

IOWA STATE UNIVERSITY

Editing Guidelines***DRAFT*******

A guide to editing the 2011-2013 Catalog

Information:

www.iastate.edu/~catalog/fsc

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JANUARY 2010

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This document provides information about catalog curriculum coordinators, deadlines, guidelines for course descriptions, and procedures for objecting to a catalog change. Other announcements pertaining to catalog editing will be sent to you directly from the Faculty Senate Curriculum Committee (FSCC).

Throughout this document, substitute "program" for "department" where appropriate.

College Curriculum Committee Responsibilities/Contacts

Each college appoints a college curriculum coordinator. Their responsibilities include the following:

- review all catalog information and materials
- check all departmental proposals for proper form
- act as a liaison between the departments and the college curriculum committees during the catalog approval process
- act as a liaison between the departments and the university catalog coordinator
- approve catalog changes
- send departmental proposals to appropriate individuals and committees
- prepare a college report and provide copies to all Faculty Senate senators in your college

College Curriculum Coordinators

Name	College/Unit	Address	Phone #	Fax #	e-mail
Jim Thompson	Veterinary Medicine	1704 Vet Med	4-1500		jthompsn
Wade Miller	Agriculture and Life Sciences	217E Curtiss	4-0895	4-0530	wwmiller
Bill Terando	Business	3119 Gerdin	4-8462	4-3525	bterando
Pam Iasevoli	Design	134 Design	4-7427	4-2725	iasevoli
Jan Putnam	Engineering	110 Marston	4-3901	4-8993	jwputnam
Carla Peterson	Human Sciences	1085 Elm	4-4898	4-5507	carlapet
Rob Wallace	Liberal Arts and Sciences	353 Bessey	4-0367	4-1337	rwallace
Jared Danielson	Veterinary Medicine	2764 Vet Med	4-7945	4-5423	jadaniel

Catalog Editing Process for 2011-2013

AccessPlus Catalog Editing System

The Catalog Editing system is available from the Faculty Adviser tab in AccessPlus. All faculty have access to the editing system and can browse data at any time. In addition, departments can assign browse, edit, and/or approval status to specific individuals. Any changes to the data will be recorded by the user ID for the computer. Edits can be reviewed continually through the editing cycle. Other features include the following:

- Side by side view of previous and new course descriptions.
- Timestamp for each action (by clicking the Submit button).
- Name of the person performing an action.
- Log of all actions for each course.
- Field to document changes.
- Ability to move a course (change designator or number).
- Complete list of updated catalog courses.

The Process

A introduction to the system will be provided in workshops scheduled for February 2010. The sessions will be held in 89 Durham. More information will be sent to editors at a later date concerning signup, etc. Additional support will be provided as needed throughout the editing period by contacting Char Hulsebus (4-5329) or Marcia McDowell (4-4150) in the Office of the Registrar.

The following steps outline the editing process:

1. Training provided by Char and Marcia in the Durham classroom. **(February 2010 and as needed)**
2. Editors begin editing course information on AccessPlus. When all department edits are completed, the appropriate box is checked on the Approval screen. **(February 1 through May 14, 2010)**
3. CCC review departments when they are completed and check the appropriate box for college approval. **(May - June 2010)**
4. The Office of the Registrar staff will review the edits approved by the CCC and resolve problems such as reused course numbers and inconsistent credit/contact hours. **(February-July 2010)**
5. Proposed Changes file produced and distributed by the Office of the Registrar. **(August 2010)**
6. College Reports distributed by the Office of the Registrar. **(September 2010)**
7. College Reports approved by FSCC. **(September - November 2010)**
8. Proofs provided to Departments. **(December 2010)**
9. Final edits incorporated into catalog. **(January 2011)**

Department Mastheads and Curriculum Pages

Edits will be made on Word documents available for download from the Faculty Senate Curriculum Committee web site at www.iastate.edu/~catalog/fsc.

Cross-listed Courses:

The major teaching department must be notified of new cross lists. The major teaching department will control the course description and should notify all cross-listed departments when the course description changes. All departments involved must communicate their intent to cross-list and/or edit a course description or number. All cross listed course descriptions MUST match.

Faculty Lists:

A proof of all faculty will be sent from the Office of the Provost in October 2010. Changes are sent back to them for verification. All questions regarding faculty listings need to be sent to the Office of the Provost (Brenda Behling).

