



Instructional Services Office

Wednesday, July 22nd, 2020

ANGELA DIXON, MANAGER OF INSTRUCTIONAL SERVICES

CASEY DELFINO, COURSE SCHEDULER

MELISSA POE, INSTRUCTIONAL SERVICES ASSISTANT

YAZMIN COLIN, COURSE ARTICULATION ANALYST

Instructional Services Functions

- Course Evaluations
- Course Material Ordering
- Student Form Processing
- ssha.curriculum@ucmerced.edu
- Scantron Machine Support/Training
- Course Scheduling
 - ▣ Final Exams
 - ▣ Grades
 - ▣ Instructional Software
 - ▣ Classroom Concerns
- Course Articulation
- Curricular Additions/Revisions
 - ▣ Course Proposals (CRFs)
 - ▣ Programs (majors, minors, etc.)
- Curriculum Committee Support
- SSHA New Instructor Orientation
- Campus-wide Committees
- Project Implementation Teams
- Liaise with many other campus departments (ex: SoE, SNS, Advising, Office of the Registrar, Assessment offices, IT offices (academic, operations & computer lab))

Melissa's Functions

- ❑ Manage/maintain ssha.curriculum@ucmerced.edu
- ❑ Manage Online Course Evaluation Process
 - ❑ Tentative Fall 2020 Evaluations: Nov. 30th – Dec. 11th
- ❑ Manage Course Material Ordering Process for TAs and Graduate Student Instructors of Record
- ❑ Process Independent Study Forms and Notify Students
- ❑ Set Up Trainings and Support two School Scantron Machines
- ❑ Update Instructional Services Website
- ❑ Assist in Coordinating SSHA New Instructor Orientation

ssha.curriculum@ucmerced.edu

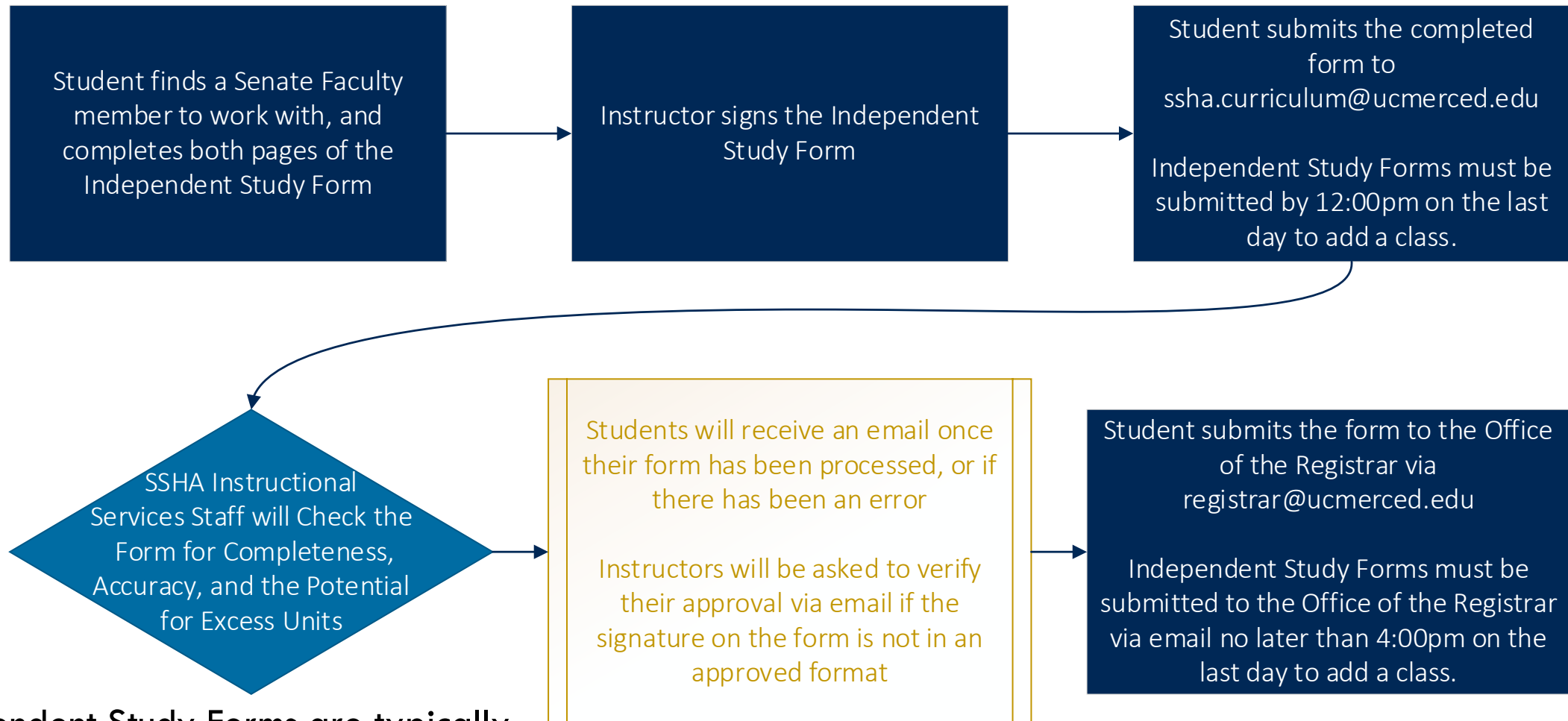
- Student Notifications
 - ▣ Class cancellations
 - ▣ Course cancellations
 - ▣ Course time changes
 - ▣ Course location changes
 - ▣ Prerequisite Drops
- Instructor Inquiries
 - ▣ Posting signage when classes are cancelled
 - ▣ Scantron Machines (ParScore/CatCourses)

