Course Builders Meeting
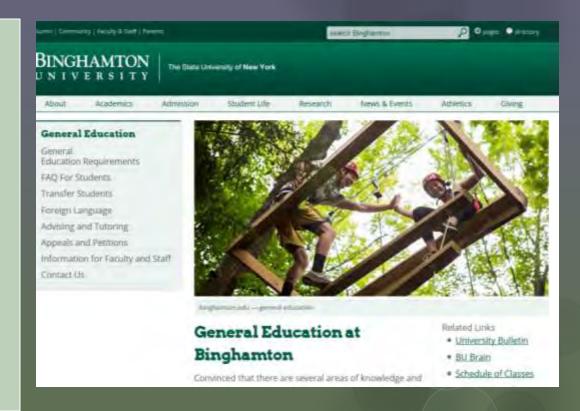
July 27, 2017

Agenda

- Introductions
- General Education Designations
- Important Dates
- Summer/Winter Session Information
- Course Building Review
- Cross-Listings
- Large Rooms
- Final Exams

General Education Designations

- [General Education Website](#)

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

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

Important Dates-
Spring 2018 Course Building

- **Course Building Open** for Spring 2018 Course Building
  - **July 17-Aug 20**
  - **Aug 28-Sept 30**
- **No Course Changes**
  - **Oct 2-17** CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.
- **Large Rooms**
  - Spreadsheets will be sent out **July 31**
  - Request due **Sept 1** (make changes to spreadsheet)
- **Back to Back, Disability Related & Technology requests** due **Sept 19**
- **Final Exams**
  - **Aug 1**-spreadsheet with Fall 2017 courses with missing instructor. Add instructors to Banner.
  - **Aug 8**-spreadsheet for final exams
  - **Aug 25**-changes from departments are due
  - **Sept 20**-final exam schedule will be available on BU Brain and the final exam website
- **Technology Maintenance Day**-**Sept 21** systems unavailable
- **Meet Pattern Percentage Reports-Aug 30, Sept 6, Sept 13, Sept 20 & Sept 27**
- **Spring 2018 Schedule available on-line Oct 18**

Important Dates-
Winter 2018 & Summer 2018

- Winter 2018 course building by CLT **Sept 15**
- Course building open for Summer 2018 **Oct 30-Nov 15**
- Winter 2018 schedule of classes available on-line **Oct 13**
- Summer 2018 schedule of classes available on-line **Nov 27**

Summer/Winter Session Information

○ Susie Holden has moved to CCPA

○ Anita Cipolla will be the main contact for course building for Summer/Winter sessions

   ○ acipolla@binghamton.edu

   ○ 777-2793

○ Call for Proposals

   ○ Winter will be sent out mid-Aug

   ○ Summer will be sent out mid-Sep

○ Summer Session Terms-*please adhere to these as much as possible*

   ○ Term 1 (S1) **May 29-Jun 29**

   ○ Term 2 (S2) **Jul 2-Aug 3**

   ○ Full (1) **May 29-Aug 3**

○ Late additions to the schedule

   ○ Winter 2018-must be received by **Dec 1**

   ○ Summer 2018- 2018-must be received by:
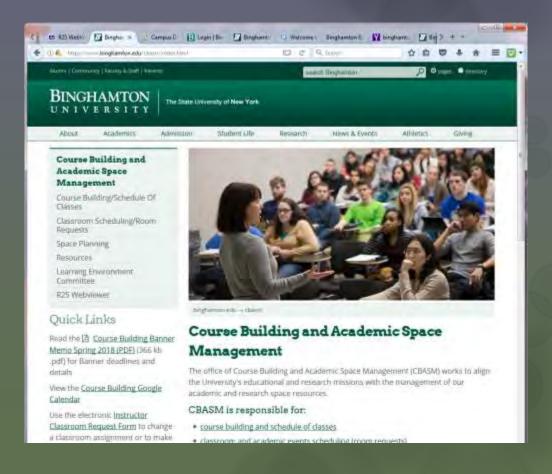
      ○ Full and Term 1 **May 1**

      ○ Term 2 **Jun 1**

Course Building Bingo!

C	B	A	S	M
1	6	11	16	21
2	7	12	17	22
3	8	Free	18	23
4	9	14	19	24
5	10	15	20	25

Free

- Where can I find information on course building, training materials and when course building will be open and what deadlines there are for scheduling spring 2018 courses?

