



Bulletin Publication Manual

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UNIVERSITY of
DENVER

Bulletin Publication Manual

About the Bulletin

The University of Denver publishes the undergraduate and graduate bulletins, our academic catalogs, each May. The bulletins serve as the governing document for students admitted during that academic year. The documents are presented in both Web and PDF formats. In addition to providing information to students related to academic programs of study and related policies, the data within the bulletins is used to update our degree audit system. The bulletins have a variety of external audiences including prospective students, government regulators, and accrediting bodies.

The bulletins are managed through a software program named CourseLeaf which is the program used at DU for course and program proposals, as well. The bulletins are treated as static documents once they are published. Significant errors and omissions discovered after publication may be noted on an errata page hosted on the Office of the Registrar's website and accessible via the bulletins' tables of contents.



Publication Timeline

The annual publication timeline for the bulletins follows:

Beginning of December	Bulletin open for editing
Beginning of March	Department pages submitted to dean's offices through workflow
Early April	Editing turned off and Council approval deadline
Beginning of May	Bulletin published to the Web
Beginning of July	Faculty listing updated with tenure and promotion

On or before the beginning of December, departmental pages are launched in workflow. Departments receive workflow notification via email.

Departments should submit their pages to the dean's office by the beginning of March. Dean's offices are the final step in workflow prior to submitting pages to the Registrar's Office. Editing is shut off in early April in conjunction with the Graduate Council meeting prior to bulletin publication. Any changes requiring approval from either Undergraduate or Graduate Council need to be completed at this point.

The bulletins are published to the Web at the beginning of May. Departments will have the opportunity to review faculty listings in June after the Registrar's Office has updated faculty to reflect tenure and promotion in late June.

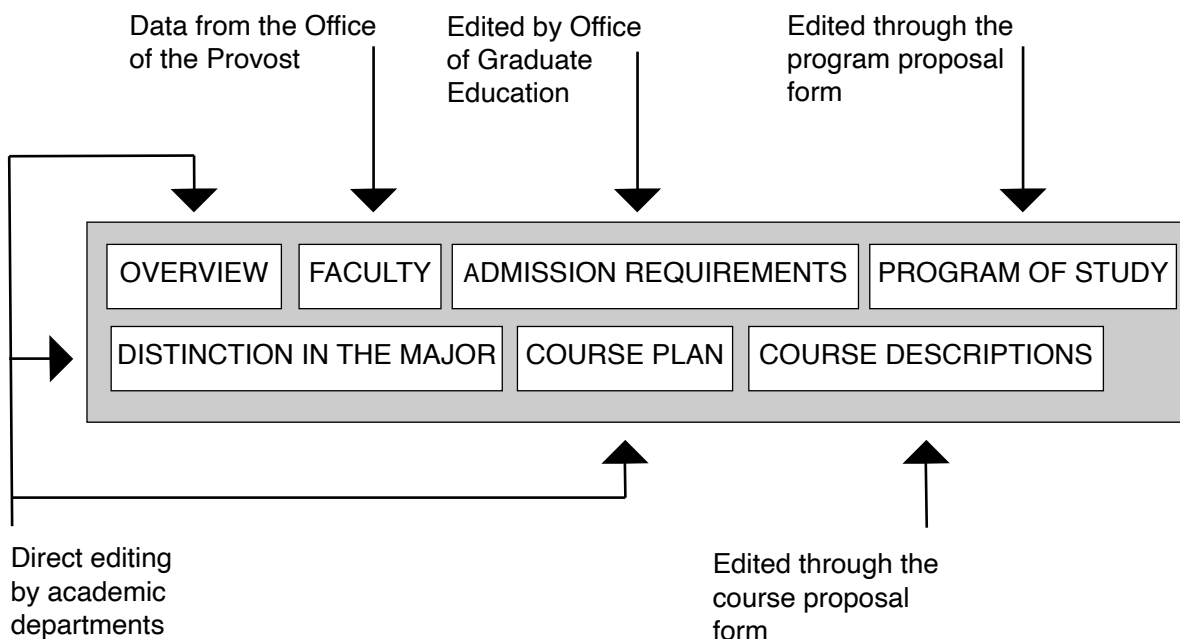
Workflow & Roles



Workflow for most academic departments follows the pattern above. The role names for the workflow are created using the department code combined with the role description. For example, the role names for the department of philosophy are PHIL Editor and PHIL Chair. The editor role for departments is typically occupied by the assistant to the chair (or similar position) and the chair of the department. The chair role is occupied solely by the department chair.

Departments can request that workflow be modified to best suit departmental needs provided sign-off from the chair remains in place. More on workflow within this manual in the section on the approval site.

Anatomy of a Bulletin Page



Information is pulled from a variety of sources to create each academic department's bulletin page. For instance, course descriptions are not edited directly by the department. Instead, descriptions are pulled into the page using data from the course proposal form. Similarly, the programs of study appearing on a department's page come from the program proposal form. Consequently, if faculty wish to edit a course (changes to title, credit hours, prerequisites, the course description), that is done through the course proposal form. Similarly, edits to any of the programs of study in the bulletins are essentially made through the program proposal form.

Academic departments can directly edit the “Overview” tab in the bulletins directly. For undergraduate programs, the department will edit the “Course Plan” and “Distinction in the Major” tab directly, as well. Graduate programs have an “Admission Requirements” tab that will be edited by the Office of Graduate Education. As mentioned earlier, the Registrar’s Office updates faculty listings with input from departments.

Navigating to the Correct Editing Sites

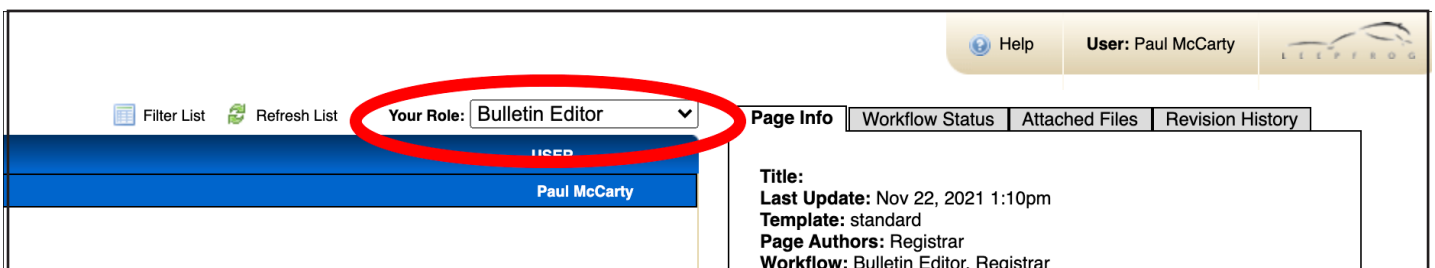
Users will find the following URL’s helpful in accessing various bulletin functions

Live Bulletin	http://bulletin.du.edu/
Edited Bulletin Site	https://nextbulletin.du.edu/
Course Proposals	https://nextbulletin.du.edu/courseadmin/
Program Proposals	https://nextbulletin.du.edu/programadmin/
Approval Site	https://nextbulletin.du.edu/courseleaf/approve/

The live bulletin site is the bulletin for the current academic year. The edited bulletin site is a preview of how the bulletin currently being edited will appear once it is published. The course proposal and program proposal sites are where users will edit course descriptions and programs of study, respectively. The approval site is where users will approve and edit other content (such as the “Overview”) in bulletin pages. Users will also approve course and program proposals or edits at the approval site.

