2020-2021 General Announcements

Programs of Study Section
Edit Process: Curricular Program Listings

OVERVIEW
- Rice University’s General Announcements (ga.rice.edu) are maintained in a web-based software application named CourseLeaf/CAT. CAT is a comprehensive Catalog Management System used by colleges and universities all around the country; it has been used by Rice since academic year 2017-2018.
- As in years past, the Office of the Registrar (OTR) will facilitate the edits on behalf of departments within the CAT system for the 2020-2021 General Announcements. This process includes all edits and updates made to the “Programs of Study” section of the General Announcements, outlined below.
- The VPAA’s office will coordinate with the relevant administrative offices and academic departments on the policy sections (“Academic Policies and Procedures”) 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/program 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

KEY DATES and DEADLINES

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<th>Departments &amp; Programs</th>
<th>Dean’s Offices</th>
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<td>Round 1</td>
<td>Mon., Mar 2</td>
<td>Mon., June 22</td>
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<td>Round 2</td>
<td>Mon., April 20</td>
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<td>Round 3</td>
<td>Mon., May 25</td>
<td>Mon., July 13</td>
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OTR inputs all submitted edits by:

Round 1: Fri., April 17
Round 2: Fri., June 19
Round 3: Fri., July 24

Final Review (GPS/OTR/VPAA/UG Dean):

Round 1: --
Round 2: --
Round 3: Fri., July 31

2020-2021 GA Published Online:

Round 1: --
Round 2: --
Round 3: Fri., August 7

Notes: Last Day of Spring 2020 Classes is Friday, April 24th; Commencement Weekend 2020 is Friday-Saturday May 15-16th

SIGN-OFF PROCESS
The OTR will send a “sign-off” memo to each Department Chair, Program Director, and/or Dean’s Office (and their Coordinators) as appropriate to alert them that the review process has begun for that round with the relevant deadlines (also listed above). Each department/program or Dean’s Office should log into the GA staging area to review their unique curricular program listing (also found here):

https://registrar.rice.edu/facstaff/ga_preview_websites {Rice authentication required}

After reviewing all relevant GA pages (outlined below), including high-level information, general overview pages and pages unique to each academic credential offered, the department/program or Dean’s Office (Round 3) should sign and return the memo to the OTR by the stated deadline, indicating 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 below, the department should print those page(s), and handwrite onto the printouts their updates or changes in red (or clearly highlighted in some other manner).
ROUNDS 1, 2, and 3 – REVIEW PROCESS

Department Chairs, Program Directors, and Dean’s Offices should specifically note that when reviewing the GA pages within the staging area, there is both high-level and detailed information to review as follows:

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

- **Tabs:** Please review Overview, Undergraduate, Graduate, and Faculty*

*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 (in 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)
- The Codes tab contains internal descriptions used by the OTR and other offices to identify programs.

B.) Individual Program Information (specific and unique to each Academic Credential offered)

- From the Undergraduate and/or Graduate tabs referenced above, click on each individual program offered by the department
- **Tabs:** Please review Outcomes, Requirements, Policies, and Opportunities *for each program*

1. **Program Learning Outcomes** (in the Outcomes tabs): Each curricular program (each major, major concentration, minor, and certificate) has 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.

*PLEASE NOTE:*
- For help with updating or developing PLOs, please contact the Office of Institutional Effectiveness (David Toombs, at: david.s.toombs@rice.edu or ext. 2064) 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.

3. **Graduate Program Handbooks** (in the Policies tab): Departmental and program “Graduate Program Handbooks” are now archived and accessible (via URL link) within the GA. The Office of GPS will continue to work with departments/programs on their Graduate Handbooks. Some of the detail from these handbooks can and should be included in the Round 1 and 2 updates returned to the OTR.