

Hines-Cobb, Carol

From: Briscoe, Diane
Sent: Tuesday, October 20, 2009 2:39 PM
To: COEDU Department Chairs
Cc: COEDU Masters Program Coordinators; COEDU Doctoral Program Coordinators; Clark, Rae; Adkins, Lisa; Mullen, Lisa; Curry, Easter; Turner, Sandy; COEDU Dept. Office Managers; Hines-Cobb, Carol; Oltz, Judy; Sloan, Miranda; Hinde, Dorothy; Rivera, Leris
Subject: FW: 2010-2011 Graduate Catalog Copy Instructions
Importance: High

GRADUATE CATALOG COPY INSTRUCTIONS

2010-2011

Please find below the instructions for submitting graduate catalog copy for 2010-2011. The turn-around time is limited; therefore, we ask that you follow the instructions below if you want to ensure that your copy is submitted with the changes you have identified.

We ask that you do the following to avoid some of the pitfalls encountered last year, and to ensure a smoother process:

- 1) **Please provide the name of one contact person in your department (or program) who will be communicating with this office when questions arise about catalog copy.** This person will serve to find an answer to questions that arise regarding the requested changes. This should avoid some of the confusion experienced last year. (I.E. Last year, several people submitted copy for the same program and concentration, and the requested changes were inconsistent. It was difficult to determine exactly whose communication was appropriate. The process of contacting two or three different people about the same concentration also took an inordinate amount of time.)
- 2) **Please notify me via e-mail if the copy currently in the catalog is correct as listed.** Be sure to identify the degree and concentration being referenced. This will prevent us from having to stop and contact you to determine whether or not you are planning to submit revised copy. For example:

“The copy for the M.Ed. in Curriculum and Instruction, Biology concentration, (CBI) is correct as listed. No changes are needed.”

- 3) **Submit only one degree program and concentration per Word document.** For example: M.Ed. in C&I Biology would constitute one Word document. Information, for example, about the M.Ed. in C&I Physics should be sent via a second Word document. (We are unable to send multiple programs in one Word document to the Graduate School due to the process they are using to integrate changes university-wide.)

- 4) **DO NOT SUBMIT ANY COPY UNTIL ALL INVOLVED HAVE REVIEWED WHAT IS BEING SUBMITTED.** Last year, many people submitted copy, and then re-submitted additional changes after the original submission had already been sent to the Graduate School as approved. This year, there will be no multiple submissions for the same program.
- 5) **Changes submitted after the deadline might not be included.**
- 6) **Only changes that have been approved through Graduate Council and the DOE (if appropriate) should be submitted.** All approved changes should be posted (for your reference) in the College of Education section of the catalog, according to Carol Hines-Cobb in the Graduate School. These changes must be added to your sections, (if my interpretation is correct).
- 7) **Do NOT re-type copy.** Cut and paste the copy from the site referenced, and use track changes when changes are made. Re-typed copy will be returned to the sender un-read. (The Graduate Council and the Board of Governors must review the changes. They have determined that the way they want to approach this task is through track changes.)
- 8) **It is helpful to submit track changes in a color that is different from the color of the original text.**
- 9) **Submit copy to the COEDU Graduate Studies Office electronically.** No hard copy submissions will be accepted.
- 10) Please **review ALL degree programs and concentrations listed in the catalog for your department.** If the degree is listed in the catalog, it is still considered active even if you are not currently admitting students. The copy must be reviewed and updated.
- 11) Any technical questions should be directed to Miranda Sloan, 974-9649 or Sloan@coedu.usf.edu

Thank-you for your assistance with this project and the process associated with it.

Diane

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**GRADUATE CATALOG COPY REVISIONS
INSTRUCTIONS FOR PREPARING AND SUBMITTING CATALOG COPY
(Copy is due to Diane Briscoe no later than November 13th)**

Following are the instructions for accessing and editing catalog copy for your department for the 2010-2011 USF Graduate Student Catalog. Please disseminate this information as appropriate.

The catalog copy for the College of Education is available on the Graduate School webpage: <http://www.grad.usf.edu/newsite/coordinators.asp>

Please note that the copy is not yet available (per the Graduate School), but should be no later than the end of this week.

To edit the text:

1) You will need to copy your program's section of text from the Graduate Catalog and paste that text into a separate Word document on your computer in order to make your updates.

2) Turn on the "Track Changes" option:

For MS Office 2007 Users: Go to the "Review" tab and select "Track Changes"

For Users of Older MS Office versions: Go to the "Tools" tab and select "Track Changes"

3) Please be sure to save each degree or concentration available in your department separately (for example, if you offer MA and M.Ed. degrees in your program, copy and save each degree's information into its own Word document and label each set of information accordingly).

4) Please note that only curricular changes which have been **approved by the USF Graduate Council between January 4, 2009 and October 19, 2009** should be noted on your catalog copy.

5) Once you've made your changes, please e-mail those documents as Word attachments to Diane Briscoe (Briscoe@coedu.usf.edu). **Catalog copy changes should be submitted to Diane Briscoe (Briscoe@coedu.usf.edu) no later than November 13th. (Please note that the sooner the copy is received, the better.)**

If you have questions about what must be included in your catalog copy, please contact Diane Briscoe at Briscoe@coedu.usf.edu