Reviewing Bulletin Pages

Once bulletin pages are launched, users will receive an email asking them to review the page. The email will contain a link for the approval site. After following the link, users will login with their 87XXXXXXX ID and password. The site should open with the user’s role by default. If the approval site does not open with the user’s role or the user has multiple roles, it may be necessary to select the role from the dropdown menu.

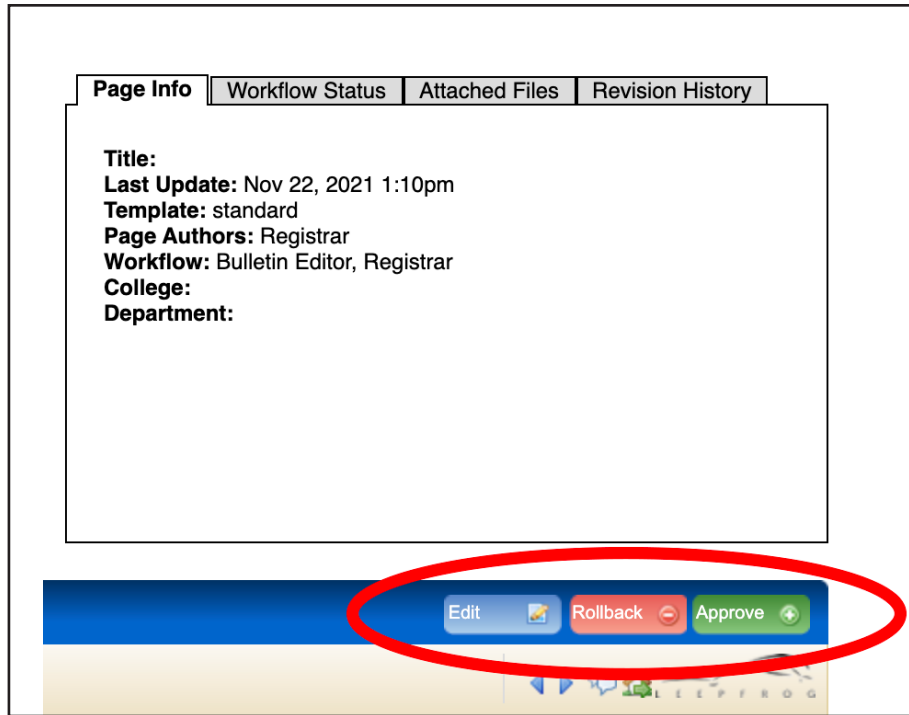


The default workflow email will state you have pending changes to review. If you are the first user in workflow or no previous user has made any edits to the bulletin page, the page will not have any changes and will appear as it does in the bulletin for the current academic year.

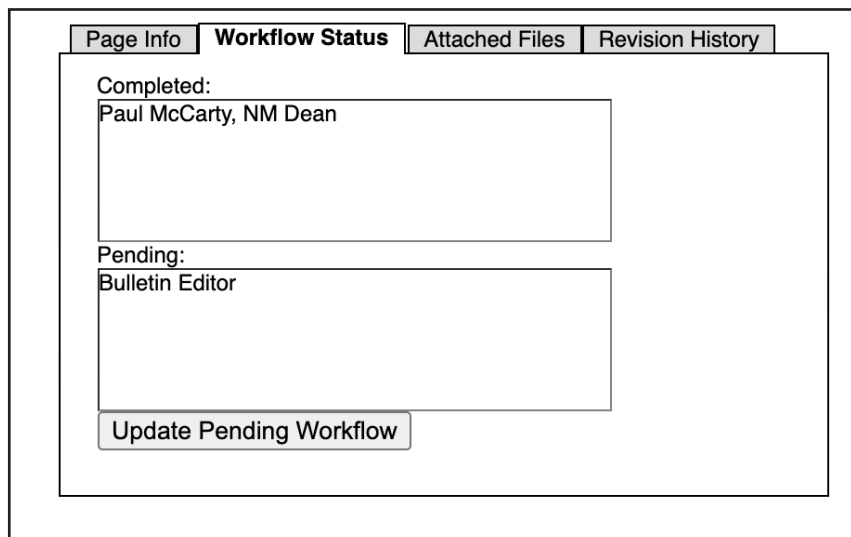
The review site will display pages pending approval. Users can edit, rollback or approve the page. The edit button will allow you to make changes to editable content on the page.

The rollback button will allow you to send content back to a previous workflow user. If you rollback a bulletin page, you will need to select who you are sending it to and add a comment or reason which will be visible to the previous user.

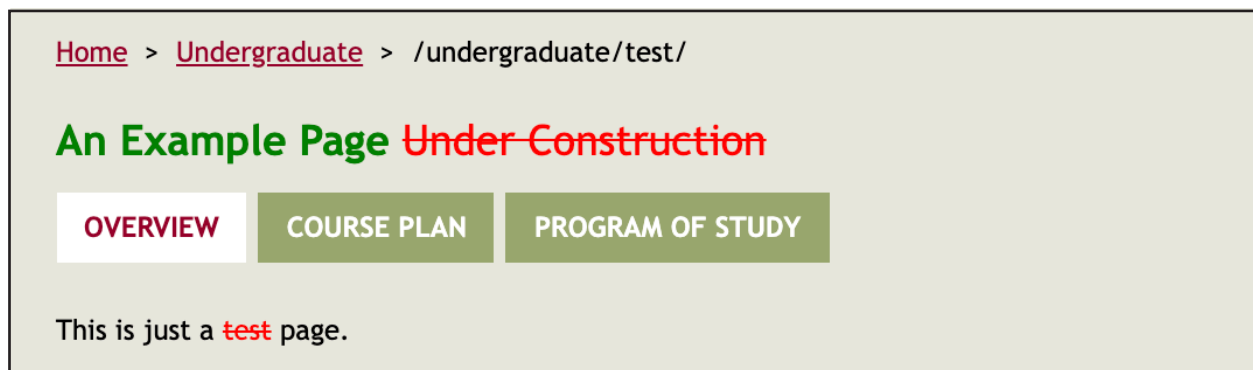
The approve button will allow you to send the page to the next person in workflow after you review or make changes to the page.



