Catalog Editing
2017 -2018

Char Hulsebus, Catalog Editor
Kara Berg, Communications Specialist
Feedback

• CIMX procedure; specific don'ts in catalog editing; wording, things we cannot/should not change etc.

• The different types of editing. Course descriptions, major & minor requirements, etc. Refresher.

• Review.

• I would like just like to hear the refresher and gain a better understanding of the system (dos and don’ts).

• I’m so new to this that anything and everything is greatly appreciated and will be new to me!
Update: 2016-17

- New design, navigation: e-catalog task force.
- Design: PUSH Branding
- Student focus: by major/program rather than college/unit
- Duplication eliminated: policy library serves as repository for university policies; catalog contains academic policies.
- Fun features. See Demo.
- Published by Feb. 1. Course editing is now open.
Catalog Basics

• One-year publication, which lists all courses, academic policies, and processes. Online, pdf.
• Published each March.
• Takes effect fall through summer terms.
• Students can graduate under current catalog or catalog of previous five terms.
  • Must cover a period of his or her enrollment.
  • Full requirements of the chosen catalog must be met.
  • Adjustments will be made in instances where courses are no longer available or where programs have been changed.
Catalog Management System

- CIM (Course Inventory Management) – courses
- CIMX (Course Inventory Management - experimental) – experimental courses
  - Courses published outside of catalog cycle
- CourseLeaf (narrative and everything other than courses)
Catalog Process Oversight

• Faculty Senate Curriculum Committee
  – Program approval
  – Policies

• Office of the Provost
  – Production

• Office of the Registrar
  – Facilitators of the catalog process
Catalog Process

• Editing (Spring – Fall)
• Approval (Fall)
  – Faculty Senate Curriculum Committee
  – Faculty Senate
  – Board of Regents, State of Iowa
• Publish (Early spring semester)
  – Effective following fall semester
• Archive (Library, pdf)
Final Approvals

• Faculty Senate Curriculum Committee
• Academic Affairs Council
• Faculty Senate
• Board of Regents, State of Iowa
Editing Deadlines

• June 1: Courses
  • Departments/colleges have earlier deadlines

• December 1: Everything else
  • Department narrative
  • Curriculum
  • Four year plans
Workflow

• Approval chain for catalog changes
• Dictated by FSCC
• Customizable
• Keep it simple
• Edit, Rollback, Approve
Workflows

• Editor
• Department
  • Cross-listed
  • Dual listed
• College

- MICRO Chair
  Email: jcunnick@iastate.edu
  Members:
    - jcunnick

- BIOL Chair
  Email: jfw@iastate.edu
  Members:
    - jfw

- AGLS Coordinator
  Email: CALScurriculum@iastate.edu
  Members:
    - cryoungs

- Registrar
  Email: cchulse@iastate.edu
  Members:
    - cchulse
    - kjberg
    - mkmcdow
Course Editing

• Change
  • Rename/renumber
  • Edit: title, prerequisite, description, etc.

• Deactivate

• Add
  • Offered experimentally
  • Required for a program
Dos and Don’ts in Course Editing

- Don’t try to create a new course using an outdated and/or existing course number.
  - Creates issues with transcripts.
  - Course needs to be properly vetted.
- Don’t use “this course will....”
- Do create concise course descriptions. Complete sentences not necessary.
- Do note whenever possible, why a course was changed. “Department Ok’d this” is not useful.
Adding Courses

• Required in a program
• X courses
  • Must have been successfully offered once. Departments and/or colleges may have additional requirements.
  • Add to CMS as “Propose New Course.” (Copy and paste from CIMX.)
Experimental Courses

- **Schedule of Classes**: after the scheduling area adds the course to ADIN, the department contact is notified and the course is requested through the process in AccessPlus.

- **Recirculated**: contact the Office of the Registrar (call or e-mail Barb Hotchkiss) or go into CIMX to send it through workflow. Current rules say that a course can be recirculated within 2 catalog years without going through workflow.

- **Catalog**: the course must be offered successfully at least once before publication. Some departments and/or colleges have additional requirements. X courses are added as “Propose New Course” during catalog editing.
Miscellaneous

• New courses
  – Must be offered experimentally.*
  – *Unless required in a program.
  – One successful offering—departments may have stronger requirements.

• Catalog cover page
  Front page of the pdf
  Replaces the requests for “cover of the catalog”

• Your questions?
Demos

• CIM
• CIMX
• CourseLeaf