2017-2018 General Announcements

Programs of Study Section

Edit Process: Curricular Program Listings

OVERVIEW

- **NEW THIS YEAR:** Rice is in the process of implementing CourseLeaf CAT, which is a comprehensive Catalog Management System that is designed to assist schools in maintaining the university curricular requirements and policies in an interactive format. CAT will be used to publish the 2017-2018 GA. Similar to last year, the Office of the Registrar (OTR), will facilitate the edit process to the curricular program listings for the 2017-2018 General Announcements. This process includes edits and updates made in the “Programs of Study” section of the online General Announcements.
- The VPAA’s office will continue its coordination with the relevant administrative offices and academic departments on the policy sections of the General Announcements.
- Like prior years, the edit process will remain a 3-round process, with deadlines for each round.
- Round 1 and Round 2 edits will be department-driven and approved; Round 3 (and final) edits will be approved by the Dean’s Offices.

KEY DATES

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Round 2</th>
<th>Deans Review</th>
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<tr>
<td>Review Round begins:</td>
<td>March 27</td>
<td>May 29</td>
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<tr>
<td>Edits and Approvals due to OTR:</td>
<td>April 28</td>
<td>June 16</td>
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<td>OTR inputs edits:</td>
<td>May 26</td>
<td>June 30</td>
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<td>Final Review (GPS/OTR/VPAA/UG):</td>
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<td>Online 2017-2018 GA Posted:</td>
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<td>Final 2017-2018 GA Archived in PDF:</td>
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ROUND 1

1. OTR will send a GA curricular program listing “sign-off” memo to each Department Chair or Program Director and their Department Coordinators. The memo will include a web url or link to their unique program’s GA text.
   - **Curriculum (UG & GR) requirements:** Round 1 GA program text will reflect the baseline of last year’s (2016-17) curriculum as migrated from the retired CMS (content management system).
   - **Format Enhancements:** Please note that the new CMS system (CourseLeaf CAT) has enabled some enhanced formatting, allowing for improved layout and detail of the departmental and academic program-specific detail. (See * below)

2. Each Department Chair or Program Director should review their department and academic curricular program listings and, using the sign-off memo, indicate that they have either:
   - 1) “Reviewed and approved with no changes” or
   - 2) “Reviewed and approved with the changes attached.” If there are changes to be made, the department should print off the section(s), and handwrite onto the printouts their updates or changes in red (or highlighted in some other manner).
ROUND 1 (continued)

3. Department will send sign-off memo, along with changes as applicable, to OTR via email or campus mail. **Deadline: April 28, 2017**

4. On your behalf, the OTR will make all updates to each department or program’s GA text in the system.
   - OTR will alert departments once changes have been made before the next round begins.

ROUND 2

1. Steps from Round 1 are repeated. **Deadline: June 16, 2017**
   - OTR will notify departments once changes have been made before the next round begins.

ROUND 3 (DEAN’S ROUND)

1. Steps from Round 1 & 2 repeated, but by the appropriate Dean’s office. **Deadline: July 14, 2017**

2. OTR will make the changes in the electronic GA staging area on behalf of the Dean’s Offices.
   - OTR will alert Dean’s office once changes have been made before the 2017-2018 GA goes live.

ADDITIONAL NOTES FOR ALL ROUNDS

- **Program Learning Outcomes (in Outcomes tabs):** Each curricular program (each major, minor, etc.) should have its own Program Learning Outcomes. These will be displayed prominently in each program’s **Outcomes** tab. During the edit process, departments should review and, if necessary, update their program learning outcomes. Departments are encouraged to contact the Office of Institutional Effectiveness (Caroline Pendleton, at: mailto:pendleton@rice.edu or ext. 2064) for help with updating or developing learning outcomes. Changes made to the Program Learning Outcomes should be forwarded to the OTR for update in the GA staging area. The OTR will also inform OIE that changes have been made.

- **Faculty Listing (in Department Info tab):** Changes made to the faculty contact lists should be forwarded to the OTR. The OTR will also inform and verify with the VPAA office before making those updates in the GA staging area.

- **Graduate Program Handbooks (in Faculty tab):** With the 2017-18 GA, departmental and program “Graduate Handbooks” will now be archived and accessible (via url link) within the GA. The GPS Office will continue to work with departments/programs on their Handbooks. Some of the detail from these handbooks can and should be included in the Round 1 and 2 updates returned to the OTR.

- **NEW FEATURES:** CourseLeaf CAT provides some enhanced layouts for the presentation of Department and Individual (Academic) Program information. All the existing, baseline 2016-17 GA information is there although some of it is represented differently. For more info, please visit: [https://registrar.rice.edu/facstaff/ga_edit_process](https://registrar.rice.edu/facstaff/ga_edit_process)