Users are also able to view workflow status, including past and upcoming workflow, from the approval site by clicking the Workflow Status tab.



Changes made by users will appear in a red/green markup with red being a deletion and green being an addition.



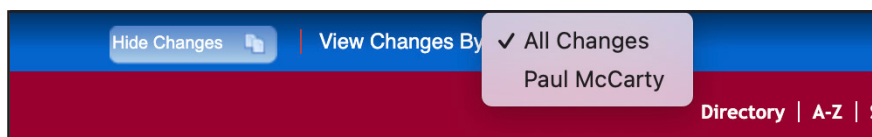
Home > Undergraduate > /undergraduate/test/

An Example Page Under Construction

OVERVIEW COURSE PLAN PROGRAM OF STUDY

This is just a test page.

The dropdown menu on the toolbar will allow you to filter the changes by user or hide them altogether.



Hide Changes | View Changes By

- ✓ All Changes
- Paul McCarty

Directory | A-Z | S

Getting Pages to a Final State

The goal of the review is to ensure the academic program page for each department is up-to-date and accurately reflects curriculum requirements. Review the following areas to make sure your page is ready to submit:

- The program of study area should reflect current program requirements for students admitted in that academic year.
- If edits are made to course requirements, users should make sure credit hours total correctly Independent of the catalog software.
- If there are courses appearing a red box, the course either has been deactivated or does not exist. Users should resolve any of that type of error.
- If there are credit hour in a red box, the credit hours for that course need to be corrected.
- For undergraduate programs, if the program of study has changed, users should review requirements for distinction in the major for accuracy. Additionally, if program requirements have changed, does that affect the term-by-term course plan for the student?

Though the course description tab on the bulletin page is populated by the software and users cannot directly edit this content, the course descriptions should be reviewed.

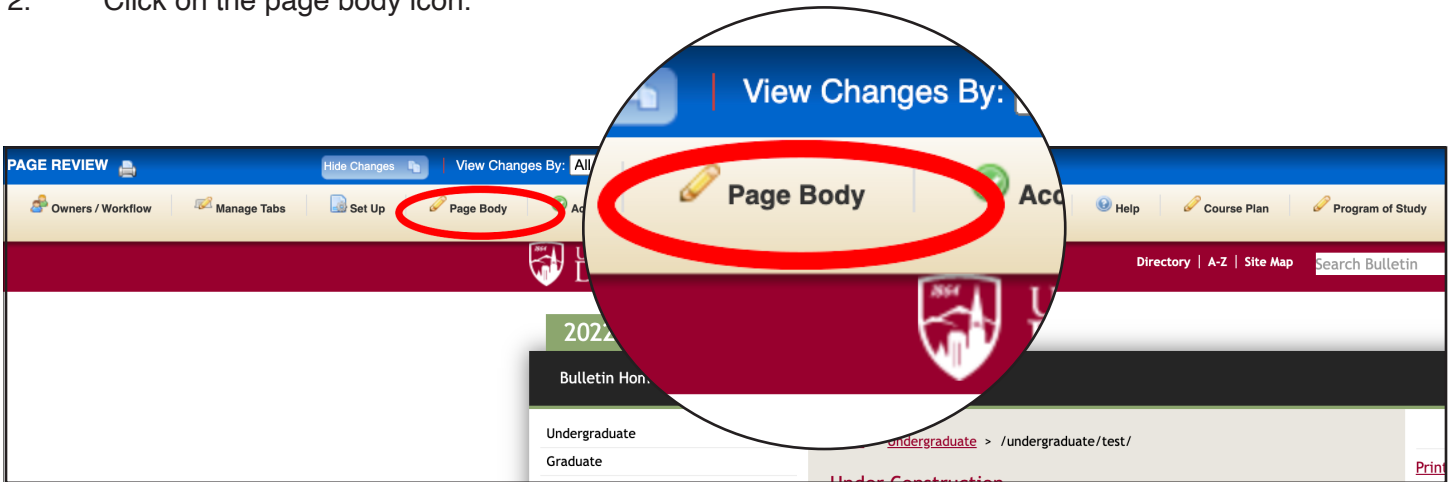
- Are all the courses that the user anticipated seeing present on that page?
- Are there courses that should be deactivated?
- Are course descriptions and prerequisite accurate as they appear in the bulletin?

A couple of other areas to review:

- Are there any missing programs of study that should be on the department's page?
- Does the Overview page accurately reflect the department and program offerings?

Editing the Overview

1. Click on the edit button from the approval site.
2. Click on the page body icon.



3. A new window will open up allowing you to make edits.
4. The majority of the icons in the toolbar should be familiar to anyone who has used MS Word. Users can hover over icons with their cursor for icon descriptions, as well.



Editing the Program of Study

1. Navigate to the program proposal site.
2. Locate the program of study you wish to edit.
Note: You will need to scroll to the correct record. The search box will not bring up the program. Program records are organized by college, department, and program type (e.g., NM-GEOG-MAJOR-BA).
3. Once you find the correct program proposal, click the edit button.
4. Complete all fields on the form with red borders.
5. Double click on the blue border under program overview to make edits to the program of study.

BACHELOR OF ARTS MAJOR REQUIREMENTS

(183 credits required for the degree)

40 credits. Requirements include:

Course List

Code	Title	Credits
RTC2 1010	Heritage and Values I	1.5
RTC2 1020	Heritage and Values II	1.5

A screenshot of a program overview page. The page has a green header with the text 'BACHELOR OF ARTS MAJOR REQUIREMENTS'. Below the header, there is a note '(183 credits required for the degree)'. The main content area is titled '40 credits. Requirements include:' and contains a 'Course List' section. A red arrow points to a blue border that surrounds the 'Course List' table. The table has three columns: 'Code', 'Title', and 'Credits'. It lists two courses: 'RTC2 1010' (Heritage and Values I, 1.5 credits) and 'RTC2 1020' (Heritage and Values II, 1.5 credits).

