

IOWA STATE UNIVERSITY

Office of the Registrar



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.

Catalog Management System

- <https://nextcatalog.registrar.iastate.edu/courseadmin>
Course Inventory Management –courses
- [https:// nextcatalog.registrar.iastate.edu/courseadminx](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)

Editing

- Courses (Feb. – June)
- Everything else (Feb. - Dec.)
 - 4 year plans
 - Curriculum
 - Narrative
 - Department information
 - Everything that's not 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, Ischulte
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

Faculty Listing

- Provost Office staff responsibility
- Editors do not have access
- Contact: provost@iastate.edu

Remember...

- Avoid using URLs outside the catalog such as department lists. URLs go away and can affect archiving.
- Submit your page even if you have no changes. All pages must go through workflow.
- Complete the Notes (even if you don't make edits) by clicking on the icon in the toolbar.

Help...

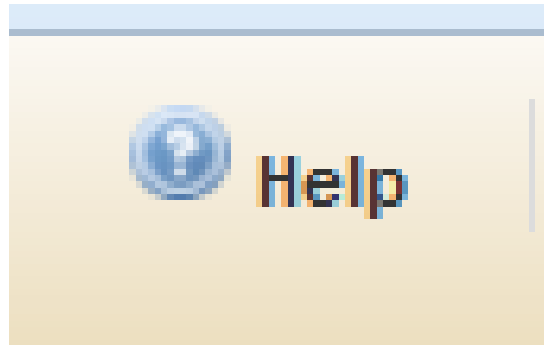


Photo updates...



- Banner
- Choose Your Adventure

Demos: CourseLeaf

- Reviewing your courses.
- Toolbar review.
 - Creating a note.
 - Finding help.
- Printing a PDF.

Degree Audit Calendar

August

Edits for current catalog degree audits are no longer accepted if they limit student options
Sample degree audits run for next catalog

September

Sample degree audits run with any edits since the beginning of fall term

October

Degree audit editing training offered

November

Individual degree audit editing appointments available

December

Degree audit edits due in Registrar's Office

May

Degree audits released for current year catalog in time for orientation