



# **UPDATING GUIDE:** **L&S Undergraduate programs**

# OVERVIEW

- Role of Guide
- How to edit / update Guide (emphasis on annual-type updates)
- Policy & Style Guidelines
- Planning timeline & deadlines
- Who can help



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# Role of Guide

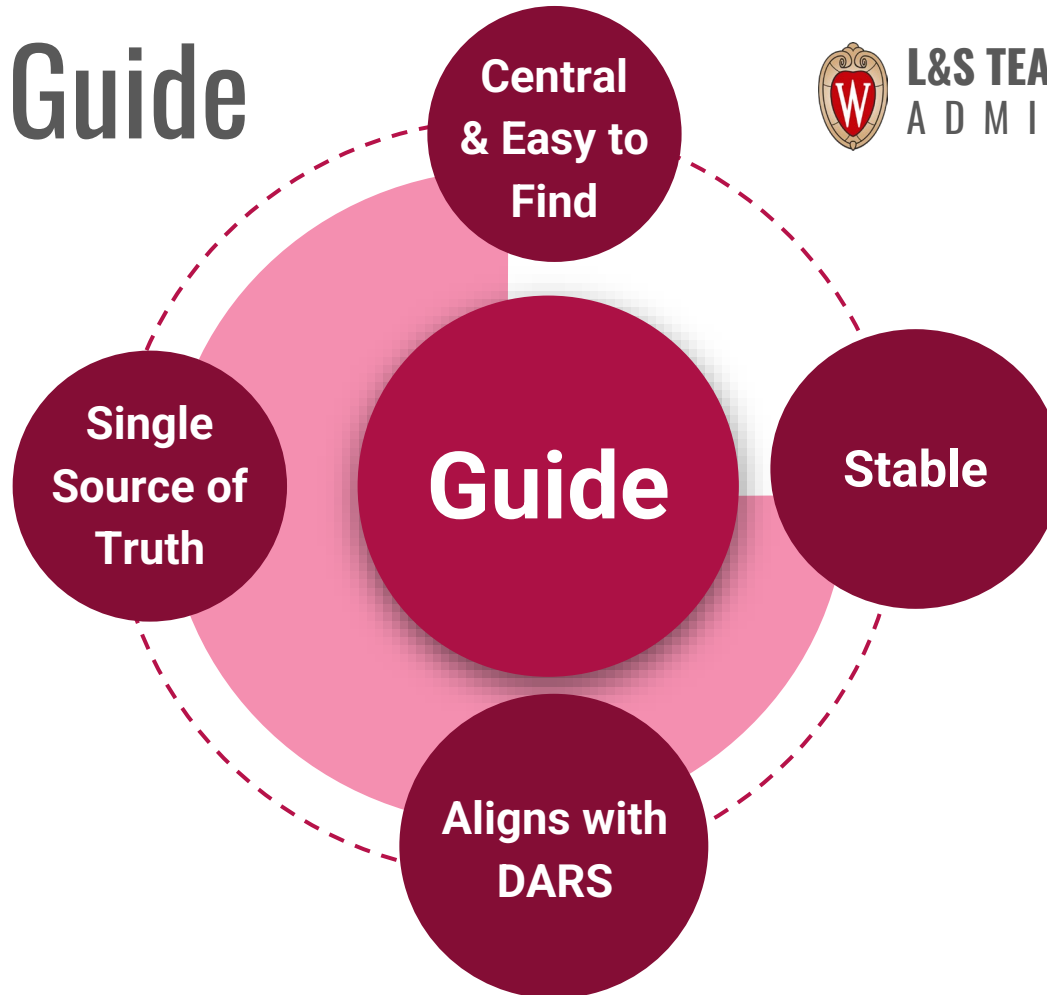


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# Role of Guide



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# Single Source of Truth



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## Truth

- Approved
- Correct
- Current
- Easy to understand

## Single Source

- One central location
- Not replicated
- Definitive source for requirements

# Editing and updating Guide



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# Underlying principles



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Lumen Programs helps us meet many goals:

- Publish correct and current information about requirements (uses our own course data)
- Communicate consistently about requirements
- DARS is lock-step with Guide
- Create central location for records about changes
- Review program changes per our governance procedures

# Governed vs Non-governed

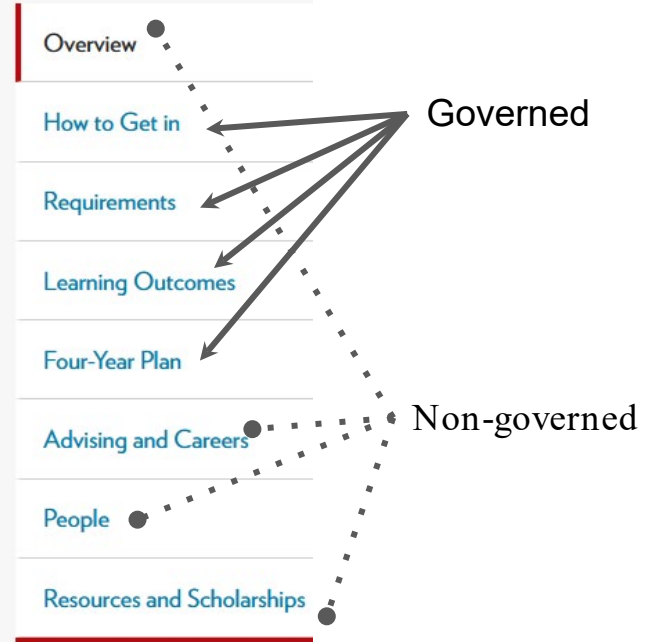


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## AFRICAN CULTURAL STUDIES, B.A.



