Course Builders Meeting

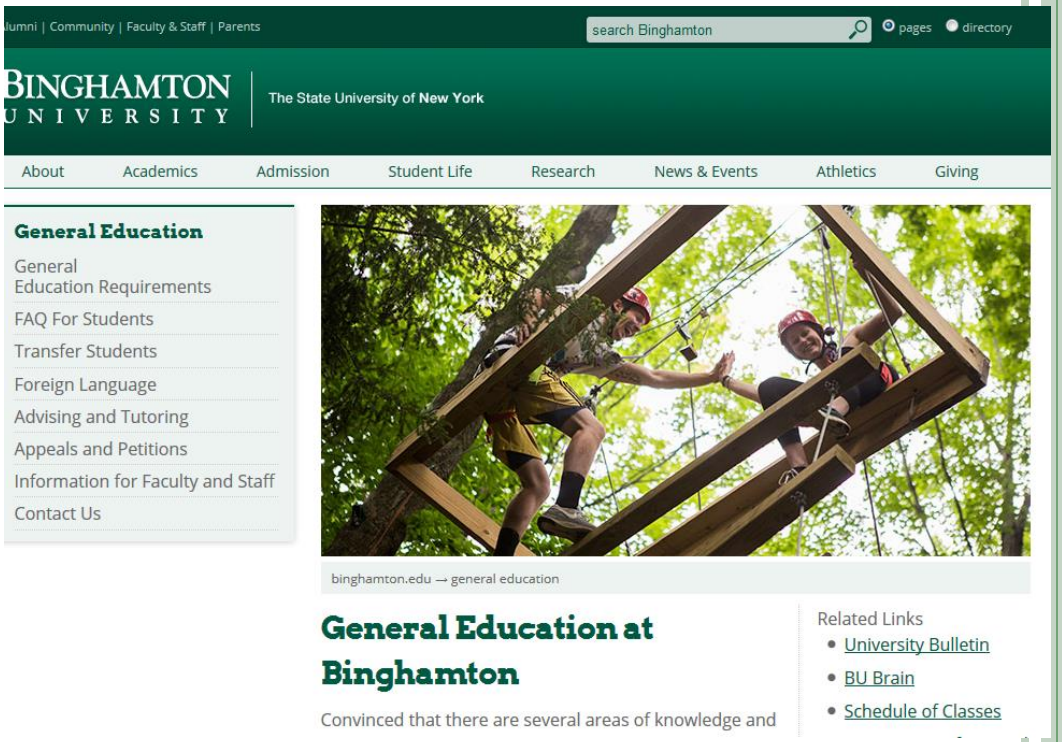
August 11, 2015

Agenda

- General Education Designations
- Special Summer Session Info
- Important Dates
- General Course Building Information
- Standard Meet Times
- Non-Standard Time Courses in Prime Time
- Final Exam Policy/Scheduling
- 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
- Sortable Room List on Website
- Instructor lookup by Name on SSASECT & SIAASGN
- Course Description Bulletin-Section Comparison Query

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



Summer Session Information

- Murnal Abate
  Assistant Director Summer/Winter Sessions
  Center for Learning and Teaching
  - mabate@binghamton.edu
  - 7-3575

Important Dates- Spring 2016 Course Building

Course building will closed for several 1 day or half day periods. On these dates edit reports will be distributed. During the last week(s) of course building, edit reports will be distributed more frequently.

- **Course Building Periods-Spring 2016**
  - **Jul 27-Aug 21**
  - **Aug 31-Oct 7 Closed Sept 14, 21, 28 and until 1PM Oct 5**
- **No Course Changes**
  - **Oct 8-Oct 23** CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.
- **Large Rooms**
  - Spreadsheet will be sent on **Aug 13**
  - Requests due **Sept 9** (make changes to spreadsheet)
- **Back to Back, Disability Related and Technology** requests due **Sept 16**
- **Final Exams**
  - **Sept 4** CBASM distributes spreadsheet
  - **Sept 21** changes from departments due
  - **Oct 7 Fall 2015** schedule available on the final exam website
- **Meet Pattern Percentage Reports- Aug 11, Sept 8, and Sept 29**
- **Spring 2016 Schedule** on-line **Oct 23**

Important Dates-
Winter and Summer 2016 Course Building

- Course Building Period-Winter 2016
  - **Sept 18 by Center for Learning and Teaching**
- Course Building Periods-Summer 2016
  - **Oct 26-Nov 10 Closed Nov 2 and until 1PM Nov 9**
  - New process this year, courses will roll from previous semester, but ALL COURSES WILL BE INACTIVATED
- Winter 2016 Schedule on-line **Oct 19**
- Spring 2016 Schedule on-line **Nov 30**

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 Spring cross-list identifiers can be used for Spring 2016. 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

Prime Time/TR Rules
Max 65% in PT
Max 45% TR

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	6:00-9:00
9:40-10:40		10:05-11:30	6:30-9:30
10:50-11:50		11:40-1:05	7:00-10:00
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		6:00-7:25	
4:40-5:40	5:50-7:15	7:35-9:00	
5:50-6:50	7:25-8:50	9:10-10:35	
7:00-8:00			
8:10-9:10	9:00-10:25		
9:20-10:20			

Downtown Center

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

Non-Prime Time

Prime Time

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.

