



Instructional Services Office

Friday, August 23rd, 2019

MEGAN TOPETE, MANAGER OF INSTRUCTIONAL SERVICES
ANGELA DIXON, COURSE AND CURRICULUM COORDINATOR
CASEY DELFINO, COURSE SCHEDULER
MELISSA POE, INSTRUCTIONAL SERVICES ASSISTANT

Instructional Services Functions

- Course Evaluations
- Course Material Ordering
- Student Form Processing
- ssha.curriculum@ucmerced.edu
- Scantron Machine Support/Training
- Course Scheduling
 - ▣ Final Exams
 - ▣ Grades
 - ▣ Instructional Software
 - ▣ Classroom Concerns
- Curricular Additions/Revisions
 - ▣ Course Proposals (CRFs)
- ▣ Programs (majors, minors, etc.)
- Curriculum Committee Support
- SSHA New Instructor Orientation
- Campus-wide Committees
- Project Implementation Teams
- Liaise with many other campus departments (ex: SoE, SNS, Advising, Office of the Registrar, Assessment offices, IT offices (academic, operations & computer lab))

Melissa's Functions

- ❑ Manage/maintain ssha.curriculum@ucmerced.edu
- ❑ Manage Online Course Evaluation Process
- ❑ Process Independent Study Forms and Notify Students
- ❑ Manage Course Material Ordering Process for TAs and Graduate Student Instructors of Record
- ❑ Set Up Trainings and Support two School Scantron Machines
- ❑ Update Instructional Services Website

ssha.curriculum@ucmerced.edu

□ Student Notifications

- ▣ Class cancellations
- ▣ Course cancellations
- ▣ Course time changes
- ▣ Course location changes
- ▣ Prerequisite Drops

□ Instructor Inquiries

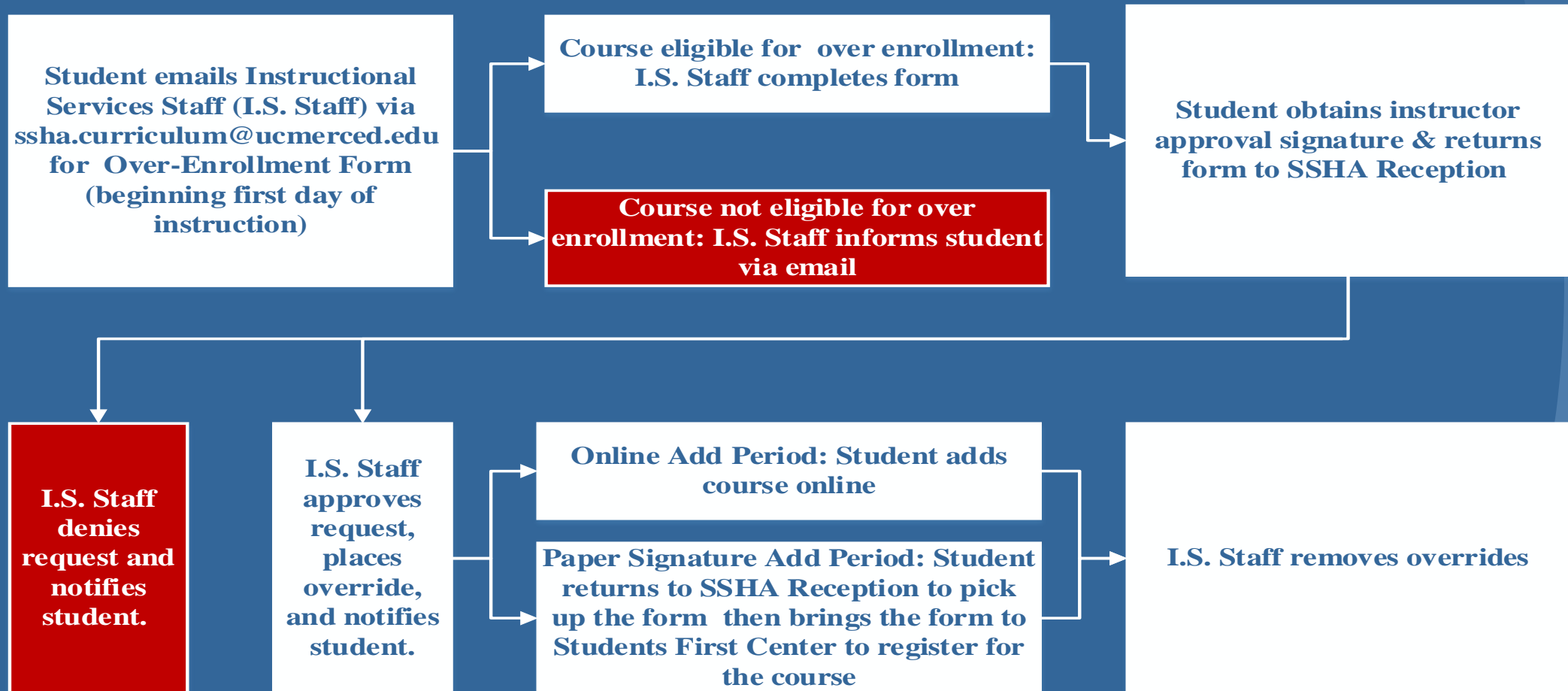
- ▣ Posting signage when classes are cancelled
- ▣ Scantron Machines (ParScore/CatCourses)