The mission of the Department of African Cultural Studies is to research and teach the languages and expressive cultures of Africa and Africans around the world. This includes work at the graduate and undergraduate levels, and emphasizes the development and application of analytical, linguistic, and methodological tools that enable students to work effectively and imaginatively across regions, languages, cultural forms, methodologies, and disciplines.





# Editing Tools (MyUW “Lumen”)



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**Program Proposals** “governed” pages, all staff/faculty have access



**Guide:** “non-governed” pages, must be designated as undergraduate guide editor

Guide	Program Proposals	Course Proposals	Structure Proposals
<a href="#">Edit Guide</a>	<a href="#">Manage program proposals</a>	<a href="#">Manage course proposals</a>	<a href="#">Manage academic structure proposals</a>

# Help with editing



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Lumen/Guide Campus kb: <https://kb.wisc.edu/lumen/>

- Course List Table help (add/remove a course, add headers, sum credits, etc) : <https://kb.wisc.edu/lumen/69395>
- Insert 'in-line' courses (insert courses **outside** of a Course List tables): <https://kb.wisc.edu/lumen/69396>
- Fix a “red-boxed” error (i.e. a course error): <https://kb.wisc.edu/lumen/90700>
- Four Year Plan help: <https://kb.wisc.edu/lumen/69387>
- Add or edit footnotes in a Table <https://kb.wisc.edu/lumen/121681>
- Add/edit webpage link: <https://kb.wisc.edu/lumen/69388>

# Policy & Style Guidelines



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# Policy & Style Guidelines



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- L&S Lumen/Guide Policy & Style Guidelines for Undergraduate Programs <https://kb.wisc.edu/lis/95362>
- Establishes L&S expectations for governed pages
- Administrative review to ensure pages align with the guidelines.

# Style/Policy Guidelines



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Common questions and where you can find help in the [guidelines](#):

- **Residence and Quality of Work:** page 20
- **How to express GPAs:** page 21
- **How to Get In:** pages 21 - 22
- **Requirements:** pages 23 – 30
  - Course lists and organization: pages 24-27
  - Residence & Quality of Work, Honors: page 28
  - Formatting: pages 29-30
- **Four and Three-Year plans:** pages 30-35

# Planning timeline & deadlines

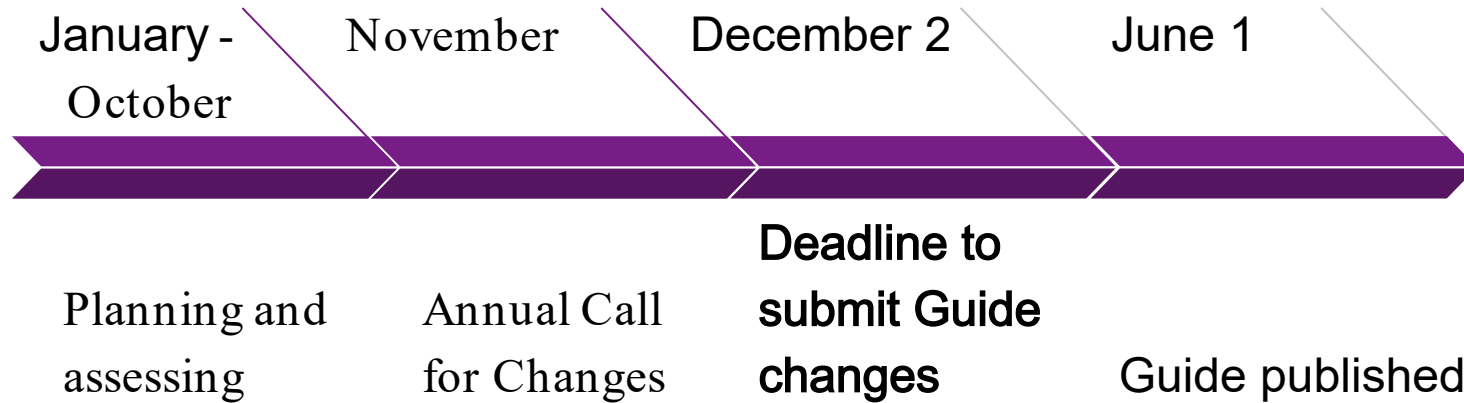


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# Planning timeline



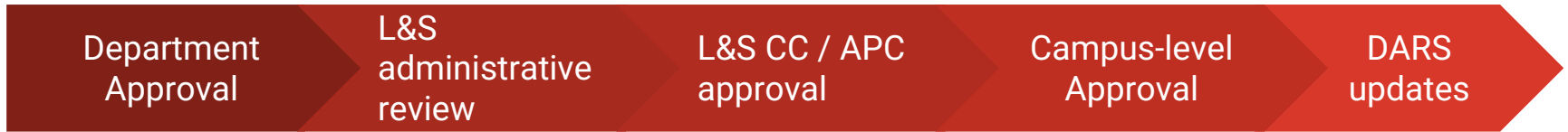
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# What happens after you submit?



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Final step: Publication on June 1!



# Help & Resources



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Kim Grocholski, Academic Planner (L&S TLA):

- Help with Lumen Programs, “governed pages”, governance or workflow questions

Tori Richardson, Assistant Dean (L&S SAA)

- Help with Guide edits for “non-governed pages”

Wyl Schuth, Policy & Planning Analyst (L&S AIM)

- For questions about how requirements will be implemented in DARS, and whether requirements as articulated can be easily encoded