MIT CATALOG & SCHEDULE COORDINATORS

2015 Annual Meeting
Thursday, October 1
9:30 – 11:30 AM
Grier Room A

Today’s Agenda

• Welcome / Announcements
• “Big Picture”: UniTime (UT) & CourseLeaf (CL)
• Curriculum / Catalog
  ➢ CourseLeaf lingo
  ➢ Catalog changes for 2016-17
  ➢ Curricular issues in the spotlight
  ➢ Timeline for the 2016-17 catalog
• Schedules / Classrooms
  ➢ Update: classroom renovation
  ➢ QuickRoom demo
  ➢ Review: scheduling based on subject units
  ➢ Final exam scheduling
Registrar’s Office:
Curriculum & Classroom Management Team

Jo Flessner-Filzen, Associate Registrar
Curriculum & Classroom Management

• Classroom Scheduling: Term schedules, final exam schedules, student schedules, ad hoc requests for classrooms
  ➢ Wayne Johnson, Assistant Registrar
  ➢ Susanne Boudreau, Registrarial Assistant
  ➢ Renee Littlejohn, Registrarial Assistant*
  ➢ Kara Cunningham, Registrarial Assistant
• Classroom Management: Renovation, maintenance, planning
  ➢ Peter Bedrosian, Assistant Registrar
• Curriculum Management: Curricular review/faculty governance, Bulletin production
  ➢ Jen Donath, Assistant Registrar
  ➢ Martha Janus, Administrative Assistant
  ➢ Marti Ward, Assistant Registrar (graduate programs and subjects)

*Also supports the Curriculum Management Section

Registrar’s Office:
Curriculum & Faculty Support Team

Kathleen MacArthur, Associate Dean
Curriculum & Faculty Support

• HASS and CI Proposals: Proposals for new or revised HASS and CI-H, CI-HW, or CI-M subjects
  ➢ Lauren Weitkamp, Staff Associate
  ➢ Proposals due on December 4, 2015
    • If you know of a subject proposal in progress, please contact Lauren
    • Email hassreq@mit.edu for HASS proposals
    • Email commreq@mit.edu for CI proposals
• Enrollment Caps for CI-H/HW subjects:
  ➢ Please contact enrollment-tools@mit.edu with general questions including caps.
  ➢ Please contact Wayne Johnson to schedule or cancel sections.
Acronyms

- CGP – Committee on Graduate Programs
- CUP – Committee on the Undergraduate Program
- CoC – Committee on Curricula
- FPC – Faculty Policy Committee
- SHR – Subcommittee on the HASS Requirement
  - HASS: Humanities, Arts, and Social Sciences
  - SHASS: School of Humanities, Arts, and Social Sciences
- SOCR – Subcommittee on the Communication Requirement
  - CI: communication-intensive
  - CI-M: communication-intensive subject in a major
  - CI-H: communication-intensive HASS subject
  - CI-HW: a subset of CI-H subjects that focus on the writing process
- UT – UniTime (scheduling system)
- CL – CourseLeaf (catalog / curriculum management system)

Subject Terminology

- Catalog Concepts – Active / Inactive; Administrative
  - Active subject – any subject in the Catalog (subject listing).
    - Offered – an active subject taught in a given term.
    - Not offered – an active subject not taught in a given term.
  - Removed (inactive) subject – a subject no longer in the Catalog.
  - Administrative subject – a subject without instruction by MIT faculty (e.g., NIV, CME, URW) that is used for a specific academic purpose (e.g., cross-registration, transfer, or study-abroad credit). These subjects are not captured in CIS.
- Scheduling Concept – Cancelled
  Any subject for which the schedule (or TBA status) is cancelled after the pre-registration period opens; this requires that the subject be set up as “not offered” in the catalog.
- Registration Concept – Enrollable
  Any subject for which students can register during Online Registration. For the fall, IAP, and spring terms, subjects become enrollable through the scheduling process.
“BIG PICTURE” ISSUES

Scheduling Update

• Focus: community interaction with the UniTime (UT) system
• What’s new?
  ➢ Meet QuickRoom (demo later!)
• What’s next? (in the queue for work this year)
  ➢ Enhanced view of student schedules
  ➢ Interface for submitting term schedules
Curriculum Update

• 2015-16 Bulletin, prepared using CourseLeaf (CL), launched online August 2015.
  ➢ Come to the Bulletin Production Meeting on November 19 for details about the 2016-17 Bulletin!

• What’s next? (in the queue for work this year)
  ➢ Digitize the program proposal process
    • Separates the approval process for academic content and all other catalog content.
    • Uses CL software / fully integrated with Catalog
    • Scheduled for completion in January 2016
  ➢ Subject Analysis => CIS replacement

Coordinating Catalog & Schedule Information

• Avoid redundant subject listing messages
  ➢ If a subject is described as “limited enrollment” or contains a message to “consult department” in the catalog, we will not include the same information with the schedule.

