

**PURDUE SCHOOL OF ENGINEERING AND TECHNOLOGY**  
**Faculty Senate Minutes**  
**February 12, 2013**

Representatives in Attendance: Sally Catlin, Lauren Christopher (alternate), Jan Cowan, Tim Diemer, Charlie Feldhaus (alternate), Patrick Gee, Alan Jones, Stephen Kim, Brian King, Clint Koch, Chien-Chi Lin, Roberta Lindsey, David Nickolich (alternate), Scott Raymond, Paul Salama, Joy Starks, Dong Xie, Paul Yearling

Guests: Sarah Koskie, Nancy Lamm, John Mainella, Dean Russomanno, Hiroki Yokota

Presiding: Mark Bannatyne, Faculty Senate President

Meeting began at 11:00 a.m.

Mark Bannatyne asked everyone to look at the agenda for the meeting, and the minutes from the December 2012 meeting after there was a quorum. Copies of the minutes are not distributed at the meeting, but can be found at G:\COMMON\Senate documents in addition to being distributed to all faculty members via the E&T Faculty email at least one week prior to each Faculty Senate meeting. A motion was made to accept the December 2012 minutes; all approved. The agenda for the February 2013 meeting was approved.

**Administrative Report**

Dr. Russomanno presented the following report:

**News**

1. The IUPUI campus administration is coordinating with President Daniels' office regarding an initial meeting between the Purdue President and Provost with the IUPUI Chancellor and Executive Vice Chancellor. This meeting may be followed by a 'meet and greet' with the new President. The IUPUI campus administration has requested that other potential meetings or invitations to Purdue administrators from the Purdue Schools at IUPUI follow that initial meeting.
2. Three applications were received by the deadline for the position of associate dean for academic affairs and undergraduate programs. The search and screen committee has been finalized and will be announced soon.

**Budget**

1. Governor Pence submitted his higher education budget a few weeks ago. There is a significant difference in the amount of funds that would come to IUPUI between his proposed budget and the ICHE recommendations. ICHE's version would add \$5.9 million and \$6.2 million for fiscal years 2014 and 2015, respectively, to IUPUI. The Governor's version would add \$4 million and \$406,000 for the same periods. One could speculate that the final budget lies somewhere in between the two.
2. The IUPUI resource planning committee (RPC) is working on a recommendation to the Chancellor for how any additional state allocation to the IUPUI campus would be allocated among Schools. Ideally, additional allocations would be distributed based on the performance funding metrics that resulted in the additional funding coming to the campus.

3. As part of an IUPUI budget and planning conference, which is being re-initiated starting this March, Schools have been requested to submit a 4-year budget projection. Schools have been asked to reflect on enrollment activity from the past four years and combine their knowledge with external and internal enrollment factors to predict enrollment for each of the next four years. Also, a set of working assumptions have been provided regarding annual tuition increases, assessments, raises, etc.

#### *Discussion:*

Tim Diemer asked in addition to revenue increase, what are the pressures for cost cutting? Dr. Russomanno advised there are university wide initiatives that are looking into centralization processes. One specific area is marketing - schools and units are coming under the spotlight to justify marketing expenses. Dr. Russomanno questioned what the University considers as marketing expenses. Some form of marketing is done daily. How do you decipher what marketing is, what do you centralize/decentralize. Dr. Russomanno noted there is also the “re-branding initiative,” and at this time we do not know all of the details, and how this will impact the Purdue schools in terms of marketing and branding. At this time, most of the cost cutting discussion has centered on centralization of certain resources university wide.

#### **Associate Dean’s Report**

Wanda Worley was unable to attend. Nancy Lamm presented information from Associate Dean Worley’s report. The Associate Dean’s Report can be found under Attachment 1 at the end of this report.

#### **Website Update**

John Mainella presented information regarding the new school website and gave Faculty Senate a preview of the new website.

The ultimate goal is to make the website more user-friendly for all constituents, which include students, faculty/staff, alumni, and industry partners. We want to keep these constituencies in mind.

The goal was to require no more than 3-4 clicks to get information regarding courses, classes, programs, etc. This website should allow the user to get where they want quicker than the previous one.

The school hired Westcomm Communications, who also does great design work. They know our branding issues, and have worked with our faculty and staff in the past.

News and events are on the front page; key elements will remain the same on all of the school pages.

Rob Elliott is the webmaster for the school, and he will have a team of students working on it with him. They will work with departments to keep the website updated.

