Fall 2020 Scheduling Reminders and Formstack Updates
Jacki Hatcher and George Heath, Registrar’s Office

Reserve Capacities
- Consecutive Reserve Capacities
  - Both on Sequence #1
  - 1st starts on date, ends on date 2nd starts
- Concurrent
  - Sequence #2 starts on the same date as Sequence #1 and they run at the same time
- A few date reminders (See slide deck)

New Form Stack
- Section add/change form, room change form, and combine section form will all be combined into a single form
  - Step one will be to select the action you want to make
  - More fields are now optional
  - Meeting pattern options are more granular (for non-standard times)
  - Form calculates the recommended wait list capacity for you
  - Combined section can be submitted on the same form as the add section
  - Built in directions to determine if you are the sponsor of the combined section
  - When submitting one of the combined sections, you can add the non-sponsor sections, it will show combined enrollment across all sections.
  - Canceling a combined section can also include the non-sponsor sections to cancel all from a single form
  - Room changes: you can now indicate when you are intentionally double booking a room for a not-combined-section.
  - For instructor changes for combined sections, list the combined sections and they will ensure change occurs across all sections.
- The form will be available in the next few weeks.

Infoporte Training/Demo
Dylan Muckerman, Registrar’s Office
- There are InfoPorte trainings available (See Registrar Training Calendar)
- You can log in directly to InfoPorte at https://infoporte.unc.edu/
  - Bookmarks
    - You can save a query that you use often (including excel export selections)
    - You can make edits after you load the bookmarked query
- Finding a list of your students
  - Look for first major and second major (tree-structure for finding your programs)
Be sure to look for “OR” when you combine these two searching the same program
You can search by academic organization code to pull all students in all your programs
- Tree structure is less nice, but you can start typing to quickly get to your department/unit’s code
- You can select for just grad or undergrad
- This casts a wider net and lets you pull it into Excel where you have more comfort and filtering options.

- Added Export fields
  - Admit term has been added
  - You can make suggestions to the team about fields you would find helpful

- Interesting Search
  - Common second majors and minors for a given major
  - Select the other plans you are interested in seeing to be sure they display
  - Export to excel
  - Pivot table – PID to values, program level to rows – you can explore your program and things about your students with this tool

Updates from the Office of Undergraduate Curricula
Please Reference slide deck for additional details on the below topics.

February Meeting
- Let us know if you have topic suggestions at any point. These can be presentations, mini-trainings, discussions, etc.

Office Updates
- OSM – if your department doesn’t have 100% submitted, please email your faculty through the OSM system’s email reminder tool to encourage them to submit (CAS only)
- FYS
  - Make sure all FYS are scheduled at a standard meeting pattern
  - Enrollment is 24 unless you have approval otherwise
  - No waitlists
  - No enrollment consents
  - Any changes after October 1, please keep Ben Haven informed
  - 89 is a special topic FYS, prospectus form is required by October 1 the first time course is offered
    - 2nd time offered, no form needed
    - You are not supposed to teach the course a 3rd time under 89, please submit for a permanent catalog number
- IDEAs in Action General Education
  - Timeline and Deadlines (see slides)
  - Process outside CIM for the approval process (just for existing courses approval process)
  - Process outline is available, please come to Nick with questions
- DUS and/or Faculty Liaison are responsible for this so SSMs may not need to be involved

- Recurring capacities
  - CFE has workshops they've held for faculty
  - Resources from those workshops will be shared online

- Reflection and Integration
  - Research and Inquiry
  - High Impact Experience (similar to EE)
  - LFIT is the same
  - Communication beyond Carolina (oral communication, could be in the discipline)

- Summary of submitted courses will go to the Faculty Liaison

- New course – Triple-I – Ideas, Information, and Inquiry
  - Pilots began Spring 2019 and will continue
  - Online prospectus form for anyone interested in doing a pilot
  - Cary Levine is the Triple-I Faculty Director, or you can reach out to Nick with questions
  - Resources are available on our website

- Curriculum deadlines
  - See slides for all the details (including the IDEAs in Action specific process)

- CIM Courses and CIM Programs
  - CIM courses for new courses or any changes that are not IDEAs in Action
  - CIM Programs will not be used by departments this year, submit program changes in the same way as past years.
  - Workflow reminders (see slide deck)
  - Nick shared a list of roles assigned in your department. You can request changes to your department’s roles on the Registrar’s Website.

- Rollback in CIM workflow
  - If you roll back to a specific role, that person goes to the approval page
  - If you roll back to the initiator, they would go to the submission page

- CIM defaults to enforced prerequisites!
  - You can get a report for all your courses with enforced prerequisites (See slides for report name)
  - Contact the Curriculum Division of the Registrar’s office to change ONLY the enforcement of the prerequisite

- Class Scheduling
  - Avoid non-standard meeting times
  - Keep schedule balanced across the day and week
  - Provosts’ office memo with recommendations, policies, and requirements

- Student Evaluations of Teaching (SET)
- Reminder of the Evaluation dates (see slide deck)
- During Selection, Heather holds open office hours for any users who need assistant, have questions, or would like to learn tips and tricks (see slide deck for dates)

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**Next meeting:** Wednesday, February 12, 2020 @ 1:00pm

**Previous agendas, minutes, and SSM resources:** [https://curricula.unc.edu/committees/ssm/](https://curricula.unc.edu/committees/ssm/)