

Course Builders Meeting

January 7, 2015

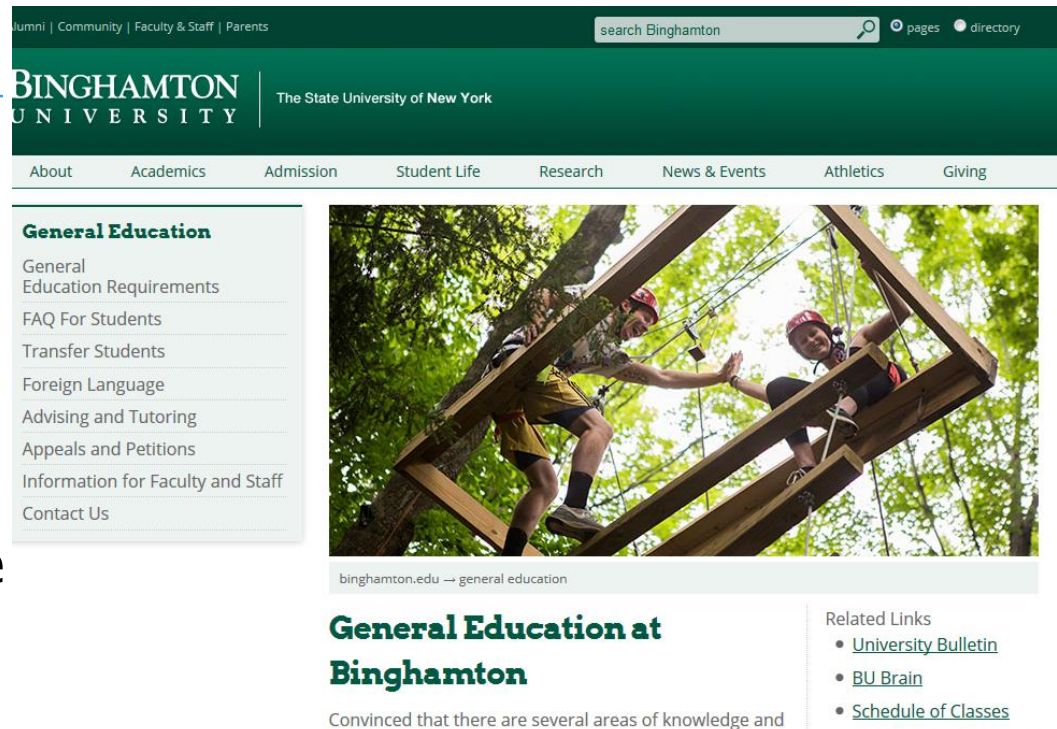
- ▶ Welcome to newest CBASM staff member
Andy Bell

Agenda

- ▶ General Education Designations
- ▶ Bulletin/Banner Catalog Course Descriptions
- ▶ Important Dates
- ▶ General Course Building Information
- ▶ Standard Meet Times
 - Non-Standard Time Courses in Prime Time
- ▶ Final Exam Policy
- ▶ Cross Listing Rules
- ▶ Distance Learning Courses
- ▶ Student On-Line Grade Changes-IN/DP Restrictions
- ▶ Student Wing Project
- ▶ 2015 Classroom Renovations
- ▶ Room Requests
 - Large Rooms
 - Technology
 - Back to Back
 - Computer Pods
- ▶ New Hyperion Tools

General Education Designations

- ▶ [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



The screenshot shows the Binghamton University website's General Education page. The header is green with the university's name and navigation links. A sidebar on the left lists various General Education resources. The main content area features a large photo of two students on a rope bridge, with a heading 'General Education at Binghamton' and a brief introductory text. A 'Related Links' section on the right provides additional resources.

