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# **Catalog Editing Timeline**

**10/30**: Catalog Pages Sent to CLAS Coordinators

**11/6**: Catalog pages sent to first-step department editors

**12/11**: Catalog pages due back to CLAS Coordinators

\*This means that all catalog pages must have gone through ALL department workflow steps and the last department workflow editor has pushed the pages back to CLAS Final Review

**12/12 - 1/18:** CLAS Final Review processes all catalog pages, reaching out to departments if there are any inconsistencies, denied changes, needed changes, etc.

12/19: All Catalog pages due to Registrar's office

# **Catalog Workflow/Roles**

For a list of all catalog pages, their specific workflows, and who is assigned to each role, please look at the CLAS Catalog Master Log.

### **CLAS Coordinators and Division of Duties**

Sarah Thompson and Mika Puseman are the CLAS Course and Curriculum Coordinators. They will handle both the CLAS Coordinator first step and Final Review in the catalog process. Here is a breakdown of who primarily handles which departments.

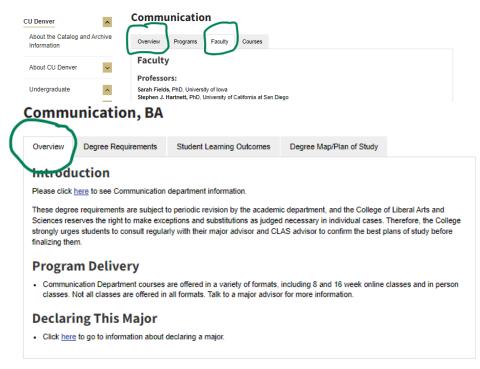
Sarah Thompson	Mika Puseman
Anthropology	Communications
Biology	English
Chemistry	Ethnic Studies
Economics	Health Humanities
Environmental Sciences	History
Geography	Humanities/Social Sciences
Geology	Individually Designed Major Courses
Health and Behavioral Sciences	International Studies
Mathematics	Modern Languages (Arab, Chinese, French,
	German, Latin, Linguistics, Spanish)
Public Health	Philosophy
Physics	Political Sciences
Psychology	Religious Studies
Sociology	Social Justice
	Sustainability
	Women and Gender Studies

# Catalog Do's and Don'ts

DO's: See below for all parts of the catalog pages department editors **are** allowed to edit:

- 1. On your main department pages, you may edit the Overview and Faculty tabs
- 2. On each **program page** (degrees, certificates, minors, etc), you may edit the **Overview** tab. You may also request that we (CLAS coordinators) **make changes to your elective's lists**, without needing to go through EPCC.

#### **Examples:**



1 – you may edit text on both the **Overview** and **Faculty** pages on your department's <u>Main</u> page

2 – You may edit the **Overview** tab on any program pages

DONT's: See below for all parts of the catalog pages department editors are not allowed to edit and why.

- 1. Any other tabs in the catalog are off limits for editing. During CLAS Final Review, CLAS Coordinators will deny any changes made to tabs that are not explicitly listed above.
  - a. Changes to the Courses tab on a department's main page are connected to changes made to courses, which must be approved by EPCC
  - b. Changes made to the **Degree Requirements** tab on program pages are connected to program and/or course changes, and those must be approved by EPCC as well.
- 2. If you have any questions or doubts about which tabs you are/aren't allowed to edit, please reach out to CLAS.courses@ucdenver.edu.

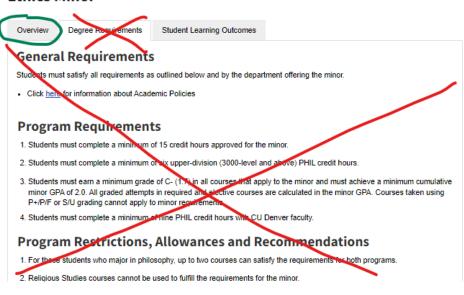
#### **Screenshot examples:**





PHIL 1012 - Truth, Reality, and the Good Life: Introduction to Philosophy (3 Credits) We're commonly told to "do the right thing," and everybody seems to agree that we should. But what is right? What is wrong? How can we see and know the difference? This course helps students examine and analyze the ethical concepts, situations, and problems raised by these fundamental questions. Specific problems will vary with contemporary concerns, e.g., poverty, war, injustice, famine, abortion, punishment, and environmental sustainability. The course goal is to help students sharpen their ethical reasoning skills so they can better navigate and contribute to the ethical, social, and political arenas in which they will live their

#### Ethics Minor



The **Programs** and **Courses** tabs on department's main pages are updated via **EPCC** approval processes and are offlimits during catalog editing.

The **Degree Requirements** tab on any program page is updated through the **EPCC** approval process and is off limits during the catalog editing process.