



DATE: January 27, 2020

**Deadline: February 7, 2020**

MEMO TO: DIR Coordinator

FROM: Kate Kurek  
Curricular Services

SUBJECT: Term 1204 (Spring 2020) 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 1204 (Spring 2020).** 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 March 12. At that time, curricular, instructor, facility, and enrollment data will be submitted to UW System Administration and the Madison campus for analysis of the number of course sections, student credit hours, instructional staff workload averages, classroom utilization, etc.

**The 1204 DIR Call packet has three parts: 1) the DIR Call Report, 2) the Zero Enrollment Report, 3) the Missing Principal Instructor Report.** The DIR Call report lists all of a department's active sections for the 1204 term, with the exception of IND sections with zero enrollment. Every department having active sections for 1204 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 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. 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, 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.

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 Spring, those cancelled 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 cancelled but leaves the instructor name(s) on the section. These class sections will be carried forward when we term roll for next Spring.

#### **Missing Principal Instructor Report**

This report includes 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 in SIS. 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 selecting an instructor to attach to a section.**

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 only 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 includes SIS ID numbers to help you verify that the correct instructors are listed on your classes.

**Please complete the DIR updates by the end of the day Friday, February 7.** If you have any questions, please contact Kate Kurek at 263-1949 or by email at [kate.kurek@wisc.edu](mailto:kate.kurek@wisc.edu).

Posted Reports:    1204 DIR Call  
                          1204 Zero Enrollment Report  
                          1204 Missing Principal Instructor Report

c:                    Deans