DATE: December 14, 2020

MEMO TO: Curricular Representatives

FROM: Curricular Services

SUBJECT: COVID Call for Curricular Updates – Summer 2021 (Term 1216)

We have posted the following materials to the Curricular Toolkit for you to prepare your Summer 2021 COVID Call for Curricular Updates:

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

Please read all information carefully before beginning your processing.

Important Notes and Reminders

Mode of Instruction: In preparation for the 1216 schedule build, the Office of the Registrar ran scripts to make bulk updates to Instruction Mode data in order to better align 1216 with the new mode of instruction and synchronicity definitions that went into effect for 1214. All sections with component type IND or FLD have been updated to an instruction mode of P (in-person classroom), and those with component type LEC, DIS, LAB, or SEM have been updated to an instruction mode of R (remote). Please review the Summer Modality Guidance message, work with the curricular leadership in your department, and contact your school/college Instructional Continuity associate dean with questions as you work to adjust 1216 instruction modes to meet your subject's summer term instructional plans. As a reminder, all independent study (IND) sections must maintain an instruction mode of P.

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

Remote (RMTE) Class Attribute: The RMTE class attribute will *not* be available for use in 1216. Due to the bulk updates made via script post-term roll, all LEC, DIS, LAB, and SEM sections are starting with an Instruction Mode of R (remote) and a Facility ID of ONLINE. For all class sections that will remain remote and will have a synchronous meeting pattern, please be sure to manually add class note number 17, which reads "This class section requires students to be available to participate in online learning at the day/time listed (Central Time)." We recommend adding this note to online (WO) synchronous classes as well.

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.

Variable Credit Course Offerings Report: We have term rolled variable credit sections with the same values as the previous-like term. The courses that rolled forward in 1216 retained the same credit values as in 1206, instead of resetting to the minimum/maximum values specified in the Course Catalog. A Variable Credit Course Offering Report 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 1216. Please be sure to review all your course offerings for section-level honors designation setups.

1216 Update Deadlines

COVID Call for Curricular Updates *Monday, December 14 – Late January/Early February (exact date TBD)*
        Enter curricular updates in SIS.
        Fill out online forms for Curricular Services (Sections Combined, Special Facility Request, etc.).

Term 1216 Published in Course Search & Enroll *February (exact date TBD)*

If you have any questions, please reach out to your Curricular Services contact.

c: Michelle Young
       Aphra Mednick
       Summer Term Dean Jeffrey Russell
       School/College Summer Deans

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Preparation Resources

The following items are available on the Curricular Toolkit in preparation for 1216 updates. Note that the posted reports are static, point-in-time snapshots. *You can run updated copies of these reports yourself on demand in SIS anytime that you'd like; please consult the SIS documentation on Query Report Viewer for guidance.*

- **COVID 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 1216 modular session codes**

- **Curricular Representative List:** A searchable list with contact information for all curricular representatives is available online.

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. More details can be found on the SIS website.

CURRICULAR TOOLKIT The Curricular Toolkit contains examples, documents, and links to assist you in developing your course offerings and much, much more.

PDF SCHEDULE OF CLASSES REPORT This report displays real-time curricular data in SIS for auditing. The path in SIS is *Curric & Enroll Rep WorkCenter > Resources tab > Query Report Viewer*. Instructions on running the PDF Schedule of Classes report are located on the SIS website.

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 *Curric & Enroll Rep WorkCenter > Resources tab > Query Report Viewer*. Instructions on running the Curricular Enrollment Report are located on the SIS website.

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 1216 include all sections (active and cancelled zero-enrollment sections) from 1206, 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 Class Note 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 [Summer Term policies and procedures](#).

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. If needed, you can add a new course topic in SIS (Curric & Enroll Rep WorkCenter > Add Course Topics).

NONSTANDARD FEES COURSES (for courses that have charges different than standard tuition) Please note "Nonstandard fees course" in the Class Notes 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 that 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 add a Class Note denoting special course fees only after Dean's approval is granted**.**

Room Assignment Information

GENERAL ASSIGNMENT CLASSROOM REQUESTS AND ASSIGNMENTS

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).

Keep in mind that physical distancing is expected to still be required for in-person class meetings during Summer 2021.

Do NOT place specific GA classrooms in the Facility ID field unless you have been approved to do so by the Registrar's Office. Following the COVID 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 Chuck Dvorak at chuck.dvorak@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 tables); requests for multiple seating types will not receive a room assignment. If multi-media equipment is needed for any class, you <u>must</u> 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 website for more specific information regarding technology classrooms.

For Summer 2021, as in recent terms, we strongly discourage specifying seating type as a requested Room Characteristic, as many classrooms have been reconfigured from their standard setups.

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" 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 accommodation, a need to teach in a building that is not your department's home building or area, etc.

Do <u>not</u> 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 <u>requirements</u> 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 1216 session codes has been included in this memo. 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 by submitting the New Session Code Request 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 key-changing. 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 key-change 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. Do not repeat class association numbers across offerings in different modular sessions. 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.

☐ **CHECK TOPIC TITLE COURSES** Topics for 1216 have been carried forward from 1206 and appear on your course sections as they did last summer. Please check to determine if the same topic applies for 1216. 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 *Curric & Enroll Rep WorkCenter > 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 *Curric and Enroll Rep WorkCenter > Adjust Class Associations* to make updates. Pay close attention to topics courses; correctly set the minimum and maximum credits for each offering, especially newly scheduled sections, and be sure you are not inadvertently using the course's full credit range if that is not appropriate for the specific class.

☐ **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 to request any updates. 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 bond 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. More information about Combined Sections can be found on the Curricular Toolkit.

☐ **OPTIONAL ATTENDANCE** Review the online Optional Attendance Sections list which has been included with this memo. Notify Curricular Services of any optional attendance adds, changes, or deletes. Add a Class Note to detail enrollment options for courses with optional sections, as the students will be prompted by the enrollment system to make choices (note 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 *Curric & Enroll Rep WorkCenter > Adjust Class Associations* and then the *Class Components* tab 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.

☐ **INSTRUCTION MODE** Instruction Mode values for 1216 were set via script. Sections with component type IND or FLD were set to P (in-person classroom), and those with component type LEC, DIS, LAB, or SEM were updated to R (remote). IND sections should remain P. Please update instruction mode for other sections as needed, making use of the Summer Modality Guidance message and campus guidance about the four instruction mode values: Classroom Instruction (P), Remote (R), Online Only (WO), and Online (with some classroom) (WO). When using Course Search & Enroll, students have the option of searching by Instruction Mode.

   Distance Learning Courses and Instruction Modes: Review the online report to ensure that distance learning courses are correctly identified. Update directly in SIS by selecting the appropriate Instruction Mode.

☐ **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 1216. 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 memo. Determine if the Requested Room Capacity for every section is correct. Update the Requested Room Capacity as necessary on the Enrollment Control tab 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 tab 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 tab in *Maintain Schedule of Classes*, or the Class Enrollment Limits tab in *Update Sections of a Class*. Update the Combined Enrollment Capacity on the Class Enrollment Limits tabs in *Update Sections of a Class* using the Combined Section 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 *Curric & Enroll Rep WorkCenter > 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, it is the primary department's responsibility to 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.