The website will be smartphone compatible. The back end is being built now by HELPnet.

Mainella advised that some test users were juniors and seniors in high school. There was a comment regarding “undergraduate” versus “graduate” buttons/keys. It was noted that high school students may not understand these terms. There were long conversations with Student Services on the wording. One button/key “future students” may be added. Dr. Russomanno reminded everyone that the website is evolving, keep this in mind.

The “make a gift” button will be on every *school specific page*.

Social media websites will be specific to the department sites, and listed at the bottom of the page.

A school news page will be included, and any items from faculty, staff, research students, etc. can add information to this area.

The school does not want to use the “scroll function”...keep articles/information concise.

Course pages will be PDF files, and easy to update.

Each department selected 3-4 people to view the website.

Faculty and staff directory – there will be a searchable directory, by expertise, by department, by industry partners, and links to CV and personal information. Mainella asked for help from faculty and staff regarding these pages. There will be many key words associated with the faculty/staff directory.

The school does provide an area for a personal website; check with Rob Meagher.

Someone noted that we are not on top of Google page search when looking for Purdue Engineering or Indianapolis Engineering.

Mainella noted there will be provisions for labs and institutes within the school. The Lugar Center and TASI websites will be accessible through the school website (and go to their organization websites).

MAT has a different website; they will have a landing page, and when you click on anything for MAT it will take you to their own site.

Please email John Mainella, [jmainell@iupui.edu](mailto:jmainell@iupui.edu) if you have suggestions, etc. The timeline to launch the website is May 1<sup>st</sup>.

### **Associate Dean for Research and Graduate Programs**

Razi Nalim was unable to attend the Faculty Senate meeting.

### **Budgetary Affairs Committee**

Sarah Koskie presented the following information.

Koskie advised that she sent out the “P3 Parking Projects FAQs” information via email, and during Faculty Senate highlighted certain information:

- Goldman Sachs will serve as the primary financial advisor on this project; they will provide a report around mid-February. We should hear something shortly.
- Campus indicated that the university would still own the real estate, would be company run only. The rates would be set by IUPUI; not the company brought in to manage.

The committee also met with Dr. Russomanno and they are putting together a workshop on how the school budget works so people will have a better understanding where money goes, etc. Dr. Russomanno noted that the workshop would include information on account types (22 and 23 accounts and base budget versus cash); these terms are used, but some may not understand them completely.

**Computing Resources Committee (CRC)** – No Report

**Constitution and Bylaws Committee** – No Report

**Graduate Education Committee** – No Report

**Grievance Board** – No Report

**Faculty Affairs Committee**

Hiroki Yokota advised the Faculty Affairs Committee (FAC) met to discuss the Promotion and Tenure guidelines, and noted the following information.

- 1) The current school guidelines for clinical faculty note that criteria are “identical” to tenure-line faculty and many feel it should not be identical. The committee decided to re-phrase, “identical in principle.” For clinical faculty the opportunities for resources are not identical. Some internal funds are not distributed to clinical faculty. School-wise we rely on each department to define differences between the clinical and tenure track line. FAC requests each department to define the criteria.
- 2) The New Student Academic Advising Center (NSAAC) does not have its own guidelines for promotion, and FAC thinks it necessary to make them. Dr. Russomanno suggested potential plans to Patrick Gee, who is a member of NSAAC and FAC. FAC has asked the NSAAC to discuss and provide its own plan to FAC.
- 3) Each department should review the existing promotion and tenure guidelines. Faculty Affairs is not concerned with specific numbers or dollar amounts, but with the completeness of guidelines. Some departments may not have guidelines for clinical or lecturer, or research faculties. The committee is requesting that each department check the completeness of the guidelines. Each Faculty Affairs committee member will be requesting that their department look over their guidelines.
- 4) There will be potential updates and revisions. FAC discussed the procedure to approve the updates and revisions. According to the procedure FAC decided, the updated and revised guidelines must be approved by FAC and Unit Board. Dr. Russomanno will then evaluate and send to campus for approval.

**Nominations** – No Report

**Resource Policy Committee** – No Report

**Student Affairs Committee** – No Report

**Undergraduate Education Committee**

Nancy Lamm reported on the following items from the Undergraduate Education Committee.

