## Course Builders Meeting

January 15, 2013

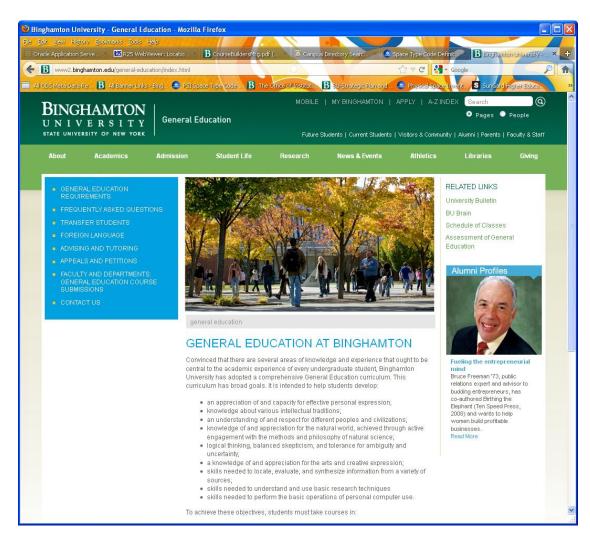
### Agenda

- General Education Designations
- Important Dates
- General Course Building Information
- Non-Standard Meet Patterns in Prime Time
- Large Room and Technology Requests
- Credit Set Ups

### General Education Designations

- General Education website
  - <u>Faculty and Departments:</u>
     <u>General Education Course</u>

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



### Important Dates-Fall 2013 Course Building

- Course Building Periods
  - Jan 3-Jan 16
  - Feb 4-Feb 15
  - Feb 22-Mar 1
- Large Rooms
  - Spreadsheet will be sent on Jan 21
  - Requests due Jan 25 (make changes to spreadsheet)
- Back to Back, Disability Related and Technology requests due Feb 14
- Meet Pattern Percentage Reports- Jan 16, Feb 13 & 27
- Fall 2013 Schedule on-line Mar 20
- Fall 2013 Final Exam requests due Apr 19

### General Course Building Information

- CRNs from Fall 2012 have rolled to Fall 2013
- The parent is responsible for course building for all child courses, including inactivating
- Reuse cross-list identifiers. Email <a href="mailto:cfchanges@binghamton.edu">cfchanges@binghamton.edu</a> if you need additional cross-list identifiers.
- 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

### General Course Building Info Cont'd

- Follow standard course numbering schemes
  - Stand alone are numeric, linked have a letter first
- Use session 7 for courses in departmental rooms and computer pods. Independent study courses should NOT have a session 7 code.
- View daily output of your schedule on the reports server
  - \\reports\reports\schedule\_of\_classes
- Remember to use the office email accounts, <a href="mailto:cfchanges@binghamton.edu">cfchanges@binghamton.edu</a> and <a href="mailto:classrooms@binghamton.edu">classrooms@binghamton.edu</a> rather than our personal email accounts-someone is always monitoring the departmental accounts even if we are out of the office

## Scheduling Guidelines for Courses with Non-Standard Meet Patterns

- Courses with non-standard times should be held outside of prime time hours
- If held within prime time hours, the department can schedule in their own room
- If departments want to offer courses 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.

### New Approval Process

- During course building
  - Department Chair and Dean must approve
  - Will be given second level priority during scheduling
- After room scheduler run until last day of drop/add
  - Department Chair and Dean must approve
  - Will be processed based on room availability
- After drop/add period
  - No approvals necessary
  - Will be processed based on room availability

### Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out Jan 21
- Make corrections to spreadsheet, add technology requests
- Large room requests due Jan 25
  - Send updated spreadsheet to classrooms@binghamton.edu

