UG Catalog Production Process and Timeline 2013-2014

Updates, Review of Editing Process & Reminders

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Agenda

- Welcome & Review of Staff

- Important Dates/Deadlines

- Role of Catalog Manager

- Review of Editing Process

- Communications

- Expectations

- Wrap-up/ Questions & Answers

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Welcome & Review of Staff

Kristin Waters – Assistant Registrar – Scheduling and Catalog Management

Nate Czarnota – Associate Registrar

Sandra Lindsay – Academic Program Specialist

GEP/WI Committee: Marilyn Goldberg (Chair)

UGC: Terrance Worchesky (Chair)

Catalog Review Team: Amanda Knapp, Gust Mitchell, Steve Smith, Yvette Mozie-Ross

DoIT Support: Collier Jones

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Important Dates and Deadlines

August	Define and Finalize Catalog Revision Schedule
September	Catalog Overview with UGC and UPDs
November 5	Catalog Manager POC Information Due
November 19, 21 December 3	Catalog Manager Kick Off Meetings
December 3	Confluence Documentation Sent to Catalog Managers
Wk. of December 3*	Confluence Opens for Editing
December 3* - March 1	First Departmental Editing Period
January 11	Requests DUE to UGC for 13-14 Catalog
March 1	Confluence Closes for Editing

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Important Dates and Deadlines

March 4 – March 15	Registrar/Enrollment Management Review
March 18 - April 5	Final Departmental Review and Sign-Off
April 8 – April 24	Final Academic Affairs Review and Sign Off
April 25	Final UGC Review and Sign Off
May 14	Final Faculty Senate Meeting
May 24*	Export from Confluence to UMBC website
May 31*	Catalog Publication
Mth. of June	Catalog archived with College Source

*Dates may be modified

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Academic Departments: Important Dates and Deadlines

In order for submissions to be printed in the 2013-2014 Catalog, requests must be received by the UGC no later than **02/08/2013. If requested changes must subsequently be reviewed by another approving body (Gen Ed Committee, Writing Intensive Committee, etc.), they must be submitted to the UGC by **01/11/2013**.**

UGC Website: www.umbc.edu/ugc

Requests Made	Requests Posted	UGC Meeting	Faculty Senate Meeting**	Effective for Spring 2013 Schedule	Effective for Fall 2013 Catalog/Schedule	Effective for Spring 2014 Schedule
8/31/12	9/6/12	9/20/12	10/9/12	X	X	x
9/14/12	9/20/12	10/4/12	10/9/12	X	X	x
9/28/12	10/4/12	10/18/12	11/13/12		X	x
10/12/12	10/18/12	11/1/12	11/13/12		X	x
10/26/12	11/1/12	11/15/12	12/11/12		X	x
11/9/12	11/15/12	11/29/12	12/11/12		X	x
1/11/13	1/17/13	1/31/13	2/12/13		X	x
1/25/13	1/31/13	2/14/13	3/12/13		X	x
2/8/13	2/14/13	2/28/13	3/12/13		X	x
2/22/13	2/28/13	3/14/13	4/9/13			x
2/8/13	3/14/13	3/28/13	4/9/13			x
3/22/13	3/28/13	4/11/13	5/14/13			x
4/5/13	4/11/13	4/25/13	5/14/13			x

Role of Catalog Manager

- To make all edits in Confluence as approved or necessary for the Catalog

- To ensure proper spelling, grammar, and format of all changes made in Confluence

- To communicate with department changes made

Review of Editing Process

-Edits are to reflect the policies/procedures beginning for Fall 2013

-Academic Updates must also have UGC approval

-PeopleSoft Catalog and Confluence are exclusive; they do not 'talk to each other'. The link between SA and Confluence is our office, through approvals of the UGC/other approving committees.

-Edits are made in Confluence, which lives on the Wiki

-POC #1 and #2 will be provided with edit access to proper department lists

Review of Editing Process Confluence

Confluence is hosted under the Wiki – to access the wiki, visit:

WIKI WEBSITE: https://wiki.umbc.edu

-Log In (myUMBC Account)

-What's New in Confluence 4.1 (close or read)

-Global Spaces > Undergraduate Catalog > Your Page

CONFLUENCE WEBSITE:

https://wiki.umbc.edu/display/undergraduatecatalog/Home

CONFLUENCE WIKI at UMBC:

https://wiki.umbc.edu/display/faq/Confluence+Wiki+at+UMBC

-Articles to answer basic Confluence Questions

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Review of Editing Process Confluence

-You will be able to see the information in which you have been authorized to edit. At the time of edit, Confluence is a copy of what is in the PeopleSoft Catalog.

-Confluence was copied from PeopleSoft on 11/14/12

- Click on the space you wish to edit

Review of Editing Process Confluence
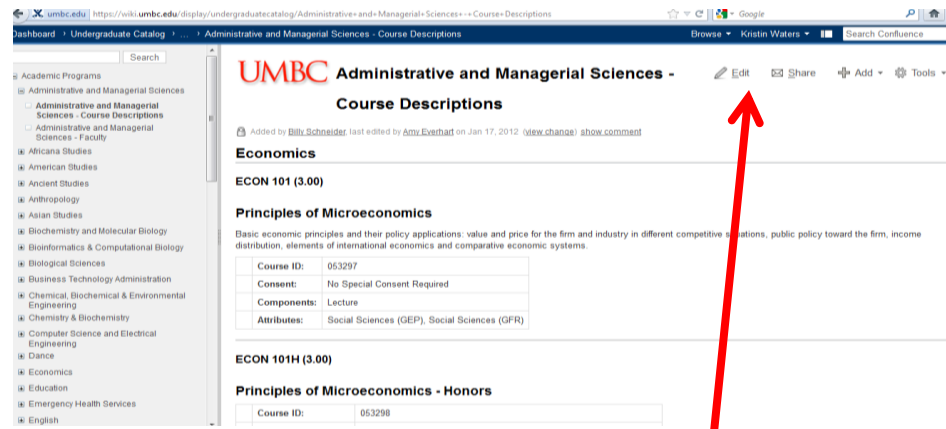
-Once on the page, select the 'EDIT' Icon
-An Editing Page will now appear

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Review of Editing Process Confluence

Confluence will provide History of all changes

-Select the version, and then you will be able to see the edits made. For this example, on January 27, 2012 K. Miner made a Format Edit.

Confluence WIKI at UMBC

Communications – RT Ticket

Submit all requests via RT Ticket –

- On **Request Help** page, click on **Academic Calendar** under **Classes and Grades**

Include the following:

For Academics:

- Course Acronym
- Catalog #
- Issue & Correction Needed

For Administrative:

- Department
- Issue & Correction Needed

Expectations of the Registrar's Office

- Host Kick-off Meetings for Catalog Process
- Provide Confluence Documentation
- Train NEW Catalog Managers (1:1 – must request)
- Respond to RT inquiries within 48 hours
- Create the calendar and timeline for edits
- Work with all groups involved in Catalog (DoIT, OUE, UGC, GEP/WI, UPDs, Enrollment Management, Academic/Administrative Departments)

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Expectations of Catalog Managers

- **Meet deadlines**
- Correctly make edits in Confluence and double check your work
- Only make changes that have been approved (i.e. Academic changes after UGC/Faculty Senate Approval)
- Ask questions when you are unsure
- Submit requests through RT tickets
- Communicate updates to the business process to your department and instructors
- Communicate changes in Department Chair, UPD, and/or Catalog Manager to the Registrar's Office

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Wrap-Up
Questions & Answers

Thank you for attending

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