CBASM Website

C1

○ What is the problem with the cross-listing as shown by this edit report?

Course Reference Number	Xlist Parent Ind	Xlist Xlst Group	Course Numbe	Parent Subjec	Subjec	Offering Numbe	Status	Xlist Max Enrl	Maximum Enrollment	Calc Xlist Max Enroll
24255	P	EW	451	ANTH	ANTH	01	A	20	11	20
24256		EW	512	ANTH	ANTH	01	A	20	7	20
29008		EW	481G	ANTH	ENVI	01	I	20	2	20

The ENVI course is inactive. The course should either be activated if it will be part of the cross-listing or the cross-list total should be updated on the SSAXLT form and the ENVI course should be removed from the cross-listing.

C2

Which of the following are valid cross-listings based on the recent memo that was sent out?

A

P	44	480K
	44	680K

C

P	0H	439	01
	0H	580E	01
	0H	480P	01

B

P	80	581
	80	334
	82	510X

D

P	2L	480T
	2L	572G
	2P	350R

➤ A-cannot cross-list doctoral with undergrad
➤ B-can only cross-list masters and 300 or lower if approval granted by Graduate Council
➤ C-Ok to cross-list as long as the 500 level course has significant elements worthy of graduate credit
➤ D-can only cross-list masters and 300 level if approval granted by Graduate Council.

C3

- Course building is closed and I need to have a course built and added to an existing cross-listed course for which my department is the parent. What do I do?

  - Email **cfchanges@binghamton.edu**
    - Provide the CRN of the parent course
    - Provide all information for the new course to be cross-listed
    - Provide the total enrollment of the cross-listing, including information about how enrollment numbers will change for the courses within the cross-listing
  - If seats are added to the cross-listing and the new xlist total exceeds the room capacity, also email **classrooms@binghamton.edu** so that we can check if a larger room is available

C4

○ What is the Maximum Enrollment field on the SSAXLST form used for?

The Maximum Enrollment field is the total number of seats available on all course sections within the cross-listing. When adding/removing courses from the cross-listing, please make sure that the value in Maximum Enrollment field equals the sum of maximum enrollment in each course section.
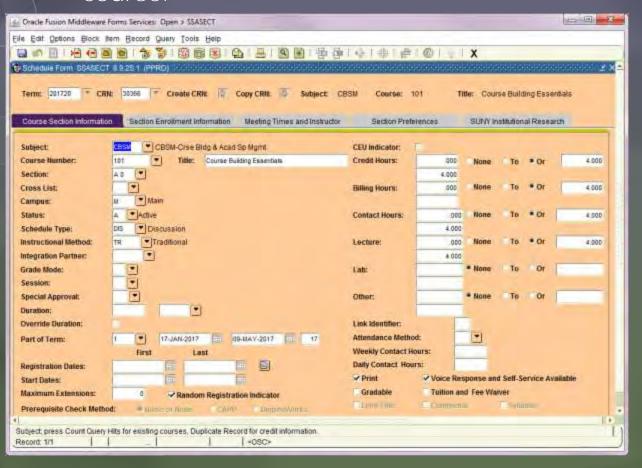
Note, inactivating a course does not automatically remove it from the cross-listing. To remove it, do a record remove on the SSAXLST form.

C5

- In spring 2018, there is a cross-listing with a 300 level course and a 500 level course. What should I do?

  There are two options, cross-list the course with a 400 level course or request approval from the Graduate Council to cross-list a 500 level course with a 300 level course.

B6

○ Name at least 3 things wrong with the set-up of this course:

1. Schedule type is wrong-should be LEC
2. No credits set on Billing Hours
3. Gradable box not checked
4. No link identifier

B7

○ If I am cross-listing courses, name the 3 forms that I must enter information on for the Parent Course related to cross-listing

- **SSASECT**-basic course information
- **SSAXLST**-xlist identifier, max enrollment & courses to cross-list
- **SSADETL**-add parent indicator

B8

○ When do I need to put a session 7 on a course in Banner?

- If a course will be held in a departmental classroom or other non-general purpose classroom space
- If a course will be held in a computer pod
- If a course is distance learning
  - Add Building DI and Room LEARN

- NOTE:
  - IS courses should not have a session 7 code

B9

○ What Banner Course Building forms can I make updates to when Course Building is not open?