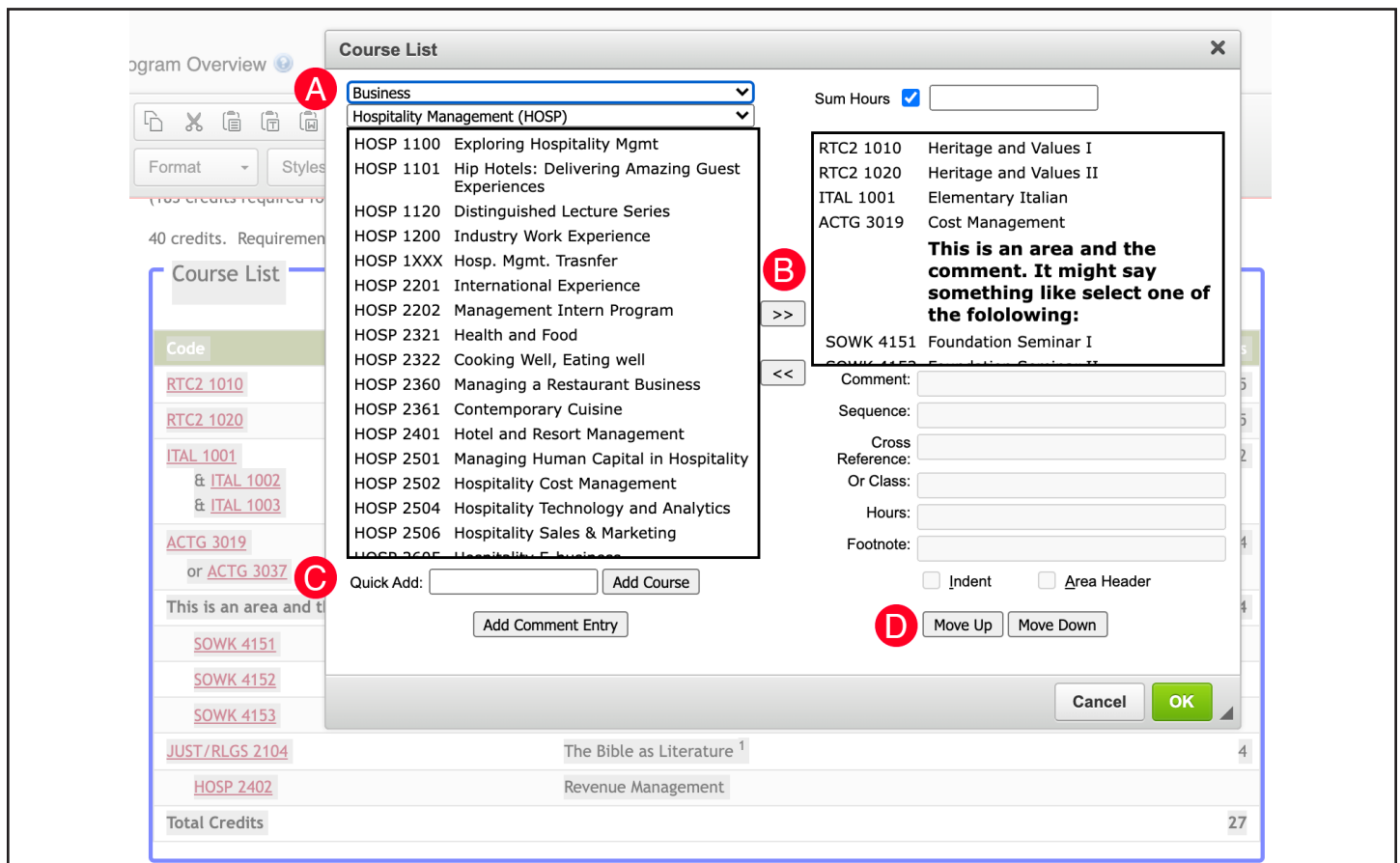
6. Use the course list tool will open in a new window. Use the tool to make edits to the program of study.

Using the Course List Tool

The course list tool offers a fair amount of flexibility for users in stating program requirements while validating the requirements against course data to ensure accuracy. This section will provide instruction on a variety of ways the program requirement can be edited starting with the most basic.

After you have opened the course list tool by double-clicking on the blue border, you will be able to add and remove courses from the program of study.

- A. Users can pull up a list of active courses by using the drop down menu to select the college and then the department under that college.
- B. Users can use the double arrow buttons to move courses in or out of the program of study.
- C. Users can use the quick add button, bypassing the need to pull up a list of courses, by entering the subject code and course number directly.
- D. Users can move course in the program of study up or down with the 'move up' and 'move down' buttons.



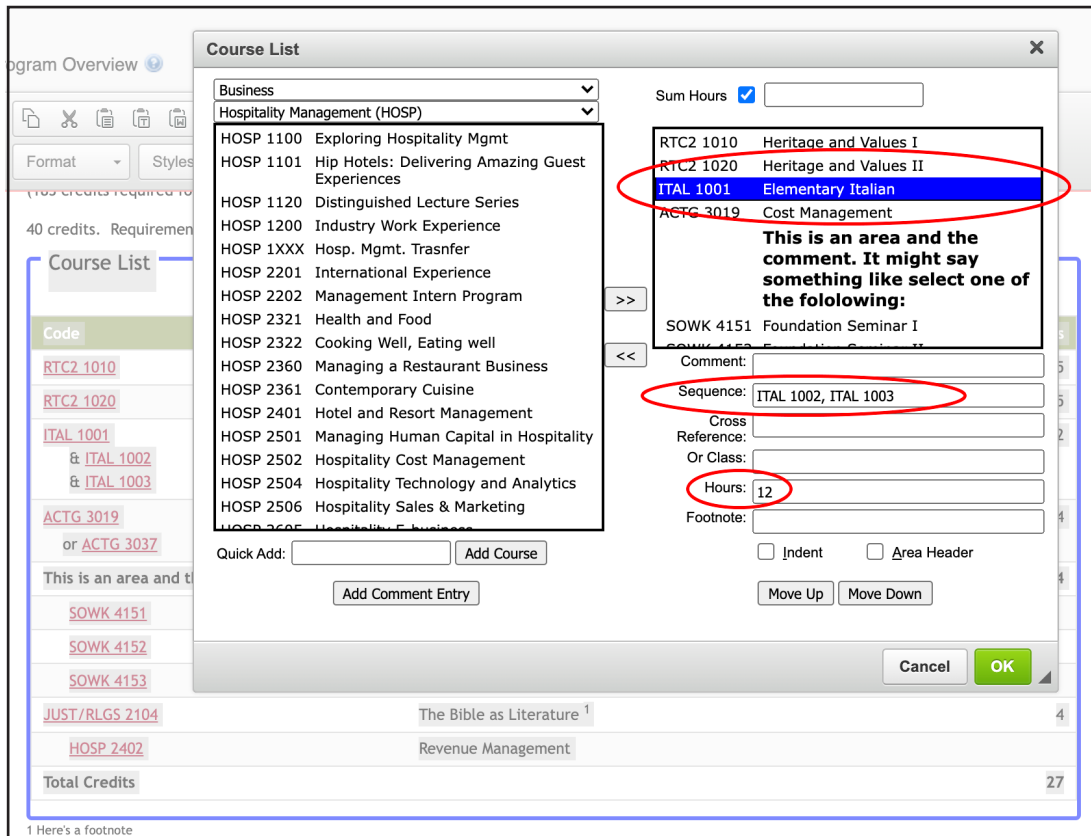
Entering a Sequence of Courses

Users can enter a sequence of courses in the program of study such as this elementary Italian sequence.