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UNIVERSITY | The State University of New York

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General Education

- General Education Requirements
- FAQ For Students
- Transfer Students
- Foreign Language
- Advising and Tutoring
- Appeals and Petitions
- Information for Faculty and Staff
- Contact Us

binghamton.edu → general education

General Education at Binghamton

Convinced that there are several areas of knowledge and

Related Links

- [University Bulletin](#)
- [BU Brain](#)
- [Schedule of Classes](#)

Course Descriptions: Bulletin/Banner Catalog

- ▶ Bulletin Course Descriptions are now housed in Banner Catalog (SCACRSE)
- ▶ Any changes to Bulletin Course Descriptions should be directed to your dean's or advising office
- ▶ For the 2015/2016 Bulletin, the update process will be sent out in the coming weeks

Important Dates– Fall 2015 Course Building

- ▶ Course Building Periods–Fall 2015
 - Jan 5–Jan 20
 - Feb 2–Feb 13
 - Feb 23–Mar 4
- ▶ Large Rooms
 - Spreadsheet will be sent on Jan 9
 - Requests due Jan 21 (make changes to spreadsheet)
- ▶ Back to Back, Disability Related and Technology requests due Feb 11
- ▶ Meet Pattern Percentage Reports– Jan 13, Feb 10, and Feb 24
- ▶ Fall2015 Schedule on–line Mar 20

General Course Building Information

- ▶ Cross Listed Courses
 - The parent is responsible for course building for all child courses, including inactivating.
 - Reuse cross-list identifiers. Previous list of Fall cross-list identifiers can be used for Fall 2015. Email cfchanges@binghamton.edu if you need additional cross-list identifiers.
 - Remember to update the SSAXLST form with enrollment information.
- ▶ Use the CBASM website. Resources section has helpful materials to assist you with building your schedule.
- ▶ Most courses should have a meet pattern when the schedule goes to the web (avoids student conflicts and ensures room availability)

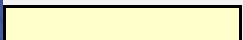
General Course Building Info Cont'd

- ▶ Follow standard course numbering schemes
 - Stand alone are numeric, linked have a letter first
 - IS section numbers are associated with a faculty member. Departments maintain this list.
- ▶ All courses should have an instructor
- ▶ Use session 7 for courses in departmental rooms and computer pods. Independent study courses should NOT have a session 7 code.
- ▶ Email cfchanges@binghamton.edu for Harpur “W”s.
- ▶ View daily output of your schedule on the reports server
 - [\\reports\reports\schedule_of_classes](#)
- ▶ Remember to use the office email accounts, cfchanges@binghamton.edu and classrooms@binghamton.edu rather than our personal email accounts—*someone is always monitoring the departmental accounts even if we are out of the office*

Standard Meet Patterns*

Vestal Campus			
MWF or MW or WF	MW or WF	TR	M/T/W/R/F
60 min/day	85 min/day	85 min/day	180 min/day
8:30-9:30	8:05-9:30	8:30-9:55	
9:40-10:40		10:05-11:30	
10:50-11:50		11:40-1:05	
12:00-1:00		1:15-2:40	
1:10-2:10		2:50-4:15	
2:20-3:20		4:25-5:50	
3:30-4:30			
4:40-5:40			
5:50-6:50	5:50-7:15	6:00-7:25	
7:00-8:00	7:25-8:50	7:35-9:00	
8:10-9:10	9:00-10:25	9:10-10:35	6:00-9:00
9:20-10:20			6:30-9:30
			7:00-10:00

Downtown Center	
MW or WF or TR	M/T/W/R/F
85 min/day	180 min/day
	8:15-11:15
9:25-10:50	
11:00-12:25	
	1:40-4:40
	5:50-8:50

 Non-Prime Time

 Prime Time

*Note: Prime Time Hours and PT/TR rules are being reviewed and are subject to change

Scheduling Guidelines for Courses with Non-Standard Meet Patterns

- ▶ Courses with non-standard times should be held outside of prime time hours.
 - Courses with non-standard times held outside of prime time **should begin at a standard start time.**
- ▶ Departments can schedule courses with non-standard times during prime time in their own room, but this is discouraged
- ▶ If departments want to offer courses at a non-standard time during prime time in a general purpose classroom, they should off-set courses so the meet patterns are fully utilized
 - For example, 3 courses being offered, each meeting one day per week following standard MWF meet patterns for two hours during prime time (one class meets on M, the second on W and the third on F).
- ▶ 3 hour classes meeting one day per week during prime time that need a general purpose classroom will be scheduled at the University Downtown Center and should follow the established meet patterns.
- ▶ **If a course needs to be scheduled non-standard in prime-time and is not off-set, dean's office approval is needed.**

