



Course Builders Meeting

July 16, 2013

Agenda

- General Education Designations
- Important Dates
- General Course Building Information
- Instructor Percent Responsibility
- Cross Listing with Courses in Other Departments
- Adding Instructors to IS Courses
- Non-Standard Meet Patterns in Prime Time
- Large Room and Technology Requests
- Credit Set Ups

General Education Designations

- General Education website
 - Faculty and Departments: General Education Course Submissions
- Liz Abate
 - labate@binghamton.edu
 - 7-2146

The screenshot shows the Binghamton University General Education website. The page has a green header with the university logo and navigation links. A blue sidebar on the left lists various links related to general education requirements and submissions. The main content area features a large image of a campus scene with trees and people, followed by the heading 'GENERAL EDUCATION AT BINGHAMTON'. Below this heading, there is a paragraph of text explaining the university's commitment to general education and a list of objectives. To the right, there is a 'RELATED LINKS' section and an 'Alumni Profiles' section featuring a portrait of Bruce Freeman.

GENERAL EDUCATION AT BINGHAMTON

Convinced that there are several areas of knowledge and experience that ought to be central to the academic experience of every undergraduate student, Binghamton University has adopted a comprehensive General Education curriculum. This curriculum has broad goals. It is intended to help students develop:

- an appreciation of and capacity for effective personal expression;
- knowledge about various intellectual traditions;
- an understanding of and respect for different peoples and civilizations;
- knowledge of and appreciation for the natural world, achieved through active engagement with the methods and philosophy of natural science;
- logical thinking, balanced skepticism, and tolerance for ambiguity and uncertainty;
- a knowledge of and appreciation for the arts and creative expression;
- skills needed to locate, evaluate, and synthesize information from a variety of sources;
- skills needed to understand and use basic research techniques
- skills needed to perform the basic operations of personal computer use.

To achieve these objectives, students must take courses in:

Important Dates- Spring 2014 Course Building

- Course Building Periods
 - **July 22-Aug 16**
 - **Sept 2-Sept 13**
 - **Sept 23-Oct 2**
- Large Rooms
 - Spreadsheet will be sent on **Aug 21**
 - Requests due **Sept 10** (make changes to spreadsheet)
- Back to Back, Disability Related and Technology requests due **Sept 18**
- Meet Pattern Percentage Reports- **Aug 23, Sept 12 & 26**
- Spring 2014 Schedule on-line **Oct 21**
- Spring 2014 Final Exam requests due **Nov 25**

Important Dates-Winter/Summer

- Winter 2014 Course Building (CLT)
 - **Sept 20**
- Summer 2014 Course Building Dates
 - **Oct 21-25**
 - **Nov 4-Nov 8**
- Winter 2014 Schedule on-line **Nov 22**
- Summer 2014 Schedule on-line **Dec 2**

Fall 2013 Reminder

- Please review room assignments for Fall 2013. Some room assignments were changed and notifications may not have been sent out in all cases.

General Course Building Information

- Cross Listed Courses
 - The parent is responsible for course building for all child courses, including inactivating
 - Reuse cross-list identifiers. 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

General Course Building Info Cont'd

- Follow standard course numbering schemes
 - Stand alone are numeric, linked have a letter first
- Use session 7 for courses in departmental rooms and computer pods. Independent study courses should NOT have a session 7 code.
- Email CF changes 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*

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

Oracle Fusion Middleware Forms Services: Open > SSASECT - SIAASGN

Faculty Assignment: SIAASGN 8.6.3.1 (BANPROD)

ID: 800080017

Term: 201320

CRN	Session	Subject	Course	Section	Session Credit	Institutional Credit	Percentage of Session	Primary Instructor	Override Conflicts
14616	01	NURS	532	01	3,000	1,500	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Generated Credits: 3,000
FTE: [dropdown]
Contract Type: [dropdown]
Compensation Applied: [dropdown]

Weekly Contact: 1,500
Total Contact: 22.60
Compensation Extracted: [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

Schedule Form: SSASECT 8.6.3.15.3 (BANPROD)

Term: 201320 | CRN: 14616 | Create CRN: [button] | Copy CRN: [button] | 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 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...			<input checked="" type="checkbox"/>					0830	1100	01

Instructor Session Indicator

Session Indicator	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	800080017	Britton, Geraldine R.	.000	60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100
01	800086003	Quaranta, Judith E.	.000	60	<input type="checkbox"/>	<input type="checkbox"/>	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 8.5.3.1S.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

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... | <OBS>

Oracle Fusion Middleware Forms Services: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form SSASECT 8.5.3.1S.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		0.000		

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

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... | <OBS>

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.***

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		1:15-2:40
1:10-2:10		2:50-4:15
2:20-3:20	1:40-4:40	
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 in green) 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.**

Approval Process

- During course building
 - Department Chair and Dean must approve
 - Will be given second level priority during scheduling
- After room scheduler run until last day of drop/add
 - Department Chair and Dean must approve
 - Will be processed based on room availability
- After drop/add period
 - No approvals necessary
 - Will be processed based on room availability

Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out **Aug 21**
- Make corrections to spreadsheet, add technology requests
- **Large room requests due Sept 10**
 - 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	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

Technology Requests

- For large courses, 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.**

Credit Set-Ups Review

- Catalog record must be set up correctly (by dean's or advising office)
 - None/To/Or
 - Credit value or range must be on the appropriate items
 - Must have appropriate schedule types on catalog
- For credit bearing sections, the credits should be on the type corresponding to the schedule type and the gradable box should be checked. A grade mode may or may not be indicated.
- Non-credit bearing sections should have the gradable box unchecked and should ALWAYS have a grade mode.

Refer to Credit Set-Up document on resources section of the CBASM website

Questions

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- ?
- ?