Summary of Important Dates

February 1, 2010, Monday	Catalog editors should have to signed onto the Online Catalog Editing system in AccessPlus. Notify Char Hulsebus for access to the system. Department masthead (without faculty names) available for editing.
Feb. 5, 2010, Friday	Last day for college approval and to submit to FSCC new majors or curricula, discontinuation of programs, changes in names of programs or majors, or other changes requiring Board of Regents approval.
May 14, 2010, Friday	Last day for departments to edit courses on AccessPlus. College curriculum coordinators begin review of courses through AccessPlus. Review may begin earlier if departments have completed their edits.
July 1, 2010, Thursday	College curriculum coordinators complete review of Courses and Programs Section of catalog.
August 27, 2010, Friday	Proposed catalog changes will be accessible to all departments. Departments review proposed course changes that may impact their courses or curricula.
September 24, 2010, Friday	Last day for departments to object to course proposals of other departments. (See page 4 of this document.)
October 1, 2010, Friday	Last day for departments to submit curriculum sections to the college curriculum coordinators.
October 15, 2010, Wednesday	Target date to send faculty proof lists from the Office of the Provost. Departments will review and return to the Office of the Provost.
October 29, 2010, Friday	Changes for curriculum sections of the catalog due to the Office of the Registrar.
Nov. 1, 2010, Monday	Last day for college approval of all proposed catalog changes.
Nov. 5, 2010, Friday	Last day to resolve any faculty listing discrepancies with the Provost's Office.
Nov. 15, 2010, Monday	Last day for Faculty Senate Curriculum Committee approval of all catalog edits.
Nov. 22-Dec. 10, 2010	Departments check proof of catalog copy. Changes are due to the Office of the Registrar by Dec. 10. Only editorial changes are accepted at this time (e.g., typos, punctuation, etc.).
Dec. 6, 2010, Monday	Catalog materials approved by the Curriculum Committee will also be reviewed by the Council on Academic Affairs and the Executive Board of the Faculty Senate. Final approval by the full Senate is due by the end of the Fall 2010 semester.
Feb. 26, 2011, Friday	2011-2013 catalog available on the Web.
March 19, 2011, Monday	Beginning of the advising period for summer and fall registration.

Procedure for Catalog Change Objections

A department may file an objection to a proposed catalog change. The proposed catalog change will not be recommended for approval by the FSCC until the objection is resolved. Throughout this document, "program" should be substituted for "department" where appropriate, and "program supervisory committee" should be substituted for "department curriculum committee" where appropriate.

Format and Content of Objection

The objection should be submitted in memo format. The memo should describe the nature of the objection, provide rationale for the objection, and propose how the objection could be resolved.

Process for Filing an Objection

a. Process to use when the department filing the objection is IN THE SAME college as the department proposing the catalog change:

The objecting department's curriculum committee chair should send the written objection to the curriculum committee chair of the department who proposed the catalog change. This objection memo should be copied to the department chairs of the departments offering the course in question, the college curriculum coordinator, and the chair of the Faculty Senate Curriculum Committee.

b. Process to use when the department filing the objection is NOT IN THE SAME college as the department proposing the catalog change:

The objecting department's curriculum committee chair should send the written objection to the curriculum committee chair of the department who proposed the catalog change. This objection memo should be copied to the department chairs of the departments offering the course in question, the two college curriculum coordinators, and the chair of the Faculty Senate Curriculum Committee.

Process for Resolution of an Objection

a. Process to use when the involved departments are IN THE SAME college:

The resolution of the objection should occur at the departmental curriculum level whenever possible. If resolution is not attained at the departmental level, the objection should be submitted to the college curriculum committee for resolution.

b. Process to use when the involved departments are NOT IN THE SAME college

The resolution of the objection should occur at the departmental curriculum level whenever possible. If resolution is not attained at the departmental level, the objection should be submitted to the Faculty Senate Curriculum Committee for resolution.

Process for Reporting Resolution

The two department curriculum committee chairs involved in the objection should send a memo with both their signatures to their respective college curriculum committee coordinator(s). This memo should be copied to the chairs of the departments offering the course in question and the chair of the Faculty Senate Curriculum Committee.

If not resolved at the departmental curriculum level, the body resolving the issue shall send written notification of the resolution to the individual who filed the objection and the recipient of the objection. This memo should be copied to all other parties who received a copy of the objection when it was originally filed.

updated 11/26/2003

Course Listing Detail

The following example illustrates a sample course as it is printed in the catalog as well as a breakdown of its details. Formatting information is provided for information only. You do not need to format your catalog copy.