Final Exam Scheduling

- ▶ Courses are not required to offer a final exam. However **all final exams and end-of-course exams must be offered during the official final examination period**, at the time scheduled by the Course Building and Academic Space Management (CBASM) Office.
- ▶ **Students shall not be required to take examinations or turn in take-home finals during the week preceding the final examination period.**
- ▶ **Students should not have to take three or more final examinations in one 24-hour period.** In cases where students have more than two exams scheduled in a 24-hour period, faculty are urged to arrange a time for a make-up exam. In cases where conflict arises, the faculty member teaching the largest course will be expected to arrange a make-up exam.
- ▶ Every course, undergraduate and graduate, with the exception of independent study, internships, and practicums, will be scheduled a final exam time based upon the time the course meets during the regular semester.
- ▶ **Instructors no longer need to request a final exam, except in cases of make-up exams or if other special arrangements are needed.**
- ▶ Each dean's office will provide the CBASM office with a list of courses that should NOT have a final exam scheduled. These are courses which never will have a final exam because they have an alternate method of evaluation. Examples may include WRIT 111, music performance courses, senior/capstone projects, etc.

Final Exam Scheduling–Cont'd

- ▶ Final exams will be scheduled in two hour blocks, from 8:00 am to 10:05 pm Monday through Thursday and from 8:00 am to 5:15 pm on Friday of the final examination period. The time will be based on the meeting times of the course during the regular semester. Standard exam times are as follows:
 - 8:00 am – 10:00 am
 - 10:25 am – 12:25 pm
 - 12:50 pm – 2:50 pm
 - 3:15 pm – 5:15 pm
 - 5:40 pm – 7:40 pm
 - 8:05 pm – 10:05 pm
- ▶ All exams must follow the standard final exam times as assigned by the CBASM office.
- ▶ All final exams will appear on the Final Exam website.
 - Instructors are encouraged to check the website before announcing final exam times to their students.

Final Exam Scheduling–Cont'd

- ▶ For multiple format/linked courses (lecture and discussion, lecture and lab, etc.), the final exam will be scheduled based on the meeting pattern of the credit bearing section.
- ▶ In cases of conflict, if a few students have a conflict, the instructor should arrange a make up exam time for those students. If a majority of students have a conflict, the instructor should request a new exam time from the CBASM office.
- ▶ If an instructor wishes to change the time of an exam, for reasons other than a majority of the students having a conflict, the instructor must obtain permission from the department chair and dean's office representative. The dean's office representative must inform CBASM of the approval to change the time.
- ▶ Courses with the same rubric will be scheduled together. Instructors can request to have the courses scheduled separately.

Final Exam Scheduling–Cont'd

- ▶ For courses scheduled in departmental rooms, the final exam should be scheduled in the departmental room where the course meets at the time determined by the CBASM office.
- ▶ For asynchronous on-line courses, the final exam or end-of-course exam should be due on the Wednesday of the final examination week. For synchronous on-line courses, the final exam or end of course exam should be scheduled based on the meeting pattern of the course, based on the time determined by the CBASM office.
- ▶ Final exams for different courses will not be scheduled together at the same time/location based on requests by instructors/departments. Final exams for different courses may be scheduled together at the same time/location by the CBASM office, if necessary to maximize room utilization.
- ▶ Review sessions can be scheduled during the final examination period, based on availability of rooms.
- ▶ **Double seating will be available, but must be requested.**

Rules for Cross Listing

Lower division (100 level and 200 level) and upper division (300 level and 400 level) undergraduate courses CANNOT be cross listed together if the courses are different subjects.

- ▶ 100 level and 200 level OK to cross list
- ▶ 300 level and 400 level OK to cross list
- ▶ 100 level and 500+ level OK to cross list
- ▶ 200 level and 500+ level OK to cross list
- ▶ 300 level and 500+ level OK to cross list
- ▶ 400 level and 500+ level OK to cross list
- ▶ 100 level and 300 level should not be cross listed
- ▶ 200 level and 300 level should not be cross listed
- ▶ 100 level and 400 level should not be cross listed
- ▶ 200 level and 400 level should not be cross listed

**Note: For undergraduate courses, it is OK to cross list courses of different levels/division if all courses are the same subject. For example, it is OK to cross list MUS 100, MUS 200, MUS 300 and MUS 400.*