- SSARRES-to change restrictions on a course
- SSATEXT-to add/modify course descriptions
- SIAASGN-to add instructors to courses
  - *NOTE-for summer/winter session courses, do not make changes to instructors after the course building periods are closed. Contact the Summer and Winter Sessions office when instructor changes are needed*

B10

○ What is the difference between a cross-list list identifier and a link identifier and what are they used for?

Cross-list identifiers are a 2 digit code used to identify courses that are part of a cross-listing.

* Each department was given a list of cross-list identifiers for their department for each semester. Use those lists and only use spring xlist identifiers for spring courses and fall xlist identifiers for fall courses.
* Reuse xlist identifiers. When courses are no longer being cross-listed, remove them from the cross-listing and re-use the xlist identifier for other cross-listings
* The xlist identifier is added to the course on the SSAXLST form

Link identifiers are used to link sections of a multi-format course together.

* Link identifiers and link connectors control how students must register for the different section types within a multi-format course.
* The link identifier is on the SSASECT form and the corresponding link connector is on the SSADETL form.

All
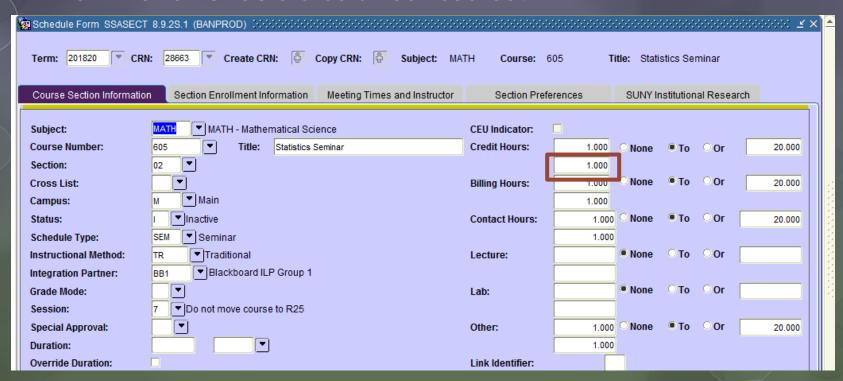
○ When should instructors announce the date/time of the final exam?

    A. On the first day of classes

    B. Two weeks before the final exam

    C. On the drop/add date

    D. On or after September 20th

D-On or after September 20th, when the final exam schedule will be available on the final exam website

A12

○ What happens if I set the credit hours on the SSASECT form for a variable credit hour course?

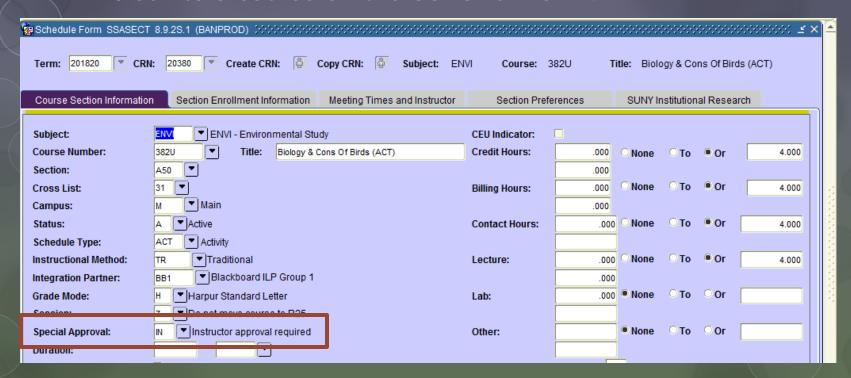At registration, students will automatically be registered for the number of credits set on the course.

A14

○ When is it okay to add a Special Approval registration block to a course on the SSASECT form?

1. If the course is an IS course
2. If there is a grade mode set on the course
   a) If the restriction is on SSASECT and no grade mode is set, students will not be able to change their grade mode

A15

○ Course building is closed and I need to increase enrollment on a course that is scheduled in a general purpose classroom. What do I do?

- Check if the room currently scheduled for the course can handle the new enrollment.
  - If it can, email **cfchanges@binghamton.edu** to increase the enrollment on the course
  - If it cannot, email **cfchanges@binghamton.edu** and **classrooms@binghamton.edu** so that we can see if a larger classroom is available

S16

- A faculty member in my department needs to offer a final exam for 3 hours. What do I need to do?

