DATE: October 14, 2019

MEMO TO: Curricular Representative

FROM: Curricular Services

SUBJECT: Initial Call for Curricular Updates - Summer 2020 (Term 1206)

We have posted the following materials to the Curricular Toolkit for you to prepare your Summer 2020 Initial Call for Curricular Updates:

- Preparation Resources
- Policies, Guidelines, and Reminders
- Room Assignment Information
- Checklist and Reminders
- Variable Credit Course Offerings Report
- PDF Schedule of Classes Pages
- Not On Schedule of Classes List
- Room Request List
- Optional Attendance List
- Distance Education Listing
- Meets With Sections Listing
- Independent Study Sections List
- Session Codes List

Please read all information carefully before beginning your processing.

Special Reminders

Community Based Learning Courses: Departments should have the community based learning course attribute placed on community based learning sections in SIS, which will allow users to search for these offerings in the Course Search & Enroll app.

Mode of Instruction: Please use the *Sections with Distance Education Instruction Modes List* report to review that all online courses are identified in SIS using the correct Instruction Mode value. This value is critical for users to find online courses using the Course Search & Enroll app. It will also help with auditing and reporting of UW-Madison online course offerings.

Variable Credit Course Offerings Report: We are term rolling variable credit sections with the same values as the previous like-term. The courses that rolled forward in the 1206 term roll retained the same values as 1196, instead of resetting to the minimum/maximum values specified at the course catalog. A Variable Credit Course Offering Report (in Excel) is included with other materials on the Curricular Toolkit to help you review these offerings.

Honors Designations: Section-level honors designations also rolled forward for term 1206. Please be sure to review all your course offerings for section-level honors designation setups.

1206 Update Deadlines

Initial Call for Curricular Updates   *Monday, October 14 – Tuesday, November 26*
     Enter curricular updates in SIS.
     Fill out online forms for Curricular Services (Sections Combined, Special Facility Request).

Final Call for Curricular Updates *Monday, December 9 – Friday, December 13*

Term 1206 available online in Course Search & Enroll   *Wednesday, January 8*

If you have any questions, please contact this office at 262-6345.

c: Academic Chairs
       Academic Deans
       Michelle Young
       Summer Term Dean
       Summer Term Assistant Dean

Office of the Registrar – Curricular Services
University of Wisconsin-Madison   333 East Campus Mall #10101   Madison, Wisconsin 53715-1384
608/262-6345   Fax: 608/262-4372   www.registrar.wisc.edu

Preparation Resources

The following items are available on the Curricular Toolkit at this time (unless noted) in preparation for 1206 updates:

- **Initial Call PDF Schedule of Classes**: Check your pages carefully to ensure all courses and enrollment packages appear correctly; use SIS to make updates and corrections.

- **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.

- **Independent Study Sections List**: This report lists all scheduled independent study sections for your department, including instructors.

- **Sections with Distance Education Instruction Modes List**: This report lists sections with an Instruction Mode not set to 'P' (Classroom Instruction) in SIS.

- **Meets-With Sections Listing**: This listing includes all coded meets-with sections for your department.

- **Optional Attendance Sections list**: This report lists sections coded in SIS (Adjust Class Associations) as optional.

- **Variable Credit Course Offering Report (Excel):** Lists all variable credit courses currently scheduled for the term, and their current values which rolled over from the previous term.

- **Link to a list of 1206 modular session codes**

- **Curricular Representative List:** This list is available online at http://registrar.wisc.edu/documents/Phonelist.pdf under "Curricular Representative List."

CURRICULAR REPRESENTATIVES - SIS TRAINING AND MATERIALS New curricular representatives must complete SIS training and have authorization to use the software prior to beginning online updates in SIS.

CURRICULAR TOOLKIT This website contains examples, documents, links to assist you in developing your course offerings and much, much more. http://www.registrar.wisc.edu/curricular_toolkit.htm

PDF SCHEDULE OF CLASSES REPORT This report displays real-time curricular data in SIS for auditing. The path in SIS is Reporting Tools > XML Publisher > Query Report Viewer. Instructions on using this report is located on the SIS Web site at http://sis.wisc.edu/training/uploads/PDF_Schedule_of_Classes.doc.

CURRICULAR ENROLLMENT REPORT This report also displays real-time curricular data in SIS for auditing. Although it is generally used to manage enrollment, it is a useful tool during the build for reviewing enrollment and wait list capacities. The path in SIS is Reporting Tools > XML Publisher > Query Report Viewer. Instructions on using this report is located on the SIS Web site at http://sis.wisc.edu/training/uploads/CurrEnrReport.doc.

Policies, Guidelines and Reminders

INDEPENDENT STUDY SECTIONS HAVE BEEN ROLLED FORWARD All Independent Study sections with their associated instructor name have been rolled forward. Your Independent Study sections in 1206 include all sections (active and cancelled zero-enrollment sections) from 1196, including instructor names. If an instructor will no longer be teaching Independent Study courses (i.e., instructor has left the university), please delete that section for all Independent Study courses.