• Manage the connections
  ➢ CIS changes that affect an active scheduling term are synced with UT each morning, normally by 7:00 AM.
  ➢ *Please do not submit subject proposals for Fall 2016 early!* At this point in the catalog-schedule cycles, such proposals will be picked up by default as changes in scheduling for the current term.
“Always Offered” Subjects

- To prevent problems with last-minute registrations, the following CIS subjects should be set to “offered” for all four terms (fall IAP, spring, summer). Please contact us directly about any exceptions you wish to make.
  - Undergraduate research subjects (UR, URG)
  - Thesis subjects (undergraduate and graduate)

When Not To Use Meets-with Relationships…

<table>
<thead>
<tr>
<th>Situation</th>
<th>Problem</th>
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<tbody>
<tr>
<td>If the child meets-with subject is offered during more terms than the master meets-with subject.</td>
<td>If the master subject is not offered, the owner of the child meets-with subject cannot enter an instructor in MITSIS.</td>
</tr>
<tr>
<td>If both subjects in the relationship are joint and at least one of the following considerations apply:</td>
<td>The child meets-with subject, which is also master of a joint relationship, is associated with the meets-with master number rather than its joint numbers. As a result, neither Stellar nor the EM system recognize the child meets-with subject as a separate entity.</td>
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<tr>
<td>• The instructors want to create separate Stellar sites.</td>
<td></td>
</tr>
<tr>
<td>• The relationship includes one CI-H subject and one non-CI-H subject.</td>
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</table>

The workaround: Set up these subjects as equivalents and note the scheduling relationship in the body of the description.
Curricular Issues in the Spotlight

• Student workload: how well do units of credit align with time spent by students on subjects?
• Final exams for subjects taught during the first part of the term. This, and other related issues, will be the focus of a special subcommittee that will be appointed to discuss modularity in the curriculum.
• Experimental subjects: tracking and monitoring outcomes for experimental teaching.
• Update to description of the Institute Laboratory Requirement.
Program Proposals in the Pipeline

- **Proposals Received**
  - Course 15-1: SB in Management
  - Course 15-2: SB in Business Analytics
  - Course 15-3: SB in Finance
  - Course 15: New minor in Finance (existing minors being revised and designated as Management and Business Analytics, respectively)

- **Proposals Anticipated**
  - SB degrees: Biochemistry, Economics/Mathematics
  - Minors: Design, Entrepreneurship, Statistics

CourseLeaf Lingo

- **Software Components**
  - CAT: Catalog module (implemented last year)
  - CIM (pronounced *kim*): Curriculum information module (implementation begins this year)
    - CIM – Programs (implementation in January 2016)
    - CIM – Courses (implementation date to be determined; will follow completion of subject analysis project, which is currently underway)
A Note about Subjects in the Catalog

• The new CL catalog includes subject lists within departmental pages and also as a separate item in the main navigation.
• Subject information is updated nightly to both the online Catalog and the Online Subject Listing & Schedule.

Catalog Changes, 2016-17

• New subject prefixes arising out of the dissolution of ESD and the formation of IDSS.
  ➢ EM (Engineering Management [formerly SDM])
  ➢ IDS (Institute for Data, Systems, and Society)
  ➢ SCM (Supply Chain Management)
• Changes under consideration for SB degree charts
  ➢ New subtotal to show units in the major (distinguished from unrestricted electives).
  ➢ Revised stock language to better explain GIR overlap with departmental program.
• Opening the door to graduate degree charts.
The “Offered” Status of Special Subjects

• Best practice: Set the Year Offered in CIS to Offered irregularly or infrequently. This setting will translate to “Not offered” in UniTime.
  ➢ Not offered within the last three years? Remove it!
• When a special subject will be offered:
  ➢ Change the Year Offered in CIS to Offered annually
  ➢ Choose the term (or terms) during which the subject will actually be offered.

Key Dates for Curricular Proposals

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Week of October 19</td>
<td>2016-17 catalog cycle initiated in CIS</td>
</tr>
<tr>
<td>November 19</td>
<td>Catalog Production Meeting, 10:00 – 11:30 AM, Grier Room A</td>
</tr>
<tr>
<td>December 4</td>
<td>Deadline for submitting subject proposals to SHR for HASS subjects and to SOCR for CI subjects.</td>
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<tr>
<td></td>
<td>Deadline for submitting substantial program changes and new programs.</td>
</tr>
<tr>
<td>To be determined</td>
<td>Deadline for submitting editorial program changes.</td>
</tr>
</tbody>
</table>
Reminder: Supplemental Intake Form for Subject Experiments with Digital Content

- Both the CGP and CoC are collecting information about digital subject experiments via an online supplemental form. The Registrar’s Office will forward data to each committee as proposals are submitted, along with the standard CIS form.
- Links to both forms are available at: http://web.mit.edu/registrar/general/instructors/subjectproposals.html

Reminders: Program Proposals

- Please let us know as soon as possible whether you plan to propose a new SB program or minor, or an extensive restructuring of a program.
- Contact the Committee on Graduate Programs (CGP) about any new graduate programs in the pipeline as soon as possible. (Contact: Jessica Landry, ODGE)
CLASSROOMS / SCHEDULES

Classroom Renovation: Update

• 6-120 returned to service this fall
• Renovation in the works for:
  ➢ 4-148, 4-152, 4-156, 4-160 and 4-364 - Summer
  ➢ 5-232 – during IAP
  ➢ 36-372 – during IAP

For more information:
http://web.mit.edu/registrar/classrooms/plans/index.html
Classroom Renovation (cont.)