ACADEMIC_ PERIOD	COURSE_ REFERENCE NUMBER	SUBJECT	_	OFFERING_	XLST_	_	SCHEDULE_ DESC	MAXIMUM_ ENROLLMENT	_	DAY	BEGIN_ TIME	END_ TIME	stand meet	prime time	MEETING_	no dave	COLLEGE_DESC	DEPARTMENT DESC	PRIMARY_INS TRUCTOR_LAS
201220	11394	PSYC	220	•	EX	P	Discussion	200	_		1005	1130	V	Y	2.83		_	Psychology	Friedman
201220	11396	PSYC	220	_	EX	'	Discussion	41	241		1005	1130	Y	Y	2.83			Psychology	Friedman
201220	10543	PSYC	111	01			Discussion	450		TR	1315	1440	Υ	Υ	2.83		'	Psychology	Morrissey
201220	12259	PSYC	243	01			Discussion	240		TR	1450	1615	Υ	Υ	2.83	2	UG Harpur	Psychology	Morrissey
201220	94734	PSYC	243	02			Discussion	227		TR	0830	0955	Υ	N	2.83	2	UG Harpur	Psychology	Westerman
201220	94742	PSYC	327	01			Discussion	150		TR	1625	1750	Υ	N	2.83	2	UG Harpur	Psychology	Miller
201220	12267	PSYC	344	A 0			Lecture	200		TR	1140	1240	N	Υ	2	2	UG Harpur	Psychology	Morrissey
201220	12269	PSYC	344	A01			Discussion	100		F	0940	1040	N	Υ	1	1	UG Harpur	Psychology	Morrissey
201220	12273	PSYC	344	A02			Discussion	100		F	1310	1410	N	Υ	1	1	UG Harpur	Psychology	Morrissey
201220	94738	PSYC	351	01			Discussion	227		TR	1140	1305	Υ	Υ	2.83	2	UG Harpur	Psychology	Pastore
201220	12293	PSYC	356	01			Discussion	241		TR	1315	1440	Υ	Υ	2.83	2	UG Harpur	Psychology	Bishop
201220	94746	PSYC	360	01			Discussion	150		TR	1315	1440	Υ	Υ	2.83	2	UG Harpur	Psychology	Lynn
201220	12527	PSYC	362	01			Discussion	97		TR	0830	0955	Υ	N	2.83	2	UG Harpur	Psychology	Romero
201220	97023	PSYC	382	01			Discussion	97		MWF	0830	0930	Υ	N	3	3	UG Harpur	Psychology	Rourke
201220	12536	PSYC	385	01			Discussion	176		MWF	1310	1410	Υ	Υ	3	3	UG Harpur	Psychology	Lenzenweger

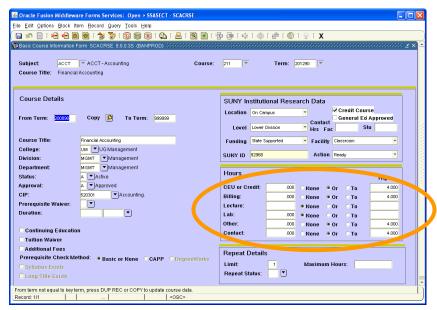
### **Technology Requests**

- For large courses, 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.

### Credit Set Ups

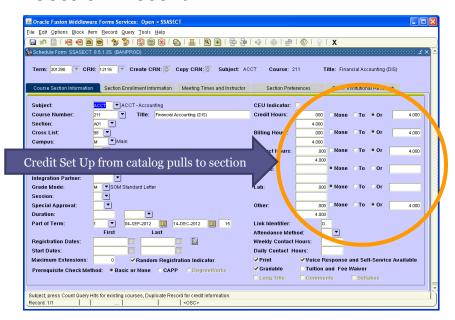
Credit set-up is dependent upon the format (stand-alone or multi-format) and schedule type (lecture, lab, discussion, seminar, independent study) that can be offered.

#### Catalog Record



The credit set-up is established on the catalog record, which is maintained by the dean's office, advising office or the graduate school, depending upon your school's arrangement.

#### Section Record



At the section level, the credits should reflect the format and scheduling type of the course offering for a given semester.

### None/To/Or

- None is used on fixed credit, stand-alone courses or on the non-credit bearing schedule type of a multi-format course.
- **To** is used for variable credit courses.
- **Or** is used for multi-format courses. The *Or* must be on the Credit Hours, Billing Hours, Contact Hours and the credit bearing schedule type (Lecture/Lab/Other). On the non-credit bearing schedule type, either Or or None can be used.
  - Fixed credit, stand-alone courses can have *Or*. This is done when courses may be offered in fall or spring semesters as a multi-format course, but in the summer as a stand-alone course.

