

Franklin, Somer

From: Caplinger, Dawn
Sent: Monday, September 18, 2017 1:33 PM
To: Barrett JR, Wayne; Bell, Kimberly; Bello, Rick; Callaway, Rhonda; Edmonson, Stacey; Gaillard, Anne; Gillespie, Marcus; Hendrickson, Ken; Jesswein, Kurt; Keathley, Rosanne; Lyons Jr, Phillip; Miller, Brian; Miller, Holly; Muehsam, Mitchell; Muehsam, Valerie; Nardone, Carroll; Pascarella, John; Price, Debra; Roper, Emily; Sanford, Glenn; Shields, Ronald; Stewart, Sandra; Zink, Abbey
Subject: 2018-2019 Catalog Review Cycle

Dear Academic Deans and Associate Deans:

The catalog review cycle for the 2018-2019 Undergraduate and Graduate Catalogs will begin September 19th, and run through December 8th. During that time span, all needed changes/updates by Catalog Editors to content pages (College/Department) and degree plans (Course List/Plan of Study) as well as review and approval by Catalog Approvers will need to be completed on both the 2018-2019 Undergraduate and Graduate Catalogs. For your convenience, the following timeline has been provided:

Catalog Revision Timeline

Date	Task
September 19	Catalog Editing Opens to Catalog Editors
October 27	Catalog Edits to be Completed and Pages Submitted for Dean's Office Review/Approval
December 8	Dean's Office Approvals to be Completed. Catalog Editing and Approvals Close to Departments and Colleges
February 19	Office of Academic Planning and Assessment Review to be Completed
March 6 (Week of)	2018-2019 Undergraduate and Graduate Catalogs Go-Live

To assist you in this process, the following trainings and open lab sessions have been scheduled:

New User/Refresher Training Sessions

Wednesday, September 20, 2:00-3:30 pm	New User Training	NGL 157
Thursday, September 21, 9:30-11:00 am	New User Training	NGL 157
Wednesday, September 27, 9:00-10:00 am	New User Training	NGL 157
Thursday, September 28, 12:00-1:30 pm	New User Training	NGL 155

NOTE: Training sessions require a reservation with each session limited to 21 attendees. If you are interested in attending a training session, please, email Cindy Jacobson at cej009@shsu.edu with your preferred training date and time.

Open Labs for One-on-One Assistance

Tuesday, October 3, 9:30-10:30 am	Open Lab	NGL 157
Wednesday, October 11, 3:00-4:00 pm	Open Lab	NGL 157
Tuesday, October 17, 3:00-4:00 pm	Open Lab	NGL 157
Wednesday, October 25, 10:00-11:00 am	Open Lab	NGL 157
Tuesday, October 31, 9:30-10:30 am	Open Lab	NGL 157
Wednesday, November 8, 9:00-10:00 am	Open Lab	NGL 157
Tuesday, November 14, 9:30-10:30 am	Open Lab	NGL 157
Wednesday, November 29, 10:00-11:00 am	Open Lab	NGL 157
Tuesday, December 5, 3:00-4:00 pm	Open Lab	NGL 157

A follow-up communication will be sent tomorrow (September 19th) on the opening date of the 2018-2019 catalog review cycle with additional information regarding the catalog access process as well as some helpful reminders/tips. Please, note that the information provided here is also available at the [Academic Planning and Assessment Website](#) under Catalog.

Should you have any questions, please feel free to contact me via email or at 936-294-4156.

I look forward to working with you on this project!

Dawn

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“Each has his past shut in him like the leaves of a book known to him by his heart, and his friends can only read the title.” Virginia Woolf