SSHA Instructional Services

Tuesday, August 8th, 2023

ANGELA DIXON, MANAGER OF INSTRUCTIONAL SERVICES
CASEY DELFINO, COURSE & CURRICULUM COORDINATOR
YAZMIN COLIN, COURSE ARTICULATION ANALYST
ALYSSA CONROY, INSTRUCTIONAL SERVICES ASSISTANT

Instructional Services Functions

- Course Evaluations
- Student Form Processing
  - Independent Study Forms
- ssha.curriculum@ucmerced.edu
- Scantron Machine Support/Training
- Course Scheduling
  - Final Exams
  - Classroom Concerns
- Mid-semester & Final Grades
- Instructional Software

- Course Articulation
- Curricular Additions/Revisions
  - Course Proposals (CRFs)
  - General Catalog Revisions
  - New programs (majors, minors, etc.)
- Curriculum Committee Support
- SSHA New Instructor Orientation
- Liaise with other campus departments (ex: SoE, SNS, Advising, Office of the Registrar, Assessment offices, IT offices)

ssha.curriculum@ucmerced.edu

- Email address for Instructional Services

- General Questions

- Student Notifications
  - 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.

Course Scheduling Process

- Course Scheduling Process begins a year in advance
- Department Chairs and/or scheduling faculty gather information from faculty
- Factors in determining schedule:
  - Student demand, workload balance, faculty preference, budget, classroom availability
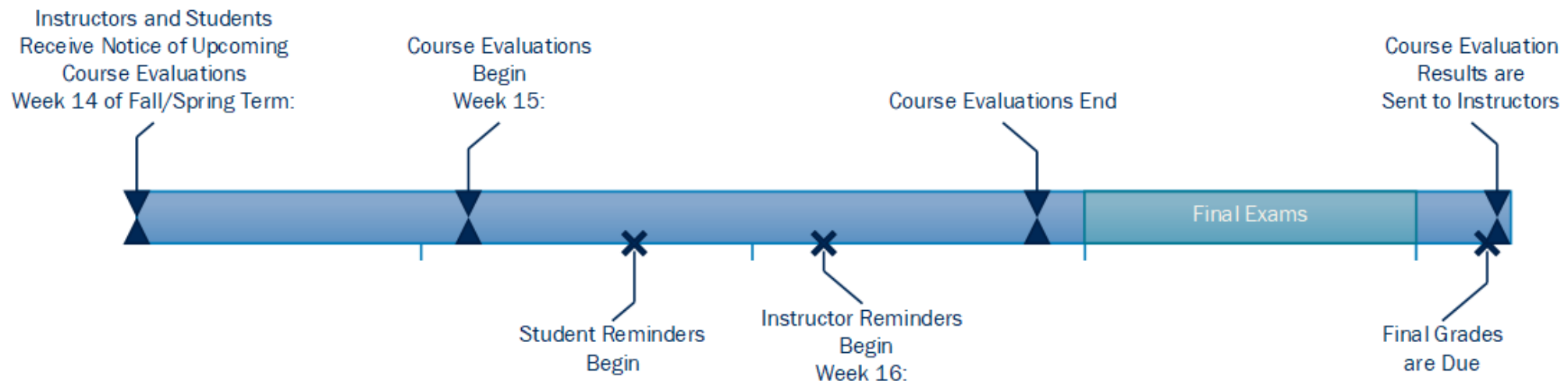
Course Proposals

- Curriculog
  - Trainings available
  - Course Proposal Resources: https://ssha-instructionalservices.ucmerced.edu/curriculum-support/course-proposals
- Planning starts one year in advance
- SSHA Internal Deadlines based on UGC Deadlines

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 or to meet a degree requirement
  - Course Articulation Database

- Liaison for SSHA and Office of Admissions and the Office of the Registrar

Course Evaluation Process

☐ Online Course Evaluations are conducted during the final two weeks of instruction for Fall and Spring terms

  ☐ Tentative Fall 2023 Evaluations: Nov. 24th – Dec. 8th

☐ 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

Instructors and Students
Receive Notice of Upcoming
Course Evaluations
Week 14 of Fall/Spring Term:

Course Evaluations
Begin
Week 15:

Course Evaluations End

Course Evaluation
Results are
Sent to Instructors

Final Exams

Student Reminders
Begin

Instructor Reminders
Begin
Week 16:

Final Grades
are Due

New Instructor Handbook

Our Handbook contains info about…

- Academic Difficulties
- Confidentiality
- Deadlines
- Enrichment
- Enrollment
- Grades
- Course Evaluations
- Student Accommodations

- Student Conduct
- Printers, Copiers, and Scantron
- Forms
- FERPA
- Campus Map
- General Contact Info
- Emergency Information
- … and more!

Questions?

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