On average the SSHA Curriculum email account receives about 15-20 emails per day; however, on busier days like start of term or nearing the add/drop deadline (Census Day), we receive about 100-200 emails a day.

Course Material Adoptions and Desk Copies

- Course Material Adoptions Are Sent directly to the Campus Store via their [online adoption page](#).
 - ▣ Contact Jon Neeper via jneeper@follett.com for questions about course material adoptions
- SSHA Provides Desk Copies to TAs and Graduate Student Instructors
 - ▣ We will provide digital or print options when available
 - ▣ Partner vendors will ship physical copies directly to TAs and Graduate Student instructors as needed
- As faculty source their own desk copies, SSHA staff can provide contact information to our site's publisher representatives as needed

Independent Study Form Process





***Independent Study Forms are typically processed by staff within 2-3 days**

Instructor Signature Guidelines for Student Forms


- SSHA currently accepts electronic signatures and approvals via email for Independent Study and Over-Enrollment Request Forms
- The following types of signatures will be accepted by our office:
 - ▣ Drawn Signatures using the Sign Tool
 - ▣ Adobe Official Digital Signature
 - ▣ Scanned Forms with a Hand-Written Signature
- In an effort to maintain integrity of the process, the following types of signatures will require additional approval steps by our office and may result in a delay in form processing.
 - ▣ Typed Signatures Using the Sign Tool
 - ▣ Plain-Text Signatures

SSHA Curriculum 

Melissa Poe Digitally signed by Melissa Poe
Date: 2020.06.26 13:41:40 -07'00' 

