

UG Catalog Production Process and Timeline 2013-2014

Updates, Review of Editing Process &
Reminders

Agenda

- Welcome & Review of Staff
- Important Dates/Deadlines
- Role of Catalog Manager
- Review of Editing Process
- Communications
- Expectations
- Wrap-up/ Questions & Answers

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

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	Catalog Manager Kick Off Meetings
December 3	
December 3	Confluence Documentation Sent to Catalog Managers
Wk. of December 3*	Confluence Opens for Editing
December 3* - March 1	First Departmental Editing Period
<u>January 11</u>	Requests DUE to UGC for 13-14 Catalog
March 1	Confluence Closes for Editing

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

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

Review of Editing Process Confluence

Dashboard > Undergraduate Catalog > Home

Browse ▾ Kristin Waters ▾ Search Confluence

UMBC Home

Added by [Billy Schneider](#) last edited by [Billy Schneider](#) on Feb 15, 2011 ([view change](#)) [show comment](#)

This is the home of the Undergraduate Catalog space.

To help you on your way, we've inserted some of our favorite macros on this home page. As you start creating pages, blogging and commenting you'll see the macros below fill up with all the activity in your space.

Recently Updated

Tuition and Fees	created by Billy Schneider	Nov 14, 2012
Continuing and Professional Studies	created by Billy Schneider	Nov 14, 2012
Life on the UMBC Campus	created by Billy Schneider	Nov 14, 2012
The First-Year Experience	created by Billy Schneider	Nov 14, 2012
Academic Requirements and Regulations	created by Billy Schneider	Nov 14, 2012
Requirements for the Bachelor's Degree	created by Billy Schneider	Nov 14, 2012
Paying for College	created by Billy Schneider	Nov 14, 2012
Admission to UMBC	created by Billy Schneider	Nov 14, 2012
Special Opportunities	created by Billy Schneider	Nov 14, 2012
Academic Resources	created by Billy Schneider	Nov 14, 2012
Academic Programs	undated by Billy Schneider (view change)	Nov 14, 2012

Navigate space

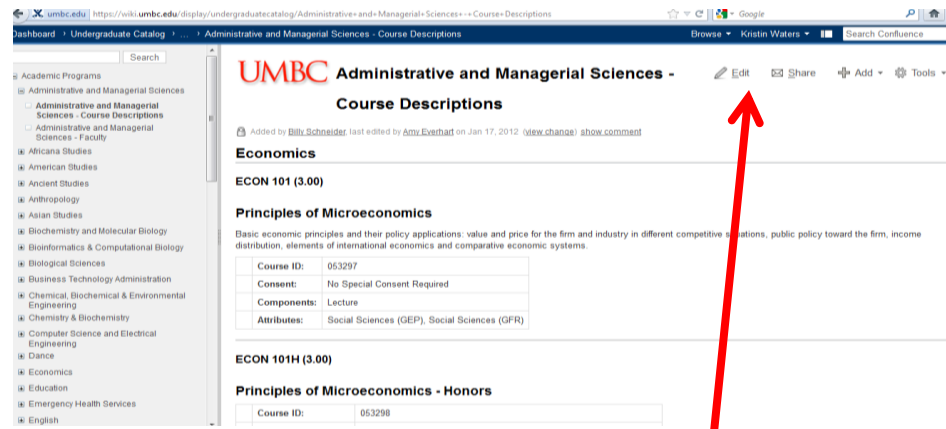
- ☒ Academic Programs
- ☐ Requirements for the Bachelor's Degree
- ☐ Academic Requirements and Regulations
- ☐ Academic Resources
- ☐ Special Opportunities
- ☐ The First-Year Experience
- ☐ Life on the UMBC Campus
- ☐ Continuing and Professional Studies
- ☐ Admission to UMBC
- ☐ Tuition and Fees
- ☐ Paying for College

-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.

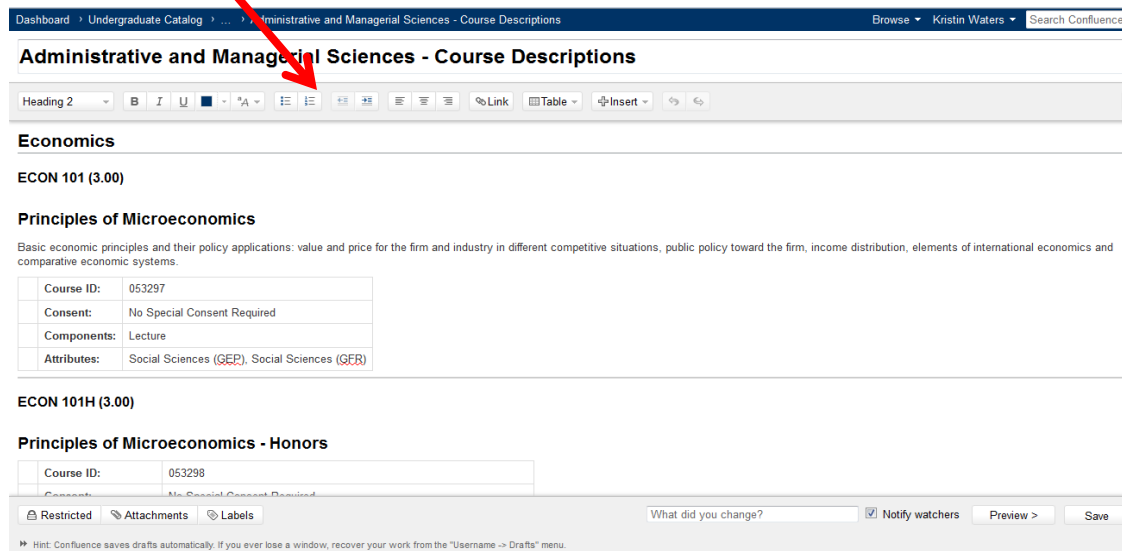
-Confluence was copied from PeopleSoft on 11/14/12