Distance Learning Courses

- ▶ Starting with Summer 2015, new Distance Learning Instructional Methods will be added for Distance Learning Courses. Any courses formerly listed as **DI** (distance learning taught by BU faculty) will be changed. **DI** will no longer be used after spring 2015.
- ▶ New Instructional Methods will be:
 - **OA On-line Asynchronous** (direct instruction occurs under time delay; instruction is recorded/storage and accessed later)
 - **OS On-line Synchronous** (direct instruction occurs in real time without (time) delay)
 - **OC On-line Combined** (direct instruction combines both Synchronous and Asynchronous types)
 - **OH On-line Hybrid** (direct instruction is delivered both on-line and in a classroom)
- ▶ Distance Learning refers to courses that have an **on-line** component. This should not be used for courses that are offered at off campus locations.
- ▶ We will be contacting you regarding your on-line courses (designated by **DI**) and will be making the necessary changes.
- ▶ **OA, OS, and OC** courses should have a session 7 code and no meet pattern. The building should be **DI** and the room should be **LEARN**.
- ▶ **OH** courses should have the dates of the face to face sessions and location. Session 7 should be used if not in a general purpose classroom.

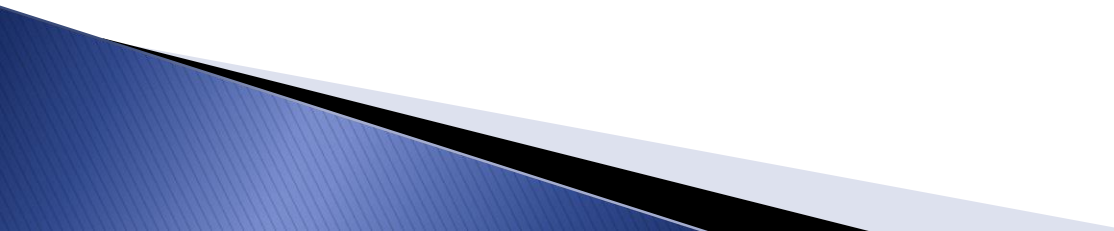
Student On-Line Grade Changes– IN/DP Restrictions

To allow students to change their grade mode on-line, IN and DP restrictions should be place on the SSARRES form

- ▶ When to use IN/DP on SSARRES
 - Courses where the student can select a grade mode (no grade mode is set on the course)
 - When departments are registering students, if the IN/DP is on SSARRES, an override form (SFASRPO) must be accessed prior to registering the student.
- ▶ When to use IN/DP on SSASECT
 - Independent Study Courses
 - Courses with a grade mode set on the course

Edit reports will be distributed for courses that do not have a grade mode and have IN/DP on SSASECT

Student Wing Renovation

- ▶ 20 new state of the art, technology enabled classrooms
 - ▶ Student study/break out rooms
 - ▶ Lounge & seating areas
 - ▶ Window replacement throughout the Student Wing
 - ▶ Restroom renovations
 - ▶ Asbestos abatement
 - ▶ New flooring and lighting on the ground floor
- 

Student Wing Renovation–cont'd

- ▶ Starting Spring 2015, all rooms in the Student Wing will be off-line until Fall 2015
- ▶ There may be some disruptions in the Lecture Hall proper due to the nearby construction in the Student Wing
 - Construction activities will predominantly occur between 7:00 am and 3:30 pm
 - There will be new travel routes in and around the building, with construction fencing around the Student Wing.
 - Accessible access to the lower level of the Lecture Hall will be via the freight elevator in the loading dock area
 - Websites will provide a 2 week look-ahead of construction activities
- ▶ Student Wing rooms will be back on line for Fall 2015, but may have limited scheduling to reduce disruptions to classes from on-going construction activities
- ▶ Questions/concerns about class disruptions should be directed to Michelle Ponczek (mponczek@binghamton.edu)

Spring/Summer 2015 Classrooms

▶ **Rockefeller Center**

- 6 hybrid laptop ready classrooms available for this spring. Rooms have been re-numbered as 159, 160, 161, 259, 260 & 261

▶ **Library**

- 7 new hybrid laptop rooms will be ready for Spring 2015. These are G410, G332, 2403, 2405, 2407, 2409, & 2447

▶ **University Downtown Center**

- General Purpose Classrooms will be updated to the hybrid laptop ready standard. One room will be taken off line at a time. When a room is complete, classes from another room will be moved into the renovated room so that the next room can be upgraded. Each class will move one time over the course of the semester.

