



DATE: September 12, 2016

Deadline: September 19, 2016

MEMO TO: DIR Coordinator

FROM: Sherrán Pak
Curricular Services

SUBJECT: Term 1172 (Fall 2016-2017) Departmental Instructional Report (DIR) Call

Please read all instructions carefully. There is additional information about Term Roll and Instructor Names on the second page of this memo.

Posted for your review and update is the DIR Call packet for Term 1172 (Fall 2016-2017). 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 October 14. 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 1172 DIR Call packet has three parts: 1) the DIR Call Report; 2) the Zero Enrollment Report; 3) the Missing Instructor Report. The DIR Call report lists all of a department's active sections for the 1172 term, with the exception of IND sections with zero enrollment. Every department having active sections for 1172 will appear on the DIR Call report. Departments will appear on the Zero Enrollment and/or Missing Instructor reports only if they have sections with zero enrollment or blank instructor fields.

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 study sections at this time unless you do not intend to offer them this term or next Fall 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 or save a copy of the class roster before canceling the class.** To cancel sections, change the status to "Canceled Section" on the Maintain Schedule of Classes>Enrollment Control page. To resection students, submit a class roster (printed directly from SIS) with the changes to Student Services (fax to 265-8946) or email changes to webenroll@em.wisc.edu. 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 canceled or active sections).

2) All instructor names on the Independent Study sections and Med Career Field sections will also carry forward.

This means that you should NOT manually 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 class section. When we term roll for next Fall, those canceled Independent Study sections and Medical Career field sections will not be carried forward.

So, unless you will not be offering the class in the future, please let Curricular Services 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. These class sections will be carried forward when we term roll for next Fall.

Active Sections With No Instructor Report

The Missing Instructor Report lists all sections and subsections with enrollment 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. If you have classes with multiple meeting patterns, remember that 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.

Curricular Services has seen instances of the WRONG instructor being assigned to classes. This occurs primarily when more than one instructor is returned from a name search, but it can happen even when one instructor is returned, so please verify that you have selected the correct instructor. Go to Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table and use the Instructor Type and/or the Academic Organization for the instructor to verify that you've selected the correct person. Please contact Curricular Services 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 SIS ID numbers 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 Monday, September 19. If you have any questions, please contact Sherrán Pak at 262-4411 or by email at sherran.pak@wisc.edu.

Posted Reports: 1172 DIR Call
 1172 Zero Enrollment Report (if applicable)
 1172 Missing Instructor Report (if applicable)

c: Deans