Course Activity Documentation, Spring 2018

Chair/Director Verification and Assessment of Course Section Data

Course section data has been submitted in the Course Activity Documentation module by faculty and instructional staff. Now, we need you as the chair/director for your academic unit to verify and assess that course section data and the corresponding syllabi upload. Once all course sections have been submitted to the department level, you will want to be sure to submit all courses to the college level.

Department verification/assessment period: Monday, March 26 through Monday, April 30.

Department Administration Page

Course Activity Documentation instructions made for the chair/director portion of reporting are available online. Click on the below ERP Training link, and select the Department View Quick Tips. The Department View Quick Tips is also attached at the end of this document.

http://www.niu.edu/erptraining/myniu-sa/courseactivity.shtml

After you login to MyNIU, navigate to the NIU Crs Cred Hrs Dept Admin page:

MyNIU > NIU Customization > NIU Crs Activity Documentation> NIU Crs Cred Hrs Dept Admin

Enter the Term {Spring 2018 = 2182} and Subject Area for your academic unit. Course sections in your academic unit will be listed on this page. To access the course sections for a course number, click on the row for that specific course number.

Prior to faculty/instructional staff documentation, all course numbers will show a {blank} label under the NIU Cr Hour Doc Submit Status column (last column in the list). When all course sections are submitted to the department level, and when the course number for those course sections is submitted to the college level, the label will change to Sub to Col indicating a successful reporting to the college level for that course number.

Submitting Course Sections

Before you assess the data submitted by faculty and instructional staff in your academic unit, you will likely need to submit a given amount of course sections yourself. Most chairs/directors will see a few types of cases when submitting course sections. What course section types you will come across when submitting course sections to the college level will depend on the scheduling practices and
course sections offered in your academic unit.

1. **Course sections with enrolled students and enrolled credit hours**

   If course sections have not been submitted by faculty/instructional staff yet, you can enter course section data, upload syllabi, and submit the course section to the next level (the Department level). Click on the ERP Training link above and select the Instructor View Quick Tips for details on how to enter course section data and how to upload syllabi.


   If the course section you are documenting was reported in an earlier semester, or you have multiple course sections to report, i.e. the course sections have the same type of documentation for in/out-of-class activities, you can use the Copy and Paste feature. At the main **NIU Crs Cred Hrs Dept Admin** screen, enter the **Term** code for the respective semester, and navigate to the course section you want to copy. Use the **Copy Class Data** feature (two sheet icon in the upper right corner) to copy the entire reporting for that semester (including the syllabus). Then, navigate back to the current semester course section and use the **Paste Data** feature (clipboard icon in the upper right corner) to paste last semester’s reporting to the current semester’s course section. Remember to edit any of the fields to allow for updated reporting. **Please note that you will need to delete the old syllabus that was copied/pasted, and upload a current semester syllabus.**

2. **Course sections with enrolled students but with zero enrolled credit hours**

   **No formalized reporting needs to occur for course sections with zero enrolled hours, including that for "component" course sections with zero enrolled hours (non-credit recitations, labs, discussions, etc.).** Student activities for any non-credit component course sections should be embedded in the master component course section.

3. **Study Abroad (PZ) course sections**

   **No reporting is currently required for Study Abroad (PZ) course sections.**

   Remember that course sections need to be submitted to the department level first, especially if faculty/instructional staff did not finish their portion of the reporting. **After course sections for each course number are submitted to the department, be sure to submit your department level reporting to the college level.**
**Verification of Course Section Data**

Before you submit course sections, please verify that the course section data entered is appropriate and consistent. Verification by chairs/directors of the course section data entry and syllabi upload is a key part of the Course Activity Documentation. Please note the following in the review of your academic unit’s course section data:

a. In general, for "standard", fixed credit hour course sections, no changes should be made to the in-class minutes and out-of-class minutes. For example, for a 3.0 credit hour lecture course section in a 15 week semester, the in-class minutes and out-of-class minutes should be reported as 2,250 minutes and 5,400, respectively. For a 15 week, fixed credit hour course section’s in-class and out-of-class minute calculations, and the corresponding default totals, see the Course Section In/Out-of-Class Minutes Calculation Table below. The table can also be used as a guide for Spring semester course sections, and first/second half-semester courses during the Spring terms.

b. For variable credit course sections, the sum of in-class minutes and out-of-class minutes reported should not be less than the default total for in-class minutes and out-of-class minutes (see Course Section In/Out-of-Class Minutes Calculation Table). Each academic unit will likely have course section data that has been submitted by faculty/instructional staff, where the sum of in-class minutes and out-of-class minutes exceeds this default total. For these cases, it is important for you as the chair/director to review the accuracy of this reporting, and where needed, edit the in-class and out-of-class minutes data fields, in order to have the reported minutes reflect the actual minutes, as best as can be approximated by department practices and discipline norms.

