Course Builders Meeting

January 11, 2017
**Agenda**

- General Education Designations
- Academic Calendar
- Important Dates
- Course Building Review
- Final Exam Policy/Scheduling
- Large Room Assignments
- BB1/BB2
- Credit Hour Set Up-NONE
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
* Classes begin: Tuesday January 17
* Technology Maintenance Day: Apr 11
* Thursday May 4 **Monday classes will meet**
* Last day of classes: May 9
* Reading Days: May 10, 13 & 14
* Final Exams: May 11, 12, 15, 16, 17
Classes begin: **Wednesday, August 23**

- Technology Maintenance Day: Thursday, September 21
- Wednesday, November 22 **No classes**
- Wednesday, December 6 **Monday classes meet**
- Last day of classes: Friday, December 8
- Reading Days: Saturday & Sunday, December 9 & 10
- Final Exams: Monday to Friday, December 11 to 15

**Winter session begins Monday, December 18**
**Important Dates- Fall 2017 Course Building**

- **Course Building Fall 2017**
  - Jan 3-13
  - Jan 23-Mar 3

- **No Course Changes**
  - Mar 6-22 CBASM will only make changes to correct errors. Inactivating courses/building independent study courses will be done, time permitting.

- **Large Rooms**
  - Spreadsheet sent on Jan 6
  - Requests due Jan 26 (make changes to spreadsheet)

- **Back to Back, Disability Related and Technology** requests due Feb 22

- **Final Exams**
  - Jan 4 CBASM distributed list of Spring 2017 missing instructors. Add instructors to Banner.
  - Jan 6 CBASM distributed spreadsheet
  - Jan 20 changes from departments due
  - Feb 7 Spring 2017 schedule available on the final exam website

- **Meet Pattern Percentage Reports**- Jan 11, Jan 25, Feb 8, Feb 22, Mar 1

- **Fall 2017 Schedule** on-line **Mar 23**
Test your Course
Building Knowledge
Name 3 things that the parent department is responsible for doing during course building.

- Does all course building for all courses within the cross listing
  - Activates cross-listed courses
  - Inactivates courses within the cross-listing and removes them from the cross-listing
  - Updates any information about the course on all courses within the cross-listing
- Ensures that the total enrollment on the SSAXLST form matches the sum of the enrollment of all sections within the cross listing.
- Ensures there is a parent identifier of the SSADETL form.
- Ensure that the course titles, instructors, and meet patterns are the same on all courses within the cross-listing.
I need to make a time change to spring 2017 course and students are already registered and the course is in a general purpose classroom. What do I need to do?

• A request should be sent to cfchanges@binghamton.edu and classrooms@binghamton.edu with the new meet pattern.
  • We will check to see if a general purpose classroom is available.
• You will need to review the schedules of the students registered in the course for a scheduling conflict with the new days/times.
• Students with conflicts will need to be dropped from the course and sent an email explaining why. Any students without a conflict may remain registered in the course, but will also need to be sent an email.
• Copies of the emails should be sent to cfchanges@binghamton.edu so the meet pattern can be changed and a new classroom assigned.
Who determines if a course gets a Harpur W and how does it get added to a course?

- Harpur departments can designate which of their courses should receive a Harpur W.
- An email should be sent to cfchanges@binghamton.edu to have the W added to the course.
Where do I get cross-list identifiers?

- Each department was provided with a set of cross-list identifiers to be used for each semester.
- Cross-list identifiers should be re-used. When a set of cross-listed courses is inactivated, the cross-listing should be removed. That cross-list identifier can then be used to cross-list other courses.
- If a department has no available cross-list identifiers, please email cfchanges@binghamton.edu to obtain additional cross-list identifiers.
How do I know what section number to use for Independent Study courses?

- The section numbers for independent study courses are assigned by the department for each instructor and may range from 01-99.
- It is up to the department to keep track of the IS number for each instructor.
If I do not submit the final exam spreadsheet, what will happen?

All courses that were on the final exam spreadsheet will be scheduled a final exam based on the CBASM office final exam scheduling procedures.
When does a technology request need to be submitted and what form do I use?

- Technology requests should be submitted using the Instructor Classroom Request Form for courses that have technology or other special requirements beyond a laptop ready classroom.
- Technology requests should also be used if a VHS is needed.
I need to increase the enrollment on a spring 2017 course, what do I need to do?

- A request should be sent to cfchanges@binghamton.edu and classrooms@binghamton.edu requesting the increase.
- If the new enrollment exceeds the capacity of the room assigned, we will check if an appropriately sized classroom is available and, if so, will make the change to the enrollment and assign a new room.
Where can I find a copy of this presentation and other information about course building and room scheduling?

The CBASM website (binghamton.edu/cbasm) has a variety of information to assist with course building and scheduling.
How can I see what the schedule will look like if it has not been posted on BU Brain?

Run the BUBrain Clone Hyperion Query
What do I do if I need to add an instructor to a fall or spring course, but course building is not open?

Use the SIAASGN form to add the instructor, which is always available.

Note, for winter & summer courses, coordinate any instructor changes with the CLT/Winter & Summer Sessions Office.
Name 3 things wrong with this course set up

1. Schedule type is wrong—should be LEC
2. No credits set on Billing Hours
3. Gradable box not checked
If I get this error report, what do I need to do?

Update the Instructional Method on SSASECT to a valid code: OS, OA, OC or OH
If I need to make a change to summer session course and course building is not open, what do I need to do?

