Course Builders Meeting

August 4, 2014
Agenda

• General Education Designations
• Bulletin/Banner Catalog Course Descriptions
• Important Dates
• General Course Building Information
• New Standard Meet Times
  • Non-Standard Time Courses in Prime Time
• New Prime Time and TR Percentage Policy
• Final Exam Policy
• Cross Listing Rules
• INT/PRC Instructional Types
• Distance Learning Courses
• IN/DP Restrictions
• Fall 2014 Classroom Renovations
• Room Requests
  • Large Rooms
  • Technology
  • Back to Back
  • Computer Pods
• New Hyperion Tool
• New Location
• Room Requests
  • Large Rooms
  • Technology
  • Back to Back
  • Computer Pods
• New Hyperion Tool
• New Location
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
Course Descriptions: Bulletin/Banner Catalog

• Bulletin Course Descriptions are now housed in Banner Catalog (SCACRSE)
• Any changes to Bulletin Course Descriptions should be directed to your dean’s or advising office
• For the 2015/2016 Bulletin, a process will be developed for departments to review the descriptions and updates will be made by the dean’s/advising office
Important Dates-
Spring 2015 Course Building

- Course Building Periods-Spring 2015
  - July 30-Aug 22
  - Sept 1-Sept 12
  - Sept 22-Oct 8
- Large Rooms
  - Spreadsheet will be sent on Aug 20
  - Requests due Sept 10 (make changes to spreadsheet)
- Back to Back, Disability Related and Technology requests due Sept 17
- Meet Pattern Percentage Reports- Aug 12, Sept 9 & Sept 30
- Spring 2015 Schedule on-line Oct 24
Important Dates-Winter/Summer 2015 Course Building

• Course Building Period-Winter 2015
  • Oct 20

• Course Building Periods-Summer 2015
  • Oct 27-Oct 31
  • Nov 10-Nov 14

• Winter 2015 Schedule on-line Oct 20

• Summer 2015 Schedule on-line Dec 1
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 2015. 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.
- 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
## New Standard Meet Patterns

### Vestal Campus

<table>
<thead>
<tr>
<th>MWF or MW or WF</th>
<th>MW or WF</th>
<th>TR</th>
<th>M/T/W/R/F</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 min/day</td>
<td>85 min/day</td>
<td>85 min/day</td>
<td>180 min/day</td>
</tr>
<tr>
<td>8:30-9:30</td>
<td>8:00-9:30</td>
<td>8:30-9:55</td>
<td></td>
</tr>
<tr>
<td>9:40-10:40</td>
<td></td>
<td>10:05-11:30</td>
<td></td>
</tr>
<tr>
<td>10:50-11:50</td>
<td></td>
<td>11:40-1:05</td>
<td></td>
</tr>
<tr>
<td>12:00-1:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:10-2:20</td>
<td></td>
<td>1:15-2:40</td>
<td></td>
</tr>
<tr>
<td>2:20-3:20</td>
<td></td>
<td>2:50-4:15</td>
<td></td>
</tr>
<tr>
<td>3:30-4:30</td>
<td></td>
<td>4:25-5:50</td>
<td></td>
</tr>
<tr>
<td>4:40-5:40</td>
<td>5:50-7:15</td>
<td>6:00-7:25</td>
<td>6:00-9:00</td>
</tr>
<tr>
<td>5:50-6:50</td>
<td>5:50-7:15</td>
<td>6:00-7:25</td>
<td>6:30-9:30</td>
</tr>
<tr>
<td>6:00-8:00</td>
<td>7:25-8:50</td>
<td>7:35-9:00</td>
<td>7:00-10:00</td>
</tr>
<tr>
<td>7:00-8:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:10-9:10</td>
<td>9:00-10:25</td>
<td>9:10-10:35</td>
<td></td>
</tr>
<tr>
<td>9:20-10:20</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Downtown Center

<table>
<thead>
<tr>
<th>MW or WF or TR</th>
<th>M/T/W/R/F</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 min/day</td>
<td>180 min/day</td>
</tr>
<tr>
<td>8:15-11:15</td>
<td></td>
</tr>
<tr>
<td>9:25-10:50</td>
<td></td>
</tr>
<tr>
<td>11:00-12:25</td>
<td></td>
</tr>
<tr>
<td>1:40-4:40</td>
<td></td>
</tr>
<tr>
<td>5:50-8:50</td>
<td></td>
</tr>
</tbody>
</table>

- **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 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.**
New PT and TR % Rules

• No more than 50% of a department’s classes can be offered in the prime time hours. Prime time hours have been changed starting Spring 2015
• No more than 40% of a department’s classes can be offered on Tuesday/Thursday
• Departments exceeding these percentages will be asked to move classes to comply with the rules.
Changes to 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.

• Every course, undergraduate and graduate, with the exception of independent study, internships, and practicums, will be scheduled a final exam time based upon the time the course meets during the regular semester.

• Instructors no longer need to request a final exam, except in cases of make-up exams.