Needs Exam	Multiple Section Scheduling Notes-All Sections of the Same Course Will Be Schedule Together, Unles Otherwise Specified Here	Seating Notes: If Double Seating is Needed, Please Specify Here	Room Notes: All courses will be scheduled in a General Purpose Classroom Unless Otherwise Specified Here	Other Exam Scheduling Notes	ubj	Crs #	CRN	Sec #
Yes				Needs 3 hour exam	CON	160	26866	A 1
Yes					CON	160	25676	A 2
Yes					CON	160	25704	B 1

Add a note in the Other Exam Scheduling Notes column of the final exam spreadsheet indicating the need for a 3 hour exam for the course

S17

○ A faculty member in my department wants to offer a final exam on December 12th at 10:25 am-12:25 pm. What do I need to do?

All times must follow the established final exam times.

To request a specific day or time for a final exam, the instructor must receive approval from the department chair **and dean's office. Copy of the approval should be sent to classrooms@binghamton.edu**.

- If exams have not yet been scheduled, we will schedule the exam at the approved time. If exams have been scheduled, we will reschedule if few or no conflicts are created. If there are many student conflicts with the new time, we will consult with the chair and dean.
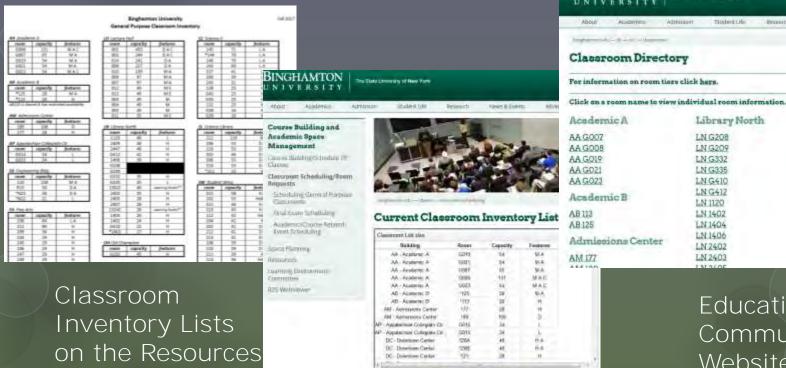
S18

- How can I find out which rooms are general purpose classrooms, how many seats they have and what technology they have in them?

Classroom Inventory Lists on the Resources section of the CBASM website

Educational Communications Website

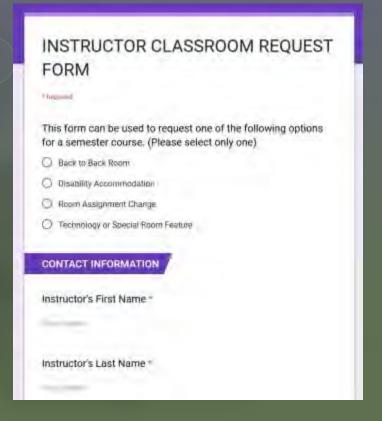# S19

○ If an instructor needs to request a Learning Studio because of the technology installed in the room, how can the room be requested?

An Instructor Classroom Request form should be submitted. For spring 2018 courses, requests should be submitted by Sep 19.

This should be used for all special classroom requests. It can also be used to request a change to a classroom assignment. But note, classrooms will not be reassigned until after the drop/add period, except for increases in the enrollment, disability related needs or for technology needs.

S20

○ If an instructor needs to request a laptop ready room, what form do they need to submit?

No form needs to be submitted. All general purpose classrooms are at a minimum laptop ready.

M21

○ Is it true that all courses must have a final exam?

No, instructors decide if their course will have a final exam scheduled. Independent Study courses, practicums and internships do not generally have a final exam and those types of courses are not included on the final exam spreadsheet.

If an instructor will not offer a final exam, "No" should be indicated in the Needs Exam column of the final exam spreadsheet.

	A	B	C	D	E	H	I	J
1	Needs Exam	Multiple Section Scheduling Notes-All Sections of the Same Course Will Be Schedule Together, Unless Otherwise Specified Here	Seating Notes: If Double Seating is Needed, Please Specify Here	Room Notes: All courses will be scheduled in a General Purpose Classroom Unless Otherwise Specified Here	Other Exam Scheduling Notes	Subj	Crs #	CRN
12	No					ECON	360	25887
13	No					ECON	360	25892
14	Yes					ECON	362	25778
15	Yes					ECON	362	25779
16	Yes					ECON	362	28101

M22

○ What is the difference between the course description in the Bulletin and the course description on the Schedule of Classes on BU Brain and where do they come from?