<u>ITAL 1001</u>	Elementary Italian	12
& <u>ITAL 1002</u>	and Elementary Italian	
& <u>ITAL 1003</u>	and Elementary Italian	

Note that the total hours for the sequence should be displayed when a requirement is entered in this manner.

1. Enter the first course in the sequence either from the course list or through the quick add.
2. Type the subject code and course numbers for the other courses in the sequence directly into the field labeled 'Sequence' separating each course with a comma.
3. Total credit hours for the sequence will need to be entered manually in the field labeled 'Hours' because the credits will only reflect the initial class in the sequence.



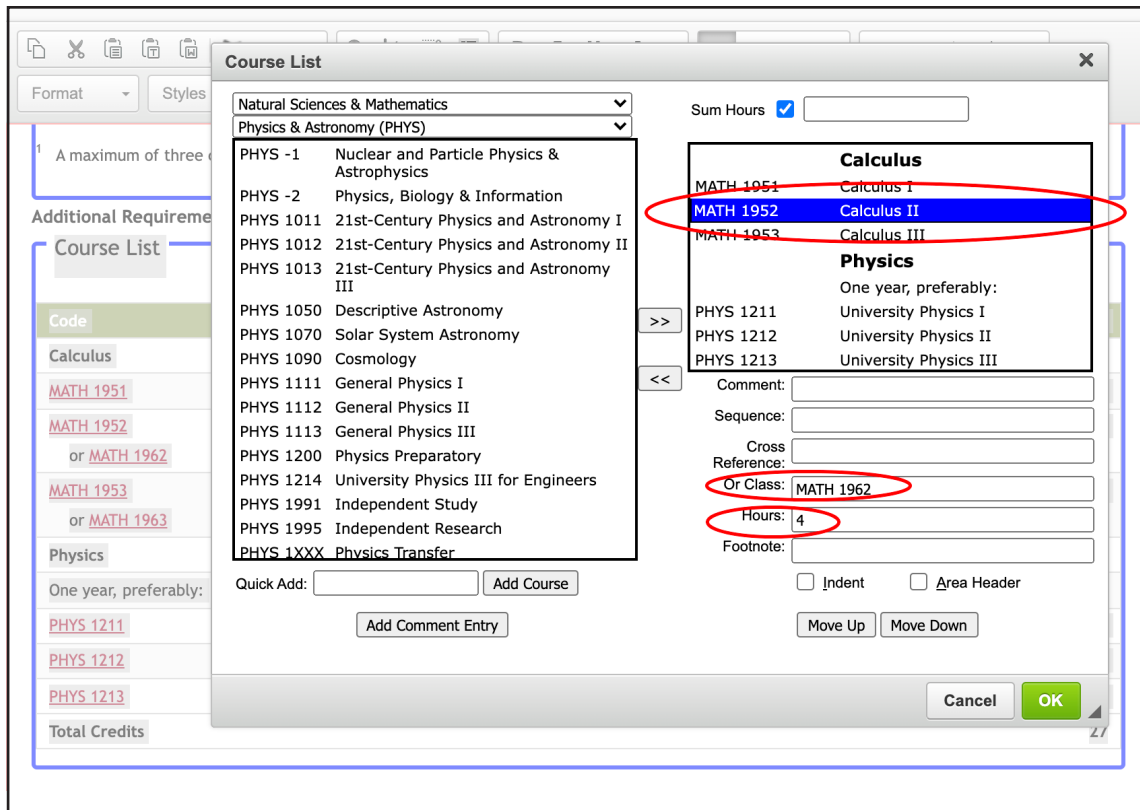
Entering 'Or' Courses

Users can enter requirements where students may choose between two or more courses to fulfill a requirement. Below, student can fulfill the requirement through either calculus course.

<u>MATH 1952</u>	Calculus II	4
or <u>MATH 1962</u>	Honors Calculus II	

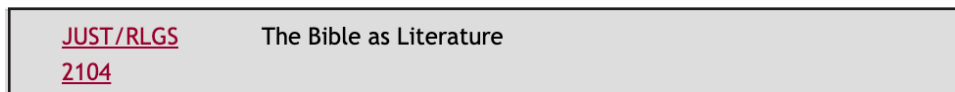
1. Enter the first course either from the course list or through the quick add.
2. Type the subject code and course numbers for the other courses directly into the field labeled 'Or Class'
3. There is no need to change the entry in the 'Hours' field.

Note: Additional courses may be entered in this field separated by a comma; however, if there are more than three course that would fulfill a requirement, an actual list of courses would be a better way of stating the program requirement.

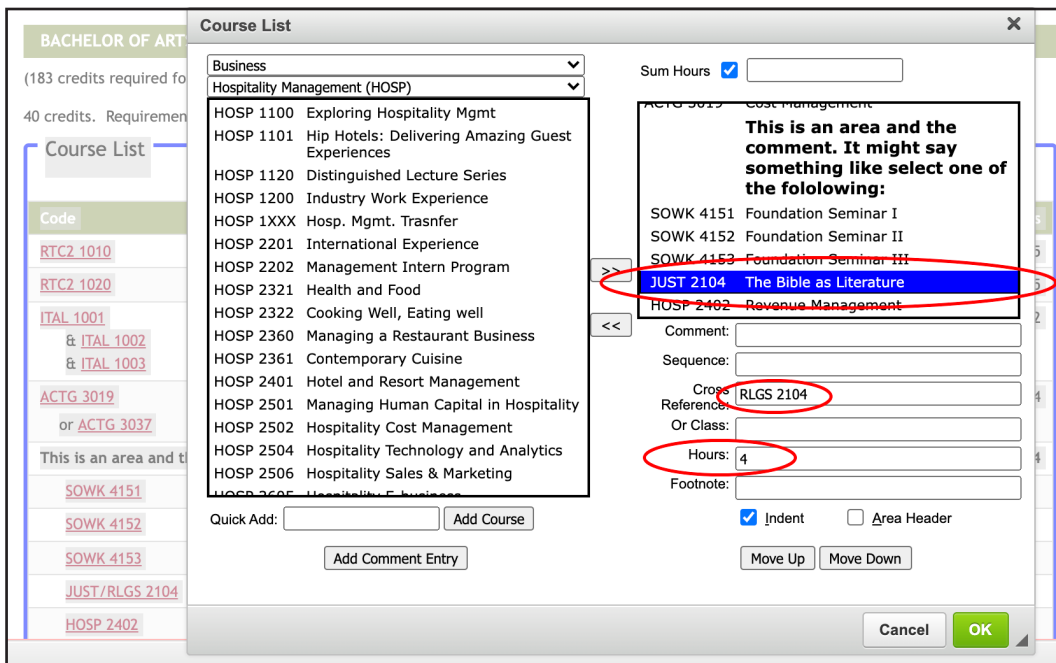


Entering Cross-listed Courses

Users can indicate that a course is cross-listed between two or more subject codes and that either course number will meet program of study requirements as in the example below.



