MSPC Meeting March 1st, 2013

Present: Tom Coleman, Donna Ciampa, Peggy Fallon (for June Ohrnburger), Kristin Riley (for Nina Leonhardt), Gary Campbell, Laura Levine, Jane Shearer, Anna Flack, Cheryl Eldredge

Guest: Joanne Braxton

Not in attendance: Linda Sprague

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1. Approval of the December 14th minutes.
Results of conversion of honors sections to traditional classes – Laura will follow up on this issue. If a ticket needs to be opened, she will open one.
Laura will check to see if Part of term report can be advanced to include a run to check continuing education classes that use FD part of term, which had occurred in the past.
(13) Grant is matched with lectures and labs. Reading classes to run similarly to the way science lecture/lab classes run. Rosters and grading systems were not the most academically sound. The lecture grade is "forced" into the laboratory grade. Grade changes must be put into the lecture and the lab, which is contradicting. We will hopefully move to the L/L mode for these reading classes.
Tom and Jane will check to see if the number of computers in the reading lab is capable of holding the seat limits of the reading. No changes are made yet.
Committee approves minutes.

2. Next meeting date – Friday, June 14, 2013.

3. Priority registration for summer and fall 2013 begins on Monday, April 1.
Priority Registration date may be moved, further discussion will take place.

4. Charge of the MSPC Committee.
Committee is following the charge.
Annually updating user permissions section is something we do on an ongoing basis. When a chair changes or secretary changes, and papers are signed for permissions, please indict whose access should be "taken away" with the pointing of the new chair or secretary. Please email Gary this information as the changes are made on campus.
Adjustment to (2)(d) – Review and update user permissions and add and remove as necessary.
Remove (2)(e).
Membership adjustments.

5.   Class cancelation-use cancel function and not record remove function.
Important for liaison to make their chairs aware. There was no consistency in the cancellation of classes. If classes are cancelled, the cancel function must be used. Please stress to academic chairs, when a section is going to be cancelled for low enrollment, please follow the class function.
If secretaries build sections, please stress to academic chairs that they should be reviewing the work done by the secretaries.

6.   Proper sequencing of required courses. Question as to why first level of a sequence that has full seat limit does not get enough students to run follow up in sequence.
Academic chairs need to look at the sequencing of courses. Chairs need to communicate with each other so that required courses are not being offered at the same time, and that students are not at a disadvantage. Foreign language sequences seem to be an issue (full 101 classes and students are not finishing sequences).   Fall schedules have to be tightened due to the enrollment level exceptions for the Fall semester leveling out.

7.   Review schedule with a fiscal responsible eye-remove historically low enrolled CRNs, align fall schedule in line with the leveling off of student numbers.
To campus liaisons: Please any CRNs before April 1st that historically we had to question in the past.

8.   Distribution of 2013-2014 Master Schedule Calendar with Academic Chair responsibilities highlighted.

9.   Registered on multi-campuses for classes with less than 60 minutes travel time. Monday morning reports-phone calls and emails.

10. Master Schedule Management-Section Utilization Reports are being run each Monday commencing after the onset of priority registration and up until the start of the semester.
Section utilization report every Monday. These reports will start again after priority reg.

11. Importance of not forcing students over the hard limit. New sections added to schedule must reflect the +1 or +2. The agreement between the College and the FA continues for the remainder of the FA contract, which is until 2014.
Please remember +2 and +1.
Review of user permission to force a student into a class (SSASECT). Follow up on user permissions and access (View/Updated) to SSASECT – revisit list and follow up if action was taken to execute permission revisions.

12. Correct Parts of Term (POTs), Assignment Types (FL, FO, AJ), Time Blocks, Independent Study (297s) and Distance Education Fees – we have made update part of the registration calendar and Cheryl has been updating.
Parts of term is important and feeds into so many areas.

13. Will run a Part of Term Exception Report as per the Master Schedule Process Calendar, three times prior to start of a new semester.

14. Correct number of credits for 295, 296, and 297s given in SSASECT with range, must select appropriate number of credits. **Section long title must be entered in SSASYLB** and course description in SSATEXT.
Chairs have verify that credits are appropriately assigned to the 296, 296, 297 courses. When these courses are built, a credit range is built which should be adjusted later to a specific credit amount.

15.   Reports:
Anna –
Anna will be working with Laura to come up with priority registration groups (Monday – the following Wednesday).
Banner Access Forms are being reformatted for clarity. Justification of access for users, signatures and are users being trained for the jobs they are requesting to do.
Calendar committee is commencing to build the calendars for the next terms (2014-2016).
The semester can start in the week that September 1st falls (due to the FA contract). The start date will continuously be pushed forward over the next few years. Make up days will be an issue if the start date of the semester keeps being pushed forward due to the calendar. There is a proposal for conversion days being built in the middle of the semester, instead of the conversation days being built into the end of the semester.
Commencements will be held before Memorial Day.

Laura –
Fatal error messages. Unsure of the problem. System software upgrade on January 1st from Buffalo. Since then there has been a fatal error message issue. We are on a new server, and problem is being worked on up the chain to Oracle. We have reached out to other schools who have done the upgrade and there has not been many responses.
New form called Termination Access Form. Also used to remove access.

Kristin –
Academic Chairs should be reminding to put there courses into Banner.   Continuing Ed courses have been kicked out by credited course because Banner is not updated with credited class classroom assignments. Jane recommends more communication with the chairs from

continuing ed. If rooms are being "bumped", we need to figure out why. Jeanne sends weekly schedules to campus contacts.

Room assignments are done after credit courses are assigned.   Contact made to secretaries in buildings to make sure rooms are available. Noncredit courses are assigned in Banner. Department chairs of credited courses are overriding the room assignments (common areas ENG, COM). Occurs in Islip Building on Ammerman Campus.

SPE and SPU credit problems on transcripts.

Gary adds to please reiterate to academic chairs about blended classes.

Donna –

Reported earlier on lab and lecture course syncing. Lec and Lab moved to L/L courses.

Tom –

Classroom will be moved from Riverhead for the summer semester has to be done before April 1st. Riverhead is offline for summer 2013 and summer 2014 semesters. This should be done sooner than later because priority registration may be moved to an earlier date.

Jane –

User access adjustments that were spoken up earlier.