*Proposal for Certificate in Architectural and Interior Design Graphics*

Emily McLaughlin attended the Undergraduate Education Committee meeting. The Certificate in Architectural and Interior Design Graphics is in response to their advisory board; the program is to serve professionals returning to school to update their technical skills for the changing workplace in architectural and interior design, along with current students in other disciplines who may want to broaden their skills in these areas. The certificate is not available to students with a declared major in interior design technology due to curricular redundancy. The certificate consists of 15 credit hours, from courses that are developed already. The certificate will not require new resources.

**Faculty Senate unanimously approved the Certificate in Architectural and Interior Design Graphics.**

*TCM New Course Request*

TCM 23000 Principles and Practices of Technical Communication – 3 credits

TCM 31000 Technical and Scientific Editing – 3 credits

Both of these courses would be in the new BS in Technical Communication. These courses would also be options for the TCM certificate.

**Faculty Senate unanimously approved the TCM 23000 and TCM 31000 new course requests.**

*TCM Course Change Request*

TCM 35000 Visual Technical Communication – 3 credits

This title change from “Visual Elements of Technical Documents” reflects the changing nature of technical communication. With the increasingly online multi-media environment technical communication does not necessarily rely on documents.

**Faculty Senate unanimously approved the TCM 35000 course change request.**

The documents may be reviewed at G:\COMMON\NEW\_COURSES\_UNDERGRADUATE\YR2012-13\January 2013

**IUPUI Faculty Council**

Mark Bannatyne presented the following information from the February 5, 2013, Indianapolis Faculty Council. See the IUPUI Faculty Council website for January 8, 2013, meeting minutes.

Memorial resolution read for Dr. Steven Neumann, College of Medicine.

Remarks from Chancellor Bantz:

- Vice Chancellor Paydar will speak to the trustees about space and scheduling issues on our campus.
- Discussion regarding the definition of a credit hour, across the entire state, with regard to the Common Core 30. The definition of a credit hour varies from campus to campus.
- Update on Dean searches was posted as a news item on the university website; Searches include: Assistant Chancellor for Diversity, Equity, and Inclusion, McKinney School of Law, Fairbanks School of Public Health, and the School of Medicine.

- Parking issue – concerns expressed regarding price and control issues. This has been discussed often by the IFC. There is quite a bit of opposition to the privatization issue by the IUPUI and IUB campuses. The parking prices will go up.

Action item – for the fall 2014 semester only, due to the calendar, the semester will start later, and end later. The proposed start date will be August 25, the final day of exams will be December 21, and grades will be due December 23.

Other information presented as noted:

- State appropriations are in the early stages.
- Accreditation Draft Report that went in for campus is now finished and has been forwarded to the Higher Education Commission for their review. We did not have one deficiency on campus.
- IUPUI Impact Campaign was set at \$1.25B, and is set to end this year. As of January 1<sup>st</sup> the school raised \$1,356B, and 5,000 faculty and staff members throughout the IU system contributed \$17M.
- Chancellor testified before the house on mass transit, noting it should be a prime consideration in order for the campus to grow.
- Some remarks were made regarding the Wishard space and latest estimate of transfer of land. Some comments regarding new hospital and several other buildings that are proposed for the campus.
- Updates presented on the General Education Core 30; will go into effect fall 2013.
- Big Brothers and Big Sisters of America presented the Corporate Partner award to IUPUI on behalf of all the faculty, staff, and students who volunteer for the organization.
- Strategic plan for campus is receiving input now from faculty and staff. A town hall meeting was held last week that allowed input from staff, 60 people attended, 1,200 attended online. Discussed issues of professional development, career planning, mentoring, flex time, benefits, performance appraisals, work/life balance, and service opportunities.

*For details on IUPUI Faculty Council meetings and meeting minutes, please look at their website: [www.iupui.edu/~fcouncil](http://www.iupui.edu/~fcouncil).*

### **Purdue Intercampus Faculty**

Marj Rush Hovde was unable to attend Faculty Senate, but forwarded the following information read by Mark Bannatyne:

This group did not meet, but is involved in creating a description of Clinical lines for Purdue faculty. (This document won't apply to IUPUI but might be interesting to look at as we revise the E&T P&T guidelines.) The group is also involved in creating a Purdue System Plan. I've been asked to serve on a subcommittee that addresses how quality of courses might be assessed. ICHE has requested that the plan be created for spring of 2013. If you need details, please email Marj Rush Hovde at

[mhovde@iupui.edu](mailto:mhovde@iupui.edu). We are still looking at having the group meet on IUPUI's campus – more information will come later.