- ▶ **LH 14** will be upgraded to digital multi-media during summer 2015

- ▶ **LN G412**, a hybrid laptop ready classroom will be completed over the summer

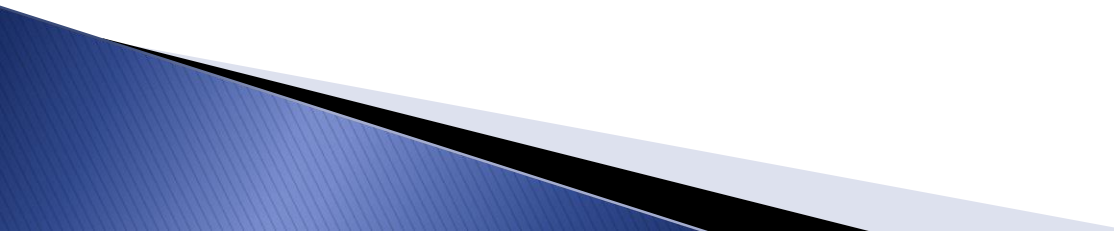
- ▶ One new classroom in Old Champlain will be ready for Fall 2015

Large Room Requests

- ▶ Courses of 80 or more students
- ▶ Spreadsheet will be sent out **Jan 9**
- ▶ Make corrections to spreadsheet, add technology requests
- ▶ **Large room requests due Jan 21**
 - Send updated spreadsheet to classrooms@binghamton.edu

ACADEMIC_ PERIOD	COURSE_ REFERENCE NUMBER	SUBJECT	COURSE_ NUMBER	OFFERING_ NUMBER	XLST_ XLST_ GROUP	XLST_ PARENT_ IND	SCHEDULE_ DESC	MAXIMUM_ ENROLLMENT	XLST_ MAX_ ENRL	DAY	BEGIN_ TIME	END_ TIME	stand meet	prime time	MEETING_ HOURS	no_days	COLLEGE_ DESC	DEPARTMENT_ DESC	PRIMARY_INS TRUCTOR_ LAS T_ NAME
201220	11394	PSYC	220	01	EX	P	Discussion	200	241	TR	1005	1130	Y	Y	2.83	2	UG Harpur	Psychology	Friedman
201220	11396	PSYC	220	02	EX		Discussion	41	241	TR	1005	1130	Y	Y	2.83	2	UG Harpur	Psychology	Friedman
201220	10543	PSYC	111	01			Discussion	450		TR	1315	1440	Y	Y	2.83	2	UG Harpur	Psychology	Morrissey
201220	12259	PSYC	243	01			Discussion	240		TR	1450	1615	Y	Y	2.83	2	UG Harpur	Psychology	Morrissey
201220	94734	PSYC	243	02			Discussion	227		TR	0830	0955	Y	N	2.83	2	UG Harpur	Psychology	Westerman
201220	94742	PSYC	327	01			Discussion	150		TR	1625	1750	Y	N	2.83	2	UG Harpur	Psychology	Miller
201220	12267	PSYC	344	A 0			Lecture	200		TR	1140	1240	N	Y	2	2	UG Harpur	Psychology	Morrissey
201220	12269	PSYC	344	A01			Discussion	100		F	0940	1040	N	Y	1	1	UG Harpur	Psychology	Morrissey
201220	12273	PSYC	344	A02			Discussion	100		F	1310	1410	N	Y	1	1	UG Harpur	Psychology	Morrissey
201220	94738	PSYC	351	01			Discussion	227		TR	1140	1305	Y	Y	2.83	2	UG Harpur	Psychology	Pastore
201220	12293	PSYC	356	01			Discussion	241		TR	1315	1440	Y	Y	2.83	2	UG Harpur	Psychology	Bishop
201220	94746	PSYC	360	01			Discussion	150		TR	1315	1440	Y	Y	2.83	2	UG Harpur	Psychology	Lynn
201220	12527	PSYC	362	01			Discussion	97		TR	0830	0955	Y	N	2.83	2	UG Harpur	Psychology	Romero
201220	97023	PSYC	382	01			Discussion	97		MWF	0830	0930	Y	N	3	3	UG Harpur	Psychology	Rourke
201220	12536	PSYC	385	01			Discussion	176		MWF	1310	1410	Y	Y	3	3	UG Harpur	Psychology	Lenzenweger