# Credit Bearing Sections vs. Non-Credit Bearing Sections

### **Credit Bearing Sections**

- For fixed credit courses, credit value must be indicated in the Credit Hours, Billing Hours, Contact Hours, and the type (Lecture/Lab/Other) that matches the scheduling type of the section. For variable credit courses the fields can be left blank.
- The gradable box must be checked
- A grade mode can be specified or left blank. Leaving the grade mode blank will allow the student to select a grade mode when they register.
  - Different schools have different rules that apply to grade modes on courses. Check with your dean's/advising office on your school's policy.

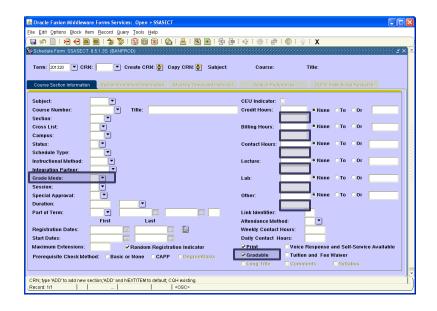
# Credit Bearing Sections vs. Non-Credit Bearing Sections

Non-Credit Bearing Sections

- Must have zeros in the Credit Hours, Billing Hours, Contact Hours and the type (Lecture/Lab/Other) that matches the scheduling type of the section.
- The gradable box must be un-checked
- Non-credit bearing sections must always have a grade mode indicated

### Course Section Credit Set-Up

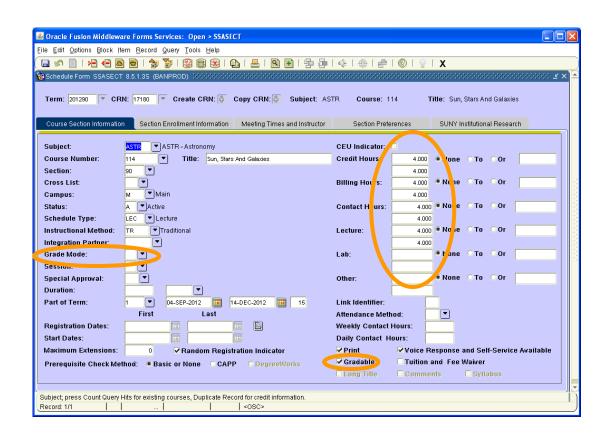
The None/To/Or determines if the course can be offered as a standalone, multi-format or variable credit course. The values you need to add on the course section are dependent upon whether a course is credit bearing, non-credit bearing or variable credit.



The highlighted boxes show the fields that get filled in on the course to set the credits. These boxes may or may not need to be filled in depending on the course format, the schedule type, and credits being offered.

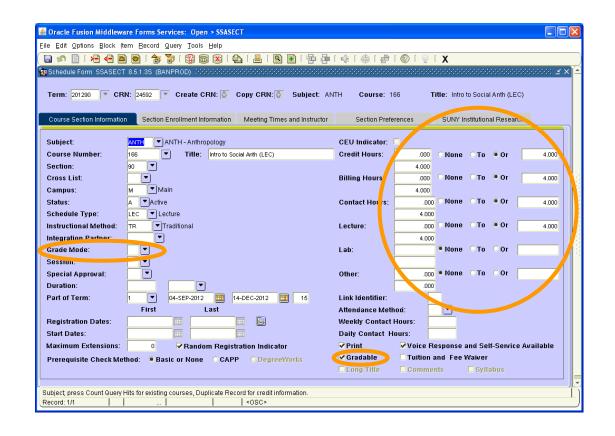
The gradable box and grade mode are also highlighted.

### Credit Bearing Sections- Example #1



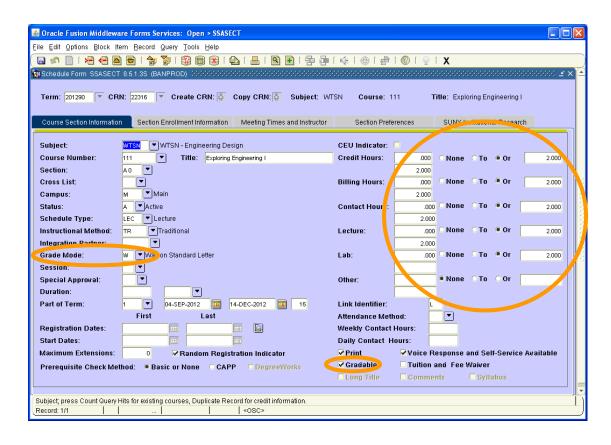
This example shows a course that can only be offered as a stand-alone lecture (None and credits on lecture):

