COE Catalog & Website Processes and Recommended Timelines

UHCL has three different website "buckets." One is administered by the Registrar's office (catalog), the other two are administered by the Marketing and Communications web team.

Registrar Owned Content

Catalog (Goal: Official Degree Requirements)
- Changes are submitted through the Associate Dean's Office. ARC approval required for some changes.

Much of the Academic/College web page and the Catalog information overlap. ***As programs review and make changes to the catalog through the Associate Dean's office, corresponding changes and edits to the program related webpages should be submitted to the COE Website Liaison***. Note that web page content will not be pushed "*live*" until the catalog goes live around March 1 each year.

The Web Team will automatically update degree plans on the academic pages after the catalog degree plan updates are live.

UHCL Catalog Review Timeline 2022-2023

Tonia Coronado is the COE Catalog Editor

UG/GRD Timeline and Deadlines	Process
August 2022	Catalogs cloned and opened for editing in Digital Architecture/Acalog.
End of October 2022	Reviewers (faculty/content owners) provide all changes to editor(s).
End of November 2022	Editors enter changes into Digital Architecture/Acalog. Editors notify Reviewers (faculty/content owners) that changes in Acalog are ready for review.
End of December 2022	Reviewers (faculty/content owners) approve or reject changes in Acalog. Reviewers notify editors of any further changes.
Mid-January 2023	Editors make necessary changes and notify Reviewers of FINAL review.
* 8 a.m., January 30, 2023	Catalogs locked and UG/GRD editorial review process begins (Acalog content is inaccessible and no further editing/changes are permitted).
* March 1, 2023	UG and GRD catalogs go live on the UHCL website.

** Dates marked in red are **hard** deadlines with no exceptions per executive mandate; all other dates are suggested deadlines as reminders to maintain workflow.*

Marketing and Communications Web Team Owned Content

Academic/Degree Web Pages (Goal: Recruitment)
Primary Audience: Prospects
- Academic Pages are those with a URL beginning: https://www.uhcl.edu/academics/
- COE Website Liaison (Michelle Lane) will send change requests to web team.

College Web Pages (Goal: College/Program Specific Information and Resources)
Primary Audience: Current Students, Secondary Audience: Prospects, Faculty, and Staff.
- COE pages have a https://www.uhcl.edu/education/ web address
- COE Website Liaison (Michelle Lane) can directly edit these pages
- COE Faculty pages are now "owned" and edited by Faculty – See faculty bio page information below.

Faculty Biography Pages (Goal: Internal/External Information)
Primary Audience: Current Students, Prospects, Faculty, and Staff.
- *Faculty biography pages, including pages for new faculty, are the responsibility of faculty* to maintain through the Faculty Bio Update Form on the Marketing and Communications website.
- ***Faculty are limited to 10 listed publications on their bio page. A current CV is encouraged to be attached to the site. Presentations will not be included on the bio page.***
- COE Website Liaison will make changes to faculty rank and faculty page removal based on information from Dean's Office.

COE Website Change Process 2022-2023

All changes to COE related academic and college pages must be made through the COE website Liaison, with the exception of faculty bio pages. Below are the processes for different types of web edits and a suggested timeframe for reviewing/requesting edits.

Michelle Lane is the COE Website Liaison.

November – February	**In conjunction with Catalog Reviews**: Departments and Programs review pages on the College of Education pages (pages with a https://www.uhcl.edu/education/ web address) and Academic Program degree pages (pages with a https://www.uhcl.edu/academics/degrees/ address) for information that needs changing to match catalog changes. - Programs with new degrees need to submit a request for a new academic degree page and listing on academic and department/program web pages.
March	Web team and COE Website Liaison make changes submitted by programs to college and academic degree pages.

April – June	**Departments and Programs review the following:**
	• Program Degree and Certification pages on the [Academics](#) group. These can either be accessed from your department webpage or the [Degrees and Programs](#) page.
	○ This includes reviewing the faculty included at the bottom of each degree/certification page.
	• Department and program pages on [the College of Education](#) group.
	○ This includes list of program faculty where listed.
	○ Contact information for department/program.
	• Reminder: college pages are geared towards currently enrolled students.
June – August	**COE Offices:**
	• Review area webpages including staff contacts.
	• Review and update faculty resource and student resource page documents.
	• All web documents must contain a created or revised date in the footer.
	• Other non-department/program COE pages.
July – August	**Departments and Programs review the following:**
	• Program related documents on faculty resource and student resource pages.
	• All web documents must contain a created or revised date in the footer.
Miscellaneous Changes	• At any time if you find an incorrect link, missing information, or want to update your web page information or add a new page, please contact the COE Website Liaison.