Updates on the Spring 2021 Curricular Build

Office of the Registrar
Thursday, November 5
Agenda

• Welcome and Introductions
• Remarks from University Registrar
• Wrapping up Fall 2020
• Spring 2021 Schedule of Classes
Housekeeping

- This session is being recorded. Info on how to access recording will be sent to curricular reps soon after this event.

- We plan to talk Fall 2020, followed by Spring 2021 today; as possible, please ask your questions/provide your feedback during the appropriate term. Type your questions in the “Chat Window”.

- We’re fortunate to have various guests joining today (Academic Affairs Continuity team, various Vice Provosts, members of the RO team). As we’re answering questions, they might be able to provide more information.
The Journey Ahead

Centered

Collaborative

Confident
Wrapping up the Fall 2020 term

Room Upkeep, November 30-onward:

• We are **not** updating room assignments in SIS; rooms will remain as-is even though all instruction will be remote
• Instructors can assume they have access to their currently assigned room for lecture-capture/-streaming needs
• All final exams will be administered remotely
• Virtual learning spaces reservable for students at: [https://virtuallearning.wisc.edu/](https://virtuallearning.wisc.edu/)
Wrapping up the Fall 2020 term

Final Exams:

• Faculty and academic staff received an email from Vice Provost Cramer last week which included important reminders on Finals
• Visit our website for FAQs regarding finals: https://registrar.wisc.edu/exampolicy/#FAQs
• Additional questions about finals? Email: Brittany at brittany.elandt@wisc.edu
Wrapping up the Fall 2020 term

Grading:

• Grades must be submitted to the Office of the Registrar by **11:59 PM on December 21, 2020.**
• If a course is scheduled with a summary block exam on Wednesday, December 16, Thursday, December 17 or Friday, December 18 and additional grading time is needed, instructors can request an extension of an additional three days (72 hours) by contacting the Office of the Registrar (registrar@em.wisc.edu).
• For classes with approved extensions, the extended grading deadline is 11:59 PM on December 24, 2020.
Fall 2020 Questions?
### Spring 2021 Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of November 9</td>
<td>Spring 2021 Course Preview launched</td>
</tr>
<tr>
<td>Week of November 9</td>
<td>Students receive their Spring 2021 enrollment appointment time</td>
</tr>
<tr>
<td>Friday, November 20 @ 4pm</td>
<td>Term-Update Switch turned-off; SIS updates need to be completed</td>
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<tr>
<td>Friday, December 4 or Monday, December 7</td>
<td>Schedule of Classes released in Course Search &amp; Enroll; SIS access resumes</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>Enrollment begins (grad students and most professionals)</td>
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</table>
Spring 2021 Course Preview

- Advisors asked for a “rough draft” of the Spring 2021 course offerings to incentivize students to seek advising in November, rather than waiting until December or January.

- Advisors and students will be notified of the Preview next week

- Disclaimer: This Preview is a rough draft. Some courses listed may not be offered, some courses offered may not be listed.

Thanks Registrar’s Office on behalf of advisors!
Spring 2021 Course Preview

This is a catalog-level preview:

• If a course has one or more active class sections scheduled to print, the course will be included in the Course Preview.

• Course Preview only contains catalog-level information (e.g. title, description, catalog requisites, general education, and breadth). It does not contain section info (e.g. topic titles, modalities, section capacities).

• Course Preview refreshes nightly.
Spring 2021 Course Preview

Demo of Course Preview
Instructional Mode & Synchronicity

University Curriculum Committee (UCC) endorsed in principle changes to instructional mode & synchronicity

https://instructionalcontinuity.wisc.edu/defining-modes-of-instruction-and-synchronicity/
## Instructional Modes

<table>
<thead>
<tr>
<th>Remote (R) or Online Only (WO)</th>
<th>Online-Some Classroom “Hybrid” (WC)</th>
<th>In-Person (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No in-person activities; the class section can be fully completed while not in Madison. May be synchronous or asynchronous. <strong>No in-person exams.</strong> Remote class sections would have been in-person if not for the response to COVID-19.</td>
<td>Intentionally designed as hybrid. <strong>25%-75% of the class meetings will be in-person;</strong> the rest will be online. Will be synchronous class sections. Needs day/time and facility information entered in SIS. May have in-person exams; in-person content is more inclusive than simply exams. Include a class note to convey hybrid expectations.</td>
<td>At least 75% of the class section meetings will be in-person. Will be synchronous. Needs a day/time meeting pattern and facility information entered in SIS. Class sections must have (combined) enrollment caps under 50 students.</td>
</tr>
</tbody>
</table>
Reconciling Being Determined sections

