



DATE: July 16, 2007

**Deadline: July 26, 2007**

MEMO TO: Department Chair  
Attn: DIR Coordinator

FROM: Edward McGlinn  
Timetable and Classroom Scheduling (TACS)

SUBJECT: Term 1076 (Summer Sessions 2007) Departmental Instructional Report (DIR) Call

**Enclosed for your review and update is the DIR Call packet for Term 1076 (Summer Sessions 2007).**

With continuing legislative interest in university instructional staff workload, it is important that you identify all instructors involved with each course section. Instructors are defined as all persons directly involved in, or responsible for, formal instruction of students. The Final DIR Report will be produced August 13. At that time curricular, instructor, facility, and enrollment data will be submitted to UW System Administration and Madison campus for analysis of the number of course sections, student credit hours, instructional staff workload averages, classroom utilization, etc.

**The 1076 DIR Call packet has three parts: 1) the DIR Call document; 2) the Zero Enrollment Report; 3) the Missing Instructor Report.** The DIR Call document lists all of a department's active sections for the 1076 Term. Every department having active sections for 1076 will appear on the DIR Call document. Departments will appear on the Zero Enrollment and/or Missing Instructor Reports only if they have sections with zero enrollment or blank instructor names.

**How to update the DIR information:**

**Active Sections With Zero Enrollment Report**

The Zero Enrollment Report lists all group instruction and field sections in your department with no enrollment. It does not include independent study sections. You do not need to cancel zero-enrolled independent sections at this time unless you do not intend to offer them this term or next Summer term. **Please see Important Reminder on the following page.**

Review the report to determine if the sections should be canceled or if student resectioning is required.

**Remember:** As soon as a class is canceled, its class roster is deleted. If you must notify students that a section is being canceled, **print a copy of the class roster before canceling the class.** To cancel sections, change the status to "Canceled Section" on the Use>Schedule of Classes>Enrollment Control panel. To resection students, submit a class roster (printed directly from ISIS) with the changes to Enrollment Services (fax to 265-8644). Please call them at 262-0920 if you have any questions about resectioning students.

**Sections Combined:** If a section has a number in the combined enrollment column, it is a combined section. If you are not the primary, do not cancel the section unless instructed to do so by the primary department. **If you are the primary department, remember to notify your secondaries to cancel their sections.**

**IMPORTANT REMINDER:**

- 1) ALL INDEPENDENT STUDY SECTIONS AND MED SCHOOL MEDICAL CAREER FIELD SECTIONS will carry forward regardless of status (i.e., either cancelled or active sections).
- 2) All instructor names on the Independent Study sections and Med Career Field sections will also carry forward.

What this means is that you do NOT want to cancel your zero enrollment Independent Study sections or Medical Career Field sections. If you cancel these sections through the Enrollment Control Page, the instructor name is immediately deleted from the ISIS section. This, in turn, would mean that when we Term roll for next Summer (1086), the Independent Study sections and Medical Career field sections will carry forward (regardless of status) but there would be no instructor name to carry forward.

So, please, let TACS cancel your zero enrollment Independent Study sections and Med Career Field sections. We use a script update to do this which only changes the status to canceled but leaves the instructor name(s) on the section.

**Active Sections With No Instructor Report**

The No Instructor Report lists all sections and subsections where the instructor name field on the Meetings Page is blank. Please fill in the missing instructor names on the Meetings Page. Missing TA names should be entered at this time. Note that in cases where there are multiple meeting patterns for a section, you may receive a warning message that the specified instructor is scheduled to print more than once. If you get this message, click on "OK." All meeting patterns MUST have an instructor name entered.

***Please take special care when picking an instructor to attach to a section through the search function.*** TACS has seen too many instances of the WRONG instructor being assigned to classes. This occurs primarily when more than one instructor is returned from the search. Please verify that you select the correct instructor. Go to Instructor/Advisor Table and verify which one is correct through the Instructor Type and/or the Academic Organization code for the instructor. Please contact TACS if you need assistance in accessing this page.

**DIR Call**

Review the DIR Call document to be sure that no sections are missing and that the instructors listed are correct. The report lists EMPLID to help you determine that an instructor with a similar name has not been entered by mistake.

**Please complete the DIR updates by the end of the day Thursday, July 26th.** If you have any questions, please contact Ed McGlinn by phone at 262-6955 or email at [mcglinn@wisc.edu](mailto:mcglinn@wisc.edu).

Posted Reports:    1076 DIR Call  
                          1076 Zero Enrollment Report (if applicable)  
                          1076 Missing Instructor Report (if applicable)

c:                     Deans