COURSE BUILDERS MEETING:
2018 A YEAR OF MANY CHANGES

January 11, 2018
AGENDA

General Education
Important Dates
General Overview
  Finals
  Large Rooms
  Cross Listing
Changes This Coming Year
Questions
GENERAL EDUCATION

General Education website
  - General Education Course Submissions Form

Liz Abate
  - labate@binghamton.edu
  - 7-2146

Remember, do not include references to Gen Eds in course descriptions

Requests for Harpur W should be sent to cfchanges@Binghamton.edu
IMPORTANT DATES
FALL 2018 COURSE BUILDING

Course Building open
- Now through Jan 12
- Jan 22 through Mar 5

No changes to courses
- Mar 6 through Mar 20 CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.

Large Rooms
- Spreadsheets sent out Jan 4
- Requests due back Jan 25

Back to Back, Disability & Tech Requests due Feb 21

Final Exams-Spring 2018
- Last week CBASM distributed courses without instructors and spreadsheet of courses
- Jan 19 changes from departments are due (send updated spreadsheet to classrooms@binghamton.edu)
- Feb 7 Spring 2018 Final Exam schedule available on the final exam website/BU Brain

Meet Pattern Percentage Reports Jan 11 & 24, Feb 7, 14 & 21

Fall 2018 Schedule on-line Mar 20
FINAL EXAM SCHEDULING

Final Exam/End of Semester Exam Policy:

https://www.binghamton.edu/academics/provost/faculty-staff-handbook/handbook-vii.html#C5

It is the University’s policy that all faculty members administer their final or end-of-course examinations during the official Examination Period, at the time scheduled by the Office of Course Building and Academic Space Management. Faculty who wish to administer final or end-of-course examinations outside the official Examination Period must have permission of the deans of their schools. Except examinations for labs, students shall not be required to take examinations or turn in take-home finals during the week preceding the official Final Examination Period. If there is no comprehensive final examination but rather a series of examinations or quizzes, the last examination, test or quiz must take place on the assigned day during final examination week.

Students should not have to take three or more final examinations in one 24-hour period. In cases in which a student has more than two examinations scheduled during a 24-hour period, faculty are urged to arrange a time for a make-up exam. In cases where a conflict arises, the faculty member teaching the largest course will be expected to arrange a make-up examination because s/he has the greatest probability of offering another make-up for other valid reasons.

The final exam schedule will be posted on February 7th. Instructors should check the final exam website before announcing final exam times to students.

Spring 2018 Final Exam Time Slots

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## Final Exam Scheduling

### Our Assumptions
- All courses will be scheduled an exam
- All sections of a course will be scheduled together in one or more rooms at the same time.
- All exams will be scheduled in a general purpose classroom
- The exam scheduling software will select the date and time
- Exams will be scheduled in rooms that match the enrollment of the course
- Exams will be scheduled for a 2 hour block

### What you need to tell us

<table>
<thead>
<tr>
<th>Our Assumptions</th>
<th>What you need to tell us</th>
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<tbody>
<tr>
<td>Courses that will not have a final</td>
<td>Specifics about scheduling sections together</td>
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<tr>
<td></td>
<td>- Do some get scheduled together and others separately at different times?</td>
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<td>- Do some get scheduled together in one room and others scheduled together in a different room, but all at the same time?</td>
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<td>Any special locations/room features needed for an exam, e.g., computer pod, departmental room, multi-media</td>
<td>Any courses that require a specific day/time for the exam</td>
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<td>Double seating or other seating requirements</td>
<td>Courses that need an exam scheduled for more or less than 2 hours</td>
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After the exam scheduler is run, any changes to exam times require approval by the department chair and dean’s office representative and must follow standard final exam times.
LARGE ROOM REQUEST

Classes with 80 or more students

Make changes directly to spreadsheet
  ▪ Only need to know what your request is for the upcoming semester, including special technology/room requests

Send updated spreadsheet to classrooms@Binghamton.edu by January 25th

CBASM will assign classrooms and send you your large room assignments
  ▪ We will add the classroom assignments to your courses in Banner, correcting day/time/limit information based on information provided on your spreadsheet.
CROSS-LISTINGS

Must follow rules for cross-listing with graduate level courses:
- Cannot cross-list doctoral courses (600 level) with undergraduate level courses
- 500 and 600 level courses can be cross-listed
- 400 and 500 level courses can be cross-listed
- Cross-listing 500 level courses with 300 or lower requires approval by the Graduate Council

Must follow rules for cross-listing lower division and upper division undergraduate courses:
- 100 and 200 level courses can be cross-listed
- 300 and 400 level courses can be cross-listed
- 100, 200, 300 and/or 400 level courses can be cross-listed if all the same subject.
CHANGES AHEAD

Banner
- Banner 8 ending December 2018
- Banner 9 will be implemented in June of 2018 (tentative)
- New web-based interface
- New look & feel
- New keyboard shortcuts
- CASified sign-on (use pods ID & Password)

SAS Implementation-Hyperion Replacement
- Canned Queries are being replicated in SAS
- Daily reports will be available
- New data security structure will be implemented
- Departments will be contacted regarding current Hyperion queries/data needs
- Dashboards will be created with data that can be downloaded into Excel, pdf and other formats. Most data users will not need to learn SAS
- Hyperion will be available until the conversion is complete

Classroom Renovations/Changes
- Spring 2018
  - LH 11 Tech upgrades first two weeks of classes
  - LH 3, 4 & 5 upgrades-off all semester
  - LN G332 conversion to Social Sciences Experimental Lab
  - LN G208 new FRI Learning Lab complete
- Summer 2018
  - LH 12 & 13 and S1 140 & 158
- Fall 2018
  - Pharmacy School Building on-line
  - S2 Classrooms and Computer Pods off-line for building renovation (total reconfiguration of east wing)
  - Classrooms G38, G39, G42, 138, 140, 143, 144, 145, 243 & 260 & Pods 134 & 135
CONCLUSION

One final reminder:

- Use office emails, cfchanges@Binghamton.edu and classrooms@Binghamton.edu when requesting changes to courses and/or classroom assignments

Questions????