



Instructional Services Office

Monday, August 23rd, 2021

ANGELA DIXON, MANAGER OF INSTRUCTIONAL SERVICES
CASEY DELFINO, COURSE SCHEDULER
YAZMIN COLIN, COURSE ARTICULATION ANALYST
VACANT, 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
- Course Articulation
- 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))

ssha.curriculum@ucmerced.edu

- Email address for Instructional Services
- General Questions
- Student Notifications
 - ▣ Class cancellations
 - ▣ Course cancellations
 - ▣ Course time changes
 - ▣ Course location changes
- Instructor Inquiries
 - ▣ Posting signage when classes are cancelled
 - ▣ Scantron Machines (ParScore/CatCourses)

On average the SSHA Curriculum email account receives about 20-30 emails per day; however, on busier days like start of term or nearing the add/drop deadline (Census Day), we receive about 100-200 emails a day.

Over-Enrollment Form Process

- Currently no campus-wide waitlist system
- Updated Process: Details forthcoming via email
- Fall 2021 = different than what students are used to so there may be questions
- Previously a petition process, not encouraged
- Updated Process: collecting student interest via webform, at discretion of department chair and individual faculty
 - ▣ Enrollments may be adjusted, or information will be used for future planning

Course Scheduling Process

- Course Scheduling Process begins a year in advance
- Department Chairs gather information from faculty
- Iterative process, multiple drafts
 - ▣ Scheduled final exams
- Factors in determining schedule:
 - ▣ Student demand, workload balance, faculty preference, budget, classroom availability
- Mid-Semester/Final Grade Reminders

Articulation Overview

- Oversee the Articulation Process for SSHA
- Articulation Process
 - ▣ Students submit a Course Approval Webform for courses they have taken outside of UC Merced (UCs, CSUs, CCCs)
 - Students request to have the courses reviewed by faculty to determine if the course can be articulated to a UC Merced Course
 - ▣ Course Articulation Database
- Liaison for SSHA and Office of Admissions and the Office of the Registrar

Course Proposals

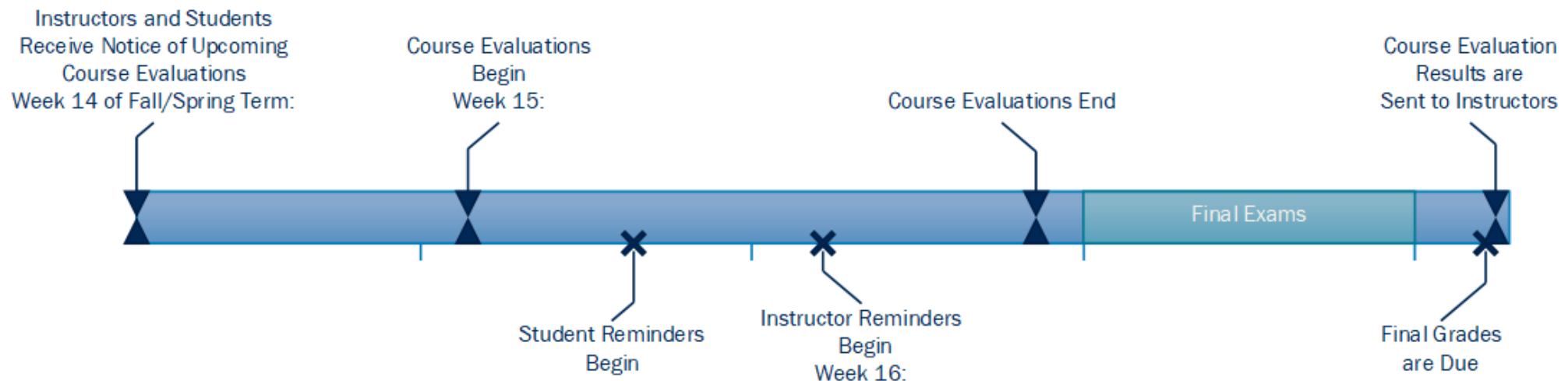
- Curriculog
- Trainings available, office hours
- Planning starts one year in advance
- SSHA Internal Deadlines based on UGC Deadlines
 - ▣ Fall 2022: June 30, 2021
 - ▣ Spring 2023, Summer 2023: January 3, 2022

Course Material Adoptions and Desk Copies

- Course Material Adoptions Are Sent directly to the Campus Store via their [online adoption page](#).
 - ▣ Contact Jon Neeper via jneeper@follett.com for questions about course material adoptions
- TAs and Graduate Student Instructors can work directly with the Campus Store to obtain desk copies; announcement included in their appointment letters
- As faculty source their own desk copies, SSHA staff can provide contact information to our site's publisher representatives as needed

Course Evaluation Process

- Online Course Evaluations are conducted during the final two weeks of instruction for Fall and Spring terms
 - ▣ Tentative Fall 2021 Evaluations: Nov. 29th – Dec. 10th
- Evaluations are available to students via email and CatCourses
- Instructors can check their response rates during the survey period directly through CatCourses or by emailing ssha.curriculum@ucmerced.edu



Instructional Services Staff

Megan Topete <i>Assistant Dean, Student & Instructional Services</i>	Angela Dixon <i>Manager of Instructional Services</i>	Casey Delfino <i>Course Scheduler</i>	Vacant <i>Instructional Services Assistant</i>	Yazmin Colin <i>Course Articulation Analyst</i>	Evelyn Cardona <i>Student & Instructional Services Assistant</i>
<ul style="list-style-type: none"> • Academic Advising Office • Instructional Services Office • Graduate Services Unit 	<ul style="list-style-type: none"> • Undergraduate and Graduate Course Scheduling • Unit-18 Lecturer FTE Calculations • Undergraduate Course Proposals (CRFs) • Undergraduate Program Creation and Revisions (catalog changes) • Curriculum Committee Support • SSHA New Instructor Orientation 	<ul style="list-style-type: none"> • Undergraduate and Graduate Course Scheduling • Over Enrollment • Final Exams • Grade Submissions/Deadlines • Instructional Software Requests • Curriculum Committee Support • Classroom Concerns (technology or otherwise) 	<ul style="list-style-type: none"> • SSHA Curriculum Email Account • Course Evaluations • Independent Study Form Review • Scantron Machine Support • Signage for Class Cancellations Due to Instructor Absence • SSHA New Instructor Orientation • Desk Copy Support for TAs and Graduate Instructors of Record 	<ul style="list-style-type: none"> • Course Articulation Requests • Course Articulation Database • Guidance and Recommendations for Faculty and Students 	<ul style="list-style-type: none"> • Academic Advising Form Review and Processing • Approval of Petitions for the Student & Instructional Services Offices • SSHA Academic Advising Website and Instructional Services Webpage • Communications to Undergraduate Students • SSHA Student & Instructional Services Events; Undergraduate Involvement in School Outreach Programs



Questions?

UNIVERSITY OF CALIFORNIA, MERCED