### Course Section In/Out-of-Class Minutes Calculation Table

<table>
<thead>
<tr>
<th>Credit hour units</th>
<th>In-class minutes per week</th>
<th>Weeks</th>
<th>In-class minutes total</th>
<th>Out-of-class minutes total</th>
<th>Default total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>50</td>
<td>15</td>
<td>750</td>
<td>120</td>
<td>1,800</td>
</tr>
<tr>
<td>2.0</td>
<td>100</td>
<td>15</td>
<td>1,500</td>
<td>240</td>
<td>3,600</td>
</tr>
<tr>
<td>3.0</td>
<td>150</td>
<td>15</td>
<td>2,250</td>
<td>360</td>
<td>5,400</td>
</tr>
<tr>
<td>4.0</td>
<td>200</td>
<td>15</td>
<td>3,000</td>
<td>480</td>
<td>7,200</td>
</tr>
<tr>
<td>5.0</td>
<td>250</td>
<td>15</td>
<td>3,750</td>
<td>600</td>
<td>9,000</td>
</tr>
<tr>
<td>6.0</td>
<td>300</td>
<td>15</td>
<td>4,500</td>
<td>720</td>
<td>10,800</td>
</tr>
<tr>
<td>7.0</td>
<td>350</td>
<td>15</td>
<td>5,250</td>
<td>840</td>
<td>12,600</td>
</tr>
<tr>
<td>8.0</td>
<td>400</td>
<td>15</td>
<td>6,000</td>
<td>960</td>
<td>14,400</td>
</tr>
<tr>
<td>9.0</td>
<td>450</td>
<td>15</td>
<td>6,750</td>
<td>1,080</td>
<td>16,200</td>
</tr>
<tr>
<td>10.0</td>
<td>500</td>
<td>15</td>
<td>7,500</td>
<td>1,200</td>
<td>18,000</td>
</tr>
<tr>
<td>11.0</td>
<td>550</td>
<td>15</td>
<td>8,250</td>
<td>1,320</td>
<td>19,800</td>
</tr>
<tr>
<td>12.0</td>
<td>600</td>
<td>15</td>
<td>9,000</td>
<td>1,440</td>
<td>21,600</td>
</tr>
</tbody>
</table>
c. **Sample check course sections**, to make sure that the reported Planned Activity Codes entered by your faculty and instructional staff accurately reflect the expected student activities, as indicated in the syllabi uploaded with that course section. You can view a course section syllabus by using the View Attachment button. As you deem necessary, you can change the Planned Activity percentages. Similarly, you can delete an outdated syllabus and upload a current syllabus to the CAD reporting form for that course section. See the Department View Quick Tips for details.

After you pull up a specific course number, the list of course sections under that course number is viewable. To make the assessment/verification process easier, some or all of the below features may be useful as you assess the course activity documentation within your academic unit:

- The Dept Submit Not Required column allows the chair/director to indicate which course sections should be submitted to the college. Course sections will be automatically submitted unless the chair/director indicates otherwise. **Only course sections with enrolled credit hours need to be reported and submitted.** The chair/director should indicate which course sections do not need to be submitted to the college by clicking the box under Dept Submit Not Required next to each specific course section.
- The Class Type column indicates whether the course section is one with enrolled credit hours (Enrollment) or is a zero enrolled credit hour course section (Non-Enroll), e.g. non-credit recitations, labs, or discussions.
- The Session column indicates the session type for the course section: Regular, Eight Wk 1, Eight Wk 2, etc.
- For multiple section courses, you can toggle back and forth between the course section list and the individual course section summary screens by using the two tabs (links) at the top and bottom of the course section list screen. Assessment/verification and any need editing can take place in either screen.
  - The Crs Hrs Dept Admin screen provides the usual list of course sections.
  - The Crs Hrs Summary screen provides a breakout summary list of all details behind all course sections of the specific course number. This screen is useful for verifying uniform reporting across multiple course sections with common or equivalent Planned Activities. Schedule and instructor role information is also listed.
**Assessment of the Course Section Data**

As you verify and submit the course section data entry for your academic unit, as chair/director you will want to target course sections where obvious issues might arise in the reporting, e.g. online, intensive. **In short, look at a sampling of course sections, in key areas per your academic unit.** Depending on the course sections offered in your academic unit, these areas may include General Education courses, portions of lower division/upper division and graduate course sections, clinicals and practicums, activity sections, labs, recitations and discussion sections, independent study/capstone, thesis/dissertation, etc. See if the reporting makes intuitive sense, making sure that the reporting accurately reflects expected student activities both in-class and out-of-class per the course section syllabus and given department pedagogical/curricular practices. A list of the Planned Activity Codes are available on the next page.