The course description in the Bulletin comes from the catalog **record for the course in Banner. The dean's office, Graduate** School or advising office maintains the catalog records. This is the official course description for the course.

The course description on the Schedule of Classes in BU Brain comes from the course description on the SSATEXT form. The course description can be the same as the catalog or a modified version with more detailed information about the course for that semester. It is up to the department to determine whether or not the descriptions must match.
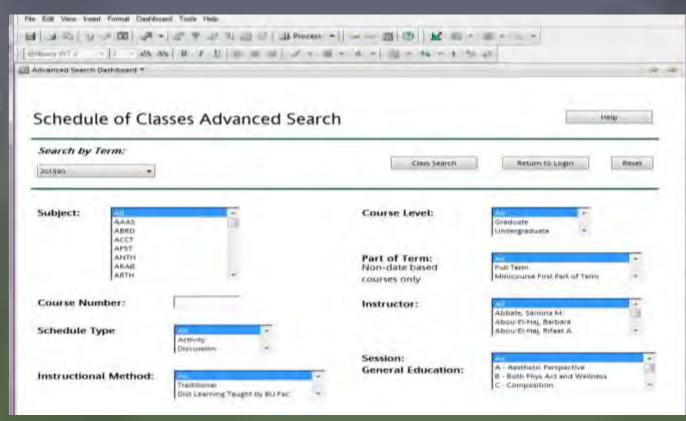
M23

○ One of the courses in my department has a permanent Gen Ed, but it is not showing up in BU Brain. What do I do?

Contact Liz Abate. She will determine if the Gen Ed should be added, and if it should, will send notification to CBASM so that the Gen Ed can be added.

M24

- Why is it and what does it mean on the University Calendar when it says that on Wednesday, December 6th Monday classes meet?

  In order to have an equal number of each day of the week in the semester, it is sometimes necessary for classes that normally meet on one day of the week to meet on a different day of the week. For the fall 2017 semester, Monday classes will meet on Wednesday, December 6th. Wednesday classes will not meet on that day.

M25

○ Is there an easy way for me to see what the schedule will look like before it is available on BU Brain?

Run the BUBrain Clone Hyperion Query

Winners!

Cross-Listing with Graduate Courses

- Doctoral Level Courses (600 level)
  - 500 & 600 can be cross-listed
  - 600 cannot be cross-listed with undergrad
- Masters Level Courses (500 level)
  - 400 & 500 can be cross-listed, provided the 500 level course has significant elements worthy of graduate credit
  - Cross-listing 500 with 300 or lower requires approval from the Graduate Council
    - Follow same process as that for a new graduate course proposal
- Upper Division (300 & 400)
  - 300 & 400 can be cross-listed
  - Can only cross-list with lower division courses, if all are the same subject
- Lower Division (100 & 200)
  - 200 & 300 can be cross-listed
  - Can only cross-list with upper division courses, if all are the same subject

Cross-Listing with Graduate Courses Cont.

○ For fall 2017

  ○ Any courses currently cross-listed that don't meet the requirement will remain

  ○ Any new requests for cross-listing must meet the requirements

○ Starting winter 2018

  ○ All cross-listings will be required to meet the requirements

  ○ Graduate School will keep a record of cross-listings that have been approved by the Graduate Council

  ○ CBASM will create new edit reports to check for cases where cross-listings do not meet the requirements and do not have Graduate Council approval

Large Room Requests

○ Spreadsheets will be sent out **Jul 31**

○ Spreadsheets should returned by **Sept 1**

○ Make changes directly to the spreadsheet

  ○ Only include courses that will need a large room. Add/remove courses, as necessary.

  ○ Change the spreadsheet to reflect the days, times & enrollment that you are requesting

  ○ Include any technology or other special room requests on the spreadsheet

○ CBASM will assign rooms to courses and send assignments to the departments

○ CBASM will add rooms to Banner, correcting days, times & enrollment based on the information provided

○ **Once rooms are assigned in Banner, departments must check with CBASM when considering changes to days, times or enrollment.**

Final Exam Scheduling

Our Assumptions	What you need to tell us
All courses will be scheduled an exam (excluding IS, INT & PRC courses)	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

Standard Final Exam Times

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

Questions

- ?
- ?
- ?