### **Purdue Faculty Senate**

Marj Rush Hovde was unable to attend Faculty Senate, but forwarded the following information:

At the January 28, Purdue Faculty Senate meeting, Mitch Daniels gave his opening address as new president of Purdue. Copies of his presentation should be available at the PFS web site soon. Action was taken to approve the issuance of duplicate diplomas. Senators heard from the editor-in-chief of the Purdue Exponent.

### **New Business**

Dr. Russomanno advised that Audeen Fentiman from the President's office at Purdue, requested one representative from our school and one representative from the School of Science to be involved in the Purdue System Wide strategic planning process. Ed Berbari with our school and Jeff Watt with the School of Science will be the representatives for this initiative.

The meeting ended at 12:10 p.m. The next Faculty Senate meeting will be Tuesday, March 5, 2013, 11:00 a.m. in SL 165.

**Faculty Senate Report from Associate Dean  
for Academic Affairs and Undergraduate Programs  
for February 12, 2013**

Submitted by Wanda L. Worley

**1. (PERC) POST ENROLLMENT REQUIREMENT CHECKING**

If you want to participate in PERC, prerequisites must be updated before students begin registering. The Registrar is asking that programs send requests by March 1, 2013, if they want to participate in fall 2013. PERC allows prerequisites to be checked electronically after students register. If the student doesn't have the required prerequisites for a class, the student will be notified and then withdrawn from the class. If the class requires instructor permission, PERC will not perform the prerequisite check. I've attached a document from the Registrar that gives you the process to use for reviewing and updating prerequisites in the system.

**2. TRANSFERABLE COMMON CORE CURRICULUM AT IUPUI**

The common core curriculum at IUPUI will take effect fall 2013. All schools are in the process of recommending courses to be included in the common core. The task force will meet over the next month to decide on the courses that have been recommended. I serve on the Campus Task Force, so if you have questions, let me know. See <http://gened.iupui.edu> for more information.

**3. ABET VISIT**

The Engineering Technology (ENT) programs are preparing their self-study to be submitted July 1, 2013. The ABET evaluators will be visiting our School this fall, probably in October. More to come.

**4. IMPORTANT ADVICE**

Program requirements and course descriptions on our website must match the official *2012-14 E&T School Bulletin*. Course descriptions on both the website and the *School Bulletin* must match the official course descriptions that have gone through our School and Campus approval process and now appear in SIS.

**5. ONCOURSE and ADOBE CONNECT FACULTY DEVELOPMENT WORKSHOPS OFFERED TO E&T FACULTY**

I recently sent an email to all faculty about two faculty development workshops sponsored by Academic Affairs and Undergraduate Programs. Both workshops will be led by Erich Bauer, technology consultant, Center for Teaching and Learning (CTL).

(1) The first workshop is on Friday, February 22, 10 a.m. – noon, in ET 015. The topic is the Tests & Surveys Tool in Oncourse. *Participants will learn how to create rich online assessments, build question pools, connect assessments to the Gradebook, and more!*



(2) The second workshop is on Friday, March 1, 10 a.m. – noon, in ET 015. The topic is Web-Based Conferencing with Adobe Connect. *This workshop focuses on how creating a virtual meeting space can provide social presence, collaboration, and team building using the web-based conferencing service Adobe Connect. Participants will join a live online classroom and experience synchronous communication via video, audio, and chat. Participants will also see the power of sharing resources, such as presentations, documents, software applications, and other multimedia within the Adobe Connect environment.*

The email I sent included live links to register for each event. I hope everyone can take advantage of these two workshops. 2

## **6. LUNCH 'N LEARN PROFESSIONAL DEVELOPMENT SERIES**

Dr. Cori Renguette gave an excellent workshop in January on how to integrate writing activities into Engineering & Technology classes without adding work to you, the instructor. February's presentation is next week. We ask that at least one representative from each program attend each of the presentations.

February's Presentation:

- Date: Wednesday, February 20, 2013, Noon-1:30 p.m., SL 165
- Topic: "Understanding and Supporting the Role of IUPUI's Student Advocate"
- Speaker: Josh Manlove, student advocate coordinator, Office of Educational Partnerships and Student Advocacy, Division of Student Life
- Description: *This session will focus on the Student Advocate's role at IUPUI. The Student Advocate Office works with students and faculty. Did you know the Student Advocate will visit your class to talk to your students? Attend this session to learn how the Student Advocate can help you manage student situations in your classroom before they become issues.*

Please **RSVP by noon this Friday (February 15)** to Susie Bradley ([susjbrad@iupui.edu](mailto:susjbrad@iupui.edu)) so we can order the correct number of lunches.