- ① **HD FS 437. Characteristics of Giftedness.** (Dual-listed with 537; cross-listed to Psych 437.)
- ②
- ③
- ④ (3-0) Cr. 3 each time taken. S.SS. *Prereq: 9 credits in human development and family studies*
- ⑤ *or psychology, including Psych 230 or HD FS 102; senior classification.*
- ⑥ Understanding of giftedness and talent from cognitive, developmental, and social perspectives using a life-span approach. Current conceptualizations and research regarding gifted children and adults. Implications for education and guidance. Offered on a satisfactory-fail
- ⑦ basis only. Nonmajor graduate credit. Field trip. Not available for graduation credit for civil engineering students.

Key

- ① **Course designator and number** (boldface, followed by a period).
- ② **Course Title** (Upper/lower case, boldface; followed by a period).
- ③ **Dual-listed** with XXX; **cross-listed** to XXX to indicate cross-listed courses (in parenthesis, semicolons between entries, period at end).
- ④ **Contact hours** (in parenthesis, dash between, no spaces). The first digit indicates the number of lecture or recitation contact hours; the second digit indicates the number of lab and/or studio contact hours.
- Credits** (Cr. abbreviated, # in numerals, followed by a period, also Cr. arr. for arranged credit; Cr. R. for required credit).
- Semester of Offering** (optional; followed by a period). F. S. or SS.
For alternate year courses: Alt. F., offered 2007.
- ⑤ **Prerequisite** (abbreviated, italic, no period, followed by a colon; a period ends the phrase; e.g., *Prereq: Psych 230.*)
- ⑥ **Course description.** If an instructor's name is to be included, it precedes the course description followed by a period. (e.g., ... Jones. Understanding of giftedness and talent...)
- ⑦ **Special course notes** followed by a period. (e.g., Offered on a satisfactory-fail grading basis only. Nonmajor graduate credit. Field trip, etc.)

Course Description Guidelines

Assigned Course Numbers

Each course must have a separate number. You may not use letter suffixes to differentiate among separate courses except for seminars, special topics, workshops, and other listings in which various options are designated by letters under a single course number. Use "L" for lab sections and "H" for honors sections. The following are reserved numbers:

100, 200, 300, 400, 500, and 600 - (double zeroes): transfer credit that is acceptable credit, but does not have an ISU equivalent.
290 - Independent study
393 - Workshop
398 - Cooperative Education
490 - Independent study
493 - Workshop
499 - Undergraduate research, seminars, or senior projects (not completely standardized)
590 - Special topics
593 - Workshop
599 - Creative component
690 - Special or advanced topics
699 - Research

College of Human Sciences:
417 and 418 - Student Teaching

College of Engineering:
397 - Engineering Internship
298 and 498 - Cooperative Education

Computer Fees

Computer fees are not allowed for individual courses. See Special Course Fees.

Course Descriptions

Be concise when writing your new course descriptions. Provide the reader with an understanding of the general purpose and content of the course, but do not include detailed course content or outlines. Whenever possible, avoid jargon, highly technical terminology, and special symbols.

Credit toward Graduation

If your department determines that two or more courses are so similar that credit for both should not be allowed toward graduation, indicate that information in the appropriate field.

Credits and Contact Hours

Make sure the number of credits for courses is consistent with the number of contact hours and outside assignments. See page 113 of the 2009-2011 catalog for specific information.

Cross-Listed Courses

All courses that are taught by one department but allow students to earn credit under another department/designator are considered cross-listed. In the catalog listings, all cross listed courses should have identical course numbers and descriptions. Complete descriptions will appear under all cross listed courses, including the minor teaching departments. The major teaching department is responsible for the course description. Cross-listed departments are responsible for providing an identical course description.

Dual-Listed Courses

If your department allows either undergraduate or graduate credit for a course, the course is considered dual-listed. Include the words, "Dual-listed with XXX" in both course descriptions. Course numbers should coordinate; for example, Pol S 476 and 576 are dual-listed. New dual-listings must be approved by the Graduate College. For more information, contact Carolyn Payne at cspayne@iastate.edu.

Experimental Courses

You may not include nor refer to experimental courses (designated by X following the course number) in your catalog copy.

Field Trips

If a field trip is required, state "Field trip." after the course description.

Honors

An honors section is identified as a topic H as follows:

Music 290. Special Problems. Cr. var. F.S.SS. *Prereq: Permission of Instructor.*
A. Education
B. Theory
H. Honors

Instructor Names (Optional)

Listing the instructor's name with a course is discouraged since conditions may change by the time the course is offered. An instructor's name follows the prerequisite in a description. Do not list instructors' names for 290, 390, 490, 590, 599, 690, or 699.

