## Fall 2016 Curricular & Enrollment Representative Forum Agenda

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:30 – 2:40 PM</td>
<td>Food &amp; Networking</td>
</tr>
<tr>
<td>2:40 – 2:45 PM</td>
<td>Welcome</td>
</tr>
<tr>
<td>2:45 – 2:55 PM</td>
<td>Lumen Update</td>
</tr>
<tr>
<td>2:55 – 3:00 PM</td>
<td>Navigator Update</td>
</tr>
<tr>
<td>3:00 – 3:05 PM</td>
<td>Obsolete Course Update</td>
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<tr>
<td>3:05 – 3:15 PM</td>
<td>PERC Update</td>
</tr>
<tr>
<td>3:15 – 3:30 PM</td>
<td>Minimum Instructor Qualifications for Instructional Staff</td>
</tr>
<tr>
<td>3:30 – 4:00 PM</td>
<td>Wait List &amp; Reserved Capacity</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Closing</td>
</tr>
</tbody>
</table>
Navigator Update
Aaron Apel
Post-Enrollment Requisite Check (PERC) Update

Will Lipske
Background

Office of the Registrar collaborated with 4 departments (Chemistry, Math, Psychology, Statistics) to pilot PERC, starting with Summer 2016 courses.

The PERC process has been completed twice: May/June 2016 and August 2016.

Continuing to improve upon the process.
Overview of PERC Workflow

**UW-Madison’s Post Enrollment Requisite Check (PERC) Workflow.**

- **Course Set-up**
  - Department identifies courses to be PERC-enforced
  - RO reviews dept. requests, compares catalog and requirement group
  - If identical: Course added to the PERC subject catalog page in SIS
  - If not identical: Referral for a course change request

- **Enrollment**
  - Students who have already completed all requisites receive “satisfied” enrollment message. **No further action.**
  - Students using in-progress coursework to fulfill requisites receive “conditional” enrollment message. Students enter Review Phase.

- **Review Phase**
  - RO runs PERC review after grades have been submitted from the previous term
  - (Review Phase starts immediately after academic actions are posted)
  - Students who completed requisites become “satisfied” **No further action.**
  - Students who failed to complete the requisites become “not satisfied”; students still in progress of requisites remain “conditional”. Students receive a warning email.

- **Drop Phase**
  - RO runs PERC drop process, dropping all students with a drop request on PERC rosters
  - Students receive email informing of drop.
  - Student’s assigned advisors receive an email.

- Departments have 9-days to review “not satisfied” and “conditional” students. Department can request a drop or approve the student to remain enrolled.
Course Set-Up

As a reminder, requisite text and the enforced catalog requirement group need to match.

If a course change is required, know your UCC deadlines:

• December 1, 2016 is the submission deadline to UCC for Summer 2017 courses.
• February 16, 2017 is the submission deadline to UCC for Fall 2017 courses.
Enrollment

Reminder: Conditionally enrolled message will return on all courses that a student is fulfilling a requisite with an in-process course.

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 666</td>
<td>Message: The pre-requisite has been met conditionally. The enrollment is allowed with the condition of satisfying the pre-requisite before the start of the class.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

[Image of a web page showing a status report for enrollment confirmations and errors.]
Review Phase

Improved! Student warn email for students who are still conditionally enrolled at time of warn emails contains additional context.

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Date: Jul 21, 2016
Dear Cherubim,

Upon review of your student record, we find that you have not completed the requirements for enrollment in the following class for term Spring 2015:2016.

MATH 222 - 346 - Calculus & Analytic Geometry 2 (Class #: 32906)

The following requirement has not been completed:

Prerequisite: Math 221 or Math 217 or Math 275

Since the requirement is still pending or in progress, the department will evaluate your enrollment over the next nine days. If there are factors that merit being dropped from the course, you will be emailed and dropped from the course. This could cause you to drop below a full-time credit load.

If you have any questions about this review process, please contact one of the following from the MATHEMATICS department immediately.

Regards,
Office of the Registrar
Review Phase

Improved! Advisor warn email contains an additional column to state if the student is not satisfied or conditionally enrolled at time of email.

Date: Jul 21, 2016
Dear Christopher,

Today, the following advisees received a warning notification via email for the upcoming Spring 2015-2016 Post Enrollment Requisite Check (PERC) review.

<table>
<thead>
<tr>
<th>Campus Id</th>
<th>Name</th>
<th>Subject</th>
<th>Catalog</th>
<th>Enroll/Waitlist</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ANTHRO</td>
<td>490</td>
<td>Enrolled</td>
<td>Not Satisfied</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH</td>
<td>222</td>
<td>Waiting</td>
<td>Conditional</td>
</tr>
</tbody>
</table>

The notification can also be found within the Communication Center in your advisee’s Student Center. The warning notification informed students of a 9-day review period possible outcomes of a course drop. Students were directed to contact the department offering the course to address any concerns or appeals. If a student’s current status is “Conditional”, this student has not yet completed the requisite. Students who fail to complete the required requisite may result in a course drop. If after the 9-day review period the department recommends a course drop, you will receive an additional communication identifying which advisee and course.
Review Phase

Improved! Departments now have a Work Center to review their PERC rosters.
## PERC stats

Completed the PERC process twice:

<table>
<thead>
<tr>
<th></th>
<th>June 2016 (Summer)</th>
<th>June 2016 (Fall)</th>
<th>August 2016 (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollments Reviewed</td>
<td>769</td>
<td>5,749</td>
<td>9,642</td>
</tr>
<tr>
<td>Enrollments Receiving Warn Email</td>
<td>2</td>
<td>245</td>
<td>21</td>
</tr>
<tr>
<td>Sections Needing Review</td>
<td>2</td>
<td>131</td>
<td>12</td>
</tr>
<tr>
<td>Drops Processed</td>
<td>1</td>
<td>30</td>
<td>5</td>
</tr>
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</table>
Review Phase

Lesson learned: PERC will only be process for the immediate next term.

Early January -> PERC Spring enrollments
Late May -> PERC Summer enrollments
Late August -> PERC Fall enrollments
Questions?

If you want to learn more about PERC or implement PERC, contact Angie Rieves at: angela.rieves@wisc.edu
Minimum Instructor Qualifications for Instructional Staff
Will Lipske & Michelle Young
Who is Instructional Staff?

Policy applies to all UW-Madison staff who teach with appointments as faculty or instructional academic staff, including limited-term appointments.

Policy does not apply to graduate students who have appointments as teaching assistants (TAs) or as lecturer-SA (student assistant).
Instructional Staff must:

1) Have earned a terminal degree, or a degree at least one level higher than the degree for which the course to be taught can be counted;

2) Hold an instructional title in order to be eligible to be a course instructor, and;

3) Have their highest degree information (or alternative qualification justification) entered into HRS.
Otherwise Qualified

In some cases, instructional staff who do not possess the academic credentials described can be appointed to teach courses, if they possess at least a bachelor’s degree and are determined by the hiring authority to be otherwise qualified by possessing substantial tested experience.

Departments, in consultation with their school or college will define and document the minimum threshold of experience for those who have alternative qualifications.
Implementation

Policy is effective with instructor assignments for the Spring 2017 Schedule of Classes.

Human Resources is working on entering degree information for instructional academic staff in HRS. Faculty degree information is already entered.

This information will be displayed in Guide.
Implementation
Questions?

More information is available at:
https://kb.wisc.edu/vesta/page.php?id=47764

OR

Search “Minimum Qualifications” on the UW-Madison website, the first result is this page.
Wait Lists & Reserved Capacity
Scott Owczarek