March's Presentation:

- Date: Wednesday, March 20, 2013, Noon-1:30 p.m., SL 165
- Topic: How to Engage Alumni and Industry Partners in E&T Programs
- Speakers: John Mainella, assistant dean for development & external affairs; Jennifer Williams, career services director; and Joe Abella, director of industry relations
- Description: *Our students have their diploma ... now what? Studies prove that alumni and industry contributions are directly correlated to their involvement in the school and interest in what we have to offer! Let's talk about ways to connect and keep connected new industry partners and our young alumni and ways to reengage our more "seasoned" industry partners and alumni.*

## **7. EXCELLENT RESOURCE**

For the next three years, IUPUI has an agreement with the [Education Advisory Board](#) that enables you to access its [Academic Affairs Forum](#). The Academic Affairs Forum offers expert advice on dealing with current issues. I hope you have time to explore this excellent resource.

To register:

- (1) Go to [eab.com/Members/Register](#) and enter your location.
- (2) Select Indiana University-Purdue University Indianapolis from the dropdown box.
- (3) Enter your information in the appropriate boxes. Note: You must use your IUPUI email address.
- (4) To complete the process, follow the instructions in the confirmation email from EAB.

Contact Christine Fitzpatrick at [cfitzpat@iupui.edu](mailto:cfitzpat@iupui.edu) for more information.

## **8. INTERESTING ARTICLE ON STUDENT RETENTION AND SUCCESS**

This article, written by Bob Sternberg, provost at Oklahoma State, on factors that impact student retention and success is worth reading: <http://www.insidehighered.com/views/2013/02/07/essay-use-research-improve-student-retention#.URQOcrQ39PQ.email>

# VIEWING AND UPDATING ERGS OR PREREQUISITES



Office of the Registrar – 2013

## Background

An Enrollment Requirement Group (ERG) is a list of conditions that a student must meet before being able to enroll in a particular course. These conditions can be based on:

- Academic Level (*only freshman, only senior*)
- Academic Program (*must be a BUS students*)
- Academic Plan (*only Elementary Education MSED students*)
- Academic Sub Plan (*RN to MSN program with a focus on psychiatric mental health counseling*)
- Academic Standing (*minimum GPA = xx*)
- Student Group (*Athlete, Veteran*)
- Course Pre-requisites (*must have taken MATH 11100 with C or higher to enroll*)
- Co-requisites (*must take ENG-W 131 at the same time as this particular class*)

## View existing ERGs

1. Go to **Main Menu>Curriculum Management>Enrollment Requirements>Enrollment Requisite Summary.**
2. You MUST complete always include the **Academic Institution** field (IUINA) so as not to view all ERGs across all campuses.
3. Then you need to select the 'level' at which you want to find the ERG.

There are two key ways that you can review ERGs

- By **Academic Group**
- By **Subject Area**

The results will be dependent upon the way the ERG was established – so it's recommended to complete SEPARATE searches for each above when trying to get a comprehensive picture of any ERGs associated with a particular department.

## Institution + Academic Group Combo

You can see that this particular combination returned those SPEA ERGs (n = 2) that are attached at the both Academic Group and Subject Area levels.

### Enrollment Requirement Groups

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

Requirement Group: begins with [ ]

Academic Institution: begins with [ IUINA ]

Academic Group: begins with [ SPEA ]

Subject Area: begins with [ ]

Catalog Nbr: begins with [ ]

Description: begins with [ ]

Include History  Correct History

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-2 of 2 Last

Requirement Group	Effective Date	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Description
000781	01/01/1901	IUINA	SPEA	SPEA	(blank)	SPEA PROG GRAD
014119	01/01/1901	IUINA	SPEA	SPEA	(blank)	Spea grad only

[Find an Existing Value](#) | [Add a New Value](#)

# VIEWING AND UPDATING ERGS OR PREREQUISITES



Office of the Registrar – 2013

## Institution + Subject Area Combo

This combination returned 36 results. Notice that many of the specific class-related ERGs are only attached to the SPEA subject area and not the academic group. Because there can be variations between these lists, it's essential to review all of the ERGs in both combos.

