

IQ does more.

Learn One Program For All Your Academic Content Management Needs.

IQ is higher education's first **complete academic content management** solution. IQ centralizes the management of **Catalogs, Syllabi, Curriculum Changes and Additions**.

IQ's powerful web-based workflow, forms, email notifications and permissions are the answer to all your needs in a single, easy-to-use tool. Whether you just need a catalog management system or are looking for a better way to collect and route student forms, IQ has the module you need. **Modules can be implemented independently and the system can grow with you over time**. Best of all, you only have to learn one system to manage everything.

- Catalogs
- Syllabi
- Student Handbooks
- Curriculum Management
- Transfer Credit Evaluation
- Policy Manuals



Features:

Hosted, web-based technology

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Relational data structure

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Student Information System integration

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24/7 uptime guarantee

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Electronic workflows

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Custom forms

.....
Committee agendas

.....
Reports

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Email notifications

.....
Responsive web design

.....
Access to a national database of course descriptions

Client List

Alfred State College
Arapahoe Community College
Baptist College of Health Sciences
Bristol Community College
Buffalo State College
City College of New York
Clark Atlanta University
Cochise College
College of Central Florida
College of Charleston
College of Staten Island
Columbus Technical College
Community College of Aurora
Community College of Denver
Dominican College
East Stroudsburg University
Elizabeth City State University
Front Range Community College
Georgia College & State University
Georgia Southern University
Goodwin College
Haverford College
Holy Family University
Indian River State College
Indiana Wesleyan University
Kaplan University
Kirkwood Community College
Lafayette College
Lamar Institute of Technology
Laredo Community College
Lehman College
Lesley University
Lincoln Land Community College
Loyola Marymount University
Luther College
Manhattanville College
Marymount University
Miami University of Ohio
Midwestern University
Misericordia University
Molloy College
Morehead State University
Morgan Community College
Mount Saint Mary College
Mount Vernon Nazarene University
National Louis University
Naval Postgraduate School
Normandale Community College
North Central Texas College
North Georgia College & State University
Northern Kentucky University
Okefenokee Technical College
Olivet Nazarene University
Ottawa University
Our Lady of the Lake University
Pace University
Paul Smith's College
Pikes Peak Community College
Purdue North Central
Quinebaug Valley Community College

Red Rocks Community College
 San Joaquin Delta College
 Shippensburg University
 Southern Polytechnic State University
 Stevenson University
 Strayer University
 SUNY Brockport
 SUNY Fredonia
 SUNY Oneonta
 Susquehanna University
 Tacoma Community College
 Texas Christian University
 Trevecca Nazarene University
 Triton College
 University College of the North
 University of Houston, Clear Lake
 University of Idaho
 University of Nebraska at Omaha
 University of Portland
 University of Southern Florida, St. Petersburg
 University of Texas at Tyler
 University of the Incarnate Word
 University of West Georgia
 Walla Walla University
 Wellesley College
 Western New England University
 Wilkes University
 Wilson Community College



Partners

SmartCatalog partners with or sponsors the following organizations to bring you a higher degree of interoperability with campus systems.

American Council on Education (ACE)

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 Ellucian

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 Blackboard

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 American Association of Colleges & Universities (AAC&U)

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 Postsecondary Electronic Standards Council (PESC)

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 InCommon

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 PeopleSoft

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 Southern Association of Colleges and Schools (SACS)

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 American Association of College Registrars and Admissions Officers (AACRAO)

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 Middle States Association of College Registrars and Admissions Officers (CMSACRAO)

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 New England Association of College Registrars and Admissions Officers (NEACRAO)

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 Pacific Association of College Registrars and Admissions Officers (PACRAO)

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 California Association of College Registrars and Admissions Officers (CACRAO)

News/Events

The largest institutions choose IQ to manage their academic content

Two of the nation's largest proprietary institutions have chosen SmartCatalog IQ to handle their academic and catalog content management needs. These two organizations represent a combined student body of over 120,000 students. They are implementing IQ in eighteen catalogs across eight states. They chose SmartCatalog IQ because they can trust our team's experience and technical know-how in a really big implementation.

IQ is the perfect tool for large, multi-state and multi-campus universities. The sophisticated data design allows catalogs to "share" content across campuses and maintain unique campus information at the same time. IQ's shared content allows the colleges to maintain consistency across catalogs without giving up the unique identity of the individual campus.

