INFO

- To facilitate improved information flow within the colleges about Conversion, SIS, and new Advising Model Associate Deans have formed In-College Project Communication Teams and will begin regularly meeting with them. The teams will bring together the different individuals within the college who are involved in the GeneSIS Project or the Semester Conversion project or the new Advising model. The idea is to begin sharing information as it is developing about the details of these projects and to then disseminate this shared information out to others within the college as appropriate. The Associate Deans gallantly leading this effort within their respective colleges are: McKinzie (GCCIS), Aldersley (NTID), Tubbs (COS), Mozrall, (KGCOE), Cummings (CIAS), Wilson (SCB), Tolan (CAST) and Elahi (COLA).

- Regarding the maximum length course titles can have in the new SIS system and how it affects students' ability to distinguish between courses. You should know that there is a SHORT TITLE with 30 characters and LONG TITLE with 100 characters. The long title (100 characters) is the field that is displayed when students do a class schedule search, but the short title will likely be displayed on the transcript, and other places such as the faculty course schedule, but then when you click to get details on that course, then the long title is displayed.

  o FOR COURSES ALREADY APPROVED WHICH HAVE MORE THAN 30 CHARACTERS IN THE TITLE...We will need to replace all these pdf’s with new ones that show the short title in section 4.0 and we need to have the Word docs as well to send Joe at a later date – HOWEVER: If this is not done in advance by the college, the Registrar’s office will identify all titles longer than 30 when we import into the Software Engineering database. The list of courses that need short titles will be provided to the college representative responsible for uploading the semester course outlines at the time the courses are uploaded, which is scheduled to begin at the end of May. This will then give the colleges a chance to input a preferred short title at that point. There is no time limit to make the short title changes. This work can occur in the Software Engineering system starting in May and over the summer. Also, once the semester courses are imported to the new SIS changes can also be made there. Nothing else should have to change.

  o FOR NEW COURSE OUTLINES, NOT ALREADY APPROVED, THAT HAVE MORE THAN 30 CHARACTERS IN THE TITLE ...If you have titles longer than 30 characters for certain courses and they need to be differentiated from others with similar names, then a short 30 character title will need to be displayed. All new courses outline forms should include the preferred short title.
in the course description. Please give a short-title for each course with a title longer than 30 characters. Since we have not accounted for this on the Course Outline Form, please add this info as a note to the course description section (Section 4.0) of the Course Outline Form.

Q2: Regarding characters: is there any restriction in the short title, such as not using symbols (+ : / &)?

A2: As a rule of thumb you should not use '/'. Other characters should be fine. (Joe)

Q3: I assume spaces count as characters. Would eliminating spaces be acceptable to save a couple “characters”?

A3: Spaces do count. If the title still looks okay without a space then you could do this. (Joe)

Q4: Regarding the NOTE: do you have a particular place within 4.0 you want the note? Is the format below acceptable?

Yes, the example below is perfect. (Joe)

INTP-362                                                              Educational Interpreting: Middle Secondary
Settings                                                                 Short title: Educ Interp: Middle Secondary

This course is designed to prepare students to interpret in middle and secondary school settings. Content will include orientation to the activities, middle/secondary school curriculum, sign vocabulary, language development, psycho-social development and issues pertinent to middle and secondary school students. The course also includes information about teaching methodologies and strategies for interpreting classroom discourse and various content areas. Students will learn how to prepare the middle/secondary students to request and work with interpreters. Vocabulary for various middle and secondary school content areas will be introduced. Students will also learn about interpreting for foreign language courses. Students will simultaneously interpret English-to-ASL and ASL-to-English, middle and secondary level texts. (INTP-360)

Class 3, Credit 3 (S)

- The Intersession Committee has completed the Intersession Report and it will be shared with the Steering Committee at their next meeting, after which it will go to the Provost.

- We have reached a milestone in the semester curriculum conversion process, i.e., all the GCCIS undergraduate program have been reviewed and approved by the College Curriculum Committee and the ICC (although some “provisionally”, waiting for Gen Ed credit approval for courses.) We have now moved into a new phase, i.e., reviewing GCCIS graduate programs and certificates, which will continue until the end of May.

- The following programs have been recently reviewed by Grad Council:
  - CAST – MS in Hospitality Tourism Management
  - CAST – MS in Environmental Health & Safety
  - KGCOE – ME in Mechanical Engineering
  - KGCOE – MS in Mechanical Engineering
  - KGCOE – ME in Microelectronics Manufacturing Engineering
• KGCOE – Advanced Certificate in Vibrations Engineering

• The following programs have been recently reviewed by ICC:
  o GCCIS – Software Engineering
  o SCB – International Business
  o SCB – New Media Marketing
  o SCB – Accounting

RECENT CHANGES
02.09.11 – SCB UG Form updated
02.09.11 – SCB Grad Form updated

Packet Menu:  https://www.rit.edu/conversion/facstaff_program_conversion_packet.php

CONVERSION RELATED MEETINGS

• The General Education Committee met 2/11/11 and is scheduled to meet again 2/18/11.
• The Curriculum Conversion Process Committee is scheduled to meet 2/14/11.
• The Calendar Conversion Steering Committee is scheduled to meet 2/16/11.

TEACHING AND LEARNING SERVICES

As the quarter to semester conversion process unfolds, many faculty members are now working on course level changes. Converting your course can be challenging but you can get help at Teaching & Learning Services on the A level of The Wallace Center (A650).

We have walk-in hours:
Thursdays, 1PM – 3PM
Fridays, 9AM - 11AM

Our staff of Instructional Design Consultants offer consultations on course (re)design and other conversion issues without an appointment.

TLS is also the place to confer with faculty colleagues on course conversion or to work on your course in a quiet, technology-enabled environment.

Comments or questions can be directed to the Academic Calendar Conversion Office Q2S2013@rit.edu.

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