2020-2021 General Announcements

Programs of Study Section

Edit Process: Curricular Program Listings

UPDATED and DEADLINES EXTENDED: As of Wednesday, July 15, 2020

OVERVIEW

- Rice University’s General Announcements (ga.rice.edu) is maintained in an elaborate web-based content management system, a software application named CourseLeaf CAT. CAT is a comprehensive Catalog Management System used by colleges and universities all around the country.
- As in years past, the Office of the Registrar (OTR) will facilitate the edit process to the curricular program listings for the 2020-2021 General Announcements. This process includes all edits and updates made in the “Programs of Study” section of the online General Announcements. {Essentially this means the OTR will perform all administrative edits into the CAT system on behalf of departments.}
- The VPAA’s office will coordinate with the relevant administrative offices and academic departments on the policy (“Academic Policies and Procedures”) 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 Rachel Clay (rachel.clay@rice.edu) or David Tenney (dtenney@rice.edu).
- Send Rounds 1, 2, and 3 Sign-Off Memos, and changes (as applicable), to: registrar@rice.edu or electronically submit files here: https://registrar.rice.edu/facstaff/ga_edit_process#ga_submission

KEY DATES

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<tr>
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<th>Department &amp; Programs</th>
<th>Dean’s Offices</th>
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<tbody>
<tr>
<td>Review Round begins:</td>
<td>Mon., Mar 30</td>
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<tr>
<td>Review Duration:</td>
<td>4 weeks</td>
<td>4 weeks</td>
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<td>Edits and Approvals due to OTR:</td>
<td>Fri., April 24</td>
<td>Fri., June 12</td>
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<td>OTR reviews/inputs all submitted edits by:</td>
<td>Fri., May 15</td>
<td>Fri., July 3</td>
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<td>Final Review (GPS/OTR/VPAA/UG Dean):</td>
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<td>Mon., August 3</td>
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<tr>
<td>Online 2020-2021 GA Posted:</td>
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<td>Wed., August 12</td>
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DEADLINES

ROUND 1: During the week beginning **Monday, March 30th**, the OTR will send a GA curricular program listing “sign-off” memo to each Department Chair or Program Director (and their Coordinators). The memo will include a web URL to the 2020-2021 GA Staging Area Text, also available here: https://registrar.rice.edu/facstaff/ga_preview_websites {Rice authentication required}

The department/program should sign and electronically send the sign-off memo, along with Round 1 changes as applicable, to the OTR **on or before Friday, April 24th**, the Round 1 deadline.

ROUND 2: Beginning **Monday, May 18th**, a second program “sign-off” memo will be sent and the Review and Sign-Off Steps (1, 2A, and 2B described on the next page) are repeated, with Round 2 changes electronically sent to the OTR **on or before Friday, June 12th**, the Round 2 deadline.

ROUND 3: Beginning **Wednesday, July 15th**, a final program “sign-off” memo will be sent and the Review and Sign-Off Steps (1, 2A and 2B described on the next page) by the appropriate Dean’s Office. The Dean’s Office should send any Round 3 changes to the OTR **on or before Friday, July 24th**, the Round 3 deadline.
ROUNDS 1, 2 and 3 – REVIEW AND SIGN-OFF PROCESS

1. 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:
   - “Reviewed and approved with no changes” or
   - “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). **NOTE:** Please use the existing GA text (as it appears via the staging area linked above) as the baseline documentation for all edits.

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 detailed (A. & B. below) information to review.

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

     ![Tabs](image)

   * PLEASE NOTE: Changes made to the faculty lists in the Faculty tab should be forwarded to the OTR. The OTR will collect and forward to the VPAA Office and they will make those updates in the GA Staging Area.

   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/](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 web site, at: [https://registrar.rice.edu/facstaff/courseprocess](https://registrar.rice.edu/facstaff/courseprocess)

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

     ![Tabs](image)

     1. **Program Learning Outcomes (in Outcomes tabs):** Each curricular program (each major, major concentration, minor, and certificate) should have its own Program Learning Outcomes (PLOs), displayed in each program’s Outcomes tab. During the edit process, departments should review and, if necessary, update their PLOs. For help with updating or developing PLOs, please contact the Office of Institutional Effectiveness (David Toombs, david.s.toombs@rice.edu). Changes made to the PLOs 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.

     2. **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. **NOTE:** Edits to courses (or inactivations) cannot be processed via edits to the Requirements tab, but through the Rice Course Catalog/CIM process (see above).

     3. **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 (graduate@rice.edu) will continue to work with departments/programs on their Handbooks. Some of the detail from these handbooks can and should be included in the Rounds 1 and 2 updates returned to the OTR.