**Enrollment Requirement Groups**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value   Add a New Value

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**Search Criteria**

Requirement Group: begins with

Academic Institution: begins with

Academic Group: begins with

**Subject Area:** begins with

Catalog Nbr: begins with

Description: begins with

Include History    Correct History

Limit the number of results to (up to 300):

Search   Clear   Basic Search   Save Search Criteria

**Search Results**

View All   First   1-36 of 36   Last

Requirement Group	Effective Date	Academic Institution	Academic Group	Subject Area	Catalog Nbr	Description
000781	01/01/1901	IUINA	SPEA	SPEA	(blank)	SPEA PROG GRAD
014119	01/01/1901	IUINA	SPEA	SPEA	(blank)	Spea grad only
018399	01/01/1901	IUINA	(blank)	SPEA	(blank)	Spea-5
015633	01/01/1901	IUINA	(blank)	SPEA-H	420	prerequisite for SPEA-H 420
015634	01/01/1901	IUINA	(blank)	SPEA-H	472	prerequisite for SPEA-H 472
015638	01/01/1901	IUINA	(blank)	SPEA-H	474	prerequisite for SPEA-H 474
015639	01/01/1901	IUINA	(blank)	SPEA-H	353	prerequisite for SPEA-H 353
015640	01/01/1901	IUINA	(blank)	SPEA-H	460	prerequisite for SPEA-H 460
015906	01/01/1901	IUINA	(blank)	SPEA-H	352	prerequisite for SPEA-H 352
015617	01/01/1901	IUINA	(blank)	SPEA-J	201	prerequisite for SPEA-J 201
015618	01/01/1901	IUINA	(blank)	SPEA-J	202	prerequisite for SPEA-J 202
015619	01/01/1901	IUINA	(blank)	SPEA-J	301	prerequisite for SPEA-J 301
015620	01/01/1901	IUINA	(blank)	SPEA-J	302	prerequisite for SPEA-J 302
015621	01/01/1901	IUINA	(blank)	SPEA-J	303	prerequisite for SPEA-J 303
015622	01/01/1901	IUINA	(blank)	SPEA-J	305	prerequisite for SPEA-J 305
015623	01/01/1901	IUINA	(blank)	SPEA-J	306	prerequisite for SPEA-J 306
015624	01/01/1901	IUINA	(blank)	SPEA-J	320	prerequisite for SPEA-J 320

4. To view the details of each ERG, click on the Requirement Group number or the Description for that ERG.

**Enrollment Requisite Summary**

Find | View All   First   1 of 1   Last

**015629**   prerequisite for SPEA-J 426   Effective Date: 01/01/1901   Active   Always Report

**Academic Requirements**

(   Group Line Type:   Course   )

SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101
SPEA-J 101

Requisite Type:   Pre-Requisite

Course ID:   043701   AMERICAN CRIMINAL JUSTICE SYS   Include Equivalent Courses

**Or**

Group Line Type:   Course   )

Requisite Type:   Pre-Requisite

Course ID:   081060   PUBLIC SAFETY IN AMERICA   Include Equivalent Courses

Return to Search   Previous in List   Next in List   Update/Display   Include History

- Green Box (Number in upper left corner) = Requirement Group Number.
- Orange Box = Title of the ERG/prerequisite.
- Black Box = these are the OR and AND statements that will link a series of requirements.

**\*\*\*Although an ERG exists and may reference a particular class – the second essential step is ensuring that the ERG is attached to the class itself.\*\*\***

# VIEWING AND UPDATING ERGS OR PREREQUISITES



Office of the Registrar – 2013

## Determine if ERG is tied to a specific Class in the Schedule of Classes

There are two ways to tie a prerequisite/ERG to a class:

### Course Catalog level

This means the prerequisite (ERG) will be enforced on each listing of the entire course. All sections must adhere to the same ERG if associated.

### Schedule of Classes level

This level allows the department to choose *which classes in the course will require the prerequisite (ERG)*. i.e. A department could offer 10 classes of a course and only want 1 class to enforce the prerequisite.

The down side to this: The system will NOT automatically list the prerequisite on the class. The scheduler within the department MUST be informed and will work to ensure this correctly displays on the SOC.

1. Go to **Main Menu> Curriculum Management>Schedule of Classes>Adjust Class Associations**.
2. Fill in **Academic Institution, Term, Subject Area, and Catalog Number**.