1. Enter the first course either from the course list or through the quick add.
2. Type the subject code and course numbers for the other courses directly into the field labeled 'Cross Reference'
3. There is no need to change the entry in the 'Hours' field.



Entering a List of Courses Students Choose From

Users can enter a list of courses students may choose from such as an area within a major.

Performative Courses		4
Select one of the following:		
COMN 1011	Comm through Literature	
COMN 1012	Speaking on Ideas that Matter	
COMN 1015	Voice and Gender	

Entering a list such as this will require the user to create an area headers, enter comments, and indicate that the courses in the list should be indented so that they are excluded from the total hours in the program of study.

Creating the Area Header

1. Click the 'Add Comment Entry' button to add the comment. Once added, it will appear in the 'Comment' field. After the initial entry, it can be edited within the 'Comment' field.
2. Check the 'Area Header' box to make the comment appear in a bold font.
3. The required hours for the area needs to be entered with the comment here so that the required hours for the area calculate in to total hours for the program of study.

The screenshot shows a 'Course List' dialog box with the following elements:

- Foundations:** COMN 1210 Foundations of Communication Studies
- Performative Courses:** Select one of the following:
 - COMN 1011 Comm through Literature
 - COMN 1012 Speaking on Ideas that Matter
 - COMN 1015 Voice and Gender
- Communication Inquiry:** (Section header)
- Comment:** Performative Courses
- Hours:** 4
- Area Header:**
- Add Comment Entry:** (Circled in red)

Entering other comments

1. Click the 'Add Comment Entry' button to add the comment.
2. Check the 'Indent' button.

The screenshot shows the 'Course List' dialog box. On the left, a list of courses is displayed under the 'Communication (COMN)' category. The 'Add Comment Entry' button is circled in red. On the right, the 'Foundations' and 'Performative Courses' sections are visible. The 'Comment' field contains the text 'Select one of the following:' and is circled in red. Below it, the 'Indent' checkbox is checked and circled in red. The 'Area Header' checkbox is unchecked. The 'Sum Hours' checkbox is checked. The 'Add Course' and 'Move Up/Down' buttons are also visible.

Note that because the 'Area Header' box is not checked, the comment 'Select one of the following' appears in a regular typeface instead of bold. Also note that checking the 'Indent' box has done just what the user would anticipate. The comment is indented within the program of study. Finally, below the record for the first course in the list is visible. While the credits for the course appear in hours, it will be excluded from the program of study total because the 'Indent' box is checked.

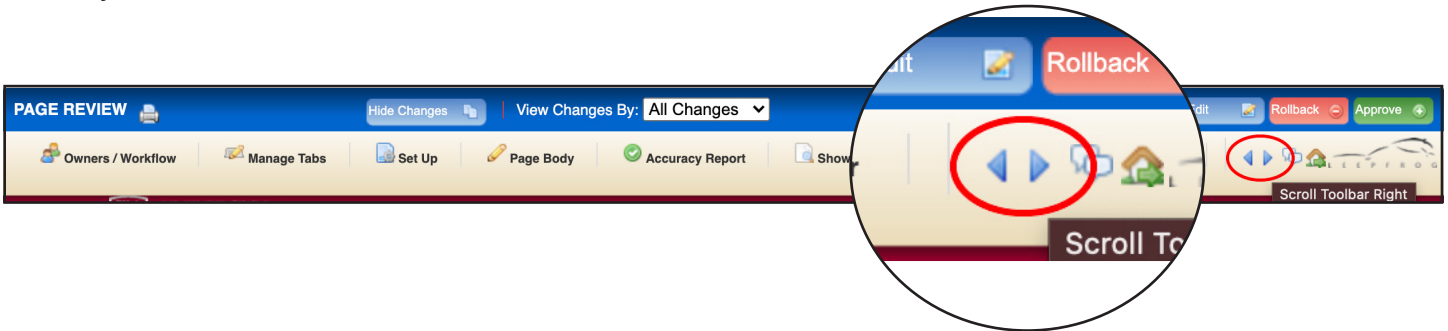
The screenshot shows the 'Course List' dialog box. On the left, a list of courses is displayed under the 'Communication (COMN)' category. The 'Add Comment Entry' button is circled in red. On the right, the 'Foundations' and 'Performative Courses' sections are visible. The 'Comment' field is empty. Below it, the 'Hours' field is set to '4' and circled in red. The 'Indent' checkbox is checked and circled in red. The 'Area Header' checkbox is unchecked. The 'Sum Hours' checkbox is checked. The 'Add Course' and 'Move Up/Down' buttons are also visible.

Editing the Course Plan

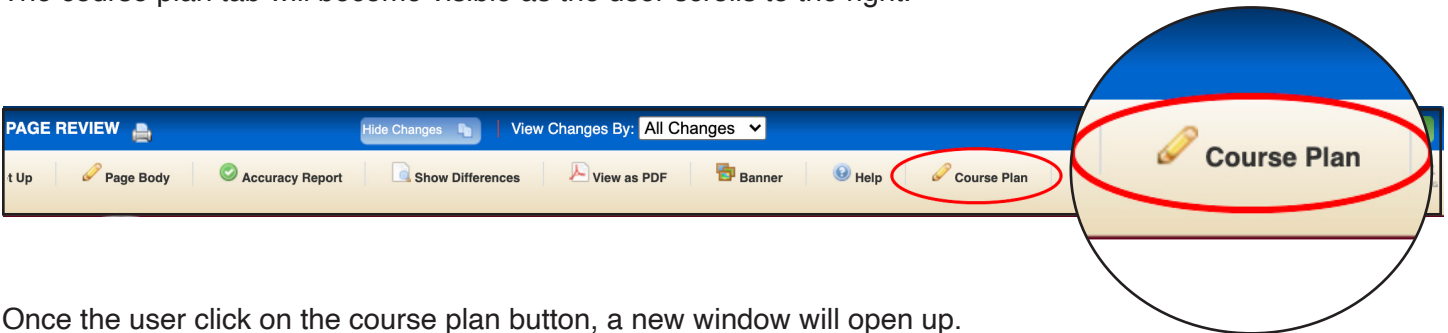
Departments that offer undergraduate majors need to maintain sample term-by-term course plans. If changes are made to major requirements, departments should make any necessary edits to the course plan so that it remains accurate.

To get the course plan tab on the department's page, it may be necessary to scroll through the editing toolbar at the approval site.

1. Click on the blue edit button to access the toolbar.
2. Use the blue arrows directly below the edit, approve and rollback buttons to access tabs that are not currently visible.



The course plan tab will become visible as the user scrolls to the right.



Once the user click on the course plan button, a new window will open up.

