Welcome to the…

SPRING 2016 CURRICULAR & ENROLLMENT FORUM!
Today’s Agenda:

- Introductions/Ice Breaker
- CourseLeaf Update
- Post Enrollment Requisite Check (PERC) Pilot
- Obsolete Course Policy Overview/Implementation
- Some Announcements
- Wait Lists
- Closing
Greetings from Curricular & Academic Management (CAMS)!

Here today are…

- Dave Ableman
- Connie Chapman
- Chuck Dvorak
- Matt Evans
- Scott Golueke
- Jonny Khammanviong
- Will Lipske
- Ed McGlinn
- Sherrán Pak
- Sharon Sumner
- Randy Windell
- Beth Warner
Table Introductions (Ice Breaker!)
Table Introductions (Ice Breaker!)

At your table, (try to) find someone you don’t know:

• Share your name
• Department(s)
• First job you ever held

After that brief interview, introduce your (new) colleague to the others at your table!
ACADEMIC AND CURRICULAR POLICY REPOSITORY UPDATE

CourseLeaf by Leepfrog
Progress to Date

• Academic and Curricular Policy Repository Advisory Committee (ACPRAC) meeting monthly
• Approved and endorsed the formation, membership and charter of Core Implementation Team (CIT) for the CourseLeaf CAT module
CIT Membership

Nikki Bollig, Assistant Dean, CALS
Barb Gerloff, Assistant Dean, School of Education
Tori Richardson, Assistant Dean, L&S
Toni Good, Senior Editor for University Catalogs, University Marketing
Scott Golueke, Course Specialist, Office of the Registrar (RO)
Bethany Gordy, Project Manager, DoIT Academic Technologies
Will Lipske, C&E Coordination & Outreach Specialist, RO
Dale Redmond, SIS Integration Specialist, RO
Kier Serrie and Phyllis Treige, User Experience Specialists, DoIT
Beth Warner, Associate Registrar, RO
Progress to Date (con’t)

- Reached decision to move to “one catalog” encompassing both undergraduate and graduate content
- Submitted all required data to CourseLeaf
- Completed three-day intensive design sprint to re-imagine catalog
- Created draft content template to guide CourseLeaf’s work converting existing catalog content into future state
Progress to Date (con’t)

- Established demonstrations with peer institutions using CourseLeaf CAT
- Developing a communication plan and will begin messaging to campus stakeholders in the very near future
- ACPRAC created and endorsed an encompassing “brand” for the academic and curricular policy repository
Deciding, Communicating, and Implementing Academic, curricular, and policy matters: Current State

Examples:
- Course created
- Major added

School, College, and/or Department Governance

Gaps in Communication and Implementation

Inefficiency, errors, stymied
Students, Advisors, Staff, Parents...
Deciding, Communicating, and Implementing Academic, curricular, and policy matters: Future State

Examples:
- Course created
- Major added

School, College, and/or Department Governance

Excellent Communication and Implementation

Informed, Efficient, Focused
Students, Advisors, Staff, Parents...

Single Source Service Unit

Catalogs
Websites
Handbooks
Other Communication & Training
Introducing MARC

Madison’s Academic Repository for Curriculum
Hitting the MARC

- MARC is a comprehensive curriculum management framework that will transform the way we capture, curate, obtain and disseminate governance approved academic and curricular information.
Hitting the MARC

The components of this larger effort include:

- Replacing the current university catalogs and the CMS in which they are produced (CAT)
- Replacing and enhancing the online course proposal system (CIM for Courses)
- Creating a process for managing Program Reviews (CIM for Program Review)
- Building an online workflow for academic and curricular policy and program development (CIM for Programs)
- Simplifying section scheduling practices (CLSS)
- Integrating degree audit requirements (DARS)
Next Steps (March – August 2016)

