Instructional Scheduling Assistant (ISA)

June 20, 2017

Introductions
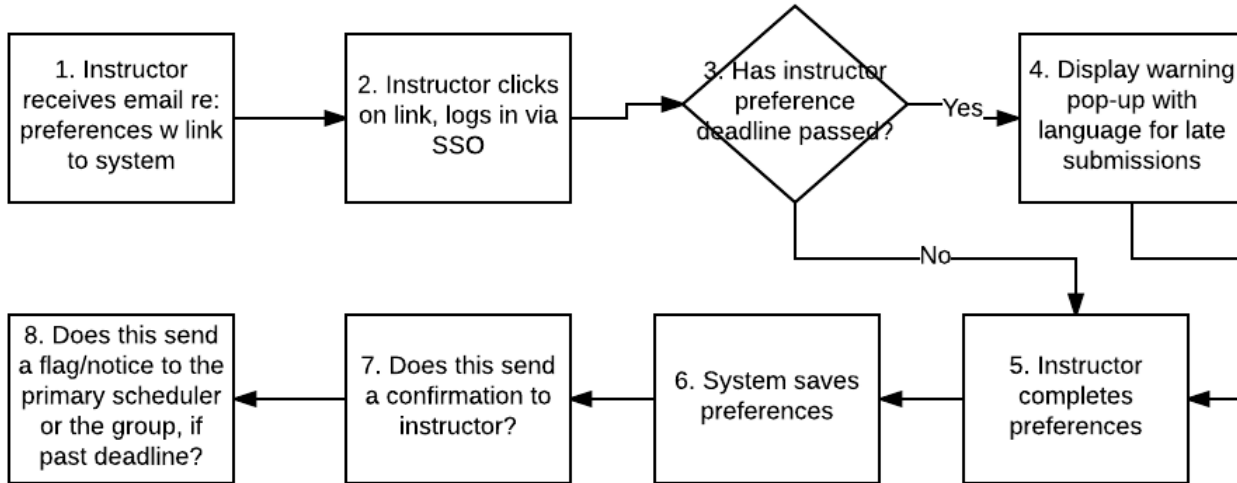
- New Advisory Committee member, Christy Silloway (Sociology)

Workflows
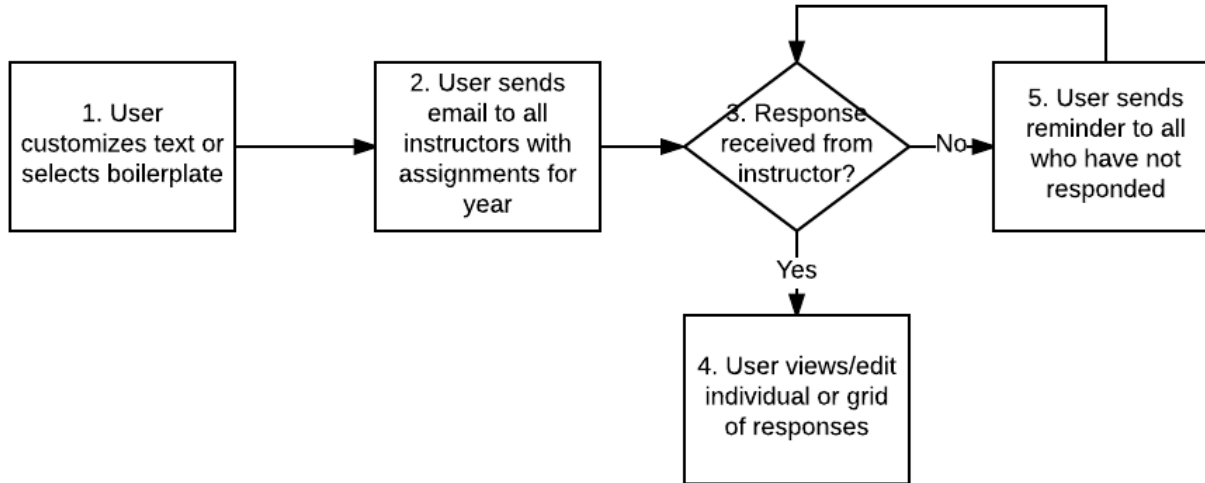
- Instructor Preferences

- Teaching Acknowledgement

Workflows

| 1. Instructor receives email re: preferences w link to system | → | 2. Instructor clicks on link, logs in via SSO | → | 3. Has instructor preference deadline passed? | —Yes→ | 4. Display warning pop-up with language for late submissions |

No

| 8. Does this send a flag/notice to the primary scheduler or the group, if past deadline? | ← | 7. Does this send a confirmation to instructor? | ← | 6. System saves preferences | ← | 5. Instructor completes preferences |

Instructor Preferences - Admin. Process- Workflow

Last Updated 6-8-17

Workflows

1. User customizes text or selects boilerplate → **2. User sends email to all instructors with assignments for year** → **3. Response received from instructor?**

No → **5. User sends reminder to all who have not responded**

Yes → **4. User views/edit individual or grid of responses**

Teaching Acknowledgements Workflow
Last Updated 6-8-17

Email Notification Questions

- Should there be a notification sent to scheduler/advising group once an instructor submits their preferences/acknowledgement?
  - Initial
  - After deadline

- Individual or group email?

Email Wording

- Teaching Acknowledgement
  - Initial
  - Reminder
  - Post-Deadline
- Instructor Preferences
  - Initial
  - Reminder
  - Post-Deadline

Demo -
Copy Schedule functionality

Teaching Load/ Credits

- When instructors have joint appointments, how does that affect their teaching load and how you calculate their teaching credits?

- Do classes taught in an academic program (e.g., writing programs) count towards your department's load requirement?

- Sabbatical Credits vs. Teaching Credits

Upcoming Meetings

<u>Thursday, July 27 in 111A</u>:

9 am: Advisory Committee

10 am: Bring a friend! Full demo

THANK YOU!

IMS Champions

- IMS Champions are helping to promote IMS to their peers and train their colleagues

- Who are the IMS Champions?
  - Elisa Suter, Psychology
  - Kate Edwards, Visual Arts
  - Dawn Blessman, Division of Biological Sciences
  - Jessica Pham, Rady School of Management
  - Anju Shimura, Rady School of Management