- 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



Review of Editing Process Confluence

Course Descriptions > Page History

UMBC ECON - Course Descriptions

Compare selected versions

Version	Date	Changed By	Operations
<input checked="" type="checkbox"/> CURRENT (v. 8)	Jan 17, 2012 15:46	Kenner Miner: Migrated to Confluence 4.0	
<input type="checkbox"/> v. 7	Jan 17, 2012 15:45	Kenner Miner	Restore this version
<input type="checkbox"/> v. 6	Jan 17, 2012 15:45	Kenner Miner	Restore this version
<input type="checkbox"/> v. 5	Apr 01, 2011 20:06	Hans Cooper	Restore this version
<input type="checkbox"/> v. 4	Mar 02, 2011 12:59	Kelly Hodges	Restore this version
<input type="checkbox"/> v. 3	Feb 18, 2011 12:06	Kelly Hodges	Restore this version
<input type="checkbox"/> v. 2	Feb 15, 2011 09:00	Billy Schneider	Restore this version
<input type="checkbox"/> v. 1	Feb 02, 2011 11:48	Kevin Somers	Restore this version

<< Return to Page Information

Confluence will provide
History of all changes

Dashboard > Undergraduate Catalog > ... > ECON - Course Descriptions > Page Comparison

UMBC ECON - Course Descriptions

View Add Tools

Versions Compared

7 Kenner Miner Jan 17, 2012

Current Kenner Miner Jan 17, 2012

View Page History

Comment: Migrated to Confluence 4.0

ECON 101 (3.00)

Principles of Microeconomics

Basic economic principles and their policy applications: value and price for the firm and industry in different competitive situations, public policy toward the firm, income distribution, elements of international economics and comparative economic systems.

Course ID: 05397

Consent: No special Consent Required

Components: Lecture

Attributes: Social Sciences (GEP), Social Sciences (GFR)

Key

- This line was added.
- This line was removed.
- Formatting was changed.

Powered by Atlassian Confluence 4.1.9, the Enterprise Wiki. Report a bug - Atlassian News

-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

Dashboard > Find Help (FAQs) > ... > Confluence Wiki at UMBC

Browse ▾ Kristin Waters ▾

Confluence Wiki at UMBC

 [Share](#)  [Add ▾](#)  [Tools ▾](#)

Added by [Anna Sniadach](#), last edited by [Anna Sniadach](#) on Oct 06, 2011 ([view change](#)) [show comment](#)

Recommended Articles

- [Request a Confluence wiki space](#)

Search Articles

Searching Find Help (FAQs)

Browse All Articles

[Expand all](#) [Collapse all](#)

- ☐ [How do I add a comment on a Confluence wiki page?](#)
- ☐ [How do I get a tiny URL from a Find Help article?](#)
- ☐ [How do I get a tiny URL link for a Confluence wiki article?](#)
- ☐ [How do I request a Confluence wiki space?](#)
- ☐ [How do I share or email a Find Help article?](#)
- ☐ [How do I watch a single page in Find Help FAQ?](#)
- ☐ [How do I watch the entire FAQ space or a specific FAQ article?](#)
- ☒ [Wiki Space Admin](#)

Popular Articles

1. [How do I add a comment on a Confluence wiki page?](#) (118)
2. [How do I edit an existing Confluence wiki page?](#) (20)
3. [How do I delete a page in my Confluence wiki space?](#) (18)
4. [How do I watch the entire FAQ space or a specific FAQ article?](#) (17)
5. [How do I restore a deleted Confluence wiki page?](#) (14)
6. [How do I rename a page in Confluence wiki?](#) (11)
7. [How do I get a tiny URL link for a Confluence wiki article?](#) (10)
8. [How do I watch a single page in Find Help FAQ?](#) (10)
9. [How do I request a Confluence wiki space?](#) (8)
10. [Wiki Space Admin](#) (8)
11. [How do I share or email a Find Help article?](#) (8)
12. [How do I create a new page in my Confluence wiki?](#) (7)



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

Request Help

Help Resources

- **NEW** Click a keyword below to submit a ticket about that topic.

Topic pages take you to sections of myUMBC that can perform the allow you to submit an electronic help request on that topic to the co

Advising & Student Support ([Topic Page](#))

[Academic Advising](#) • [Degree Audit](#) • [Student Administration](#) • [Transfer Services](#)

Billing & Personal Finances ([Topic Page](#))

[Student Billing](#) • [Financial Aid](#) • [Campus Card](#) • [Meal Plans](#)

Classes & Grades ([Topic Page](#))

[Registration](#) • [Transcripts](#) • [Graduation](#) • [Academic Calendar](#) • [Scheduling](#)

Computing & Technology ([Topic Page](#))

[Email](#) • [Password](#) • [Blackboard](#) • [Internet](#) • [Phone](#) • [Software](#)

Facilities & Operations ([Website](#))

[Building Maintenance](#) • [Housekeeping](#) • [Groundskeeping](#) • [Recycling](#)

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)

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

Wrap-Up

Questions & Answers

Thank you for attending

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