Final Exam Scheduling-Cont'd

- All credit bearing sections, excluding IS, PRC, and INT courses will have a final exam scheduled, unless instructed otherwise.
- CBASM will distribute the spreadsheet for final exams on September 4th
- Spreadsheets should be returned by September 21st
- Final Exam schedule will be posted October 7th
- Courses will be scheduled a final exam based on the regular meet pattern of the course. All exams must follow the standard final exam times as assigned by the CBASM office.
  - Each exam will be for one two-hour exam period (additional time must be requested, if needed). Standard final exam times are as follows:
    - 8:00 am - 10:00 am Wed, Thur, Fri, Mon, Tue (12/16-12/22)
    - 10:25 am - 12:25 pm Wed, Thur, Fri, Mon, Tue (12/16-12/22)
    - 12:50 pm - 2:50 pm Wed, Thur, Fri, Mon, Tue (12/16-12/22)
    - 3:15 pm - 5:15 pm Wed, Thur, Fri, Mon (12/16-12/21)
    - 5:40 pm - 7:40 pm Wed, Thur, Fri, Mon (12/16-12/21)
    - 8:05 pm - 10:05 pm Wed, Thur, Fri, Mon (12/16-12/21)

Final Exam Scheduling-Cont'd

- For courses with multiple meet patterns, the exam will be scheduled based on the meet pattern listed on the spreadsheet, unless instructed otherwise.
- Courses with multiple sections will be scheduled together, unless instructed otherwise. When multiple sections are scheduled together, they will be scheduled at a time reserved for scheduling courses with multiple sections, not based on the regular meet pattern of the course.
- Cross-listed courses will be scheduled together based on the meet pattern of the course.
- Any requests to have an exam scheduled at a time other than that assigned by the CBASM office must have the approval of the department chair and dean's office and must follow standard final exam times.

Final Exam Scheduling-Cont'd

- Courses held in department rooms will have an exam scheduled in the department room. It is up to the department to make sure the space is reserved for the exam. CBASM will provide the department a list of their exams scheduled in department rooms.
- Courses will be scheduled in the same type of location as the course normally meets, unless instructed otherwise. For example, if a course is scheduled in a general purpose classroom, the exam will be scheduled in a general purpose classroom, if a course is scheduled in a computer pod, the exam will be scheduled in a computer pod.
- Courses will be scheduled in rooms that match the course enrollment, unless instructed. Double seating or other special seating arrangements must be requested.
- Review sessions can be scheduled during the final examination period, based on availability of rooms.
- **Instructors should check the final exam website before announcing final exam times to students.**

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

- Any courses formerly listed as **DI** (distance learning taught by BU faculty) need to be changed. DI should no longer be used.
- Current Instructional Methods are:
  - **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) so that you can change to one of the new designations.
- 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

- Project progressing to create 20 new state of the art, technology enabled classrooms on 1st and 2nd floors
  - Available Fall 2016
- 19 classrooms on the 3rd floor will be complete Fall 2015
  - More info to come on this

Fall 2015 Classroom Renovations

- Science 2
  - 6 classrooms will be renovated
    - G35
    - G38
    - G39
    - G42
    - 132
    - 183
  - Technology upgrades and other physical upgrades will be performed
  - Classes currently scheduled in these rooms will be moved to the Student Wing third floor for the entire semester
    - This may happen BEFORE the start of classes, provided the Student Wing rooms are complete

Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out **Aug 13**
- Make corrections to spreadsheet, add technology requests
- **Large room requests due Sept 9**
  - Send updated spreadsheet to classrooms@binghamton.edu

ACADEMIC_PERIOD	COURSE_REFERENCE_NUMBER	SUBJECT	COURSE_NUMBER	OFFERING_NUMBER	XLIST_XLST_GROUP	XLIST_PARENT_IND	SCHEDULE_DESC	MAXIMUM_ENROLLMENT	XLIST_MAX_ENRL	DAY	BEGIN_TIME	END_TIME	stand meet	prime time	MEETING_HOURS	no_days	COLLEGE_DESC	DEPARTMENT_DESC	PRIMARY_INSTRUCTOR_LAST_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.

