



DATE: July 26, 2017
MEMO TO: Curricular Representative
FROM: Curricular Services, Office of the Registrar
SUBJECT: Curricular Review e-Mailout for Spring 2018 (1184)

The following review materials are available on the Curricular Toolkit at this time in preparation for the Spring 2018 Curricular Review:

- **Room Request List:** This report lists all sections in your department that are requesting General Assignment (GA) space; please check requested room capacities carefully to ensure the proper size room is being requested.
- **Not On Schedule of Classes List:** This report includes all group instruction sections that you have marked to not print on your schedule of classes.
- **Sections with Distance Education Instruction Modes List:** This report lists sections with an Instruction Mode not set to 'P' in SIS.
- **Meets-With Sections Listing:** This listing includes all coded meets-with sections for your department.
- **Optional Attendance List:** This report lists sections coded in SIS as optional.
- **Curricular Representative List:** This list is available online at http://registrar.wisc.edu/curricular_forms.htm under "Curricular Representative List."
- **Classroom Utilization Report:** Process according to instructions; see "Room Assignment Information" for details
- **Nonstandard Time/Day Sections Report:** Process according to instructions; see "Room Assignment Information" for details.

Please review the 1184 Initial Call cover materials posted on the Current Reports page of the Curricular Toolkit under **1184 Spring Initial Call (04/12/2017)**. These include information on preparation resources, policies and guidelines, and a checklist and reminder sheet. The General Assignment Classroom List will be available at Final Call.

REMINDERS

PDF Schedule of Classes -- This report can be run in SIS, and displays real-time curricular data for auditing.
In SIS: Reporting Tools > XML Publisher > Query Report Viewer
Instructions on using this report is located on the SIS Web site
at http://www.sis.wisc.edu/training/uploads/PDF_Schedule_of_Classes.doc

Timetable and Classroom Scheduling Review Reports – These reports are available in SIS, and are another tool for viewing your real-time curricular data for auditing.
In SIS: Curriculum Management > Schedule of Classes > TT & Clsrm Sched Review Rpts.
Instructions on using these reports are located on the SIS Web site
at http://www.sis.wisc.edu/training/uploads/Timetable_Reports.doc. There is also a Macromedia Captivate demo of the steps to run the process on the Curricular Toolkit at http://registrar.wisc.edu/curricular_demos.htm.

1184 CURRICULAR BUILD TIMELINE (April 12, 2017 – October 20, 2017)

Initial Call for Curricular Updates *Wednesday, April 12 – Monday, August 14*
Enter curricular updates in SIS.
Fill out forms and fax to Curricular Services (Optional, Sections Combined).

1184 Curricular Review e-Mailout *Wednesday, July 26*
Curricular Services will post a variety of review materials on the Curricular Toolkit for departments at this time.
Departments will continue to be able to make updates in SIS. There will not be a shut-down period.

Final Call for Curricular Updates *Wednesday, September 27 – Friday, October 6*

Term 1184 available online in Class Search and Course Guide *Friday, October 20*

ROOM ASSIGNMENT INFORMATION

GENERAL ASSIGNMENT CLASSROOM REQUESTS AND ASSIGNMENTS

General Assignment Room Requests – If you are requesting a General Assignment (GA) classroom for any section, be sure to follow these procedures when you update SIS:

- Indicate time/day in Meeting Pattern.
- Place “0000 GA RM” in the Facility ID field. If you do not place “0000 GA RM” in the Facility ID field, no GA classroom will be assigned.
- Update the Requested Room Capacity to reflect the size of room needed.
- Review the Enrollment Capacity to ensure it is not larger than the Requested Room Capacity; update as necessary.
- Indicate special facility requirements if necessary (see below).

Do NOT place specific GA classrooms in the Facility ID field (exception: 1800 Engineering Hall, 1106 Mechanical Engineering). Following the Initial Call deadline, Curricular Services will audit department information and assign general assignment classrooms using an automated batch room assignment program. The batch classroom assigner will use your department profile to place your courses in your home building and surrounding area. Contact Ed McGlenn at edward.mcglenn@wisc.edu if you have any questions regarding your department profile.

Classroom Scheduling Policies – Departments are expected to comply with the Campus Space and Remodeling Policies Committee (SRPC) policies regarding the use of classrooms for credit instruction. Your department’s classes should be spread throughout the day and week, and conform to standard class time meeting patterns. In addition, discussion sections should be primarily scheduled during the non-prime hours. Please carefully review the Campus SRPC Classroom Scheduling Policies to ensure compliance. This document can be found on the Curricular Toolkit at <http://registrar.wisc.edu/documents/ClassrmSchedPolicy.pdf>.

Classroom Utilization Report: Campus policies require departments to spread their course offerings throughout the day and week. Each department should have no more than 14% of their sections at each of the prime hours (8:50, 9:55, 11:00, 12:05, 1:20 and 2:25). Review your course sections requesting classroom space to ensure that they comply with this policy.

Nonstandard Time/Day Sections Report: This report identifies course sections scheduled at nonstandard times and/or days. Remember that nonstandard time/day sections are given a lower priority in the room assignment process. Please review this report and adjust class times/days when possible. Because classroom space is limited, we cannot guarantee classroom space for those departments who schedule sections at nonstandard times and/or days.

SPECIAL FACILITIES REQUIREMENTS

Room Characteristics - Use the Room Characteristics on the Meetings page in SIS to indicate special classroom needs. Please request only *one* seating type per section. The room assignment system cannot handle requests for multiple seating types (i.e., if you have requested seminar seating and movable TAs); requests for multiple seating types will not receive a room assignment. If multi-media equipment is needed for any class, you must identify this need in the SIS system. Information about classrooms can be found on the Facility Table in SIS (*Curriculum Management > Facility and Event Information > Facility Table > Facility Characteristic*).

Request for Special Facilities not on Room Characteristics Page form - If you have classes with specific requirements that **cannot** be communicated through the use of Room Characteristics, notify Curricular Services by using the “Special Facility Request” form. A copy is online at http://registrar.wisc.edu/curricular_forms.htm. Examples of the types of information which are appropriate to include on this form would be: a request to be in the home building for access to greenhouse/lab/demo materials during lecture, a request to stay in the home building due to a disability, a need to teach in a building that is not your department’s home building or area, etc.

Do not use this form to communicate room preference or back-to-back section information. Also, do not include information that is already conveyed for the section via the Room Characteristics in SIS. The form is intended for communication of specific requirements for teaching, not preferences. Curricular Services cannot honor memos or forms with invalid requests. Please note that the assigner will schedule your classes in your home building and preferred adjacent areas when possible. It is not necessary to send Curricular Services a form requesting your home building/area.