On average the SSHA Curriculum email account receives about 15-20 emails per day; however, on busier days like start of term or nearing Census Day, we receive about 100-200 emails a day.

Casey's Functions

- Schedule Undergraduate and Graduate Courses – Fall 2019 (**271 Courses, 158 Sections**) and Projected Spring 2020 (**287 Courses**): also includes 3 Summer Sessions – Summer 2019 (**67 Courses**)
 - ▣ Instructional Software
 - ▣ Final Exams
 - ▣ Grades (CatCourses)
- Provide Over Enrollment Forms, process forms, and notify students (**Spring 2019: 415 emails sent, 125 forms processed**)

Over-Enrollment Process



Angela's Functions

- Oversee course scheduling process for Academic Year and Summer Session
 - ▣ Unit-18 Lecturer FTE Calculations & Review of course offerings
 - ▣ Graduate Students Teaching Upper Division Courses
- Support Curriculum Committee
- Review and Facilitate approval of new and revised Undergraduate Course Request Forms (CRFs) – 100+ per academic year
- Conduct SSHA New Instructor Orientation Every Fall
- Serve as Campus Contact/Liaison for SSHA Curriculum/Instructional Services

Megan's Functions

- Annual Review/Update of Catalog/Facilitate Revisions through approval processes – 14 majors, 18 minors
- Facilitate new program approvals from creation to implementation
- Coordinate SSHA New Instructor Orientation every Fall
- Participate in SSHA Curriculum Committee
- Serve as Campus Contact/Liaison for SSHA Curriculum/Instructional Services

Instructional Services Staff

Megan Topete
*Manager of Instructional
Services*

- Undergraduate Program Creation and Revisions (catalog changes)
- Curriculum Committee Support
- SSHA New Instructor Orientation

Angela Dixon
*Course and Curriculum
Coordinator*

- Undergraduate and Graduate Course Scheduling
- Unit-18 Lecturer FTE Calculations
- Undergraduate Course Proposals (CRFs)
- Curriculum Committee Support
- SSHA New Instructor Orientation

Casey Delfino
Course Scheduler

- Undergraduate and Graduate Course Scheduling
- Over Enrollment Forms
- Final Exams
- Grade Submissions/Deadlines
- Instructional Software Requests
- Classroom Concerns (technology or otherwise)