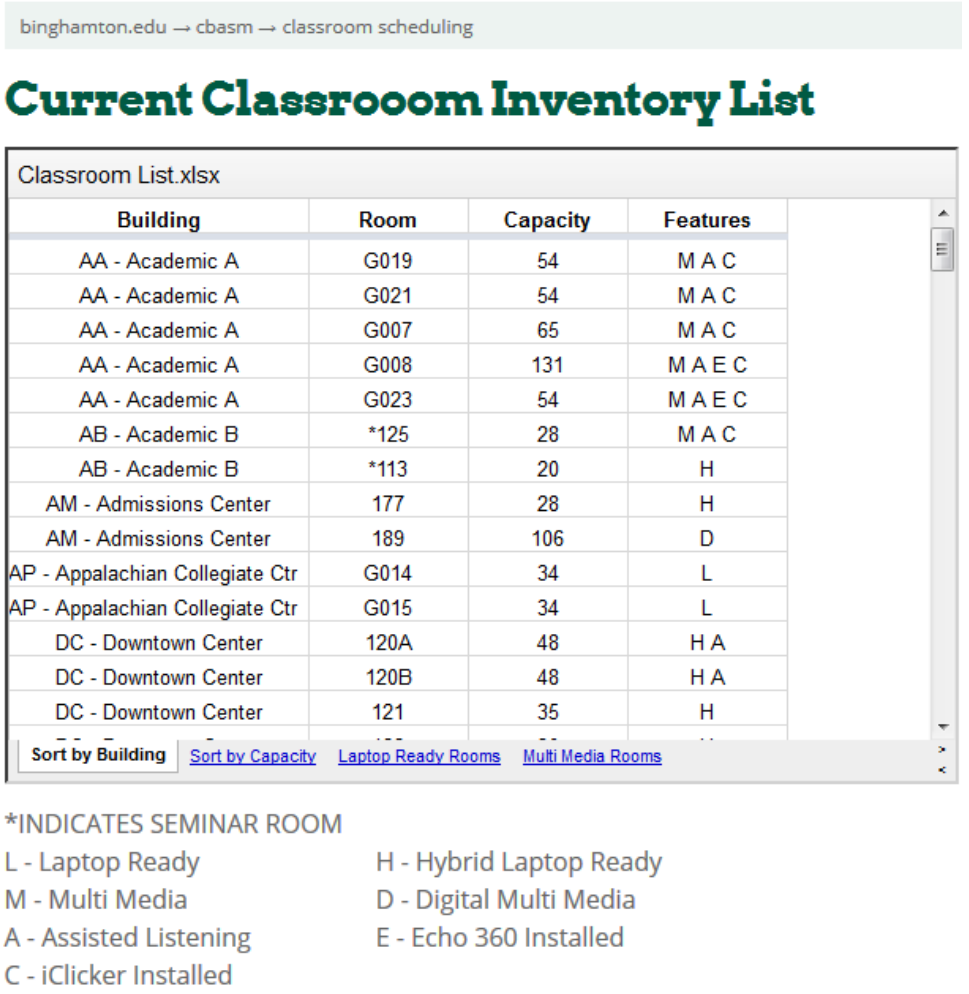
Computer Pod Reservations

- 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.

Sortable Classroom Inventory

On the CBASM website

- From the Scheduling General Purpose Classroom page
- From the Resources page



binghamton.edu → cbasm → classroom scheduling

Current Classrooom Inventory List

Classroom List.xlsx

Building	Room	Capacity	Features
AA - Academic A	G019	54	M A C
AA - Academic A	G021	54	M A C
AA - Academic A	G007	65	M A C
AA - Academic A	G008	131	M A E C
AA - Academic A	G023	54	M A E C
AB - Academic B	*125	28	M A C
AB - Academic B	*113	20	H
AM - Admissions Center	177	28	H
AM - Admissions Center	189	106	D
AP - Appalachian Collegiate Ctr	G014	34	L
AP - Appalachian Collegiate Ctr	G015	34	L
DC - Downtown Center	120A	48	H A
DC - Downtown Center	120B	48	H A
DC - Downtown Center	121	35	H

