

Academic Calendar Submission/Revision Process

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Overview

- Submission Process – How it works now
- Challenge Highlights – What doesn't work
- New Design – A Dream
- Concepts incorporated
- How are we doing?
- Demo
- Questions?

Submission process – Now

<p>Academic Unit Chair</p>	<ul style="list-style-type: none"> ▪ Download in Rich Text Format (RTF) from the Web, the current calendar entry. ▪ Download in RTF the calendar submission template. ▪ Departments fill in the template (proposals/explanations, etc) and update the calendar entry as needed in MS Word. ▪ The Unit head (Chair) signs off on the template and sends it via interoffice mail to the Dean. The Dean is also sent a copy of the template and calendar copy via Email.
<p>Dean</p>	<ul style="list-style-type: none"> ▪ The Deans have a workgroup to review all Unit submissions and recommend either changes or approval. ▪ If approval is recommended, the Dean signs the template then forwards the signed copy by mail to the Undergraduate Program Committee as well as forward via e-mail a copy of the template and the revised calendar entry.

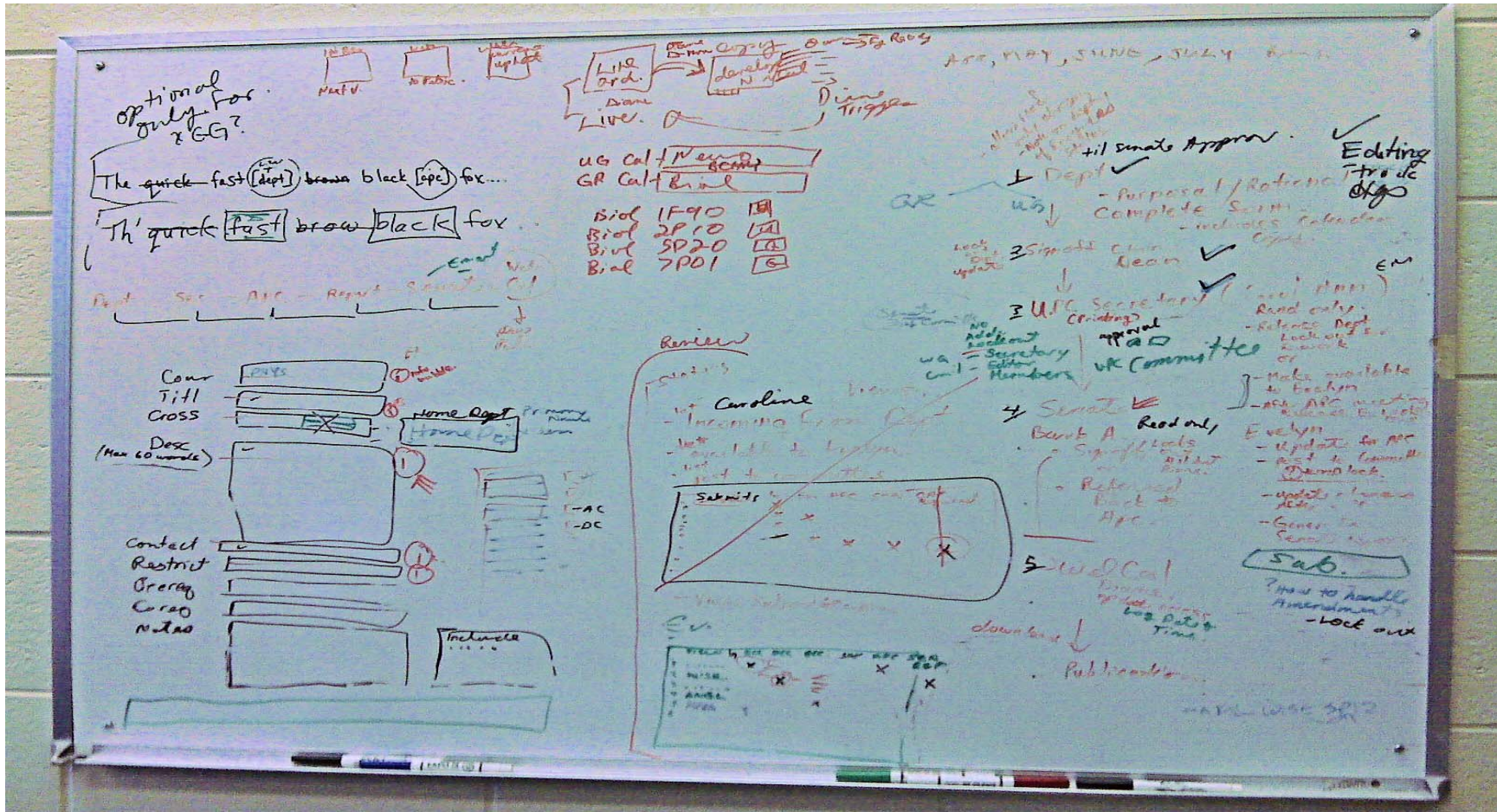
Submission process – Con't

<p>Undergraduate Program Committee</p>	<ul style="list-style-type: none"> ▪ Various working groups review each submission in detail and recommend either changes, return to the Academic Unit for re-editing, or approval. ▪ If the working group recommends approval, the Undergraduate Program Committee submits a report to Senate, in PDF format, the proposed changes and the signed submissions.
<p>Senate</p>	<ul style="list-style-type: none"> ▪ Senate will review the report and either return the report to the Undergraduate Program Committee for further review or approve the calendar copy for the incoming year.
<p>Official Calendar</p>	<ul style="list-style-type: none"> ▪ Calendar for publication (paper and Web) has been produced using Adobe PageMaker since 1994. ▪ Preparing the Printed version of the calendar, the RTF files are imported into a single PageMaker document, where formatting takes place. ▪ Preparing for the Web, each RTF file is imported into separate PageMaker documents, where it is then exported to HTML and e-mailed to a web space for automatic pick up into the web calendar. There are additional controls for parsing and releasing the web calendar for public viewing.

Challenge Highlights

- Downloads to RTF format are not always clean. HTML code is sometimes downloaded in the file. Components of formatting are frequently lost.
- Dependent on the track changes facility in MS Word. Sometimes changes are accidentally submitted without track changes identification or formatting.
- No way to tell where the submission is in the process without making phone calls.
- Sign offs are still paper based.
- Use of desktop application (PageMaker)
 - ✓ Software not supported by Adobe anymore.
 - ✓ The upload process from PageMaker to Web is very sensitive to formatting codes. Text is frequently lost or not handled correctly by the systems.
- Costly
 - ✓ Cumbersome semi-manual process at all levels.
 - ✓ Extensive time spent on format and design cleaning by the Editor.

New Design -- A DREAM!



