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

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>August</td>
<td>Define and Finalize Catalog Revision Schedule</td>
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<tr>
<td>September</td>
<td>Catalog Overview with UGC and UPDs</td>
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<tr>
<td>November 5</td>
<td>Catalog Manager POC Information Due</td>
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<tr>
<td>November 19, 21</td>
<td>Catalog Manager Kick Off Meetings</td>
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<tr>
<td>December 3</td>
<td>Confluence Documentation Sent to Catalog Managers</td>
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<td>December 3*</td>
<td>Confluence Opens for Editing</td>
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<tr>
<td>December 3* - March 1</td>
<td>First Departmental Editing Period</td>
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<tr>
<td>January 11</td>
<td>Requests DUE to UGC for 13-14 Catalog</td>
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<tr>
<td>March 1</td>
<td>Confluence Closes for Editing</td>
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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
**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

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<tr>
<th>Requests Made</th>
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<th>UGC Meeting</th>
<th>Faculty Senate Meeting**</th>
<th>Effective for Spring 2013 Schedule</th>
<th>Effective for Fall 2013 Catalog/Schedule</th>
<th>Effective for Spring 2014 Schedule</th>
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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
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
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

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

Recommended Articles
- Request a Confluence wiki space

Search Articles
Searching Find Help (FAQs)

Browse All Articles
- 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?

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
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

Contact Information:

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5-8121  5-5641