3. There are three tabs across the top. We will focus on **CLASS COMPONENTS** and **CLASS REQUISITES** tabs.

# VIEWING AND UPDATING ERGS OR PREREQUISITES



Office of the Registrar – 2013

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Adjust Class Associations

Class Associations | **Class Components** | Class Requisites

Course ID: 081893      Course Offering Nbr: 4  
 Academic Institution: IUPUI      Undergrad  
 Term: Spring 2013      Public And Envir Affairs  
 Subject Area: SPEA-J      MAPPING&ANALYSIS-PUBLIC SAFETY  
 Catalog Nbr: 426      SAFETY  
 Session: 1      Regular Academic Session      [Class Roll](#)

**Class Associations** Find | View All | First 1 of 1 Last

Associated Class: 1

Minimum Units: 3.00      Maximum Units: 3.00  
 Academic Progress Units: 3.00      FA Units: 3.00  
 Course Count: 1.00      Course Contact Hours: 3.00  
 Billing Factor: 1.000      \*Instructor Edit: No Choice  
 Tuition Group:

Use Blind Grading

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

**CLASS COMPONENTS** tab: This is the tab that will show you the class number for the course you are reviewing. Confirm that this is the correct course.

Class Associations | **Class Components** | Class Requisites

Course ID: 081893      Course Offering Nbr: 4  
 Academic Institution: IUPUI      Undergrad  
 Term: Spring 2013      Public And Envir Affairs  
 Subject Area: SPEA-J      MAPPING&ANALYSIS-PUBLIC SAFETY  
 Catalog Nbr: 426      SAFETY  
 Session: 1      Regular Academic Session

**Class Association Components** Find | View All | First 1 of 1 Last

Associated Class: 1

\*Grading Basis: GR1 Graded  
 Graded Component: Lecture      \*Grade Roster Print: Component  
 Requirement Designation:       Primary Component: LEC

**Associated Class Attributes** Find | First 1 of 1 Last

\*Attribute:

**Class Components** Personalize | Find | View All | First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create
Lecture	<input type="text"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>

**Class Sections** Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
0100	10297	Lecture	Enrollment Section	Active

**Class Association 9999** Personalize | Find | View All | First 1 of 1 Last

Section	Class Nbr	Component	Class Type	Class Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# VIEWING AND UPDATING ERGS OR PREREQUISITES



Office of the Registrar – 2013

**CLASS REQUISITES** tab: This screen will show you if the ERG is tied to the class AND at what level (course catalog or schedule of classes).

- The **Catalog Requisite Section** (black square) will contain information if the ERG is listed under a *Course Catalog* level.
- The **Class Association Requisites Section** (black circle) will show those ERGs that are listed and will appear at the *Schedule of Classes* level.
- The **'Also Use Catalog Requisite'** checkbox (red arrow) should *always be checked if there is an ERG attached* at either level. This is to ensure that any existing catalog level ERG (i.e. 'Must be a senior') is also considered in addition to any particular Class ERG (i.e. 'Must have taken SPEA-J 101 or SPEA-J 150).

Examples:

ERG is attached to the class only at the **CATALOG** level

# VIEWING AND UPDATING ERGS OR PREREQUISITES



Office of the Registrar – 2013

ERG is attached to the class only at the **SCHEDULE** level

Class Associations		Class Components		Class Requisites	
Course ID:	081893	Course Offering Nbr:	4		
Academic Institution:	IUPUI			Undergrad	
Term:	Spring 2013	Public And Envir Affairs			
Subject Area:	SPEA-J	MAPPING&ANALYSIS-PUBLIC SAFETY			
Catalog Nbr:	426	Regular Academic Session			
Session:	1				

**Catalog Requisite**

Requirement Group: [Detail](#)

Long Description:

**Class Association Requisites** Find | View All First 1 of 1 Last

Associated Class: 1  Also Use Catalog Requisite

Requirement Group:  [Detail](#) prerequisite for SPEA-J 426

Long Description:

[Class Associations](#) | [Class Components](#) | [Class Requisites](#)

## UPDATING OR ADDING PREREQUISITES (ERGS)

Send an e-mail [schedIng@iupui.edu](mailto:schedIng@iupui.edu) with the following information. For questions, contact Ellen Richey at 4-1513.

- Subject Area
- Catalog Number
- Prerequisite information. If one or more prerequisite is listed for a class/course, be sure to include the connector type of AND/OR
- At which 'level' do you want the prerequisite established (catalog vs. schedule)