



DATE: January 24, 2017

Deadline: February 3, 2017

MEMO TO: DIR Coordinator

FROM: Sherrán Pak
Curricular Services

SUBJECT: Term 1174 (Spring 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 1174 (Spring 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 on February 27. 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 1174 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 1174 term, with the exception of IND sections with zero enrollment. Every department having active sections for 1174 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 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 Spring term. **Please see Important Reminder on the following page.**

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

Remember: As soon as a class is cancelled, its class roster is deleted. If you must cancel a class with enrollment, notify the students and **print or save a copy of the class roster before cancelling the class.** To cancel sections, change the status to "Cancelled 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 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 they will be offered in the future. If you cancel these sections through the Enrollment Control Page, the instructor name is immediately deleted from the SIS section. This, in turn, would mean that when we term roll for next spring, 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, 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 which changes the status to cancelled but leaves the instructor name(s) on the section.

Active Sections With No Instructor Report

The No Instructor Report lists all sections and subsections with enrollment for which 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. All meeting patterns MUST have an instructor name entered.

Please take special care when selecting an instructor using a name search. Curricular Services 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, but it can happen even when one instructor is returned, so please verify that you have selected the correct instructor. Go to Instructor/Advisor Table and use the Instructor Type and/or the Academic Organization code for the instructor to determine which is your instructor. 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 Friday, February 3. If you have any questions, please contact Sherrán Pak at 262-4411 or by email at sherran.pak@wisc.edu.

Posted Reports: 1174 DIR Call
 1174 Zero Enrollment Report (if applicable)
 1174 Missing Instructor Report (if applicable)

c: Deans