



DATE: July 9, 2018

**Deadline: July 27, 2018**

MEMO TO: DIR Coordinator

FROM: L. Sherrán Pak  
Curricular Services

SUBJECT: Term 1186 (Summer 2018) Departmental Instructional Report (DIR) Call

**The DIR Call packet for Term 1186 (Summer 2018) is posted on the Curricular Toolkit for you to review.** 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 August 27. After that, 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.

**NOTE: Now that new SIS instructor roles have been implemented, all class sections must have a principal instructor.**

**The 1186 DIR Call packet has three parts: 1) the DIR Call Report, 2) the Zero Enrollment Report, and 3) the Missing Principal Instructor Report.** The DIR Call Report lists all of a department's active sections for the 1186 Term, with the exception of IND sections with zero enrollment. Every department having active sections for 1186 will appear on the DIR Call Report. Departments will appear on the Zero Enrollment and/or Missing Principal Instructor Reports only if they have sections with zero enrollment or no principal instructor.

#### **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 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, **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, see the [Processing Section Changes](#) page of the Registrar's Office website.

**Sections Combined:** If a section has a number in the combined enrollment column, it is a combined section. If you are not the primary department, 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.

Therefore, unless the class will not be offered in the future, you should NOT 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 SIS section and, when we term roll for next summer, the Independent Study sections and Medical Career field sections will carry forward (regardless of status) but without the instructor names.

So, 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 cancelled but leaves the instructor name(s) on the section.

**Missing Principal Instructor Report**

This report lists all sections and subsections (with enrollment) where no principal instructor is listed. Please add a principal instructor to all meeting patterns of the class on the Meetings Page. Missing TA names should be entered at this time. All meeting patterns of a class MUST have a principal instructor listed.

***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 the search. Please verify that you select the correct instructor. Go to Curriculum Management>Instructor/Advisor Information>Instructor/Advisor Table and refer to the Instructor Type and/or the Academic Organization code for the instructor to verify that you've selected the right 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 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 Friday, July 27.** If you have any questions, please contact Sherrán Pak by phone at 262-4411 or by email at [sherran.pak@wisc.edu](mailto:sherran.pak@wisc.edu).

Posted Reports:    1186 DIR Call  
                          1186 Zero Enrollment Report  
                          1186 Missing Principal Instructor Report

c:                    Deans