- Finalize communication plan and execute messaging to campus community
- Establish MARC project website
- Convert current content into CourseLeaf CAT
- Host project team from Leepfrog for CAT Pilot
- Establish Community of Experts for CAT to garner feedback on pilot pages
Next Steps (March – October 2016)

- Produce next Undergraduate Catalog in CourseLeaf
  - Cycle begins July 2016
  - Editing September 2016 – June 2017
  - Integrate 2016-2018 Graduate Catalog content into the “one” catalog in CAT
- Finalize CAT implementation timeline and training plan
Next Steps (Timeline TBD)

- Evaluate academic structure, language, purpose
- Establish common terminology and consistent application
- Initiate implementation of CIM for Courses
- Initiate implementation of CLSS
- Integrate centralized degree audit requirement encoding into MARC for use in CAT and CIM
Questions…
Comments…
Feedback?

Beth Warner

[beth.warner@wisc.edu](mailto:beth.warner@wisc.edu)
POST ENROLLMENT REQUISITE CHECKS (PERC) PILOT

Overview and Implementation
An Introduction to PERC:

- The enrollment system assumes in-progress requisites will be successfully completed.
- PERC:
  - Audits completion of requisite
  - Communicates unsuccessful completion
  - Allows for a departmental review
  - Drops (at department request).
- Benefits of PERC.
An Introduction to PERC:

- Pilot departments for PERC include: Chemistry, Math, Psychology, and Statistics.

- Thank you to the contributors to the implementation!

- Let’s walk-through the PERC process…
Pre-Publish

Department identifies courses for PERC

RO compares requisite with requirement group

Governance reviews a course change request

RO adds the course to its PERC processes
Enrollment

Students using in-progress coursework to complete requisites receive [conditional messaging]

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 222</td>
<td>The pre-requisite for this class is currently in progress. Failure to successfully complete the prerequisite may result in being dropped.</td>
<td>✔️</td>
</tr>
</tbody>
</table>
After End-of-Term Actions Finalized: Review Phase (June 1 for Spring 2016 Grades)

Students who successfully complete requisites remain enrolled. No further action.

Students who fail to complete requisites enter the PERC review.

Students and assigned advisors receive a warning email.

Departments begin review of PERC rosters.
10 Days Later: 
Drop Phase (June 10 for Spring 2016 Grades)

- Department permits student to remain enrolled.
- Department recommends a drop.
- RO processes drop.
- Student remains enrolled. No further action.
- Students and assigned advisors receive a drop email.
Questions…
Comments…
Feedback?

Will Lipske

will.lipske@wisc.edu
OBSOLETE COURSE POLICY

Overview and Implementation
In 2009-2010 a course catalog cleanup was undertaken

- 3093 courses had not been taught for 10+ years
- 1941 courses were approved for discontinuation
- 915 of the courses that were retained still hadn’t been taught as of 2015
In June 2015 the UAPC approved a policy that courses that have had no enrollment over the past 8 years will be discontinued automatically.

- This policy excludes courses created specifically for study abroad equivalency and independent study courses (numbered x99, x98, x89, 681, 682, 691, 692)
- It WILL include regular UW-Madison courses that may have been used for study abroad equivalency but have not actually been offered on campus in 8 years.
- There will be a waiver request process to request an extension if the course is going to be offered in the next two years. The waiver request form is lengthy and waivers will be rare.

Pretty uncommon
Implementation Plan

- RO is working to identify courses that have not been offered, with student enrollment, since Spring 2008 (term 1084)
- List will be segmented by subject listing and placed into a Box folder (May 2016)
- OCP contacts and Course Coordinators will be notified to review course listings by no later than October 3, 2016
- Course will be subject to one of two possible outcomes:
1. Identified Course Will be Offered in the Next Calendar Year (1172, 1174, 1176)

Course is offered with enrollment – 8 year clock restarts

Course is offered without enrollment

Course will be inactivated
2. Identified Course Will Not be Offered in Next Calendar Year (1172, 1174, 1176)

Course will be inactivated

Appeal for exception filed

Appeal approved – course remains active until next review cycle

Appeal denied – course inactivated
ADDITIONAL UPDATES
Updates: Happy 1174!