Spanish-speaking institutions use IQ to maintain catalogs in two languages

Universidad San Ignacio de Loyola in Peru and Universidad de los Andes in Colombia have selected SmartCatalog IQ to manage their catalogs in Spanish and English.

IQ is built to manage multiple language web sites. Both institutions' catalogs are rendered in Spanish and English. Viewers may toggle between the two languages online. Editors and translators may update both Spanish and English versions of each item in the database. These successful implementations include not only Spanish and English content; the entire user interface has been translated for use by Spanish speakers. If you are a Spanish-speaking organization (or French, Dutch, Chinese or other language), call us to help manage your academic content in one database which addresses multiple languages.

Supporting Standards—

The Course Instruction standard comes to fruition

In 2005, Anne Valentine, SmartCatalog President and Rick Skeel, then Registrar at the University of Oklahoma, proposed creating a course standard workgroup at the Postsecondary Electronic Standards Council (PESC). The purpose of the group's work was to "develop and eventually submit for approval a national standard for course instruction information and data to use between and among higher education institutions and agencies to share data about specific course offerings." At long last, and with the help of many dedicated PESC members and staff, that standard is ready for review and public comment.

Please see www.pesc.org to learn more about how standards support higher education and learners.

ProActive Client Services

ProActive Client Services is a revolution in user support. Instead of relying on a support call to initiate a "ticket" or other task, SmartCatalog takes a proactive approach to support. Instead of simply answering questions or fixing problems as they occur, we work with you to provide concierge services throughout your editing and publishing cycles.

Here's how it works: When we complete your implementation, we will discover your estimated timeline for annual events including:

- Integration with the Student Information System
- Release of content for campus updates
- Web Catalog Publishing
- Print catalog publishing
- Archiving and data roll-forward

Each of these **campus events may trigger a service action from SmartCatalog**. Such service actions are scheduled approximately one month prior to the campus events and do not need to be initiated by the client. For example, before release of content for updating, SmartCatalog may audit your database and ask if you need assistance or a free tutorial on updating user accounts. Prior to web catalog publishing, SmartCatalog can perform a trial publish of your catalog to determine if there are any unresolved issues, locked items or unapproved items.

Through ProActive Client Services, you can be assured that we are working behind the scenes to track your usage and provide support before you know you'll even need it.

Painless implementation

IQ Implementation services deliver a product that's ready to use on day one. Whether you are implementing our Catalog System, Curriculum Management, Syllabi or Transfer Credit Evaluation module, the SmartCatalog team will set up and test the system completely.

Each IQ implementation is customized. We work with you and your staff to develop the tools you need taking into account the unique culture of your institution. **We do everything from migrating documents into the system to setting up your web catalog to inputting all users and permissions.** Most of all, we respect your time. Our service approach is to develop a system which conforms to your requirements without asking you to spend hours and hours working on the implementation yourself. You can keep doing your job—we'll handle the heavy lifting.

Implementation times vary depending upon the module and the amount of content to be migrated into the system. However, most catalog implementations are completed in 8-12 weeks.

Your best catalog ever

SmartCatalog IQ harnesses the power of content management technology in an easy-to-use application that has been configured for academic content. The system is based on a central data repository which creates permanent relationships between courses and program tables.

Easy Editing

Users login to IQ through any web browser. They may only edit items which they have been permitted to change. Editing is as simple as highlight-and-type. All changes are automatically tracked, and IQ maintains a detailed edit history with date, time and user stamps for each editing event.

Automatic Workflows

As soon as editors submit their changes, workflow routes the content to the first designated reviewer. Workflows are customized for the institution and you may use several workflows to capture divisional processes. Email notifications are sent to reviewers as items require their attention.

In IQ, your campus processes are replicated electronically to keep the approval process moving forward and deadlines on track.

Integration with Student Information Systems (SIS)

IQ integrates with all major SIS's as well as home-grown systems. You may import courses from the SIS to the catalog using IQ's Integrated Import Tool or employ Application Programming Interfaces (APIs) for round-trip integrations. Some of our clients even export automatically to their SIS on a nightly basis! We work with your campus IT team to create and test the approach of your choice during implementation.

Reporting

User reports, item reports, accuracy reports and more keep you up to date on what's going on with editors and lets you know if catalog content is consistent with the student information system.

Online Catalogs

Web Catalogs from IQ are ADA compliant and built using Responsive Design techniques—they are optimized for all devices. The online catalog will match your institutional branding for a seamless user experience and be fully searchable. Courses which are listed in any program requirement tables expand to display the full description.

