

2016-2017 General Announcements
Programs of Study Section
Edit Process: Curricular Program Listings

OVERVIEW

- **NEW THIS YEAR:** The Office of the Registrar (OTR), in collaboration with the Vice Provost for Academic Affairs (VPAA) Office, will facilitate the edit process to the curricular program listings for the 2016-2017 General Announcements. This process includes edits and updates made in the “Programs of Study” section of the online General Announcements.
- The VPAA’s office will continue its coordination with the relevant administrative offices and academic departments on the policy sections and faculty listings in the General Announcements.
- Like prior years, the edit process will remain a 3-round process, with deadlines for each round.
- Round 1 and Round 2 edits will be department-driven and approved; Round 3 (and final) edits will be approved by the Dean’s Offices.

KEY DATES

	Round 1	Round 2	Round 3
Review Round begins:	March 7	May 2	June 6
Edits and Approvals due to OTR:	April 1	May 20	June 20
OTR inputs edits:	April 15	June 3	June 27
Dean’s Office Approval due:	--	--	July 15
Online 2016-2017 GA Posted:	--	--	August 1
Final 2016-2017 GA Archived in PDF:	--	--	August 15

ROUND 1

1. OTR will send a GA curricular program listing “sign-off” memo to each Department Chair or Program Director and their Department Coordinators. The memo will include a web url or link¹ to their unique program’s GA text.
 - **For UG curriculum requirements only:** Round 1 GA program text will reflect the baseline curriculum as approved during the 2015-2016 Degree Works curriculum approval process.
2. Each department will review their curricular program listings and, using the sign-off memo (*see attached*), the Department Chair or Program Director will sign and indicate that they have either:
 - 1) “Reviewed and approved with no changes” or
 - 2) “Reviewed and approved with the changes attached.” If there are changes to be made, the department should print off the section(s), and handwrite onto the printouts their updates or changes in **red** (or highlighted in some other manner).
3. Department will send sign-off memo, along with changes as applicable, to OTR via email or campus mail. **Deadline: April 1, 2016**

¹ The link will send departments to the General Announcements web-based, electronic “staging area.” The header at the top of each page will be changed to 2016-2017 when the GA for the upcoming academic year goes live on August 1st.

ROUND 1 (continued)

4. OTR will make the changes in the electronic GA staging area on behalf of the departments/programs. Any substantive changes will require further review and approval from the Dean's Office.
 - OTR will alert departments once changes have been made before the next round begins.

ROUND 2

1. Steps from Round 1 are repeated. **Deadline: May 20, 2016**
2. OTR will notify departments once changes have been made before the next round begins.

ROUND 3

1. OTR will initiate the third round of reviews and use the same method as Rounds 1 and 2 in soliciting changes from departments. **Deadline: June 20, 2016**
2. After OTR makes the changes in the electronic GA staging area, OTR will send "sign-off" memos to each Dean's Office for final approval. The memo will include links to their departments and programs curricular listings.
3. Each Dean's Office should review their curricular program listings and, using the sign-off memo (*see attached*), the Dean's Office will sign and indicate that they have either:
 - 1) "Reviewed and approved with no changes" or
 - 2) "Reviewed and approved with the changes attached." If there are changes to be made, the department should print off the section(s), and handwrite onto the printouts their updates or changes in **red** (or highlighted in some other manner).
4. The Dean's Office will send sign-off memo, along with changes as applicable, to OTR via email or campus mail. **Deadline: July 15, 2016**
5. OTR will make the changes in the electronic GA staging area on behalf of the Dean's Offices and will alert Dean's Office once changes have been made before the online 2016-2017 GA goes live.

ADDITIONAL NOTES FOR ALL ROUNDS

- **Program Learning Outcomes:** Each curricular program should have its Program Learning Outcomes prominently listed at the top of the UG Requirements and GR requirements sections, where applicable. During the edit process, departments should review and, if necessary, update their program learning outcomes. Departments are encouraged to contact the Office of Institutional Effectiveness (Caroline Pendleton, at: pendleton@rice.edu or ext. 2064) for help with updating or developing learning outcomes. Any changes made to the Program Learning Outcomes can be directed to OTR to make in the electronic GA staging area, and OTR will also inform OIE that changes have been made.
- **Faculty Listing (in Department Info tab):** If changes are submitted for the faculty contacts listed in the Department Info tab, the OTR will forward those to the VPAA office to verify and update in the electronic GA staging area.