### Credit Bearing Sections- Example #2



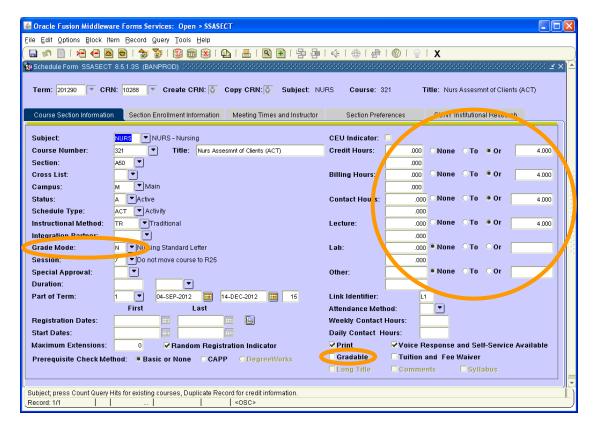
This example shows a course that is being offered as a standalone lecture this semester, but the Or indicates that the course can be offered as a multiple format course. Note if this course needs to be offered as a discussion only, the catalog record would need to be updated.

### Credit Bearing Sections- Example #3



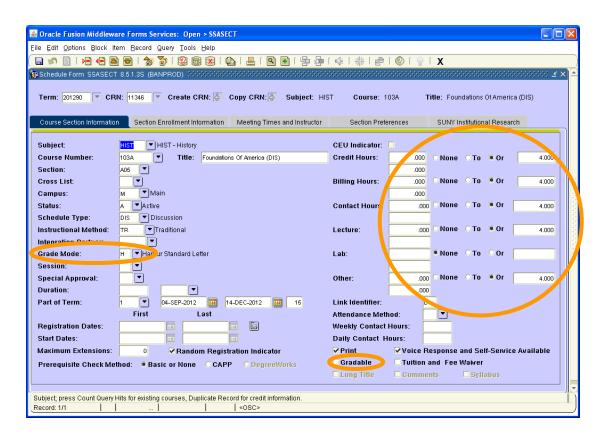
This example shows the set-up for the credit bearing lecture section of a multiformat lecture and lab course

### Non-Credit Bearing Sections- Example #1



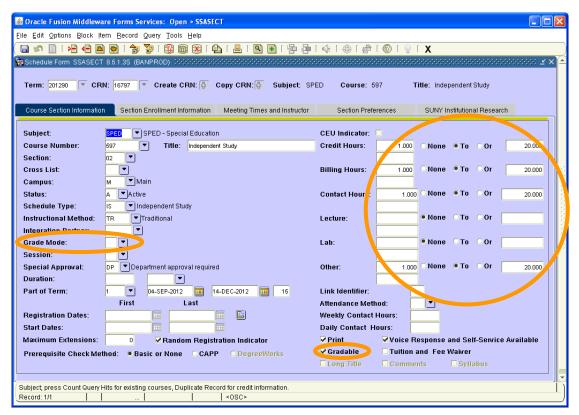
This example shows the set up for the noncredit bearing lab section of a course that is being offered as a multi-format lecture and lab course (Or and credits on lecture and None on lab):

### Non-Credit Bearing Sections- Example #2



This example shows the set-up for a noncredit bearing section of a course that can be offered as a multiformat course or as a stand-alone (Or and credits on lecture and other)

### Non-Credit Bearing Sections- Example #3



The example below shows the credit set up for a variable credit course

Note: If the credits are left blank, the credits are set at registration. If credits are filled in, the course is no longer offered as a variable credit course, i.e. all students will receive the number of credits set on the course.

### Credit Set-Ups Recap

- Catalog record must be set up correctly
  - None/To/Or
  - Credit value or range must be on the appropriate items
- For credit bearing sections, the credits should be on the type corresponding to the schedule type and the gradable box should be checked. A grade mode may or may not be indicated.
- Non-credit bearing sections should have the gradable box unchecked and should ALWAYS have a grade mode

### Questions

- 3
- 5
- 3