

Course Builders Meeting

January 17, 2014

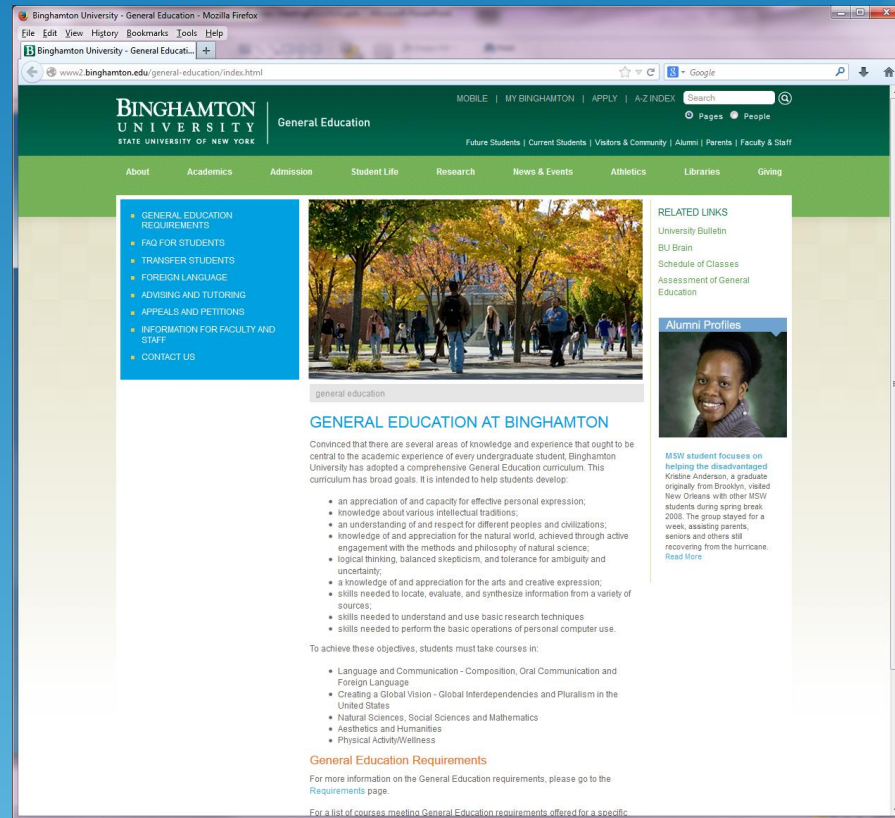


Agenda

- General Education Designations
- Course Descriptions: Bulletin/Banner Catalog
- Important Dates
- General Course Building Information
- New Instructional Types
- Distance Learning Courses
- IN/DP Restrictions
- Cross Listing with Courses in Other Departments
- Instructor Percent Responsibility
- Adding Instructors to IS Courses
- Winter/Spring 2014 Classroom Renovations
- Meet Patterns/Non-Standard Time Courses
- Special Room Requests-Large Rooms, Technology, Back to Back
- Registration

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



Course Descriptions: Bulletin/Banner Catalog

- Starting with the Fall 2014 Bulletin, there will be a change in how course descriptions appear and where they are stored.
- Banner catalog (SCACRSE) will be the official repository for course descriptions. Whereas previously these were in the Bulletin.
- In February, dean's offices will be mailed a listing of their course descriptions and courses in Banner catalog. Each school will determine their process for getting the descriptions updated. When updates are complete, the descriptions will be updated in Banner catalog.
- There will be a link from the Bulletin to the course description in Banner. Exact functionality is being worked out.
- Course descriptions on the section will continue to be used as before.
- The rest of the Bulletin, including the process for editing and updating department and program sections, will be the same as in previous years.