Contact Susie Holden in the Center for Learning and Teaching Office
Which set of cross-listings does not follow the rules and why?

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBSM 101</td>
<td></td>
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<tr>
<td>CBSM 201</td>
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<tr>
<td>CBSM 301</td>
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<td>CBSM 401</td>
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<tr>
<td>CBSM 205</td>
<td></td>
</tr>
<tr>
<td>ADMN 405</td>
<td></td>
</tr>
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</table>

Group B is not allowed.

You cannot cross-list lower division (100 & 200 level courses) with upper division courses (300 & 400 level courses) when the courses have different subjects.
An instructor needs to request a room to show a film on three different dates during the semester, not during regular class times. What is the process to reserve a room?

An Academic Event Reservation form should be completed to request a room for the dates needed.

The form is found on the Quick Links section of the CBASM website.
I realize that I made an error on my large room request and room assignments have already been made. What should I do?

Email classrooms@binghamton.edu of the changes needed. We will check for room availability based upon your revised needs.

Do not make the changes in Banner without first consulting CBASM staff.
I am trying to add a new topics course in Banner and I get the following error. Why is this happening and what do I need to do?

There is not a valid catalog record for this course.

Contact the person responsible for the catalog record (dean’s office or advising office) about procedures to have the course added.
If I get this error report, what do I need to do?

<table>
<thead>
<tr>
<th>Course Reference Number</th>
<th>Xlist Parent Ind</th>
<th>Xlist Xlist Group</th>
<th>Course Number</th>
<th>Parent Subject</th>
<th>Subject</th>
<th>Offering Number</th>
<th>Status</th>
<th>Xlist Max Enrl</th>
<th>Maximum Enrollment</th>
<th>Calc Xlist Max Enrl</th>
</tr>
</thead>
<tbody>
<tr>
<td>20884</td>
<td>P</td>
<td>2Q</td>
<td>500</td>
<td>CBSM</td>
<td>CBSM</td>
<td>01</td>
<td>A</td>
<td>17</td>
<td>12</td>
<td>12</td>
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<tr>
<td>21988</td>
<td>2Q</td>
<td>574C</td>
<td>500</td>
<td>CBSM</td>
<td>ADMN</td>
<td>01</td>
<td>I</td>
<td>17</td>
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<td>CBSM</td>
<td>CBSM</td>
<td>01</td>
<td>I</td>
<td>17</td>
<td>2</td>
<td>12</td>
</tr>
</tbody>
</table>

The calculated max enrollment is 12 because CBSM 500 is the only active course within the cross-listing and has a max enrollment of 12. If the other courses are to be part of the cross-listing, they should be activated. If the inactive courses are not going to activated, they should be removed from the cross-listing by doing a record remove on the SSAXLST form. (If CBSM 500 was not going to be cross-listed with any courses, it should also be removed from the cross-listing and the parent indicator should be removed from the SSADETL form) The total enrollment on the SSAXLST form should equal the sum of the enrollment of all active sections within the cross-listing.
If an instructor wants to change the time of a final exam after they have been scheduled, what needs to happen?

• The department chair and dean’s office rep must approve the change in time.
• The request to change the exam, along with the approval, must be sent to classrooms@binghamton.edu
• CBASM will re-schedule the exam at a standard exam time and provide information on the conflicts created in students’ exam schedules.
Winners!!!
Final Exam Policy

* Courses are not required to offer a final exam.
* 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.
Spreadsheets were sent out last Friday, January 6

Spreadsheets should be returned by Friday, January 20

Final Exam schedule will be posted Tuesday, February 7

Each exam will be for one two-hour exam period (additional time must be requested, if needed). Standard final exam times are as follows:

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<th>M</th>
<th>T</th>
<th>W</th>
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</thead>
<tbody>
<tr>
<td>11-May</td>
<td>12-May</td>
<td></td>
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<td>08:00-10:00</td>
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<tr>
<td>10:25-12:25</td>
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<tr>
<td>12:50-2:50</td>
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<tr>
<td>3:15-5:15</td>
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<tr>
<td>5:40-7:40</td>
<td>No Exams</td>
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<td></td>
<td></td>
<td>No Exams</td>
</tr>
<tr>
<td>8:05-10:05</td>
<td>No Exams</td>
<td></td>
<td></td>
<td></td>
<td>No Exams</td>
</tr>
</tbody>
</table>
# Final Exam Scheduling

## What you need to let us know

<table>
<thead>
<tr>
<th><strong>Our Assumptions</strong></th>
<th><strong>What you need to tell us</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All courses will be scheduled an exam</td>
<td>Courses that will not have a final</td>
</tr>
</tbody>
</table>
| 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                           |
After the exam scheduler is run, any changes require approval by the department chair and dean’s office representative and must follow standard final exam times.

- *The scheduling software allows us to see conflicts created for students when changes are made.*

- 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.*
Large Room Assignments

* Spreadsheets were sent out last Friday, January 6
  * If you did not receive a spreadsheet, it means that you did not have any active courses in Banner greater than 80 seats
* Spreadsheets are due back **Thursday, January 26**
* 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 and enrollment that you are requesting
  * Include any technology or other special requests on the spreadsheet
* 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.**
Integration Partner on SSASECT has BB1/BB2 for Spring 2017 courses. This is for integration with Blackboard and fixes a glitch with Banner. May not be needed in future semesters.

DO NOT FILL IN THIS FIELD
When the credit option is None, you do not need to put in a value. The credits shown is the only allowable value and does not need to be filled in.
Questions

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