• Each dean's office will provide the CBASM office with a list of courses that should NOT have a final exam scheduled. These are courses which never will have a final exam because they have an alternate method of evaluation. Examples may include WRIT 111, music performance courses, senior/capstone projects, etc.
Changes to Final Exam Scheduling-Cont’d

• Final exams will be scheduled from 8:00 am to 10:05 pm Monday through Thursday and from 8:00 am to 5:15 pm on Friday of the final examination period. The time will be based on the meeting times of the course during the regular semester. Standard exam times are as follows:
  • 8:00 am - 10:00 am
  • 10:25 am – 12:25 pm
  • 12:50 pm – 2:50 pm
  • 3:15 pm – 5:15 pm
  • 5:40 pm – 7:40 pm
  • 8:05 pm – 10:05 pm

• Courses with the same rubric will be scheduled together.

• For multiple format/linked courses (lecture and discussion, lecture and lab, etc.), the final exam will be scheduled based on the meeting pattern of the credit bearing section
Changes to Final Exam Scheduling-Cont’d

- For courses scheduled in departmental rooms, the final exam should be scheduled in the departmental room where the course meets at the time determined by the CBASM office.

- For asynchronous on-line courses, the final exam or end-of-course exam should be due on the Wednesday of the final examination week. For synchronous on-line courses, the final exam or end of course exam should be scheduled based on the meeting pattern of the course, based on the time determined by the CBASM office.

- Double seating will not be available.

- Final exams for different courses will not be scheduled together at the same time/location based on requests by instructors/departments. Final exams for different courses may be scheduled together at the same time/location by the CBASM office, if necessary to maximize room utilization.

- Review sessions can be scheduled during the final examination period, based on availability of rooms.
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.

Graduate courses can only be cross listed with 400 level and higher courses

- 100 level and 200 level OK to cross list
- 300 level and 400 level OK to cross list
- 100 level and 500+ CAN NOT cross list
- 200 level and 500+ CAN NOT cross list
- 300 level and 500+ CAN NOT 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.
INT and PRC Instructional Types

- **INT** (for internships) and **PRC** (for practicums) have been added as new instructional types.
- Schedule types have been updated on the courses that have been identified as internships and practicums.
- Make sure the schedule type is correct when adding these courses, especially if copying from previous semester.
Distance Learning Courses

- Instructional Delivery Modes for Distance Learning Courses:
  - DI - distance learning taught by BU faculty
  - 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.
  - Review your courses and make sure that all on-line courses have the DI designation.
  - DI courses should have a session 7 code and no meet pattern. The building should be DI and the room should be LEARN.
IN/DP Restrictions

- To allow students to change their grade mode on-line, IN and DP restrictions cannot be placed on the SSASECT form.
- For courses that do not have a grade mode set (where the student can select the grade mode), the IN or DP restriction must go on the SSARRES form so that student can change their grade mode on-line. For courses with a set grade mode, the restriction can go on the SSASECT or SSARRES form.
- When departments are registering students, if the IN/DP is on SSARRES, an override form (SFASRPO) must be accessed prior to registering the student.
- Lists of courses that do not have a grade mode set but do have IN or DP on SSASECT will be sent to departments as part of the edit check process.
Fall 2014 Classroom Renovations

• Starting Spring 2015, all rooms in the Student Wing will be off-line until Fall 2015

• 4 RC rooms are off-line for Fall 2014 and will be available for Spring 2015. There will be 2 additional classrooms created for Spring 2015. All rooms will be Hybrid Laptop Ready.

• 8 FA rooms will be upgraded to Hybrid Laptop Ready over the Fall 2014 semester. 2 rooms will be off-line at a given time.

• 8 rooms are being developed in the Library and will be ready for Spring 2015. These will be Hybrid Laptop Ready.
Large Room Requests

- Courses of 80 or more students
- Spreadsheet will be sent out Aug 20
- Make corrections to spreadsheet, add technology requests
- Large room requests due Sept 10
- Send updated spreadsheet to classrooms@binghamton.edu