Important Dates- Fall 2014 Course Building

- Course Building Periods
 - **Jan 2-Jan 17**
 - **Feb 3-Feb 14**
 - **Feb 21-Feb 28**
- Large Rooms
 - Spreadsheet were sent on **Jan 13**
 - Requests due **Jan 22** (make changes to spreadsheet)
- Back to Back, Disability Related and Technology requests due **Feb 13**
- Meet Pattern Percentage Reports- **Jan 15, Feb 12, & Feb 26**
- Fall 2014 Schedule on-line **Mar 19**
- Fall 2014 Final Exam requests due **Apr 25**

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 2014. 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.
- 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*

New Instructional Types

- **INT** (for internships) and **PRC** (for practicums) have been added as new instructional types.
- Institutional Research has been collecting this information from departments for several years for reporting to SUNY Central. We are now adding this to Banner.
- For all courses which departments had previously notified Institutional Research as being internships and practicums, the instructional type has been changed to INT or PRC for Fall 2014. When spring 2015 and summer 2015 are rolled, courses will be updated.
- When building new sections for these courses, please use the INT or PRC designations.
- Lists have been sent to departments with INT/PRC courses.
- During Fall 2014, you will be asked to provide the internship type for all internship courses (formal paid, formal unpaid, independent paid, independent unpaid)

Distance Learning Courses

- Instructional Delivery Modes for Distance Learning Courses:
 - **DI** - distance learning taught by BU faculty
 - **DZ**- distance learning taught by non-BU faculty
- DZ is no longer valid and should not be used. It has been removed from all courses.
- 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.
- Review your courses and make sure that all on-line courses have the DI designation.
- DI courses should have a session 7 code and no meet pattern. The building should be DI and the room should be LEARN.
- In Fall 2014, you will be asked to provide the On-Line Instruction Type for active, enrolled courses with the DI designation.
 - **Asynchronous** - Direct instruction occurs under time delay: that is, direct instruction is recorded/stored and accessed later.
 - **Synchronous** - Direct instruction occurs in real time without (time) delay.
 - **Combined** - Direct instruction combines both synchronous and asynchronous types.
 - **Hybrid** - Direct instruction is delivered both online and in a classroom.

IN/DP Restrictions

- To allow students to change their grade mode on-line, IN and DP restrictions cannot be placed on the SSASECT form.
- For courses that do not have a grade mode set (where the student can select the grade mode), the IN or DP restriction must go on the SSARRES form so that student can change their grade mode on-line. For courses with a set grade mode, the restriction can go on the SSASECT or SSARRES form.
- When departments are registering students, if the IN/DP is on SSARRES, an override form (SFASRPO) must be accessed prior to registering the student.
- Lists of courses that do not have a grade mode set but do have IN or DP on SSASECT will be sent to departments as part of the edit check process.

Rules for Cross Listing with Courses in Other Departments

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: 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.***

Instructor Percent Responsibility

- Use % responsibility on SIAASGN or SSASECT to reflect instructor's responsibility
 - 100% for sections with 1 instructor
 - Prorated for sections with multiple instructors
 - Total of all instructors' responsibility must equal 100%
 - Percent of Session should be 100% for each instructor, regardless of the number of instructors

Refer to Instructor Responsibility document on Resources section of the CBASM website

Oracle Fusion Middleware Forms Services: Open > SSASECT - SIAASGN

File Edit Options Block Item Record Query Tools Help

Faculty Assignment SIAASGN 8.6.3.1 (BANPROO)

ID: 800080017

Term: 201320

Instructor's % responsibility for section

Should always be 100%

Percentage of Session

Percent Responsibility: 60

CRN	Session	Subject	Course	Section	Session Credit	Instructional Credit	Primary Instructor	Override Conflicts
14616	01	NURS	532	01	3.000	1.500		

Workload: .000
Override Workload: .000
Calculated Workload: .000
Assignment Type: [dropdown]

Generated Credits: 1.500
FTE: [dropdown]
Contract Type: [dropdown]
Compensation Applied: [checkbox]

Position Number: [dropdown]
Position Number Suffix: [dropdown]
Additional Instructors: [dropdown]

WARNING! Active faculty workload rules not defined for this term
Record: 1/2

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.6.3.15.3 (BANPROO)

Term: 201320 CRN: 14616 Create CRN: Copy CRN: Subject: NURS Course: 532 Title: Health Care Delivery Systems

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Desired Facility	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Session Indicator
CLAS		28-JAN-2013	10-MAY-2013	01 Classro...								0830	1100	01

% responsibility of each instructor

Should always be 100%

Percent of Responsibility

Percent of Session

Instructor Session Indicator	ID	Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	800080017	Britton, Geraldine R.	.000	60			100
01	800080083	Quaranta, Judith E.	.000	60			100

FRM-40200: Field is protected against update.
Record: 1/2

Adding Instructors to IS Courses

- To add instructor on Independent Study courses, rather than enter "0000" and "0001" in the start and end time, put a "0" in the hours per week field (on the Meeting Location and Credits tab), SAVE, do a next block and then add the instructor.