• All Being Determined (BD) class sections should be updated to something else or have a RMTE attribute on the section by 4pm on Friday, November 20th

• Two ways to view reports of BD sections in SIS
  • **Data Center**: Courses tab
    • Can limit search to sections with a specific instruction mode, including BD
    • Instruction mode returned on the Misc results tab
  • **Query Report Viewer** in the Curric & Enrollment Rep Workcenter
    • U_CU_INST_DE report
Demo on finding BD sections
Optional tool: RMTE class attribute

• Reps can add the RMTE class attribute with SYNC or ASYNC value; scripts will be run by the RO to update key info after COVID Call closes Nov 20
• Only use this section attribute if a section is going to be Remote and you want the RO to convert it for you.
• COVID Call Spring 2021 Box folder includes a PDF guide with details/screenshot for using the RMTE attribute
• Scripts will update as follows:
  • RMTE ASYNC: Instruction mode = R, Facility ID = ONLINE, day/time meeting pattern removed
  • RMTE SYNC: Instruction mode = R; Facility ID = ONLINE, meeting pattern left as is, Class Note 17 added
• Reminder… you can just do the edits now if you want. No need to use the RMTE scripts!
Asynchronous v. Synchronous

Synchronous

- **Scheduled, time-specific meetings** (in-person or online) as part of an intentionally designed learning experience. Synchronous components must be scheduled in compliance with university policies on class scheduling (unless exception granted)
- May or may not have synchronous exams
- Synchronous learning happens whenever students are engaged in learning activities “live”
- Allows students and instructors to meet at the same time and in the same space (physical or virtual)
- Section has clearly articulated meeting-time commitments that cannot be rescheduled once student enrollment has occurred
- Most synchronous course sections are entirely synchronous. As detailed in [UW-Madison Policy on the Credit Hour](https://用手动输入的链接), synchronous course sections generally require students to complete asynchronous activities (e.g., course readings, research assignments, group projects).
Asynchronous v. Synchronous

Asynchronous

- No scheduled meetings, although learning activities may happen on a schedule (e.g., certain activities are required to be completed during a specific week) and are provided as part of an intentionally designed learning experience.
- **Will have asynchronous exams which can be completed within a certain timeframe, or may have synchronous exams if accommodations are made for students unable to attend the scheduled synchronous exam times.**
- Activities may include video lectures, readings, assignments, group discussions or collaborative tasks.
- Students and instructors engage with each other, course content, activities, and instructional materials at various times.
- Still must meet credit hour requirements of regular instructor interaction, for example through office hours and discussion boards, and of substantive interaction, again regular instructional activities, office hours, and other instructional activities.
Course Search & Enroll enhancements

The RMTE attribute is a script that will only run once, and is only intended for Remote class sections. For this reason, we look at the presence of a day/time meeting pattern (or lack of one) to determine the synchronicity of a class section.
Course Search & Enroll Focus Group

1. CS&E Search can be a limiting factor in students’ ability to find courses they want
   a. doesn’t provide a way to search for multiple instructional modes at the same time, users must pick a single value from a dropdown
   b. CS&E doesn’t provide a way to search for synchronicity
   c. Search results contain unexpected results that don’t fully match the criteria entered. Results often contain enrollment packages with mixed modality.
   d. No way to identify enrollment packages that are truly ‘Online only’ or fully ‘In person’

1. The display of synchronicity and class notes in CS&E can be confusing.
   a. Students have to interpret synchronicity of an offering based on whether or not a day/time meeting pattern is present
   b. Students don’t always know to expand the section to see class notes

1. Faculty and Instructors are offering a variety of class configurations in an effort to provide flexibility and improve access to their courses. Given the constraints of SIS setup and class configuration options, it’s difficult to effectively communicate these options to students using CS&E.
Course Search & Enroll Enhancements

- Mode of Instruction
  - Classroom only
  - Online (Some classroom)
  - Online only (Asynchronous)
  - Online only (Synchronous)

