

# How to Finalize Class Schedule Data

The class schedule data reported to SUNY and used for instructional workload analysis (previously called “CASA”) are derived from the Course Catalog and the Meetings page in the Schedule of Classes group (Curriculum Management > Schedule of Classes > Schedule Class Meetings > Search for Class).

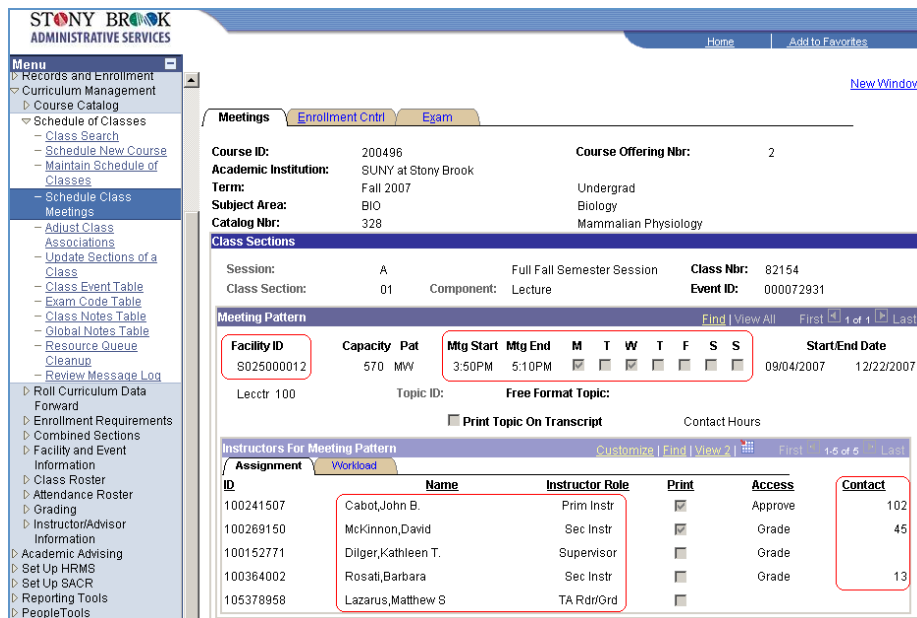
These data are completed in an editing process in which (i) scheduling information is finalized and adjusted to provide complete and accurate information about each course section, and (ii) the effort allocation recorded for team taught courses is adjusted if effort is not apportioned equally among the instructors. A special PeopleSoft edit access is required and may be obtained by contacting Beverly Rivera or Michael Mooney in the Registrar’s Office.

Departments are responsible for providing complete and accurate data on five characteristics of every course section:

- instructor or instructors
- effort distribution among instructors for team taught courses, recorded by distributing instructor contact minutes
- the meeting pattern (days and time)
- start and end times (except for tutorial, clinical, supervised teaching, and distance-learning sections, which are always entered with the default of 1:00 a.m. to 1:00 a.m.)
- location, entered by recording the facility ID

Instructor information can be entered at any time. Other missing data and effort-distribution data are entered when the class schedule is opened for final editing after the enrollment snapshot.

The screenshot below shows the location of class schedule data on the meetings panel. Note that you must use the “view all” option to see more than two instructors.



**Instructors.** Instructor information should be entered as soon as it is available. Instructors must be entered into the Instructor table before they can be assigned to courses. Each instructor's role must be properly identified. "Primary instructors," "secondary instructors," and "teaching assistants" are reported in CASA and assigned contact minutes.

Graduate or undergraduate students who do not meet course sections but need access to PeopleSoft data to work as graders should be identified as "TA reader/graders." Personnel scheduled in that role are not allocated contact minutes. If a grader was initially scheduled as a teaching assistant his/her role should be changed to reader/grader, the contact minutes reduced to zero, and the contact minutes of other instructors adjusted to account for total contact time.