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.5.3.15.3 (BANPROD)

Term: 201390 CRN: 11382 Create CRN: Copy CRN: Subject: HIST Course: 395 Title: Internship In History

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Desired Facility	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Start Time	End Time	Session Indicator
CLAS		26-AUG-2013	13-DEC-2013											01

Instructor Session Indicator ID Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

01

Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form.

Record: 1/1 List of Valu... <OSC>

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.5.3.15.3 (BANPROD)

Term: 201390 CRN: 11382 Create CRN: Copy CRN: Subject: HIST Course: 395 Title: Internship In History

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences SUNY Institutional Research

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
			IS	00		.000		

Instructor Session Indicator ID Instructional Workload Percent of Responsibility Primary Indicator Override Indicator Percent of Session

01

Scheduler Status; press LIST for valid codes.

Record: 1/1 List of Valu... <OSC>

Winter 2014 Classroom Renovations

- Enhancements to UU 120

- New light switches will be added near the instructor station. This will not be completed by the start of the spring semester, but will be done during the semester.
- The screen will be adjusted so that the bottom of the screen will be visible to people seated in the back of the room. This will decrease the overall size of the image.

- FA 209 and 212 will be upgraded to hybrid laptop ready

- Rooms will be painted, chair rail will be installed, and new blinds will be installed.
- Capacity will be at 36 for FA 209 and 80 for FA 212. *New furniture will be installed at a later date.*

Spring 2014 Classroom Renovations

- 8 Rooms will be upgraded to hybrid laptop ready
- 2 rooms will be off-line at a time, each set for 4 weeks
- During this process, classes will be moved (classes in FA 245 and 247 will move into renovated SW 321 and 323, classes in FA 244 and 246 will move into renovated 245 and 247, etc.
- In addition to upgraded AV, rooms will be painted, chair rail will be installed, new blinds will be installed, and new furniture may be installed.

SW 321	Upgrade classroom (Jan 27-Feb 21)	46	HL	Jan 27-Feb 21
SW 323	Upgrade classroom (Jan 27-Feb 21)	45	HL	
FA 245	Upgrade classroom (Feb 24-Mar 21)	29	HL	Feb 24-Mar 21
FA 247	Upgrade classroom (Feb 24-Mar 21)	29	HL	
FA 244	Upgrade classroom (Mar 24-Apr 18)	29	HL	Mar 24-Apr 18
FA 246	Upgrade classroom (Mar 24-Apr 18)	29	HL	
FA 241	Upgrade classroom (Apr 21-May 16)	20	HL	Apr 21-May 16
FA 242	Upgrade classroom (Apr 21-May 16)	20	HL	

Standard Meet Patterns

M-W-F	M-T-W-R-F	T-R
Vestal Campus	Downtown Center	Vestal Campus
Current Meet Times	3 Hour Courses	Current Meet Times
8:30-9:30	8:15-11:15	8:30-9:55
9:40-10:40		10:05-11:30
10:50-11:50		11:40-1:05
12:00-1:00	1:40-4:40	1:15-2:40
1:10-2:10		2:50-4:15
2:20-3:20		
3:30-4:30		
4:40-5:40		4:25-5:50
5:50-8:50	5:50-8:50	6:00-9:00

- Follow standard meeting patterns for courses to be held in general purpose classrooms
- Pay attention to the courses that you offer in prime time (highlighted) and those offered on T/R (review PT/TR % report)

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.
- **If course needs to be scheduled non-standard in prime-time and is not off-set, dean's office approval is needed.**

Large Room Requests

- Courses of 80 or more students
- Spreadsheet was sent out **Jan 13**
- Make corrections to spreadsheet, add technology requests
- **Large room requests due Jan 22**
 - 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	A0			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 digital connections are 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.

Questions

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