- Initial Call will occur through August 15\textsuperscript{th} at 4:30PM
- Continuing to term roll variable credit and honors values from the previous like term (1164)
- The RO will host an “Open Lab” again this summer!
Updates: WorkCenter

- Curricular & Enrollment WorkCenter within PeopleSoft!
- Thanks to everyone who helped developed the resource and/or provided feedback!

- UW Madison Applications -> Registrar Office Work Center -> Curric & Enrl Rep WorkCenter
Updates: PeopleSoft Outages

Friday, June 10 (5 PM) – Monday, June 13 (7:59 AM)

Thursday, July 21 (5 PM) – Tuesday, July 26 (7:59 AM)

Questions: isis@em.wisc.edu
Updates: More “Hands On” Training

• Enrollment Tools 101: Experience enrollment from the student’s lens!
  • May 24th (2:30-4), May 26th (9-10:30), and June 1 (12-1:30)

• Schedule Planner Optimizer: Influence how students see schedule options; help fill under enrolled sections.
  • May 25th (3-3:30) and June 2nd (9-9:30)

• Registration information coming shortly.
WAIT LISTS:

Facts, Figures, and Feedback
A History of Wait Lists

• 2009-10: the Office of the Registrar led of a committee of individuals from across campus to learn more about departmental needs for wait list management. It was the first attempt to have a common wait list practice on campus.

• Spring 2011: the first term in which students enrolled on to and where admitted into classes via the wait list.

• Spring 2015: 14,910 elements occurred off a wait list. This was across 112 subject listings.
1st Day of Classes for Fall 2015:

• 1,331 courses and 4,775 classes activated wait lists for Fall 2015 (this is taking cross-lists into account).

• 571 courses and 1,285 classes had at least 1 student on the wait list (this is taking cross-lists into account).

• 7,472 individual students for the Fall 2015 term were permitted off the wait list. (13,817 enrollments)

• 4,243 students were still on the wait list for the Fall 2015 term.
Successful Enrollment Off the Wait List

Yearly Enrollment:
- Spring 2011: 7696
- Summer 2011: 453
- Fall 2011: 8920
- Spring 2012: 10434
- Summer 2012: 11297
- Fall 2012: 12586
- Spring 2013: 13266
- Summer 2013: 661
- Fall 2013: 13810
- Spring 2014: 15721
- Summer 2014: 937
- Fall 2014: 14905
- Spring 2015: 14646
- Summer 2015: 1006
Reflecting on the Now

With your table, reflect and record:

- What do you like about UW-Madison’s wait list?
- What bothers you about the wait list?
- What do you hear from others (students, instructors, advisors…) about the wait list?

Thoughts from the room?
A possible wait list alternative:

- Students/the public would be able to see how many students are enrolled on the wait list for a particular section during the course search/selection process.

- Students would be able to know their position on the wait list once they have successfully enrolled.
A possible wait list alternative:

If a spot became available in the course, the next student would be automatically enrolled* in the course.

- Students would receive a confirmation email informing them of successful enrollment.

- If more seats were made available than students on the wait list, all students waiting would be enrolled AND the class would appear open to all other students.
A possible wait list alternative:

*If a student needed to drop/swap a class in order to remain within allowable credit load, the student would indicate what course would be swapped if space became available.
Reflecting on the alternative

- With your table, reflect and record:
  - What do opportunities do you see with alternative wait list?
  - What questions do you have about the alternative wait list?

- Thoughts from the room?
Next Steps re: Wait Lists

- Additional feedback can be sent to Will Lipske at: will.lipske@wisc.edu
Thanks for Coming!

- Evaluation will be sent later this week. Your comments from last time influenced this presentation!