

## **Recommended Policy on Scheduling Independent Study Courses in Banner**

Presented to the Academic Forum, September 21, 2004

**Purpose:** To implement departmental course scheduling practices that accurately reflect faculty work, so that reporting of faculty work will be accurate.

**Recommendation:** All independent studies, 700-level courses, supervised field experiences, supervised practica, and internships, should show the name of the actual instructor of record. Thus, departments will have multiple sections of each of these courses, assigned to faculty as appropriate. By census date, the course schedule should accurately show these assignments. The provost's office agrees that these sections will not be counted as under enrolled. These courses must be appropriately coded as to section type in Banner.

**Example:** If Professor Jones is supervising two Master's theses and one undergraduate internship, she will be the instructor of record for one section of COM 700 (with two students registered) and one section of COM 499 (with one student registered).

### **Current Problem:**

Presently, departments vary in how these courses are set up in ISIS. Some departments create 10-15 "empty" sections of each course, give each section a capacity of 5-10 seats, and then assign a faculty member to a section, into which the faculty member's students are enrolled. Thus, ISIS might show 10 sections of COM 700, but only some sections have any students enrolled. This gives the appearance of having several classes with zero enrollments and the appearance of having a course capacity of 100 seats, with only a few seats actually being used.

To avoid this situation, some departments now create only one section of the course, list the department chair (or someone else) as the instructor of record for the section, and then have the faculty turn in the grade to the department chair at the end of the semester. This method has the advantage of accurately representing capacity, but it has the disadvantage of not accurately recording instructional responsibilities of the faculty.

Given this inconsistent practice in scheduling, it would be difficult to determine and report faculty workload from Banner, the replacement student information system.

### **Discussion:**

Sections of these courses should be created to identify the faculty who are supervising this student work. To insure that these sections are appropriately counted when reporting data, it is essential that they be properly coded in Banner. The appropriate codes are "5—Independent study" and "6—Supervision or Practicum," as listed on the university's curriculum change form. This coding should be updated by review of the courses to be completed by October 1.

This change in how these courses are scheduled in Banner is not intended to result in any change as to how departments account for faculty workload under the contract or departmental policy statements.