Sort by Building | Sort by Capacity | Laptop Ready Rooms | Multi Media Rooms

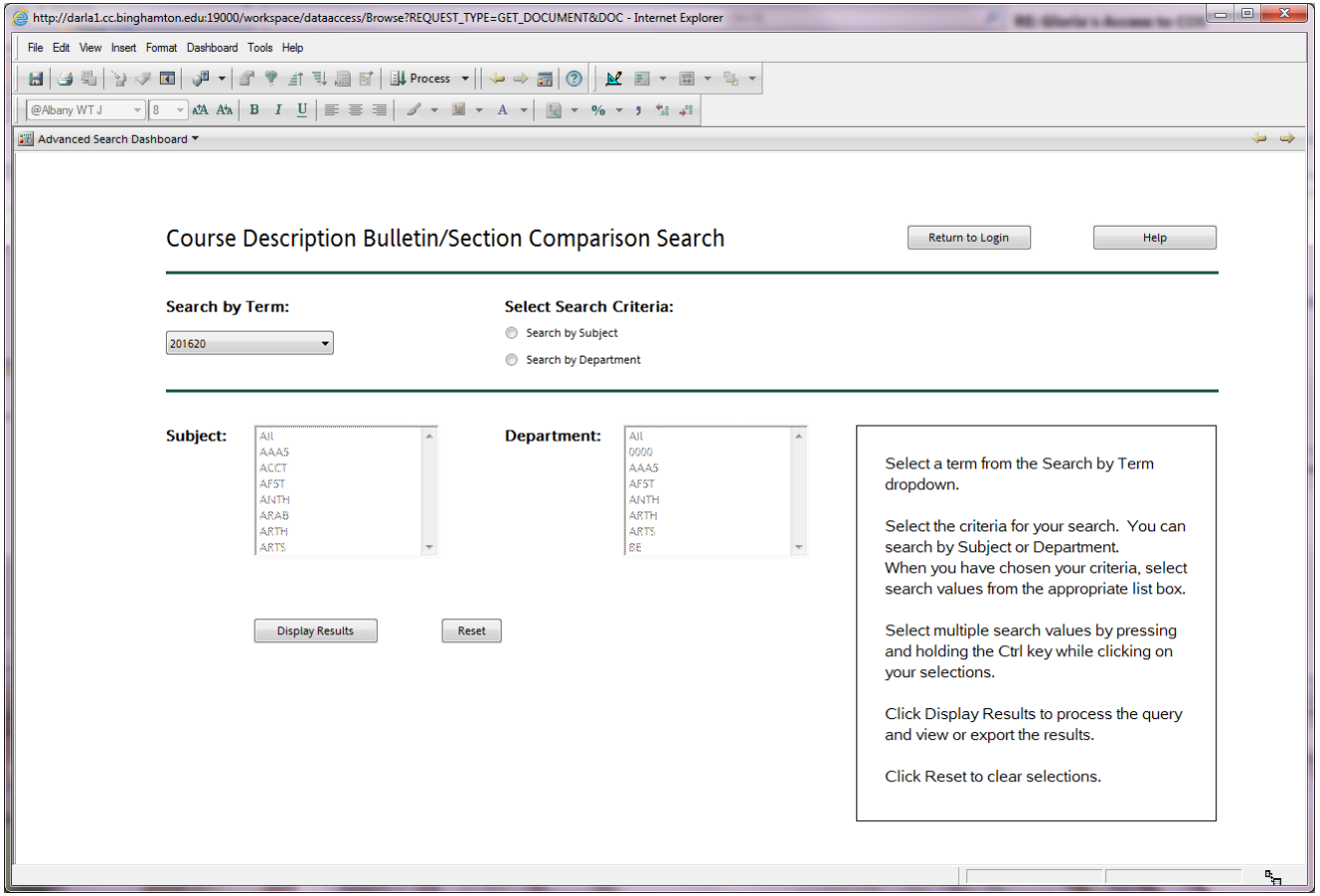
*INDICATES SEMINAR ROOM

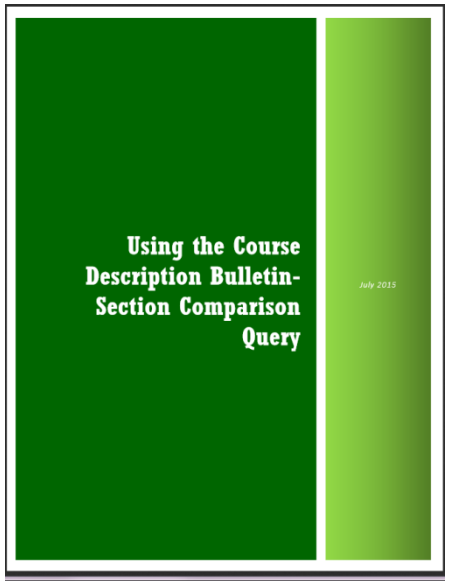
L - Laptop Ready
M - Multi Media
A - Assisted Listening
C - iClicker Installed
H - Hybrid Laptop Ready
D - Digital Multi Media
E - Echo 360 Installed

Adding Instructors

- SSASECT
- SIAASGN
- SIAINST

Course Description Bulletin-Section Comparison Query





Link to Users Guide
(Resources Page of CBASM website)

Hyperion Query: Course Description Bulletin-Section Comparison Query.bqy
BU Canned Queries/Catalog & Course Schedules

Questions

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