**A key reporting concept central to your verification of course data, is to maintain a consistency of reporting within your academic unit, especially across same subject course sections and across multiple section courses.** If you have questions, please communicate those initially with your College Representative.
## Course Activity Documentation, Planned Activity Codes

<table>
<thead>
<tr>
<th>Planned Activity Codes (PAC)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capstone / Honors / Senior Project</td>
<td></td>
</tr>
<tr>
<td>Case Studies</td>
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<tr>
<td>Community-based Learning</td>
<td></td>
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<tr>
<td>Clinical Instruction</td>
<td></td>
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<tr>
<td>Discussion</td>
<td></td>
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<tr>
<td>Discussion, Online</td>
<td></td>
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<tr>
<td>Exams</td>
<td></td>
</tr>
<tr>
<td>Exams, Online</td>
<td></td>
</tr>
<tr>
<td>Exam Preparation</td>
<td></td>
</tr>
<tr>
<td>Field Activities (field trip / work / study)</td>
<td></td>
</tr>
<tr>
<td>Homework Exercises, Graded</td>
<td></td>
</tr>
<tr>
<td>Homework Exercises, Not Graded</td>
<td></td>
</tr>
<tr>
<td>Internship, Hours worked on job</td>
<td></td>
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<tr>
<td>Journal (general, reflective)</td>
<td></td>
</tr>
<tr>
<td>Laboratory Activities</td>
<td></td>
</tr>
<tr>
<td>Lecture, Guest</td>
<td></td>
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<tr>
<td>Lecture</td>
<td></td>
</tr>
<tr>
<td>Media, Audio/Video (AV Media)</td>
<td></td>
</tr>
<tr>
<td>Other, In Class / Online / Out of Class</td>
<td>Requires data entry in the Comments field for each of these three PACs</td>
</tr>
<tr>
<td>Performances</td>
<td></td>
</tr>
<tr>
<td>Physical Activities</td>
<td></td>
</tr>
<tr>
<td>Portfolio Development</td>
<td></td>
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<tr>
<td>Practicum</td>
<td></td>
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<tr>
<td>Practice</td>
<td></td>
</tr>
<tr>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Projects, Group</td>
<td></td>
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<tr>
<td>Projects, Individual</td>
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</tr>
<tr>
<td>Quizzes</td>
<td></td>
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<tr>
<td>Quizzes, Online</td>
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<td>Quiz Preparation</td>
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<tr>
<td>Readings, Graded</td>
<td></td>
</tr>
<tr>
<td>Readings, Not Graded</td>
<td></td>
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<tr>
<td>Recitation</td>
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<tr>
<td>Rehearsal</td>
<td></td>
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<tr>
<td>Research Paper / Project</td>
<td></td>
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<tr>
<td>Service Learning</td>
<td></td>
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<tr>
<td>Student Conferences</td>
<td></td>
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<tr>
<td>Studying</td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td></td>
</tr>
<tr>
<td>Planned Activity Codes (PAC)</td>
<td>Comments</td>
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<tr>
<td>------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Thesis / Dissertation</td>
<td></td>
</tr>
<tr>
<td>Writing Activity, Final (graded)</td>
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</tr>
<tr>
<td>Writing Activities, Graded</td>
<td></td>
</tr>
<tr>
<td>Writing Activities, Not Graded</td>
<td></td>
</tr>
</tbody>
</table>
Course Activity Documentation, College Representatives for Spring 2018

If chairs/directors have questions, they can contact their CAD College representative, or Tawanda Gipson (tgipson1@niu.edu). College contact information for the Spring 2018 semester is as follows:

<table>
<thead>
<tr>
<th>College/Unit</th>
<th>Representative</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business</td>
<td>Beth Towell</td>
<td><a href="mailto:bethtowell@niu.edu">bethtowell@niu.edu</a></td>
<td>753-1246</td>
</tr>
<tr>
<td>College of Education</td>
<td>Barbara Andree</td>
<td><a href="mailto:bandree@niu.edu">bandree@niu.edu</a></td>
<td>753-8697</td>
</tr>
<tr>
<td>College of Engineering and Engineering Technology</td>
<td>Abul Azad</td>
<td><a href="mailto:aazad@niu.edu">aazad@niu.edu</a></td>
<td>753-0386</td>
</tr>
<tr>
<td>College of Health &amp; Human Sciences</td>
<td>Beverly Henry</td>
<td><a href="mailto:bwheny@niu.edu">bwheny@niu.edu</a></td>
<td>753-6157</td>
</tr>
<tr>
<td>College of Law</td>
<td>Marc Falkoff</td>
<td><a href="mailto:mfalkoff@niu.edu">mfalkoff@niu.edu</a></td>
<td>753-0660</td>
</tr>
<tr>
<td>College of Liberal Arts &amp; Sciences</td>
<td>Suzanne Hogan</td>
<td><a href="mailto:shogan@niu.edu">shogan@niu.edu</a></td>
<td>753-7959</td>
</tr>
<tr>
<td>College of Visual &amp; Performing Arts</td>
<td>Melanie Parks</td>
<td><a href="mailto:mparks@niu.edu">mparks@niu.edu</a></td>
<td>753-8374</td>
</tr>
<tr>
<td>Center for Black Studies (CBLS)</td>
<td>Gena Flynn</td>
<td><a href="mailto:gflynn1@niu.edu">gflynn1@niu.edu</a></td>
<td>753-1423</td>
</tr>
<tr>
<td>First-Year Experience (UNIV)</td>
<td>Kelly (Melvin) Smith</td>
<td><a href="mailto:kmelvin@niu.edu">kmelvin@niu.edu</a></td>
<td>753-1933</td>
</tr>
<tr>
<td>International Programs (INTL)</td>
<td>Anne Seitzinger</td>
<td><a href="mailto:aseitz@niu.edu">aseitz@niu.edu</a></td>
<td>753-1988</td>
</tr>
</tbody>
</table>
Course Activity Documentation - Department View

The Course Activity Documentation for Departments consists of the following areas:

- Review / Edit courses submitted to Department prior to submitting to College
  - Reviewing/Editing Planned Activities Codes and percent off time for In and Out of Class minutes
  - Reviewing a course syllabus
- Submitting your courses to the College

After successful login to MyNIU > NIU Customization > NIU Crs Activity Documentation> NIU Crs Cred Hrs Dept Admin
Using the search page, locate the **Term and Subject** area needed.

Example: Search for ETT.

Click on a course to see the progress on that specific course.

You may edit the course until all sections have been submitted to the college. If you wish to review a section that has been submitted to the department, click on the **Credit Hours Documentation** button for that section.

Notice the **NIU Cr Hour Doc Submit Status** column. Click to sort by **Sub to Col** or **(blank)**. Any status of Sub to College has been submitted, any course with a blank status needs to be submitted by the Chair/Director.

The **Status** of this course is located at the top of the page.

Notice one course is **Submitted to Department**. You may review the documentation by clicking the **Credit Hours Documentation** button.

From this button, you may edit the Minutes, Planned Activity Codes and change percentages and/or **Delete, View or Download** the attachment. If deleting, be sure to use the **Add Attachment** button to attach the correct syllabus.

Date Updated: 09/19/2013  
http://erptraining.niu.edu  
Page 1
Course Activity Documentation - Department View

Notice that two of the courses are not submitted to the department yet. All sections must show "Submitted to Department before you can submit to the college."

Click on the Credit Hours Documentation for one of the not submitted courses. Refer to the Course Activity Documentation - Instructor view to learn how to enter the required information for this course section.

1. Review or Edit In and /or Out of Class Minutes
2. Enter Activity Codes and Percentages
3. Attach the syllabus
4. Submit

Once all sections are submitted to the department, you may submit this course to the College by clicking the Submit button.

Click the Submit button located at the top of the page.

Notice the Submitted to College Status on the top of the page.

The Credit Hours Documentation button is no longer active.

Download Note: You may need to set up custom security settings to download an attachment in Internet Explorer 8. Go to Tools > Internet Options > Security Tab > Custom Level >

Be sure to click OK as prompted to save your changes.

Special Notes:
- If you edit a Department's entry, you will just need to Save after edits.
- All sections must be submitted to the department before you can submit to the college.
Course Activity Documentation - Department View

Scroll to the Downloads area > Enable both Automatic prompting for file downloads and file download

<table>
<thead>
<tr>
<th>Downloads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
</tr>
<tr>
<td>Disable</td>
</tr>
<tr>
<td>Enable</td>
</tr>
<tr>
<td>Disable</td>
</tr>
<tr>
<td>Enable</td>
</tr>
</tbody>
</table>