Plan of Study Grid		
First Year		
Fall	Credits	Winter
First-Year Seminar (FSEM)	4	WRIT 1122
Common Curriculum	4	Common Curriculum
Foreign Language	4	Foreign Language
ARTH 2801	4	ARTH 2802
	16	
Second Year		
Fall	Credits	Winter
ARTH 3300	4	ARTH 3823
SI-Natural	4	SI-Natural
Common Curriculum	4	Common Curriculum
Elective	4	Elective
	16	
Total Credits: 96		

The course plan can be edited after the user double-clicks on the blue line to open up the editing tool.

1. Courses and requirement need to be entered by term. Year and term controls are at the top right of the tool as drop-down lists.
2. Courses can be added through course lists controlled by college and department as they are when editing the program of study. Hours for courses should populate automatically.
3. Requirements such as common curriculum must be entered using the 'Add Comment Entry' button. Because these are not actual classes, the 'Hours' field must be populate with the correct credits.
4. First-Year Seminar (FSEM) must always be listed for fall under First Year. That course should be the first course listed under that term.

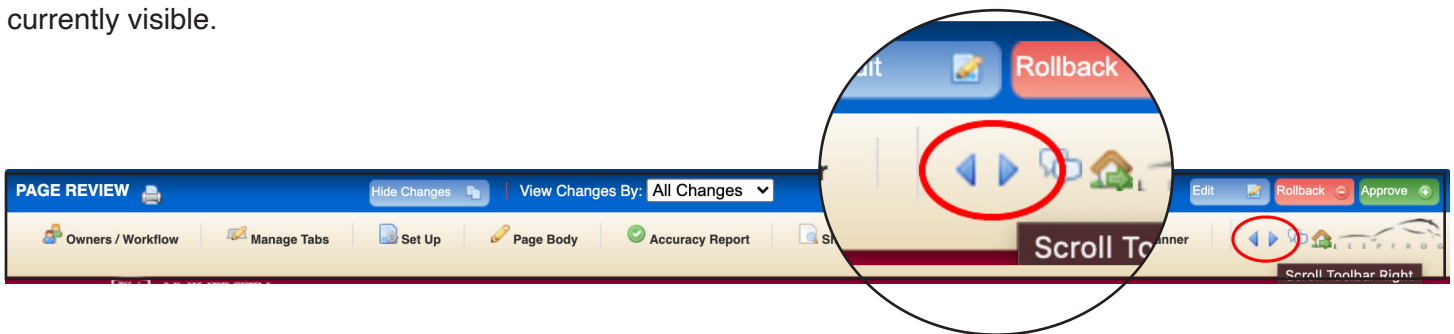
The screenshot shows the 'Plan of Study Grid' dialog box. On the left, there is a list of courses under the department 'Art History (ARTH)'. The 'Add Comment Entry' button is circled in red. On the right, the 'First-year Seminar (FSEM)' course is highlighted in blue. The 'Hours' field for this course is set to 4. The 'Year' and 'Term' dropdown menus are also circled in red. The 'Sum' field is empty. The 'Comment' field contains 'First-Year Seminar (FSEM)'. The 'Sequence' and 'Or Class' fields are empty. The 'Footnote' field is empty. The 'Move Up' and 'Move Down' buttons are visible. The 'Cancel' and 'OK' buttons are at the bottom right.

Editing Distinction in the Major requirements

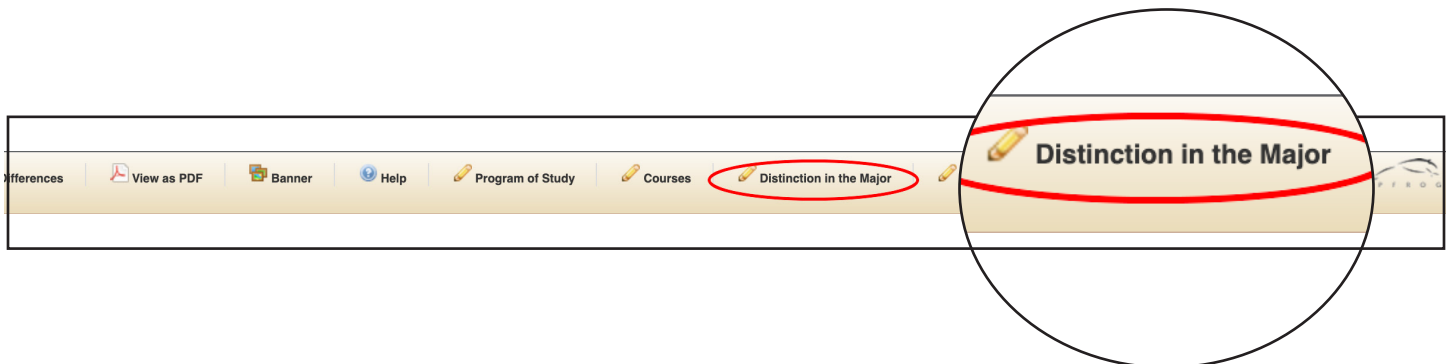
Departments offering undergraduate majors need to maintain distinction in the major requirements as a part of their bulletin page. If major requirements are changed in a way that affects distinction in the major requirements, the requirements should be updated as a part of that bulletin publication cycle.

To get the distinction in the major tab on the department's page, it may be necessary to scroll through the editing toolbar at the approval site.

1. Click on the blue edit button to access the toolbar.
2. Use the blue arrows directly below the edit, approve and rollback buttons to access tabs that are not currently visible.



The distinction in the major requirements tab will become visible as the user scrolls to the right.



Once the user click on the distinction in the major button, a new window will open up.

Like the Overview tab, the requirements for distinction in the major are just edited through text. The same toolbar as used on the Overview tab will be available for making edits.

Editing Course Descriptions

Edits to course descriptions can only be made through the course proposal site. Users should be aware that edited courses will not be updated immediately. Course changes must be manually processed by the Office of the Registrar, and courses must be refreshed in the bulletin editing environment.

1. Navigate to the course proposal site.
2. Search for the course using the subject code and course number.
3. Click the edit button.
4. Complete all the fields on the form with red borders.
5. Make any needed updates to the course description.
6. Click 'Save and Submit.'

Correcting Common Errors

As mentioned in the section on getting pages to a final state, the bulletin page:

- Red boxes around credits (indicating an error in credit hours) should be corrected and resolved;
- Red boxes around courses should be resolved;
- Credits in the program of study should total correctly independent of the software.

Here is an example of a program of study with these types of errors:

MINOR REQUIREMENTS		
(183 credits required for the degree)		
20 credits. Requirements include:		
Course List		
Code	Title	Credits
CHIN 1001 & CHIN 1002 & CHIN 1003	Elementary Chinese and Elementary Chinese and Elementary Chinese	4
ACTG 3019 or ACTG 3037	Cost Management Cost Management	4
This is an area and the comment. It might say something like select one of the fololowing:		4
HOSP 2402	Revenue Management ¹	
JUST 2104	The Bible as Literature	4
COMN 1100	Communication in Personal Relationships	
COMN 1650	Course COMN 1650 Not Found	
COMN 2471	The Social Construction of Travel	
INTS 2715	Introduction to Comparative Politics	4
GEOG 2430	World Cities	4
Total Credits		24

The example program of study above has several errors that need to be resolved.