• **Returning to service this spring!!!**
  - 2-131 (34 seats)
  - 2-132 (32 seats)
  - 2-135 (32 seats)
  - 2-136 (26 seats)
  - 2-139 (32 seats)
  - 2-142 (26 seats)
  - 2-143 (32 seats)
  - 2-146 (24 seats)
  - 2-147 (32 seats)
  - 2-151 (18 seats)
  - 2-190 (134 seats)
  - E52-164 (78 seats) – formerly E52-175

Other Changes in Classroom Inventory

• Installed new lighting control system, tile, and paint in 26-100.
• Replaced chairs in 37-212.
• Retrofit 4-231, 4-237, 32-123, 32-141, and 32-155 with energy-efficient LED lighting.
• Installed sun and blackout shades in 1-135 and 14E-310.
• Replaced chairs and paint in 14E-310.
Other Changes in Classroom Inventory (cont.)

- Replaced acoustic wall panels and painted 7 classrooms on the first floor of Building 56.
- Upgraded lighting and whiteboards in 26-152 (TEAL).
- Installed new video projectors and control systems in 1-115, 1-150, 3-133, 4-364, 14E-310, 26-100, 34-101, and 54-100.

Other Changes in Classroom Inventory (cont.)

- Rooms E17-122, E17-128, E17-129, E17-133, E17-136 and E17-139 are no longer in Registrar’s inventory, effective for the IAP term.
Meet *QuickRoom*!

- Tool for finding nearby unreserved classrooms “on the fly.”
- Restricted to members of the MIT community.
- Based on “live” UniTime reservation data.
- Caveats
  - Not a reservation system.
  - Spaces available on a first-come, first-served basis.
  - Includes Registrar’s classrooms with a seating capacity of 50 or less.
  - Available weekdays between 9:00 AM and 1:00 AM.

**Final Exam Scheduling**

- The new approach to exam scheduling and its impact.
  - Few constraints are applied to minimize student conflicts.
  - Utilizes all five days of the exam period.
- Moving toward an earlier release of final exam schedules to facilitate end-of-term planning for both students and faculty.
- Requests for Final Exams must meet the established deadlines in order to build the best possible schedule.
## Scheduling Full & Half-Term Subjects

<table>
<thead>
<tr>
<th>Instructional Units*</th>
<th>Target Hrs/Week (Term)</th>
<th>Hrs/Wk (Full Term)</th>
<th>Hrs/Wk (Half Term, 7 wks)</th>
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<tbody>
<tr>
<td>1</td>
<td>14</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>28</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>42</td>
<td>3</td>
<td>6</td>
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<tr>
<td>4</td>
<td>56</td>
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</tr>
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<td>6</td>
<td>84</td>
<td>6</td>
<td>12</td>
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<tr>
<td>9</td>
<td>126</td>
<td>9</td>
<td>18</td>
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</table>

* Instructional units = the sum of lecture/recitation units and lab/field work units.
Example: a subject set up with a distribution of 3-2-7 has 5 instructional units.

## Scheduling IAP Subjects

<table>
<thead>
<tr>
<th>Instructional Units*</th>
<th>Target Hrs/Week (Term)</th>
<th>Hrs/Wk (4 wks)</th>
<th>Hrs/Wk (3 wks)</th>
<th>Hrs/Wk (2 wks)</th>
<th>Hours (1 wk)</th>
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</thead>
<tbody>
<tr>
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<td>14</td>
<td>3.5</td>
<td>4.7</td>
<td>7</td>
<td>14</td>
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<tr>
<td>2</td>
<td>28</td>
<td>7.0</td>
<td>9.3</td>
<td>14</td>
<td>28</td>
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<tr>
<td>3</td>
<td>42</td>
<td>10.5</td>
<td>14.0</td>
<td>21</td>
<td>42</td>
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<tr>
<td>4</td>
<td>56</td>
<td>14.0</td>
<td>18.7</td>
<td>28</td>
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<td>5</td>
<td>70</td>
<td>17.5</td>
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<td>84</td>
<td>21.0</td>
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<td>8</td>
<td>112</td>
<td>28.0</td>
<td>37.3</td>
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<td>9</td>
<td>126</td>
<td>31.5</td>
<td>42.0</td>
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</tr>
</tbody>
</table>

* Instructional units = the sum of lecture/recitation units and lab/field work units.
Example: a subject set up with a distribution of 3-2-7 has 5 instructional units.
Other Reminders

• Instructor requests for an exception to the Faculty rules should be submitted to the Chair of the Faculty (exam-termregs@mit.edu) by Add Date.
• WTW is **not** part of the scheduling process; all changes in the term schedule that involve Registrar’s classrooms must be submitted to the Schedules Office and completed by the end of the fifth week of the semester to be reflected in the official schedule.
• Stellar is a separate office as well.

QUESTIONS / COMMENTS?
Thank you for attending today’s session!