COURSES AVAILABLE FOR AUDIT As a service to students, faculty and staff, the Office of Summer Term at the Division of Continuing Studies asks that you use a footnote to identify courses that may be audited. Please use the following text: *Course is available for audit.*

SUMMER TERM INFORMATION FROM CONTINUING STUDIES When planning summer curricula, faculty and staff are encouraged to reference the policies and procedures outline at https://summer.wisc.edu/faculty-staff-resources/

COURSES TO BE LISTED Curricular listings should include ONLY those courses that you are planning to teach. Departments are reminded to be very selective when listing independent study (e.g., 699, 990, 999) courses. We suggest listing independent study courses only in the eight-week session (DHH).

USE OF SPECIAL TOPICS COURSES It is important that you clearly identify special credit programs (e.g., advanced placement seminars) offered in the summer under general topics course numbers. You are able to add your own topics in SIS.

NONSTANDARD FEES COURSES (for courses that have charges different than standard tuition) Please note "Nonstandard fees course" in the class footnotes for courses that charge a rate different than the standard fee structure, once approved.

SPECIAL COURSE FEES POLICY (for courses that have additional expenses) UW System policy on Special Course Fees (General Administrative Policy Paper [GAPP] #29) includes specific examples of the types of special course fees, which are allowable and not allowable. Remember that **your Dean must approve all special course fees**. Departments who make an initial determination that a special course fee may be appropriate must communicate the request for that fee to the Dean. Departments may footnote special course fees only after Dean's approval is granted**.**

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 needed (see below).

Do NOT place specific GA classrooms in the Facility ID field (exceptions: 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 Jennifer Donahoe at jddonahoe@wisc.edu if you have any questions regarding your department profile.

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 (*Set Up SACR>Foundation Tables>Facilities >Facility Table*). Also refer to the Space Management web site for more specific information regarding technology classrooms (http://av.fpm.wisc.edu/); click on the Classroom Attributes link in the menu bar.

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 Attributes, notify Curricular Services by using the "Special Facility Request" Google form. A copy can be found online at Special Facility Request form. 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.

Checklist and Reminders

☐ **SESSION CODES** A session is an identifier that denotes the length, begin date and number of weeks of instruction. A link to a list of 1206 session codes list has been included in this e-Mailout. When adding a section in SIS, choose a valid session code. If you have a course whose session is not represented on the list, you can request a session code be created by clicking on this link and filling out the online Google form.

Check all sections to ensure that their session code corresponds with the dates the course will be offered. It is essential that courses be represented in the correct session for the purposes of add and drop deadlines, fee assessments, etc. You cannot change the session code once a section has been saved in SIS. Instead, you will need to delete the existing section and re-add a section with the correct/new session code.

☐ **DO NOT CHANGE SECTION NUMBERS OR SESSION CODES** All section number changes and session changes must be done by adding and deleting sections, rather than by keychanging (for example, do not change a Lec 004 to a Lec 003 on the Basic Data page. Instead, delete Lec 004 and add a new section for Lec 003). If a keychange is done it can corrupt your data, rendering the course/section inaccessible.

☐ **SECTION DELETES** Use the "Delete Row" button in SIS to remove a section from your listings. Do not use the "Cancelled Section" function. Sections are cancelled only after the schedule of classes is published online.

☐ **ASSOCIATED CLASS** Review and update your Associated Class numbers as necessary. Each unique enrollment package must have its own association number. Remember to use Associated Class "9999" to designate wildcards.   Remember that honors, variable credits, and optional information are coded based on Associated Class number.

☐ **SEND FORMS TO CURRICULAR SERVICES** Use Curricular Services' forms for submitting optional and meets-with updates to Curricular Services (see information below for more detail about each type of update). Remember that you can do honors and variable credit coding in SIS, as well as adding topic titles. Please fax or mail your forms to Curricular Services as they are completed; do not wait until the end of the Initial Call update period. Forms are online at: http://registrar.wisc.edu/curricular_forms.htm.

☐ **CHECK TOPIC TITLE COURSES** Topics for 1206 have been carried forward from 1196 and appear on your course sections as they did this summer. Please check to determine if the same topic applies for 1206. If a change is necessary, use the Basic Data page on Maintain Schedule of Classes to select the correct Course Topic ID. If you need to add a new topic title you can do this yourself in SIS at *Curriculum Management > Schedule of Classes > Add Course Topics*.

☐ **CHECK VARIABLE CREDIT COURSES** Carefully review all courses to determine if variable credit updates are needed. Variable credit values have rolled forward from the previous semester. In SIS, go to *Curriculum Management > Schedule of Classes > Adjust Class Associations* to make updates.

☐ **MEETS-WITH SECTIONS** We have included the Meets-With Sections Listing report to help you with this processing. If your department has a course/section which will meet with another course/section, either within your department or in a different department, it is imperative that the primary department notifies Curricular Services. Submit a Sections Combined form (link to the "Add or Remove a meets-with section" online form is available here: http://registrar.wisc.edu/curricular_forms.htm). Please always submit a form for each meets-with bond that needs to be coded. Curricular Services cannot guarantee accuracy of section data unless we receive this information. Room assignments and enrollment information are dependent upon communication to Curricular Services of accurate meets-with information.