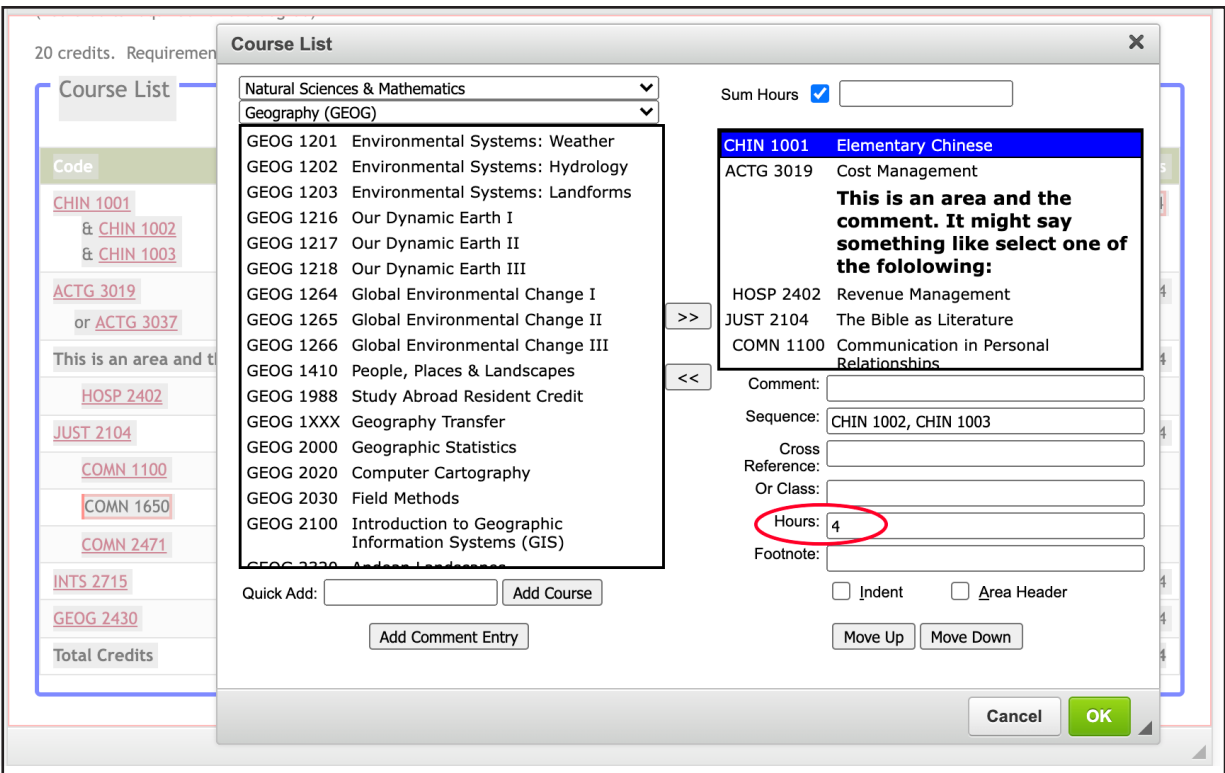
- The credit hours for the Elementary Chinese sequence has a red box around it indicating that there is an error.
- The course COMN 1650 has a red box around the course number and title. The title indicates that the course is not found.
- The total credit hours are incorrect.

Red Box around Credits

The red box around the credits indicates that there may be an error related to credits associated with a course.

In this example, the error is generated because the program of study specifies a sequence of courses but only the credit for the first course in the sequence is included. To resolve this error,

1. Navigate to the program proposal site and find the program proposal for this program of study.
2. Click edit and complete all the fields on the form with red borders.
3. Double click on the blue border around the program of study so that the course list tool opens in a new window.
4. Manually enter the correct credits for the sequence in the 'Hours' field.



This is only one source of errors for credit hours. The same solution, manually overriding credits by entering the correct credits in the 'Hours' field is generally the solution to this type of error. Other scenarios may generate this error as well.

Red Boxes around Courses

Red boxes appear around courses in the program of study or course plan when the course cannot be found. There are several possible solutions.

- The course number was entered incorrectly. Users should double-check the course number listed.
- The course number is associated with a course that has yet to make it through the course proposal process.
- The course has been deactivated and needs to be reactivated.

If the course was entered incorrectly, users need to navigate to the program proposal site and edit the proposal using the correct number.

If the course needs to either be proposed or reactivated, the error will resolve in the program of study after the course proposal has been processed and courses have been refreshed in the bulletin environment.

Credits in the Program of Study Total Incorrectly

Credit hour totals can be caused for a number of reasons. The most frequent source of errors in credit hour totals is the failure to indent a course or courses that are listed within an area. In this scenario, both the credits entered for the area and the non-indented course are being picked up in the total. In the example program of study, this is visually evident for the courses JUST 2104, INTS 2715, and GEOG 2430.

To resolve this error,

1. Navigate to the program proposal site and find the program proposal for this program of study.
2. Click edit and complete all the fields on the form with red borders.
3. Double click on the blue border around the program of study so that the course list tool opens in a new window.
4. Check the 'Indent' box to exclude the course or courses in the area from being added into the total for the program of study.

The screenshot shows a 'Course List' dialog box. On the left, a list of courses is displayed under the heading 'MINOR REQUIREMENT'. The list includes: CHIN 1001, CHIN 1002, CHIN 1003, ACTG 3019, ACTG 3037, HOSP 2402, JUST 2104, COMN 1100, COMN 1650, COMN 2471, INTS 2715, and GEOG 2430. The 'Course List' dialog box has a dropdown menu for 'Natural Sciences & Mathematics' and 'Geography (GEOG)'. Below this is a list of courses with their descriptions, including GEOG 1201 through GEOG 2100. A warning message is displayed: 'something like select one of the following: HOSP 2402 Revenue Management, JUST 2104 The Bible as Literature, COMN 1100 Communication in Personal Relationships, COMN 1650 *** Course Not Found ***, COMN 2471 The Social Construction of Travel, INTS 2715 Introduction to Comparative Politics, GEOG 2430 World Cities'. The 'INTS 2715 Introduction to Comparative Politics' course is highlighted in blue. Below the list, there are fields for 'Sum Hours' (checked), 'Comment', 'Sequence', 'Cross Reference', 'Or Class', 'Hours' (set to 4), and 'Footnote'. The 'Indent' checkbox is checked and circled in red. There are also 'Move Up' and 'Move Down' buttons. At the bottom right, there are 'Cancel' and 'OK' buttons.