Class Data Reporting (Genevieve Cecil & Sally Lakomiak)

Genevieve provided an overview of both new class data dashboards.

- **Updated Comprehensive Class Report** - There are multiple class schedule reports in InfoPorte that have overlapping information, but no comprehensive report that provides all the useful class information in one report – a one-stop-shop for all your class data needs. The new comprehensive report will contain all of the fields in the previous reports (e.g., instructor, meeting pattern data, combined section data, enrollment data, consent flag data, room data, and more). Since the University is moving all data visualization to Tableau, this report will also be migrated to the Tableau environment rather than SAS VA (the current environment for class reports).

- **Historical Course Record** – A new report that gives faculty, students, and staff an easy way to view when a course was offered in past terms. This will help departments be more transparent about their offering schedules, and it will help students plan for enrollments in future semesters.

- The reports are not available to users at this time, but an announcement will go out to the campus when they are available.

Sally previewed both dashboards to get feedback from the group.

- **Comprehensive Class Report**
  - The report has class and enrollment data going back to 2010, but the dashboard was previewed using test data. The dashboard auto-checks for the current term by default. Data is delayed by one day since it is pulling from the data warehouse. This is similar to how the current class data reports work in SAS VA.
  - Tableau filters in the upper right hand corner are useful for drilling into the data; these are usually drop downs, but can also be text fill-in. You can filter by term, subject code, catalog groups (by course number ranges; e.g., 1-100, 200-299, etc.), class section numbers, and Measure Parameters (e.g., enrollment capacity, waitlist total, etc.).
  - Plus buttons on the top can expand or contract column information.
  - You can hit the revert button to bring all the filters and plus buttons back to the original viewing format.
  - You can export a summary and full data. You can drill into fields to get a pop-up with more detail and you are able to download a CSV for just that data field.
  - ITS/InfoPorte team is still considering how to initially display the data in the order that makes the most sense to the viewer.
  - You can view the full data to view all of the data fields. Click “Show all columns” to see all of the data sources or fields that are available in the data warehouse. Same exact fields in the SAS report that is currently in InfoPorte, but there are additional fields.
  - A request was made to add some filter fields, such as Academic Org (since some academic units have many subject codes) and Career, and consider how to roll up (combine) cross-listed section enrollment.
• **Historical Course Record – currently in production**
  o Filter by Subject code (can pick more than one), can pick course number through type (or default is “Any Course Number”), academic year (displays 5-6 years of data; can pick more than one), term (can pick more than one), measure (can select certain categories, e.g., number of courses or number of students).
  
  o Does it pull in cross-list combined enrollment data total? No, but it does show “Same As” to let you know that it is cross-listed with another section/s. Nonetheless, it doesn’t combine enrollment for all sections of the cross-list, just those that are filtered by subject code. The group asked Sally and the team to consider if it would be possible to show the combined total for cross-lists, along with the individual enrollments per section of the cross-list.
  
  o The group also asked for Academic Org filter and to consider a Career filter.

Feel free to send feedback to Genevieve and Nick, or directly to Sally.

**25live (by CollegeNET), new classroom scheduling software** (Rebecca Jones)

25live is the new scheduling software that will replace Ad Astra. Ad Astra will be decommissioned toward the end of October and the launch of 25live is planned for Monday, November 2nd. The Registrar will send an email communication to confirm the dates soon.

Users must complete a 25live training. Rebecca Jones will lead the training sessions via Zoom, which will run during the last two weeks of October. The Registrar will hold two training sessions per day and each session will run roughly three hours. An email communication will also be going out to you about this soon.

**Undergraduate Curriculum Updates** (Nick Siedentop)

**CIM Programs**

- We’ve implemented our third and final CourseLeaf Module, CIM Programs. Catalog (CAT) was implemented in spring 2016, Courses (CIM) was implemented in fall 2018, and Programs (CIM) was implemented in spring 2020.

- You can use the CIM Programs form homepage to submit new programs (e.g., majors/minors), edit existing programs, and inactivate programs for undergraduate programs only. CIM Programs is not currently used for graduate programs. Please follow the current process for graduate programs.

- Upon final approval in the workflow, the updated data from a CIM Program proposal is integrated into the UNC Catalog [Next Catalog (CAT)]. CIM Programs goes directly to the Next Catalog since this information doesn’t live in ConnectCarolina anywhere. Fun fact: pending course proposals (from CIM Courses) will show up in a CIM Programs proposal.

- See accompanying Meeting Presentation PowerPoint slides for CIM Approval workflow details.

- CIM Program features: search for a proposal’s status in workflow, red and green mark-up for edited programs, and review previous proposal histories.
• It is a two-step process to deactivate a course that is a requirement in a major. You must first inactivate the course in CIM Courses and then you would remove the course requirement from the major using the CIM Program form.
• CIM Program training is not required, but is recommended. The next two trainings are on Wednesday, 9/16 and Wednesday, 9/30. Check the Registrar’s Training Calendar for the most up-to-date information: https://registrar.unc.edu/events/category/traincal/month/. Training documentation is also available here: https://registrar.unc.edu/courses/curriculum-inventory-management-cim/.

**Updated CIM Course Form** (see accompanying Meeting Presentation PowerPoint slides for details)
Faculty and staff can now use the CIM Course Form to make requests to add IDEAs in Action General Education components to courses. This went live Friday, 9/4.

**CIM Submission Deadlines**
• Undergraduate courses: **September 15, 2020** is the early deadline for spring 21 and summer 21 effective dates. **October 15, 2020** is the deadline for fall 21 effective dates. As a reminder, changes to existing courses (including inactivations) must have a following fall effective date.
• Graduate courses: **January 15, 2021** is the deadline for all graduate-level courses.

**Results from Syllabi review for IDEAs in Action Gen Ed Proposals**
• OUC will use the IDEAs in Action OneDrive folder to give back results to the departments. You’ll find them in the subfolder labeled “Results”
• There will be six report types shared (see presentation). Number five and number six are not yet in the “Results” folder since some reviews are still pending.

**Student Evaluations of Teaching (SET)**
• SET selections open on September 8 and are due on September 15 (for College units only)
• Anyone who needs support (large or small), please contact Heather Thompson: heather_thompson@unc.edu.

**Next meeting:** Wednesday, February 10, 1:00 PM – 2:30 PM

**To suggest SSM meeting topics:** https://curricula.unc.edu/committees/ssm/

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