Melissa Poe
*Temp. Instructional Services
Assistant*

- SSHA Curriculum Email Account
- Course Evaluations
- Independent Study Forms
- Scantron Machine Support
- Signage for Class Cancellations Due to Instructor Absence
- SSHA New Instructor Orientation
- Course Material Support for TAs and Graduate Instructors of Record



SSHA Event Coordination

AUSTYN SMITH, SSHA EVENTS COORDINATOR

ASMITH37@UCMERCED.EDU

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209-228-2280

COB 254

Functions of our office:



SSHA Seminars Email Account



Event Requests and Coordination (Conferences, Seminars, Course-Related Events, Campus-Wide Events, Special-Request Events)



Event Consultation (Policies, Best Practices, Budget, Risk Management)



SSHA liaison to University Committees



EMS Room Reservations – Secondary Approver

What Events do we support?

Conferences

- Event that can be academically or community-focused, usually includes keynote speakers; can be a single day event or multiple days, depending on the schedule.

Seminars

- Series of speakers, usually organized by a department, that take place consistently over a semester or academic year.
- Examples: Minds, Technology & Society (CIS), Economics, Sociology, Political Science, Public Health

Course-Related Events

- Events that are directly related to specific courses that require some arrangements to be made such as parking, guest speakers for classes, or transportation for fieldtrips.

Campus-Wide Events

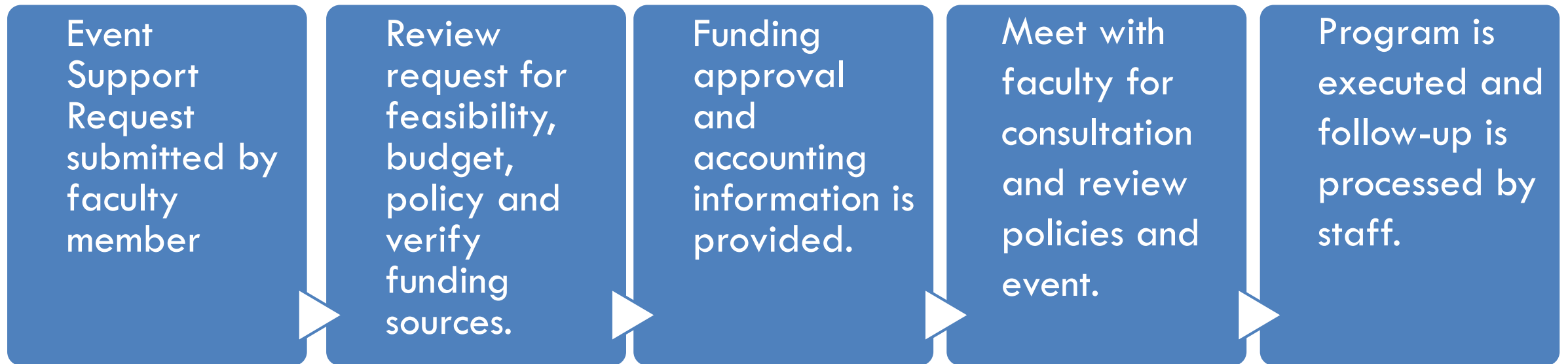
- Our office provides some staffing for large campus events such as Homecoming, Bobcat Day and Commencement, usually coordinated by the Chancellor's Office.

Special-Request Events

- Other Events as requested that may not fit into the categories above such as community events, performances, film festivals, workshops, etc.
- Examples: Shakespeare in Yosemite (campus performance), Human Rights Film Festival, Creative Writing Workshop

*Events are typically faculty-organized and funded by a variety of potential sources;
SSHA Seminars does not provide funding for events & seminars.

Event Support Request Lifecycle



How do I request support?

- SSHA Seminars & Events Webpage:
- <https://ssha.ucmerced.edu/faculty-resources/support-services-operations/events-seminars>
- SSHA Event Support Request Form:
- <https://ssha.ucmerced.edu/form/event-support-request-form>



Questions?

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