New Design -- A DREAM!

- Design a system by which all editing and document travel is electronic.
- Why are we downloading the entry to edit only to upload it again once approved?
 - ✓ All editing will happen at the server level with appropriate login access and logging.
- Removal of desktop applications (PageMaker and MS Word).
 - ✓ We will no longer download.
 - ✓ We will no longer produce printed copy.
 - ✓ No longer need this program to 'push' copy up to the server.
- Elimination of download flaws reduces the time spent by the editor on formatting.
- Built in Design controls. (I.e./ proposal layout, course description layout, etc)
- Electronic sign off process with edit lockout stages.
- Built-in track changes. No 'off' or 'accept changes' buttons.
- Submission status available on-line at each level of access.

Concepts incorporated?

- Departmental level access
 - ✓ Edit access with track changes: Logged with date, time, change and user login
 - ✓ Sign off, triggers removal of edit access and move of the file to Dean's list for review and approval.
 - ✓ Progress status bar

- Dean level access
 - ✓ Sign off control.
 - Yes: move the submission into the UPC level or
 - No: Returns the file to the Academic unit queue and restores edit access. Return of the file is accompanied by a reason.
 - ✓ Progress status bar

- Undergraduate Program Committee access
 - ✓ Edit access with track changes: Can edit the file. All edits require an explanation which will be visible to the academic unit. Logged with date, time, change and user login.
 - ✓ Sign off control.
 - Yes: move the submission into the UPC level or
 - No: Returns the file to the Academic unit queue and restores edit access. Return of the file is accompanied by a reason.
 - ✓ Progress status bar

Concepts incorporated – Con't

- Senate level access
 - ✓ Sign off control.
 - Yes: move the submission to publication or
 - No: Returns the file to the UPC level and restores edit access. Return of the file is accompanied by a reason.
 - ✓ Progress status bar.
- Publication
 - ✓ Edit access without track changes: Logged with date, time, change and user login
 - ✓ Changes approved after copy has been through Senate will be implemented only at this level.
 - ✓ Progress status bar.

How are we doing?

Stage 1 is nearing completion.

- Programming is completed. Testing will continue until the end of April.
- Committees and Dean's are aware of the project development
- Presentation to the Deans and Associate Deans scheduled for March.
- Training of Academic Units to begin in May. Multiple scheduled sessions and on-going support available via e-mail or telephone.

Stage 2 scheduled completion for Dec. 2009.

- Move of approved files to Official Web Calendar.
- Editor site programming almost completed and testing to begin.
- Automate Senate report.

Future: begin programming in 2012 secondary features (version 2).

- Currently designed for once through only. Future will allow for multiple times through for the same calendar.
- Automate update of entries affected by cross listed courses.
- Incorporate external support documents.

Demo

[Academic Calendar Submission demo link](#)

Questions?

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