



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

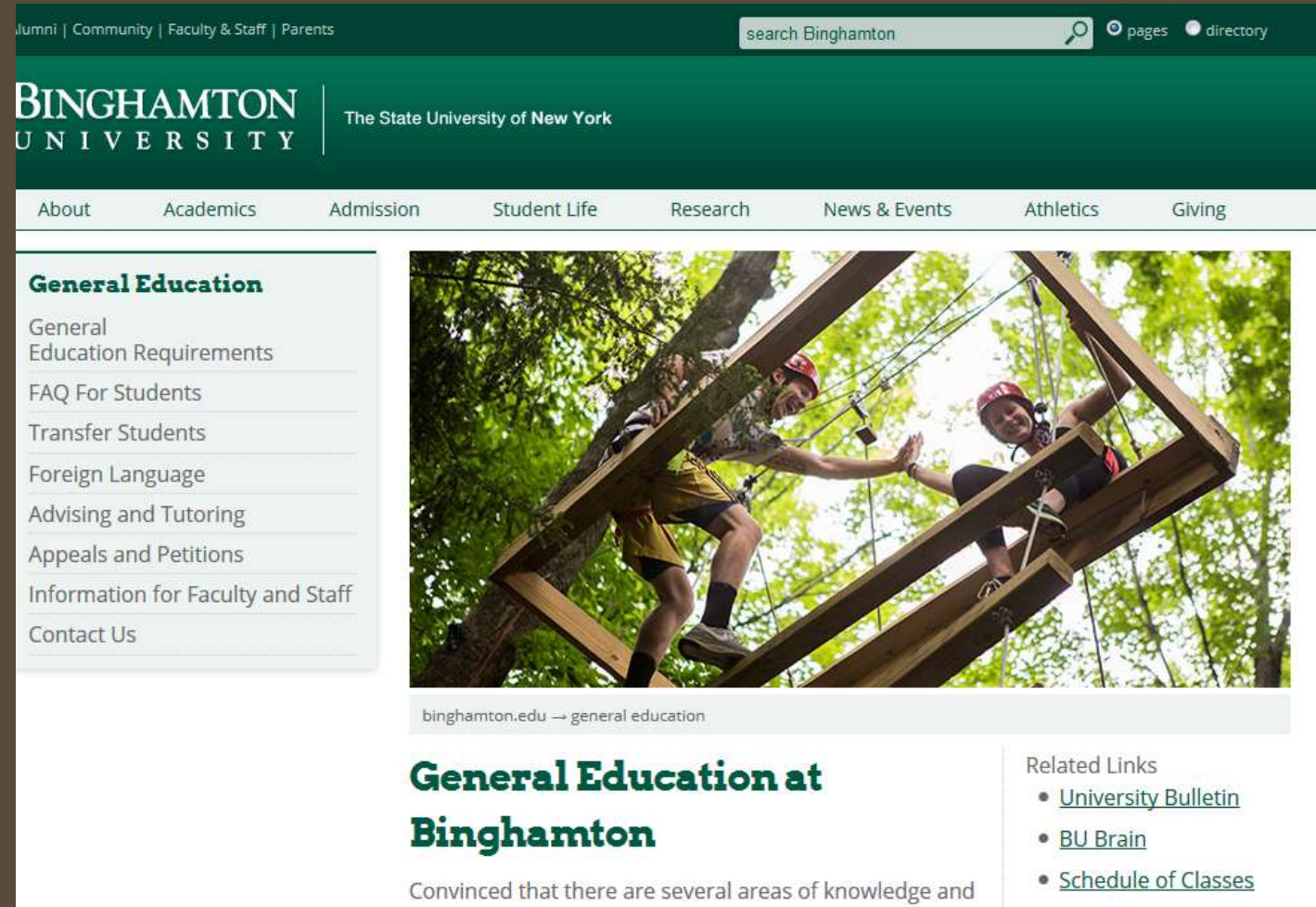
- [General Education Course Submissions Form](#)

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

Requests for Harpur W should be sent to cfchanges@Binghamton.edu



The screenshot shows the Binghamton University website's General Education page. The header includes the university's name and logo, a search bar, and navigation links for various university departments. The main content area features a sidebar with a list of links related to General Education, such as 'General Education Requirements' and 'FAQ For Students'. The main body of the page displays a large photograph of two students participating in a ropes course, with a caption below it. To the right of the photo, there is a section titled 'General Education at Binghamton' and a list of 'Related Links' including 'University Bulletin', 'BU Brain', and 'Schedule of Classes'.

Alumni | Community | Faculty & Staff | Parents

search Binghamton

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About | Academics | Admission | Student Life | Research | News & Events | Athletics | Giving

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](#)

- Now through Jan 12
- Jan 22 through Mar 5

- **Mar 6 through Mar 20** CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.

- Spreadsheets sent out **Jan 4**
- Requests due back **Jan 25**

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

Fall 2018 Schedule on-line **Mar 20**

FINAL EXAM SCHEDULING

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

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.

Spring 2018 Final Exam Time Slots

	R	F	M	T	W
Main	10-May	11-May	14-May	15-May	16-May
08:00-10:00					
10:25-12:25					
12:50-2:50					
3:15-5:15					
5:40-7:40		No Exams			No Exams
8:05-10:05		No Exams			No Exams

	R	F	M	T	W
UDC	10-May	11-May	14-May	15-May	16-May
08:00-10:00					
12:50-2:50					
5:50-7:50		No Exams			No Exams

FINAL EXAM SCHEDULING

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.

Our Assumptions	What you need to tell us
All courses will be scheduled an exam	Courses that will not have a final
All sections of a course will be scheduled together in one or more rooms at the same time.	Specifics about scheduling sections together -Do some get scheduled together and others separately at different times? -Do some get scheduled together in one room and others scheduled together in a different room, but all at the same time?
All exams will be scheduled in a general purpose classroom	Any special locations/room features needed for an exam, e.g., computer pod, departmental room, multi-media
The exam scheduling software will select the date and time	Any courses that require a specific day/time for the exam
Exams will be scheduled in rooms that match the enrollment of the course	Double seating or other seating requirements
Exams will be scheduled for a 2 hour block	Courses that need an exam scheduled for more or less than 2 hours

LARGE ROOM REQUEST

Once classrooms are assigned, do not make changes to dates/times/limits without consulting with CBASM staff.

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.

Course Level	100	200	300	400	500	600
100	Ok	Ok	No, unless same subject	No, unless same subject	Only with approval*	NO
200	Ok	Ok	No, unless same subject	No, unless same subject	Only with approval*	NO
300	No, unless same subject	No, unless same subject	Ok	Ok	Only with approval*	NO
400	No, unless same subject	No, unless same subject	Ok	Ok	Ok	NO
500	Only with approval*	Only with approval*	Only with approval*	Ok	OK	OK
600	NO	NO	NO	NO	OK	Ok

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)

R25 Replacement

- R25, including the R25 webviewer, ending December 2018
- Looking at 3 different replacement products
- Will implement for Spring 2019 class scheduling

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????