Botany 152: Sections

- All sections
- 9 of 22 options
- 1 selected

  - Seats: Open seats
  - Mode of instruction: Online only (Synchronous)

<table>
<thead>
<tr>
<th>Sections</th>
<th>Day/Time</th>
<th>Location</th>
<th>Instructor</th>
<th>Cr</th>
<th>Seats</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEC 001</td>
<td>Sep 2 - Dec 10 (A1)</td>
<td>ONLINE</td>
<td>Show all</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAB 320</td>
<td>5:00PM - 8:00PM</td>
<td>ONLINE</td>
<td>Haley Briel</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIS 620</td>
<td>7:00PM - 8:15PM</td>
<td>ONLINE</td>
<td>Show all</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAB 318</td>
<td>2:25PM - 5:25PM</td>
<td>ONLINE</td>
<td>Haley Briel</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIS 618</td>
<td>7:00PM - 8:15PM</td>
<td>ONLINE</td>
<td>Show all</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAB 317</td>
<td>1:20PM - 4:20PM</td>
<td>ONLINE</td>
<td>Show all</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIS 617</td>
<td>5:30PM - 6:45PM</td>
<td>ONLINE</td>
<td>Jeremiah Yahn</td>
<td></td>
<td></td>
<td></td>
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Course Search & Enroll Enhancements

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</tbody>
</table>

Class Availability: Open seats
Available seats: 3
Currently enrolled: 19
Class capacity: 22
Waitlist capacity: 0

Section Information
Honors optional

Class notes (LAB)
This class section requires students to be available to participate in online learning at the day/time listed (Central Time).

Class notes (DIS)
This class section requires students to be available to participate in online learning at the day/time listed (Central Time).

Mode of Instruction
LEC - Online Only
LAB - Online Only
DIS - Online Only

Exam
Dec 12, 2020 from 2:45PM - 4:45PM

Class Numbers
LEC - 54561
LAB - 60132
DIS - 60136

Textbooks
Session Dates & Deadlines

SAVE SECTION
Rooms for Spring 2021

• Physical distancing will still be enforced for Spring 2021.

• FP&M has determined COVID capacities for General Assignment rooms and has set up these spaces to adhere to physical distancing expectations.

• In department controlled spaces, departments are expected to determine physical distancing capacities. Departments set up these spaces to adhere to physical distancing.

• More information available in the COVID Call Spring 2021 Box folder.
Rooms for Spring 2021: GA

• As part of COVID call period, departments may not pre-assign class sections to any GA room.
  • Departments needing a GA room should enter “0000 GA RM” in SIS
  • Do not request specific seating attributes (e.g., moveable chairs, tables)
• For rooms traditionally department-controlled but continuing to be part of the GA classroom pool, the local department should consult their school/college Instructional Continuity Associate Dean for guidance.
• All other department controlled spaces should be assigned by departments in SIS.
Don’t forget textbooks!

While we are releasing the Spring 2021 Schedule of Classes later, it’s important to still get textbook information so bookstores can order needed materials.

Please encourage instructors to supply textbook and Instructor Provided Content (IPC) information themselves or enter it via Proxy.
Enrollment Appointment Schedule

Students will receive their Spring 2021 enrollment appointment next week.

SOAR students can begin enrollment on January 15 at Noon.

<table>
<thead>
<tr>
<th>Spring 2021 courses</th>
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</thead>
<tbody>
<tr>
<td><strong>Graduate</strong>, Medicine, Veterinary Medicine, Pharmacy, Physical Therapy Professional, Physician Assistant, Public Health, Genetic Counselor Studies, Professional Capstone Certificate</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
</tr>
<tr>
<td><strong>Law</strong></td>
</tr>
<tr>
<td><strong>Junior</strong>, International Special, Engineering International Special, Education 2nd Certification</td>
</tr>
<tr>
<td><strong>Sophomore</strong>, Visiting International Special</td>
</tr>
<tr>
<td><strong>Freshman</strong></td>
</tr>
<tr>
<td><strong>University Special</strong></td>
</tr>
<tr>
<td><strong>University Guest</strong></td>
</tr>
</tbody>
</table>
Reminders of resources

• Contact the Curricular Services team if you need help.

• COVID Call Spring 2021 Box folder

• go.wisc.edu/coursepreview
Thank you!

What questions do you have?