2018-2019 General Announcements

Programs of Study Section

Edit Process: Curricular Program Listings
As of Monday, February 12, 2018

OVERVIEW

- In Spring 2017, Rice rolled out a new, updated General Announcements content management system. The new-to-Rice software application is CourseLeaf CAT, a comprehensive Catalog Management System used by colleges and universities from around the country. The response from the Rice community has been very positive and we will continue to use CAT for the 2018-2019 GA-onward.
- The Office of the Registrar (OTR) will facilitate the edit process to the curricular program listings for the 2018-2019 General Announcements. This process includes all edits and updates made in the “Programs of Study” section of the online General Announcements.
- The VPAA’s office will coordinate 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 for department review and approval; Round 3 (and final) edits will be approved by the Dean’s Offices. More info at: https://registrar.rice.edu/facstaff/ga_edit_process
- Questions? Please contact Jessica Serna jessica.serna@rice.edu or David Tenney dtenney@rice.edu

KEY DATES

<table>
<thead>
<tr>
<th>Department &amp; Programs</th>
<th>Dean’s Offices</th>
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<tbody>
<tr>
<td>Review Round begins:</td>
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<tr>
<td>Round 1</td>
<td>Round 2</td>
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<tr>
<td>Mon., Feb 19</td>
<td>Mon., April 30</td>
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<tr>
<td>Duration:</td>
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<tr>
<td>6 weeks</td>
<td>4 weeks</td>
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<td>Edits and Approvals due to OTR:</td>
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<td>Fri., March 30</td>
<td>Fri., May 25</td>
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<td>OTR inputs all submitted edits by:</td>
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<td>Fri., April 27</td>
<td>Fri., June 22</td>
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<td>Final Review (GPS/OTR/VPAA/UG):</td>
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<td>Online 2018-2019 GA Posted:</td>
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Note: Last Day of Spring 2018 Classes is Friday, April 20th; Commencement Weekend is Friday-Saturday May 11-12th

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 to the 2018-2019 GA Staging Area Text, also available here: https://registrar.rice.edu/facstaff/ga_edit_process
2. Department Chairs and Program Directors should specifically note that when reviewing the GA pages within the GA Staging Area, there is both high-level and detail (A. & B. below) information to review.

- A.) Department (or Program) Information (general overview, high level information pages)
  - Tabs: Please review

- B.) Individual Program Information (specific and unique to each Academic Credential offered)
  - From the Undergraduate and Graduate tabs, click on each individual program.
  - Tabs: Please review

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ROUND 1 (continued)

- **C.) Curriculum (UG & GR) Requirements**: Because the GA is the official Rice curriculum, please pay particular attention to the specific detail within the **Requirements** tabs. The university’s degree audit system (Degree Works) will be updated to match that academic year-specific curriculum as documented in the GA.

3. 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 within those tabs referenced above, the department should print those page(s), and handwrite onto the printouts their updates or changes in red (or highlighted in some other manner).

4. The department should send the sign-off memo, along with changes as applicable, to the OTR via email or campus mail. **Deadline: Before and/or no later than Friday, March 30, 2018**

5. 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.

6. **PLEASE NOTE**: Please do not send edits to the course listings on the **Courses** tab. The courses listed there are pulled systematically from the Rice Course Catalog, at https://courses.rice.edu/
   - Separate and distinct from the GA Edit Process, the process and instructions on how to edit, revise, and inactivate courses within the Rice Course Catalog are on the OTR website, at: https://registrar.rice.edu/facstaff/courseprocess

ROUND 2

1. Steps from Round 1 are repeated. **Deadline: Before and/or no later than Friday, May 25, 2018**
   - 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: Monday, July 9, 2018**

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 2018-2019 GA goes live.

ADDITIONAL NOTES FOR ALL ROUNDS

- **Program Learning Outcomes (in Outcomes tabs)**: Each curricular program (each major, major concentration, minor, and certificate) should have its own Program Learning Outcomes. These are displayed 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 (David Toombs, at: mailto:david.s.toombs@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 these Program Learning Outcomes changes have been made.

- **Faculty Lists (in Faculty tab)**: Changes made to the faculty lists should be forwarded to the OTR. The OTR will collect and forward to the VPAA office. They will make those updates in the GA Staging Area.

- **Graduate Program Handbooks (in Policies tab)**: Departmental and program “Graduate Program Handbooks” are now 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.