WEB CATALOGS

Guaranteed ADA compliance

Searchable catalogs

Integrate institutional branding, page design and graphics with web output

"MyCatalog" personalization utility

Search-engine optimization

Produce multiple catalog versions and years

Include archived catalogs

Course pop-ups from degree tables

Links from each course description to the online Schedule of Classes page for that course

Linked cross-referenced courses

Links to other parts of the institutional site

Control curriculum

Submit forms, review proposals and approve curriculum electronically

Every campus has a different way of collecting information about changes and additions to curriculum. Whether it's new courses or degrees or changes to General Education, we will help you set up a system that works for your particular needs.

Users access curriculum management through the **Curriculum Management Dashboard**. From this one location, users can fill out forms, check committee meeting schedules and minutes, track their proposals, communicate with their colleagues and more. The Curriculum Management dashboard gives stakeholders all the information they need—without calling your office for updates.

IQ Curriculum Management reproduces your existing forms and workflow in the system—only better. In web-based forms, you can use drop-down field values, auto-population of fields, required fields and yes/no choices to ensure that users accurately fill out the form the first time. IQ will even let submitters know how their changes will affect related curriculum!

Workflows are also completely customized for the institution. You may use custom, branching and conditional workflows to capture every change and route it to the correct reviewer or committee. No manual routing is necessary. Approvers, committees and administrators are accounted for and no item may advance to the next level of approval without passing through the appropriate channels.

Tools to keep committee members happy

Keeping committees on track starts with keeping members informed. Members receive curriculum proposals via email before their meetings. Proposals can be printed to take to meetings or read online. In addition, agendas are automatically generated from the system. Once meetings are concluded, minutes can be uploaded to the system for future reference.

Robust integration with Student Information Systems

When curriculum change has been approved, content may be exported back to your student information system (SIS). Whether you wish to use an API or push the approved content directly

IQ CURRICULUM MANAGEMENT

Custom forms

Custom workflows

Central dashboard lets users search and track their proposals.

Division-specific routing

Committee agendas

Email notifications

Weekly activity summaries

Supporting document attachments

Conditional routing based on form values

Reports

Export approved courses to Student Information Systems

Include approved content in current or future catalog

into your SIS, IQ drives the process with custom technical solutions that satisfy even the most demanding IT staff.

Incorporate new curriculum in the catalog

Whenever an item is approved, it can be automatically included in the current or future catalog. Scheduled updating allows you to specify which catalog year the update will appear in.

Manage syllabi

What could be more convenient than developing syllabi in your catalog management system?

Now, faculty can create syllabi in the same interface in which they edit the catalog. Working in a relational database allows you to link syllabi to course descriptions, faculty listings and required texts for a holistic approach to managing data.

Syllabi templates in IQ are made-to-order for each institution and division. Syllabi templates are presented to the user as a form, and like all forms in IQ, they are optimized to encourage correct submissions. Drop-down field values, required fields, radio buttons and auto-population of fields can all be employed within your template.

Supporting documents, such as Required Text lists can be attached or included as a section of the syllabus itself. Once complete, the syllabi are routed to the appropriate reviewer. Email notifications and confirmations are automatic. **Once a syllabus is approved, it becomes part of the academic content database.**

Online, syllabi may be presented in several ways: in their own list, under a department heading, associated with the faculty member, linked to a master course description or linked to a course section. Syllabi may also be printed, of course!

IQ SYLLABI FEATURES

Custom syllabi templates

Multiple templates for divisions

Attach Required Texts lists

Links to online course descriptions

Link to faculty web page

Links to public schedule of classes

Streamline transfer credit evaluation

Announcing the first integrated Transfer Credit Evaluation system

SmartCatalog's unique partnership with DegreeData.com allows you to search a national database of course descriptions to inform your transfer credit evaluation process

Search a national database of catalogs and use electronic workflows to share and evaluate courses

Whether your transfer credit evaluation process is centralized or goes out to the departments, you can use IQ's workflow to route custom forms to the appropriate parties. We work with you to create web-based forms to capture and track course evaluations.

- Custom forms
- Search DegreeData.com for current and archived courses
- Comments fields on forms
- Attach supporting documents
- Automatic email notifications
- Export completed evaluation data to campus system

DegreeData.com is a searchable online database of 10,373 current and archived college catalogs from 3,954 colleges nationwide. It is constantly updated to capture the most recent catalogs. The site is searchable by state, area of study and type of institution. Only official academic catalogs are included, and third party links and content are never used.



