Cerro Coso Community College Catalog  
**Date:** Tuesday, January 30, 2024 2:28:00 PM  
**Attachments:** [image001.png](#)  
[2023-2024-catalog-addendum.pdf](#)  
[2023-2024\\_catalog.pdf](#)

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Hello, everyone,

It is that time of the year to begin working on next year's catalog. As usual, we target the **April** board meeting for approval, which means the fully formatted, proofread, and finalized document must be in BoardDocs by early March—this year, by **March 8**. If at all possible, we'd like your emendations—corrections, additions, deletions, updates—as early as Friday, February 23.

In general, the following people have the best knowledge in the areas indicated. If you think someone in your area is better suited, by all means delegate as appropriate. Please review areas from the current catalog (attached) and addendum (if applicable, also attached) and let us know what updates are needed or desired. You can do this in the body of an email or by attachment or through whatever method works for you.

- About the College: Corey
- Admissions and Registration: Jessica K
- Student Services: Heather, Christine, and Katie
- General Education: Corey, Missy, and Sarah
- Programs of Study and Course Descriptions: Corey, Missy, Elena, and Jaime
- Administration and Faculty: Laci

The instruction office specialists will again be the point of contact for all changes this year (it's been Sylvia in the past, occasionally me). Send any and all changes to [curriculum@cerrocoso.edu](mailto:curriculum@cerrocoso.edu) unless you hear otherwise. The ladies will work with Steve Bowman to assemble the catalog. My intention is to send out periodic drafts to this group for review, especially as we get closer to the deadline. Thank you in advance for your work on this important project, especially as this will largely be **our accreditation catalog**, referenced throughout the self-study. If you have any questions, please ask.

Thanks!  
Corey



**CERRO COSO  
COMMUNITY  
COLLEGE**

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