New Courses

New courses proposed for the 2011-2013 catalog should have been offered experimentally (or be scheduled for experimental offering) by the Fall 2010 semester. The following are two exceptions in which courses may be approved for inclusion in the 2011-2013 catalog without a prior experimental offering:

1. The new course will be required of students in a particular program
2. A new faculty member who has experience teaching the proposed course at another university has joined the department.

New Course Numbers

Do not use 100, 200, 300, or 400 for new course numbers. *Also see* also Reusing Old Course Numbers.

New Course Titles

Make new course titles reasonably brief but also informative. The title appears in the *Online Schedule of Classes* and on the student transcripts and can accommodate 19 letters and spaces. Therefore, it's important that course titles be meaningful outside of the university. The Office of the Registrar will abbreviate course titles longer than 19 letters/spaces.

Nonmajor Graduate Credit

Indicate "Nonmajor graduate credit" by checking the appropriate box for all undergraduate courses that may be taken by graduate students for nonmajor graduate credit. A complete list of all courses available for nonmajor graduate credit will be printed before the course listings; be sure to review your list and update as necessary. You may not offer 490 for nonmajor graduate credit unless your department does not offer 590.

Prerequisites

Do not list “Or Permission of Instructor” as an alternative to stated prerequisites. “Or Permission of instructor” is always understood, as indicated in the statement of prerequisites on page 113 of the current catalog. List only the highest course number in a sequence of required prerequisites. **All** graduate courses should include prerequisites.

Repeatable Courses

Courses that can be taken more than once for credit toward a degree must be noted. Review the repeatable field to make sure the proper repeatable information is included with the course description. It is assumed that 490, 499, 590, 599, and 690, and 699 are repeatable.

Reusing Old Course Numbers

You must wait at least two catalogs (four years) before reusing an old course number unless you are reinstating a previously dropped course. Check with your college curriculum coordinator or an Office of the Registrar catalog editor if you need help determining if an old course number can be reused.

Satisfactory-Fail Courses

Student work in a course must be graded on a regular basis unless a course is selected to be offered on satisfactory-fail grading basis. Student work cannot be graded on a regular basis and on a satisfactory-fail basis simultaneously. Exceptions must be approved by the Faculty Senate Curriculum Committee.

Semester Offered (Optional)

Indicate a specific semester only if your department is reasonably sure of its commitment.

Remember to split yearlong courses into two separate course descriptions whenever possible. Courses offered in alternate years are listed with the year, if known. It is understood that students should check with the department or the *Schedule of Classes* for the specific term of offering when one is not listed (see page 113 of the current catalog). Please be sure to review each alternate year course and update the year of offering. Do not include semester of offering for seminars, special problems, or special topics.

Special Course Fees

Prior administrative approval is required for charging a fee. Special fees are not listed with courses in the catalog, but are listed in the *Online Schedule of Classes*. Computer fees are not permitted for individual courses.

Special Grade Point Restrictions

Do not include new special grade point restrictions of any kind until they have been approved by the appropriate college and university academic standards committees. Check with your college academic standards committee chairperson if you have questions.

Subtopics, Topics

Subtopics, also known as topics, are subsets of the main course and are identified by a letter (A, B, C, etc.) below the main description. Just as with course numbers, topic letters may not be reused for two catalogs. Avoid individual requirements for each topic (e.g., credits, prerequisites, term of offering, etc.). The letter X is not allowed. Use a topic H ONLY for honors sections of a course. Contact the catalog editor if you are unsure about using a topic letter with a course.

Courses with topics may or may not be repeatable as shown in the examples below:

Not Repeatable:

AgEds 110. Orientation (1-0) Cr. 0.5. F. Orientation to the department. Careers in agriculture.
A. Agricultural Education
B. Agricultural Studies
C. General Agriculture

Repeatable:

Anthr 428. Topics in Archaeological Laboratory Methods and Techniques. (Dual-listed with 528). (2-2) Cr. 3. Repeatable for maximum of 9 credits. S. *Prereq:* 308. Laboratory processing, analysis, and interpretation of archaeological materials such as lithics, ceramics, and faunal remains. Laboratory sessions emphasize analytical techniques including classification, data acquisition and organization, and computer applications
A. Lithics
B. Ceramics
C. Faunal remains
D. General.

Honors section:

Ex Sp 490. Independent Study. Cr. 1-3. Repeatable for maximum of 6 credits. *Prereq:* 6 credits from HHP advanced core and permission of coordinator. Independent study of problems of areas of interest in exercise and sport science and related areas.
A. Exercise and Sport Science
B. Coaching
H. Honors

Web addresses

Include departmental web addresses at the top of your copy, immediately following your departmental heading in the following format: www.iastate.edu/XXXXX