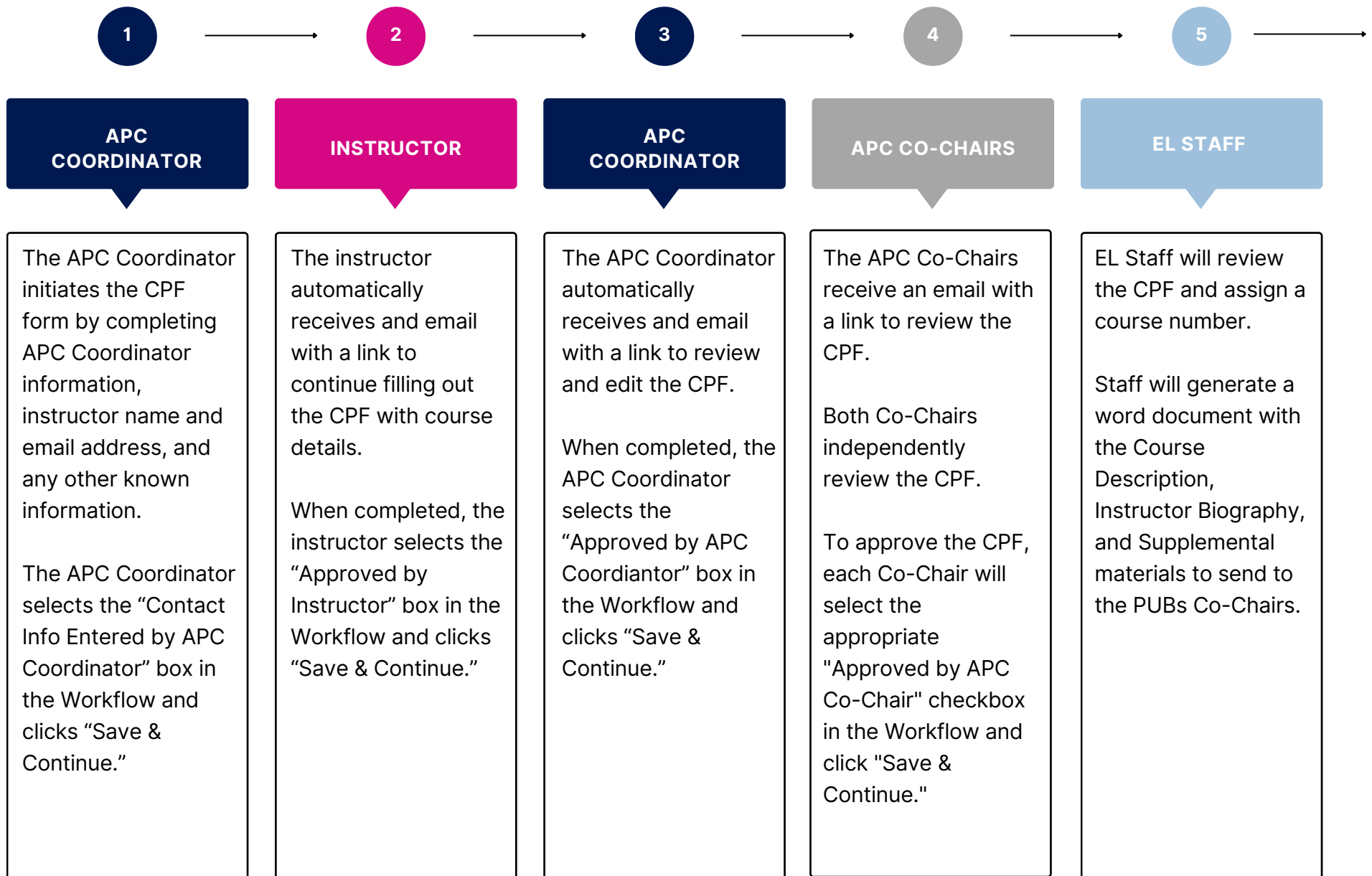
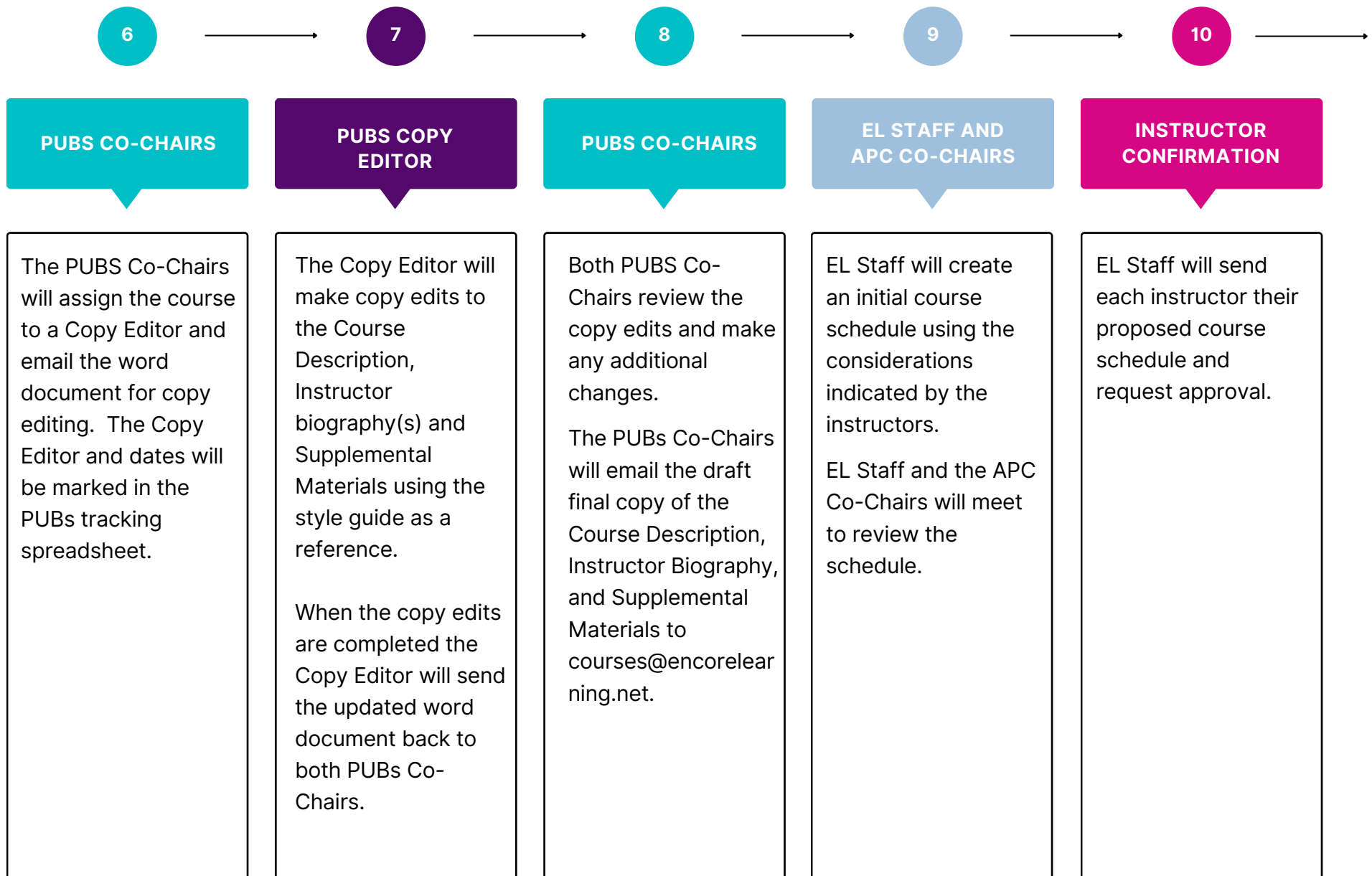


# Course Development Workflow

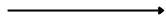


# Course Development Workflow (continued)



# Course Development Workflow (continued)

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**EL STAFF  
UPLOAD TO ASAP**

EL Staff will upload the course schedule and course description to ASAP to create the online catalog. Staff will make formatting adjustments as necessary within ASAP.

Staff will share a draft of the online catalog to with the PUBs Co-Chairs for review.

**EL STAFF AND  
PUBS CO-CHAIRS:  
FINAL ASAP EDITS**

The PUBs Co-Chairs will independently review the draft catalog and create a list of combined edits to the draft final copy.

The PUBs CO-Chairs will meet with EL Staff to review the edits and make updates in ASAP.

EL staff will generate a final draft of the catalog for review by the PUBs Co-Chairs. The PUBs Co-Chairs will email EL staff with any final corrections to the new copy.