<table>
<thead>
<tr>
<th>ACADEMIC_PERIOD</th>
<th>COURSE_REFERENCE_NUMBER</th>
<th>SUBJECT</th>
<th>COURSE_NUMBER</th>
<th>OFFERING_NUMBER</th>
<th>XLIST_PARENT_IND</th>
<th>SCHEDULE_DESC</th>
<th>MAXIMUM_ENROLLMENT</th>
<th>XLIST_MAX_ENRL</th>
<th>DAY</th>
<th>BEGIN_TIME</th>
<th>END_TIME</th>
<th>stand</th>
<th>prime</th>
<th>meeting_hours</th>
<th>no_days</th>
<th>COLLEGE_DESC</th>
<th>DEPARTMENT_DESC</th>
<th>PRIMARY_INSTRUCTOR_LAS_NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>201220</td>
<td>11394</td>
<td>PSYC</td>
<td>220</td>
<td>01</td>
<td>EX</td>
<td>P</td>
<td>Discussion</td>
<td>200</td>
<td>TR</td>
<td>1005</td>
<td>1130</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Friedman</td>
</tr>
<tr>
<td>201220</td>
<td>11396</td>
<td>PSYC</td>
<td>220</td>
<td>02</td>
<td>EX</td>
<td>Discussion</td>
<td>41</td>
<td>241</td>
<td>TR</td>
<td>1005</td>
<td>1130</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Friedman</td>
</tr>
<tr>
<td>201220</td>
<td>10543</td>
<td>PSYC</td>
<td>111</td>
<td>01</td>
<td>Discussion</td>
<td>450</td>
<td>TR</td>
<td>1315</td>
<td>Y</td>
<td>Y</td>
<td>1440</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Morrissey</td>
</tr>
<tr>
<td>201220</td>
<td>12259</td>
<td>PSYC</td>
<td>243</td>
<td>01</td>
<td>Discussion</td>
<td>240</td>
<td>TR</td>
<td>1450</td>
<td>Y</td>
<td>Y</td>
<td>1615</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Morrissey</td>
</tr>
<tr>
<td>201220</td>
<td>94734</td>
<td>PSYC</td>
<td>243</td>
<td>02</td>
<td>Discussion</td>
<td>227</td>
<td>TR</td>
<td>0830</td>
<td>Y</td>
<td>N</td>
<td>0955</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Westerman</td>
</tr>
<tr>
<td>201220</td>
<td>94742</td>
<td>PSYC</td>
<td>327</td>
<td>01</td>
<td>Discussion</td>
<td>150</td>
<td>TR</td>
<td>1625</td>
<td>Y</td>
<td>N</td>
<td>1750</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Miller</td>
</tr>
<tr>
<td>201220</td>
<td>12267</td>
<td>PSYC</td>
<td>344</td>
<td>A 0</td>
<td>Lecture</td>
<td>200</td>
<td>TR</td>
<td>1140</td>
<td>N</td>
<td>Y</td>
<td>1240</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Morrissey</td>
</tr>
<tr>
<td>201220</td>
<td>12269</td>
<td>PSYC</td>
<td>344</td>
<td>A01</td>
<td>Discussion</td>
<td>100</td>
<td>F</td>
<td>0940</td>
<td>N</td>
<td>Y</td>
<td>1040</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>1</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Morrissey</td>
</tr>
<tr>
<td>201220</td>
<td>12273</td>
<td>PSYC</td>
<td>344</td>
<td>A02</td>
<td>Discussion</td>
<td>100</td>
<td>F</td>
<td>1310</td>
<td>N</td>
<td>Y</td>
<td>1410</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>1</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Morrissey</td>
</tr>
<tr>
<td>201220</td>
<td>94738</td>
<td>PSYC</td>
<td>351</td>
<td>01</td>
<td>Discussion</td>
<td>227</td>
<td>TR</td>
<td>1140</td>
<td>Y</td>
<td>Y</td>
<td>1305</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Pastore</td>
</tr>
<tr>
<td>201220</td>
<td>12293</td>
<td>PSYC</td>
<td>356</td>
<td>01</td>
<td>Discussion</td>
<td>241</td>
<td>TR</td>
<td>1315</td>
<td>Y</td>
<td>Y</td>
<td>1440</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Bishop</td>
</tr>
<tr>
<td>201220</td>
<td>94746</td>
<td>PSYC</td>
<td>360</td>
<td>01</td>
<td>Discussion</td>
<td>150</td>
<td>TR</td>
<td>1315</td>
<td>Y</td>
<td>Y</td>
<td>1440</td>
<td>Y</td>
<td>Y</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Lynn</td>
</tr>
<tr>
<td>201220</td>
<td>12527</td>
<td>PSYC</td>
<td>362</td>
<td>01</td>
<td>Discussion</td>
<td>97</td>
<td>TR</td>
<td>0830</td>
<td>N</td>
<td>Y</td>
<td>0955</td>
<td>Y</td>
<td>N</td>
<td>2.83</td>
<td>2</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Romero</td>
</tr>
<tr>
<td>201220</td>
<td>97023</td>
<td>PSYC</td>
<td>382</td>
<td>01</td>
<td>Discussion</td>
<td>97</td>
<td>MWF</td>
<td>0830</td>
<td>N</td>
<td>Y</td>
<td>0930</td>
<td>Y</td>
<td>N</td>
<td>2.83</td>
<td>3</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Rourke</td>
</tr>
<tr>
<td>201220</td>
<td>12536</td>
<td>PSYC</td>
<td>385</td>
<td>01</td>
<td>Discussion</td>
<td>176</td>
<td>MWF</td>
<td>1310</td>
<td>Y</td>
<td>Y</td>
<td>1410</td>
<td>Y</td>
<td>Y</td>
<td>3</td>
<td>3</td>
<td>UG Harpur</td>
<td>Psychology</td>
<td>Lenzenweger</td>
</tr>
</tbody>
</table>
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) or older style (VGA) 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.
New Hyperion Tool in Development
CBASM Office will be moving to the Admissions Center in September
Questions

• ?
• ?
• ?
• ?