AGENDA

• Networking
• Class Section Builder: Update & Demo
• Changes to Requirement Groups & Catalog Requisites
• Forthcoming new Instructor Roles
• 25Live Webviewer Demo
• Wait Lists and Reserve Capacity: An Update
• Questions and Forthcoming Dates to Know
Class Section Builder
CLASS SECTION BUILDER

• Training will occur October 25, 26, and 27. Curricular Reps will need to attend one 2-hour training. Registration coming soon.

• Class Section Builder will be used for Summer 2018 and Fall 2018 Schedule of Classes build.
Thank You, CIT!

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Demo Time!

- Scheduling
- Visualizing
- Framer
- Filters
Questions?
Requirement Groups & Catalog Requisites
The Office of the Registrar, effective mid-September 2017, will be centralizing the creation and maintenance of SIS requirement groups.

![Course Requisite Screen Shot]
Why the Change?

• Requirement groups are increasingly becoming a challenge to create (e.g. co-requisites, anti-requisites).

• We want to limit the creation of identical requirement groups, when possible.

• This serves as a means to ensure that the governance-approved requisite will be enforced.

• The “Long Description” of requirement groups can be pulled into various systems (e.g. Enroll App, Course Proposals) for a consistent articulation of the requirement group to students and advisors.
Need a new requirement group? Want to modify an existing requirement group… there will be a form for that!

Use this intake form to request creation of a requirement group to be enforced on a section (or sections) of a class (or classes).

Name:

Email address:

Provide a detailed description of the section-level requirement you would like to have created.
Effective with the Spring 2018 Schedule of Classes, the “Also Use Catalog Requisite” box will be checked on all sections of a course.

The Office of the Registrar will run a script to check all the boxes as part of its post Initial Call processing and alert Curricular representatives where the checkmark was applied.
Departments will need to work with the Office of the Registrar to request that a section does not enforce the catalog-level requisite.

Example: LEC 006 of ENGL 100 is offered to allow incoming transfer students the ability to complete their Comm A requirement. The catalog-level requisite would prohibit many incoming transfer students from enrolling in ENGL 100. The Office of the Registrar will uncheck the box.
Departments will still be able to apply and remove requirements groups at the class association-level of a course.

Example: LEC 001 of ENGL 100 is reserved for students living in Barnard or Chadbourne Residence Halls. Students will still need to Freshmen or Sophomore standing in-order to enroll. The department would enter the association-level requirement group.
Questions?
Instructor Roles
INSTRUCTOR ROLES

Introducing forthcoming new Instructor Roles

- What are we exactly talking about?
Why new Instructor Roles?

To improve the inter-operability and have increased consistency in terminology between existing Student Digital Ecosystem (SDE) systems:

• SIS
• AEFIS (course evaluations)
• Canvas and other Learning Managing Systems
Why new Instructor Roles?

To improve the accuracy in the calculation of key instructional metrics (e.g. Credits Follow the Instructor data system and budget model distributions).

To aid in the enforcement of academic and human resource-related policies (e.g. Qualified Instructor Policy).
Introducing (forthcoming) new Instructor Roles

• Principal instructor
• Supervisory instructor
• Auxiliary instructor
Introducing (forthcoming) new Instructor Roles

**Principal instructor:** a qualified staff member who is active in course delivery and recognized by the students as one of the (and most typically only) lead instructors of the course section. A course section could have multiple principal instructors but every course section must have at least one Principal instructor.
Introducing (forthcoming) new Instructor Roles

**Supervisory instructor:** A qualified staff member who oversees courses and grading when the Principal section (Range 1) instructor does not meet standards according to the Policy on Minimum Qualifications for Instructional Staff or when the Principal section instructor, by HR title definition, needs supervision.
**INSTRUCTOR ROLES**

Introducing (forthcoming) new Instructor Roles

**Auxiliary instructor:** a qualified staff member who provides a small portion of instruction in a section but does not have overall or substantial responsibility for the course or section.
INSTRUCTOR ROLES

Some examples:

Example: GENETICS 467 has two Principal Instructors.
Some examples:

Example: SPANISH 102 is taught (most all the time) by Teaching Assistants. There is a faculty member who serves as the Course Coordinator of all SPANISH 102 offerings.
INSTRUCTOR ROLES

Some examples:

Example: PSYCH 202 has a principal instructor who is recognized by the students as the primary deliverer of course material. There is an additional auxiliary instructor who provides a small portion of instruction support.
INSTRUCTOR ROLES

At your tables:

• What do you like about these roles, as presented?

• What concerns do you have about these roles, as presented?

• What additional information would you like to know about these roles?
INSTRUCTOR ROLES

Questions?
25Live Webviewer
25Live Webviewer: Demo
Questions?
Wait Lists & Reserved Capacity Update
Last year at a Curricular & Enrollment representative event, it was announced that we would be moving towards a more automated wait list process in tandem with reserved capacity functionality.
Over the past several months, a team of functional and technical members have been investigating delivered SIS functionality for the wait list.

- Combined Sections
- Display of Wait List position on various SIS pages (e.g. Student Center, Class Roster)
- Multi-component courses
- Student communications and error messaging
At this time, we are holding an future technical and functional investigation. We will continue to communicate to you when we resume development of wait list and reserved capacity, but for the near-future, all systems continue as they run today for wait lists.
WAIT LIST & RESERVED CAPACITY

Questions?
Conclusion
Upcoming Dates to Know

• September 8: Priority due date for special event requests.
• September 18: DIR update deadline for Fall 2017.
• September 26 (9-10:30): DEM Fall Forum in Gordon Commons (registration forthcoming)
• September 27: Spring 2018 Final Call materials sent to departments.
• October 7: End of Spring 2018 Final Call.
• October 25, 26, 27: Class Section Builder training (pick one 2-hour training). Initial Call opens for Summer 2018 and Fall 2018.
Thank you!