Personnel with only administrative responsibilities should also be scheduled in the appropriate role to avoid the allocation of contact minutes. These "administrators" and "supervisors" are not reported in CASA.

**Time, Days and Location.** Time, days and location should be entered when the schedule of classes is initially established. Missing data can be filled in when the data are opened for CASA editing.

**Meeting location.** Meeting location is recorded by providing a facility ID for each section, with different requirements for different types of sections and locations. A facility code corresponding to a building (such as a high school) or city/country combination (for international programs) must be identified for all sections not taught in Stony Brook facilities to record in PeopleSoft the detailed data required to meet requirements for reporting of off-campus activity to Middle States and the State Education Department.

- For regularly-scheduled sections in Stony Brook facilities a facility ID providing a building and room number must be identified. These are lecture, seminar, lab and recitation sections taught on the Stony Brook, Manhattan or Southampton campuses.
- For Stony Brook campus tutorial/independent study sections it is not necessary to provide a facility ID but one may be recorded.
- Tutorial/independent study sections taught at or through Manhattan or Southampton must have a facility ID identifying their location.
- For all off-campus regularly-scheduled and tutorial sections the facility ID for a specific location must be identified. It is not sufficient to enter the location OFC. If the off-campus location has not already been assigned a facility ID contact Barry Tobachnick to request the addition.
- Off-campus internships, practica, clinical sections, and student-teaching sections may be identified with the building OFC (S500000000). That building identifier may only be used for sections of that type, which occur in scattered locations and do not involve regularly-scheduled instruction.
- For distance-learning sections the facility ID should be ONLINE (S501000001). OFC indicates instruction at an organized off-campus site and should not be used for distance learning instruction.

**Instructor contact minutes.** In general, departments do not have to enter faculty contact minutes. Contact minutes are calculated from section start and end times and entered into the course schedule at the time of the enrollment snapshot (after 15 class days).

Tutorial contact times are not entered on the Meetings panel. They are calculated by formula when CASA data are finalized.

The number listed for “contact” on the Meetings page is the total number of class minutes per week. For example, 165 is shown for a class that meets for 55 minutes three times a week, and 160 for a class that meets for 80 minutes twice a week. These lengths are rounded in CASA reporting so that each of these courses is recorded as three faculty contact hours and three student contact hours.

**Team taught courses.** For courses with more than one instructor, total contact minutes are initially allocated evenly among all personnel scheduled as primary instructors, secondary instructors, or teaching assistants. Department staff should review the distribution and make changes to properly reflect the distribution of effort among instructors, keeping the total minutes the same. This editing should not be done until scheduling data are opened for CASA editing after the enrollment snapshot. Data entered earlier will be overridden by the automatic load.

In the screen shot example, the contact minutes show that Cabot is contributing 64% (102/160) of the teaching effort; McKinnon, 28% (45/160); and Rosati, 8% (13/160). If the course were taught by four instructors making equal contributions, a new row would be added for fourth instructor, and each would be assigned 40 contact minutes. The contact minute allocations must always add up to the original total, so in a 165 minute course taught equally by two instructors one should be assigned 83 minutes and the other 82 minutes.

Faculty contact minutes for team taught courses may exceed student contact time. If, for example, two instructors teach every class meeting together, total faculty contact minutes should be double the elapsed time of the class. Without that doubling their contact hours will be underreported in the Faculty Addendum. Regardless of the total, the distribution of faculty contact minutes should always reflect the distribution of faculty effort in the section because the primary use of faculty contact minutes in workload analysis is to distribute sections, students, and credits taught among instructors.

**Cross-listed courses.** The department responsible for scheduling a cross-listed course provides all the data required for CASA as if the course were not cross-listed. That department should not adjust faculty contact minutes to reflect the allocation of effort to the other parts of the cross-list. That adjustment is built into the CASA file processing.

**For more help.** Contact Richard Robinson (632-1589) for general information or assistance with complicated situations.