Manage and store results

The same powerful database that manages catalogs and curriculum also stores equivalencies. IQ's relational data structure allows transfer data to be stored in dynamic tables that can be updated whenever information changes.

Case Studies

Doing their own thing—

The University of Northern Colorado leads the way in customizations

The University of Northern Colorado (UNCO) began their work with SmartCatalog with a typical implementation: two catalogs and Curriculum Management. However, over the course of time, they took off with the system and started doing their own thing!

Initially, the scope of the project included a graduate and undergraduate Catalog and Curriculum Management. The IQ implementation took approximately 6 weeks for each catalog. During implementation, SmartCatalog set up over 100 users in the system to accommodate the broad contributor base. The University uses IQ's integrated import tool to bring in course descriptions from its Student Information System (SIS).

What we didn't know, and what makes UNCO such a great client, is what would happen after implementation. Once their non-technical but savvy staff got into the system, they started using it in ways we hadn't even dreamed of. On their own, and with very little additional training, UNCO administrators have created several additional workflows and six additional forms! Of course, we provided the **unlimited support that every client receives as part of their annual contract**, but they conceived of these projects and carried them out independently.

The new items UNCO created are the first to include electronic student forms. We helped them implement **Secure Socket Layer (SSL) security for forms that include student ids**, and they were off to the races. Just when we thought they'd shown us everything, they decided they wanted to make a significant change to the data structure, and they simply did it. No extra charge. No hassle. Just a system they can use and modify as needs change.

Not every client will want to roll up their sleeves and dig into the system like UNCO did, but isn't it nice to know that you can without paying a fee for every small change or new form? Today, SmartCatalog provides advanced administrator training so that anyone can take on the kind of project that UNCO pioneered.

Thank you UNCO for making IQ a better system.

The International Monetary Fund—

A complex implementation and an automated PeopleSoft feed

When the IMF first contacted us, we thought it was spam. After all, why would the International Monetary Fund need Academic Content Management?

It turns out that the IMF Institute is responsible for a lot of professional education in financial management and policy for a global student base. They deliver education at centers located around the world. Each center teaches only a select number of their many classes, and a learner qualifies for education at a center depending upon their home country. They needed a **system which could integrate with PeopleSoft** and deliver an online catalog which took all of those variables into consideration when presenting course material.

SmartCatalog IQ was the perfect fit. The Institute imports almost all data from PeopleSoft to IQ. IQ is able to recognize course descriptions in three languages (more to come), and present them in tabs on each course description page. Here's the kicker—we did the initial implementation in just 6 weeks.

IQ delivers an advanced filtering feature to help viewers understand the courses offered at multiple centers. A student's eligibility is limited by the location of instruction. When a student searches for a course they may filter results by the language it's offered in, the location of instruction, and the dates the course is offered. The filter tool helps the student understand what is available to them and directs them to the appropriate course at the correct location.

You may never need to import courses from PeopleSoft in multiple languages, but you may need to present admissions requirements in Spanish, filter search results by campus, or publish offering dates for each program. We can help you get there with tested technology and expert services.

Thank you IMF for making IQ a better system.

Wellesley College— Pushing boundaries and adding value

Creating a nightly course synch with Banner and single sign-on create efficiencies

Like a lot of colleges, Wellesley had specific requirements for their catalog system. An off-the-shelf product without customization just wouldn't answer their needs. They needed a solution and a vendor with the technical resources to fit their existing technologies and processes. After a systematic evaluation process, they chose SmartCatalog IQ.

One of the first customizations was an automated course synchronization between Banner and SmartCatalog IQ. Like many institutions, Wellesley imported courses from Banner into the catalog system. However, they wished to optimize their ease of use of IQ by having courses edited in IQ and then pushed back into Banner. In short, they wished to reverse the usual process.

SmartCatalog developers created a daily XML course export from IQ which is fed into Banner on a nightly basis. This allows editors to use a single-source for revisions in the catalog management system, while keeping the Student Information System updated every day.

Getting buy-in from campus users is often half the battle of implementing any new technology. A key to that is making the system as accessible as possible. The Wellesley technology team recognized that minimizing clicks and logins would go a long way to maximizing adoption. They worked with the SmartCatalog team to create a direct route from a secure page on wellesley.edu direct to the IQ workbox for editors. Now once their users log into the College's secure web area, they can go directly to their personalized IQ workbox without any additional login. IQ recognizes their users and presents them with the content they are allowed to edit and organizes it by its current level of approval.

Thank you Wellesley College for making IQ a better system.