

## **Minutes from Meeting with Associate and Assistant Deans Workgroup on 3/05/04 PS SAS (PeopleSoft Student Administration System)**

DATE: Friday, March 5, 2004

TIME: 9:00am to 10:00am

LOCATION: B16 Day Hall

TOPICS: course template, forbidden overlaps, cross-listings

### **Course Template**

David Yeh and Brenda Lind distributed an example of a course numbering template for Associate and Assistant Deans (AADs) to review.

Chris Cox will send each college AAD representative a list of his or her courses along with instructions for course numbering. AADs should check their lists of courses, distribute course lists to their departments for feedback, revise their course numbering in accordance with the instructions from Chris Cox, then submit their final course lists with revised course numbers to their college registrars by May 1, 2004.

The current edition of the Cornell Courses of Study has a helpful (and still valid) explanation of levels of courses on page 5.

### **Forbidden Overlaps**

*issue: forbidden overlaps*

Can the PeopleSoft Student Administration (PS SA) system support the Cornell concept of “forbidden overlaps” in course content? “Forbidden overlaps” are separate courses that have equivalent or nearly the same content. Students are not supposed to enroll in both of these courses. If a student does enroll in multiple courses with the same content, only one of the courses can be used to satisfy degree requirements.

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*recommendation from PS SA Team:*

PS SA can satisfy this requirement through the use of the “equivalent courses” capability. The equivalent courses capability allows for an unlimited number of courses to be linked in a way that indicates they have the same or nearly the same content. Courses linked as equivalent courses will be seen as the same course for repeat processing, requisite processing, and degree audit processing.

The enrollment engine in the PS SA uses repeat processing to identify equivalent courses and to stop a student from enrolling in more than one of the equivalents.

In some cases at Cornell, courses are considered equivalent by one college but not by another. PS SA allows you to indicate that certain courses are “requisites” (i.e. co-requisites and pre-requisites). The “requisite” assignment to a course can be used to stop

certain students — based on parameters such as career (degree program), program (college), or plan (major) — from enrolling in it even if it is linked as an equivalent course. Requisites are not included in the PS SA project scope for features to be available when the production system “goes live.” The use of requisite assignments will start when the system goes into production, however, and will grow over time.

*action taken by AAD workgroup:*

The AAD workgroup agreed to identify courses in their colleges with “forbidden overlaps” in course content. They also accepted the PS SA team’s recommendation (described above) to use the PS SA system’s “equivalent courses” capability to address enrollment problems caused by “forbidden overlaps.”

*remaining items for AAD workgroup consideration (“parking lot” issues):*

Members of the AAD workgroup will work with their respective colleges to list the courses they are offering which may have “forbidden overlaps” in course content. Then, the AAD workgroup will discuss the list of courses gathered from all the colleges, agree on what to do about courses with forbidden overlaps, then give their modified course lists to their college registrars.

*follow-up items for PS SA Team:*

The PS SA team agreed to review course sequencing and to explain to the AAD workgroup what can and cannot be done. This has implications for how credit for courses will be assigned.

## **Cross-listings**

*issue: cross-listed courses*

Because cross-listing happens at the college level, there is no cross-campus checking for cross-listed courses. The Office of the University Registrar (OUR) tries to catch cross-listings for the Courses of Study catalog, but they typically find out about them after students have already enrolled in them. Faculty members are generally not aware of what courses are getting cross-listed.

Currently, the Cornell Student Information System (SIS) does not allow more than six cross-listings per course. The new PeopleSoft Student Administration system provides increased flexibility by allowing an unlimited number of cross-listings per course. There are no other significant differences in cross-listing course functionality between the old and new systems.

Currently, the SIS can flag cross-listed courses. The new PS SA system will continue to provide this functionality.

*recommendation from PS SA Team:*

The PS SA team recommends that the AAD workgroup organize a cross-college curriculum committee that meets monthly and informs OUR about what courses have been approved for cross-listing. This would give the EPC (Educational Policies Committee) time to figure out how to give credit for cross-listed courses.

*action taken by AAD workgroup:*

The AAD workgroup decided to work with registrars to develop a new business process for entering information about cross-listed courses into the PS SA system.

*remaining items for AAD workgroup consideration (“parking lot” issues):*

The AAD workgroup will work with the registrars to develop a new business process for entering information about cross-listed courses into the PS SA system. They need to identify how a course becomes cross-listed in the first place, how people become aware of the cross-listings, what happens if a cross-listed course disappears, how the cross-listed course is approved, and what happens if distribution requirements change.

The AAD workgroup needs to decide whether or not it will organize a cross-college curriculum committee that meets monthly.

### **Next AAD Workgroup Meeting**

DATE: Friday, March 12, 2004

TIME: 9:00am to 11:00am

LOCATION: McManus Lounge, Hollister Hall

TOPICS: data delivery