Large Room Assignments

- ▶ Once all requests are received, CBASM will assign courses to rooms and send assignments to departments.
 - ▶ CBASM will add rooms to Banner, correcting days/times according to information provided by departments on the large room requests.
 - ▶ Once rooms are assigned in Banner, departments must check with CBASM if increases in enrollment (over room capacity) or changes in days/times are needed.
- 

Technology Requests

- ▶ For courses of 80 or more, if multi-media or other special technology is needed, indicate on the large room request form.
- ▶ For courses under 80 seats, use the Instructor Classroom Request Form (or the spreadsheet) to request multi-media or other special technology.
- ▶ **No form is needed to request laptop ready rooms, unless:**
 - **VHS is needed**
 - **Newer style (HDMI) connections are specifically needed**

Back to Back Requests

- ▶ Please include the entire meet pattern for each course when requesting courses to be taught back to back.
 - For example, if one course is being offered MW 8:30–9:30 and is back to back with another course being offered MWF 9:40–10:40, include MW 8:30–9:30 and MWF 9:40–10:40 on the request.
 - We have run into some problems where the request only listed the times that are back to back. So, using the previous example, only MW 8:30–9:30 and MW 9:40–10:40 were requested. This caused a problem when another course was scheduled in the room F 9:40–10:40.

Computer Pod Reservations

- ▶ Please send a copy of the pod reservation that you receive to classrooms@binghamton.edu.
- ▶ Departments should put the session 7 code on courses in computer pods and *put the pod location on the course.*
- ▶ CBASM will verify pod reservations match room assignments on courses.

Hyperion BU Brain Clone Query

File Edit View Insert Format Dashboard Tools Help

@Albany WT J 8 A A B I U %

Advanced Search Dashboard

Schedule of Classes Advanced Search

Help

Search by Term:

201590

Class Search Return to Login Reset

Subject:

- All
- AAAS
- ABRD
- ACCT
- AFST
- ANTH
- ARAB
- ARTH

Course Level:

- All
- Graduate
- Undergraduate

Part of Term:
Non-date based courses only

- All
- Full Term
- Minicourse First Part of Term

Course Number:

Instructor:

- All
- Abbate, Santina M.
- Abou-El-Haj, Barbara
- Abou-El-Haj, Rifaat A.

Schedule Type:

- All
- Activity
- Discussion

Session:

General Education:

- All
- A - Aesthetic Perspective
- B - Both Phys Act and Wellness
- C - Composition

Instructional Method:

- All
- Traditional
- Dist Learning Taught by BU Fac

Instructions available on the
Resources Page of the CBASM website

Hyperion Cross Listed Query

The screenshot shows a web browser window with the URL `http://darla1.cc.binghamton.edu:19000/workspace/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC`. The browser is Internet Explorer. The application interface is titled "Crosslisted Courses Search" and includes a "Help" button. The "Search by Term:" section has a dropdown menu currently showing "201590". The "Subject:" section features a list box with the following options: "All", "AAAS", "ACCT", "AFST", "ANTH", "ARAB", "ARTH", and "ARTS". Below the list box are "Display Results" and "Reset" buttons. A "Return to Login" button is located at the bottom left. A text box on the right contains instructions: "Select a term from the Search by Term dropdown.", "Select a Subject from the list box to see crosslisted courses for that subject. Select All to see all crosslisted courses.", "Select multiple Subjects by pressing and holding the Ctrl key while clicking on your selections.", "Click Display Results to process the query and view or export the results.", and "Click Reset to clear Parent Subject selections."

http://darla1.cc.binghamton.edu:19000/workspace/dataaccess/Browse?REQUEST_TYPE=GET_DOCUMENT&DOC - Internet Explorer

File Edit View Insert Format Dashboard Tools Help

Advanced Search Dashboard

Crosslisted Courses Search

Help

Search by Term:

201590

Subject:

- All
- AAAS
- ACCT
- AFST
- ANTH
- ARAB
- ARTH
- ARTS

Display Results Reset

Return to Login

Select a term from the Search by Term dropdown.

Select a Subject from the list box to see crosslisted courses for that subject. Select All to see all crosslisted courses.

Select multiple Subjects by pressing and holding the Ctrl key while clicking on your selections.

Click Display Results to process the query and view or export the results.

Click Reset to clear Parent Subject selections.

Instructions available on the
Resources Page of the CBASM website

Questions

- ▶ ?
- ▶ ?
- ▶ ?