SSHA Curriculum 

SSHA Curriculum 

SSHA Curriculum 

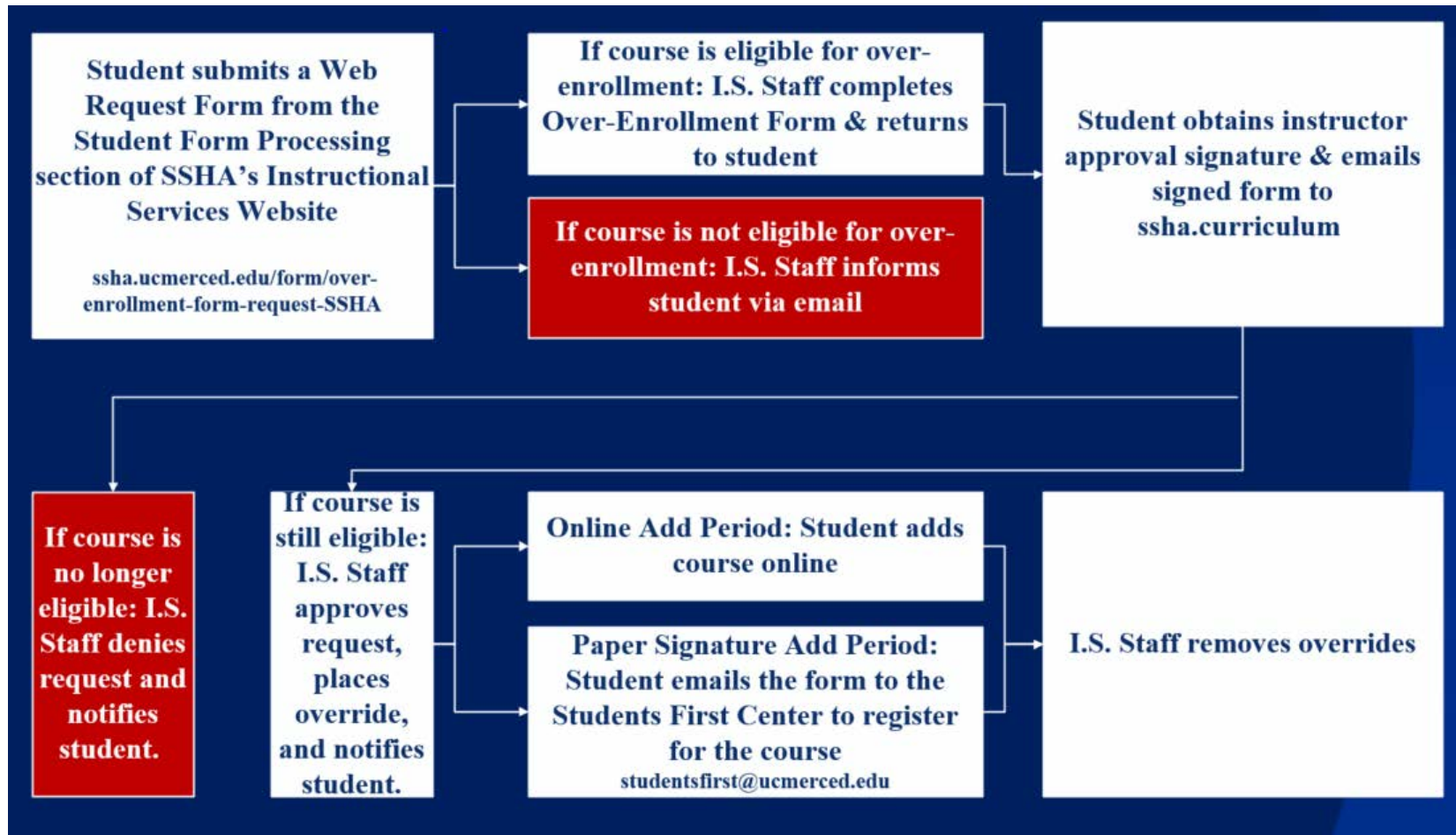
Casey's Functions

- Schedule Undergraduate and Graduate Courses
 - ▣ Fall 2020 (approximately 300 courses)
 - ▣ Spring 2020 (249 courses)
 - ▣ 3 Summer Sessions – Summer 2020 (83 courses)

- Final Exams

- Grades (CatCourses)
 - Mid-semester grades due Tuesday, October 20, 2020 at 12:00pm in CatCourses
 - Final grades due Tuesday, December 22, 2020 at 12:00pm in CatCourses

Over-Enrollment Form Process



Spring 2020:

- 1025 emails sent
- 695 over-enrollment requests
- 391 forms processed
- Top 5 subjects requesting over-enrollment: Psychology, Economics, Public Health, Sociology and Cognitive Science

Yazmin's Functions

- Oversee the Articulation Process for SSHA
 - ▣ Course Articulation Database
- Serve as SSHA's liaison for articulation projects with the Office of Admissions and the Office of the Registrar

Angela's Functions

- Oversee course scheduling process for Academic Year and Summer Session
 - ▣ Unit-18 Lecturer FTE Calculations & Review of course offerings
- Support Curriculum Committee
- Review and Facilitate approval of new and revised Undergraduate Course Request Forms (CRFs) – 100+ per academic year
- Facilitate SSHA revisions to the General Catalog
- Conduct SSHA New Instructor Orientation Serve as Campus Contact/Liaison for SSHA Curriculum/Instructional Services

Instructional Services Staff

Megan Topete
*Assistant Dean, Student
& Instructional Services*

- Academic Advising Office
- Instructional Services Office
- Graduate Services Unit

Angela Dixon
*Manager of
Instructional Services*

- Undergraduate and Graduate Course Scheduling
- Unit-18 Lecturer FTE Calculations
- Undergraduate Course Proposals (CRFs)
- Undergraduate Program Creation and Revisions (catalog changes)
- Curriculum Committee Support
- SSHA New Instructor Orientation

Casey Delfino
Course Scheduler

- Undergraduate and Graduate Course Scheduling
- Over Enrollment Forms
- Final Exams
- Grade Submissions/Deadlines
- Instructional Software Requests
- Classroom Concerns (technology or otherwise)

Melissa Poe
*Instructional Services
Assistant*

- SSHA Curriculum Email Account
- Course Evaluations
- Independent Study Forms
- Scantron Machine Support
- Signage for Class Cancellations Due to Instructor Absence
- SSHA New Instructor Orientation
- Desk Copy Support for TAs and Graduate Instructors of Record

Yazmin Colin
*Course Articulation
Analyst*

- Course Articulation Requests
- Course Articulation Database
- Guidance and Recommendations for Faculty and Students

Evelyn Cardona
*Student & Instructional
Services Assistant*

- Academic Advising Form Review and Processing
- Approval of Petitions for the Student & Instructional Services Offices
- SSHA Academic Advising Website and Instructional Services Webpage
- Communications to Undergraduate Students
- SSHA Student & Instructional Services Events; Undergraduate Involvement in School Outreach Programs



Questions?

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