

UTS:HANDBOOK 2010 PRODUCTION SCHEDULE

AL: 9.7.09

7 July	Course Planning Committee
16 July	Course Accreditation Committee
26 July	Last day for faculties to amend CIS data for inclusion in final 2009 Online Handbook
2 August	Final auto-publishing of the 2009 Online Handbook
3 August	Freeze auto-publishing of the 2009 Online Handbook (weekly auto-publishing reactivated for 2010 Online Handbook on: CASS data only, 8 Nov; CASS and CIS data, 6 Dec)
3 August – 13 September	CIS data available to faculties for review and update for 2010 courses (Note: as at 13 September, CIS data will be published in the 2010 Handbook) (six weeks)
4 August	Course Planning Committee
5 August	Academic Board
26 August	Course Accreditation Committee
31 August	Last day for all data on new and existing courses to be entered in CASS (includes structures and availabilities, but excludes course templates held in CASS, i.e. the course progs in hdbk)
8 September	Course Planning Committee
13 September	Last day for faculties to amend CIS data for 2010 Handbook
14 September	CIS data for faculty update frozen
14 September – 18 October	Publications GSU to edit and check CIS data, and liaise with faculties (five weeks)
22 September	Course Planning Committee (reserve)
23 September	Academic Board
24 September	Course Accreditation Committee
5 October	Public holiday
8 October	Course Accreditation Committee
9 October	Last day for CASS to receive course templates and template data edits to existing courses to guarantee inclusion in the 2010 Handbook

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19–23 October	Production of 2010 Online Handbook (one week)
26 October	Publish 2010 Online Handbook (Note: CIS data update to 2010 Online Handbook frozen until 6 December)
1 November	Deadline for faculties to return Sign-off form (CIS/CASS data for handbook)
2 November	Download data for 2010 Print Handbook
2–22 November	Production of 2010 Print Handbook artwork (three weeks)
2–29 November	Suspension of Publications GSU CIS publication approval process (during print handbook production)
3 November	Course Planning Committee
4 November	Academic Board
8 November	CIS data update reactivated (Note: updates are <u>only guaranteed</u> to be included in 2010 Online Handbook <u>after</u> 6 December 2009)
8 November	Auto-publishing of 2010 Online handbook resumes (Note: only includes <u>amended</u> CASS data and <u>urgent</u> CIS data amendments)
19 November	Course Accreditation Committee
23 November	Print Handbook artwork to printer (am)
24–27 November	Print Handbook proof production and checking proofs and providing corrections (four days)
30 November	Publications GSU to resume normal editing, checking and publication approval processes in CIS (ongoing from this point)
30 November – 20 December	Printing of Print Handbook (three weeks)
6 December	Auto-publishing of 2010 Online Handbook resumes (including <u>all</u> CIS and CASS updates) (auto-publishing continues on a weekly basis from this point)
9 December	Academic Board
21 December	Print Handbook available
25 December – 1 January	Public holidays and UTS closed (to be confirmed)