Note: All sections that are a part of the meets-with must exist in SIS before Curricular Services can build the Sections Combined Record. Part of the build requires that we provide the class number of each section to be combined; SIS generates the class number when the section is added. Additionally, time/day/room/building/instructor information must be the same for all sections involved in a meets-with before Curricular Services can establish the Sections Combined Record. The primary department needs to communicate meets-with information to all secondary departments so they, in turn, can build the meets-with offering before Curricular Services combines the records.

☐ **OPTIONAL ATTENDANCE** Review the online Optional Attendance Sections list which has been included with this e-Mailout. Notify Curricular Services of any optional attendance adds, changes, or deletes. Footnote enrollment options for courses with optional sections, as the students will be prompted by the enrollment system to make choices (footnote example: "Grad students: 3 cr, lec only, no discussion. Undergrads: 4 cr, lec and discussion required.").

☐ **CHECK HONORS** Carefully review all courses to determine if honors updates are needed. You can do honors updates in SIS. Go to *Curriculum Management > Schedule of Classes > Adjust Class Associations* and then the *Class Components* page to make updates. If you have courses that are always offered for honors (fall, spring, _and_ summer), Curricular Services can code the honors information at the course catalog level. This will save you from having to do honors coding in the future. If you would like to code any honors information at the catalog level, please contact us.

Remember that each member of a meets-with group needs to update their own honors information in SIS as necessary. It is the primary department's responsibility to contact secondary departments and inform them of any honors updates.

Checklist and Reminders (continued)

☐ **INSTRUCTION MODE** Instruction Mode values from 1196 have rolled forward and will appear for your 1206 sections. There are three instruction mode values: Classroom Instruction, Online Only, and Online (with some classroom). Check to ensure these are correct and update all your sections to reflect the appropriate Instruction Mode. Students using Course Search & Enroll have the option of searching by Instruction Mode.

    <u>Distance Learning Courses and Instruction Modes:</u> Review the online report to ensure that distance learning courses are correctly identified. Update directly in SIS by 1) selecting the appropriate "Instruction Mode" and 2) footnoting the section and indicating the delivery method (recorded media, online course, etc.).

☐ **TEXTBOOKS** Once an instructor is placed on a section they will be able to enter textbooks through Faculty Center, even if the curricular information hasn't yet been published online. This is another good reason to get instructors on as early as possible—so they can begin to update textbook information for their courses.

☐ **MEETING PATTERN** When putting your meeting pattern information in SIS, be sure to enter both a start/end time as well as day(s) of the week, or use a standard meeting pattern with a begin time. Keep in mind that entering a begin time without an end time will default to a 50 minute section when a standard meeting pattern has not been selected.

☐ **INDEPENDENT STUDY SECTIONS LISTING** Review the online report (if applicable) and delete any sections in SIS that will not be offered for Term 1206. We do not want to continue to roll instructors and their sections that should not be created.

☐ **REQUESTED ROOM CAPACITY** Requested Room Capacity is used by Curricular Services to determine classroom size when assigning GA classrooms. Review your Requested Room Capacities in SIS or on the Room Request List report included in this eMailout. Determine if the Requested Room Capacity for every section is correct. Update the Requested Room Capacity as necessary on the Enrollment Control page of *Maintain Schedule of Classes*.

☐ **ENROLLMENT CAPACITY** Enrollment Capacity is used by the enrollment system to determine the number of students allowed to enroll in a section. Review your Enrollment Capacity in SIS on the Enrollment Control page of *Maintain Schedule of Classes* or in *Update Sections of a Class.*. Compare the Enrollment Capacity to the Requested Room Capacity. Enrollment Capacity should always be equal to or less than the Requested Room Capacity. Determine if the Enrollment Capacity for every section is correct. Update the Enrollment Capacity as necessary on the Enrollment Control page in *Maintain Schedule of Classes*, or the Class Enrollment Limits page in *Update Sections of a Class.* Update the Combined Enrollment Capacity on the Class Enrollment Limits page in *Update Sections of a Class* using the <u>Combined Section</u> link.

☐ **CROSSLISTED COURSES** A crosslisted course is one that is approved by Divisional Committee and offered in two or more departments. Each crosslisted course has one primary department and one or more secondary departments. For your crosslisted courses, determine which department is the primary department. Go to *Home > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Meetings*. Click on the "Combined Section" link. The description will indicate the primary department (i.e., XL HISTORY 244 A1 001). This information also appears on the Classroom Scheduling Review Report.

The primary department should update information in SIS and submit forms, as necessary. In addition, communicate with the secondary department(s) to keep them informed of course offerings.

The secondary department(s) should enter enrollment capacities, variable credit coding, and honors coding as directed by the primary department.