Catalog Editing
2018 -2019

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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.

Editing

- Courses (Feb. – June)

- Everything else (Feb. - Dec.)
  - 4 year plans
  - Curriculum
  - Narrative
  - Department information
  - Everything that's not courses

Faculty Listing

- Provost Office staff responsibility

- Editors do not have access

- Contact: provost@iastate.edu

Catalog Management System

- https://nextcatalog.registrar.iastate.edu/courseadmin

    Course Inventory Management –courses

- https:// nextcatalog.registrar.iastate.edu/courseadminx

    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

Registrar Editing Deadlines

- **June 1: Courses**
  - Departments/colleges have earlier deadlines

- **December 1: Everything else**
  - Department narrative
  - Curriculum
  - Four year plans
  - Departments/colleges have earlier deadlines

Workflow

- Approval chain for catalog changes

- Dictated by FSCC

- Customizable

- Keep it simple

- Edit, Rollback, Approve

Workflows

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

Page Owner(s): msteelma, twstewar, lschulte
Workflow: AGLS Standard

- **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 Catalog Editing

- Don't use "this course..." in your course description.

- Don't link to outside URLs, such as department lists. URLs go away and can affect archiving.

- 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 to the Catalog

- Required in a program

- X courses
  - Must have been successfully offered once. Departments and/or colleges may have additional requirements.
  - Use Make Permanent Course option
    - https://nextcatalog.registrar.iastate.edu/courseadminx

Experimental Courses

- **Schedule of Classes:** after the scheduling staff 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 courseadminx 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. Enrollments of 18 for undergraduate courses and 8 for graduate courses is considered a successful offering.

New for 2018-19

- Move experimental courses into the catalog without retyping all the content.

- Notations "formerly known as."

- Archive and history options.

- Teaching department/editing department
  - Not necessarily administrative department
  - Controls the course description

Demos

- Courseadmin
- Courseadminx
- CourseLeaf