Subject: 2016-2017 Campus Bulletin :: Action Required
Date: Monday, July 20, 2015 at 4:01:10 PM Eastern Daylight Time
From: Sheppard, Teresa Lynn
CC: Sheppard, Teresa Lynn, McIntosh, Johnny L
Priority: High

Good afternoon—

I am attaching the Acrobat template which will be used to provide a more uniform format to the listing of the degrees in the upcoming 2016-2017 Campus Bulletin. **Please complete a form/template for EACH undergraduate degree your department currently offers.** This form will be completed using Adobe Acrobat Professional— if you do not currently have Adobe Acrobat Professional installed on your computer (and most do), please contact the Help Desk to have it installed. Acrobat Reader is not sufficient for this task. **The deadline to submit edits to me is Thursday, October 15th.**

Also attached is a spreadsheet containing web links which will require your edits. Please know that I have taken every effort to ensure this list is complete— please let me know if there are any missed.

Please feel free to let me know if you have any questions.

Thanks much,
Teresa

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From: Teresa Sheppard <tlsheppa@iusb.edu>
**BULLETIN UPDATING TIME IS COMING**

Under John McIntosh’s leadership, I will be coordinating the publication of the **2016-2017 Campus Bulletin** for IU South Bend.

I will be forwarding to you (next week) a spreadsheet indicating the links that will need your attention to ensure correct and complete information. **The deadline to submit edits to me is Thursday, October 15th.**

A new initiative for the 2016-2017 Campus Bulletin is to utilize a more uniform layout of the degree requirements for each undergraduate degree offered at IU South Bend. The College of Liberal Arts and Sciences paved the way in the 2014-2015 Campus Bulletin, utilizing a format which better links to the general education requirements. To preview the format, please do so on any CLAS degree ([http://bulletins.iu.edu/iusb/2015-2016/schools/college-of-liberal-arts-and-sciences/index.shtml](http://bulletins.iu.edu/iusb/2015-2016/schools/college-of-liberal-arts-and-sciences/index.shtml)). Not only does this format provide a more uniform look, it also enables a quicker lookup if changes are made to any of the requirements. A template will be provided to assist in the reformatting of degrees.
It should be mentioned that while the bulletin is now online—and no longer in print—changes are not allowed after the date it is published (usually one week beyond the publish date to give departments the opportunity to check all links and have minor edits fixed which were not caught in prior reviews). With the 2015-2016 Campus Bulletin, there were extensive “fixes” months beyond the final date. This will no longer be permitted. Since it is important to ensure all information is correct—including changes to degree requirements—departments should plan to have all approvals on curriculum changes made by April 2016. Otherwise, any changes will not be reflected in the formal bulletin, but rather in an addendum for inclusion in the 2017-2018 “edition.”

Please also be sure to make use of the bulletin.iusb.edu website for all communication, instructions, etc. regarding this extremely important “document.”

I look forward to working with you. Please contact me with any questions you may have.

Teresa

http://bulletins.iu.edu/iusb/2015-2016/

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