

Summary of DUS Meeting

October 4, 2017

TEXTBOOKS

Textbook orders are due before the Early Registration period begins for the next semester; this fall, ER begins on November 6 and in spring, it starts on April 9.

The early textbook ordering dates are campus-wide and apply to all colleges at UI; these are part of the UI compliance with the HEO Act which requires textbook information to be added to the course schedule by the time students register. Early ordering saves students money—substantial amounts—and this is the central reason that the HEO Act [i.e., the textbook section] was enacted. See the attached handouts showing textbook pricing by month; as we get closer to the start of semester, prices soar.

There are some new procedures in place to help UI comply with the HEO Act:

1. You no longer need to use the Offerings Planner to **select the bookstore or stores** where texts will be ordered.
2. **Textbooks should be ordered** before the ER start date. Each department will most likely use a different process for ordering texts; some department have staff collect and place orders. Others ask faculty to place their own orders. This process is up to departments.
3. **If ordered at one of the three local stores** (the Hawk Shop, Iowa Book, or Prairie Lights), the required HEO Act textbook information will be **automatically entered on MyUI**. Neither staff nor faculty will need to enter this information by hand. A data feed will be uploaded to the MAUI course schedule as soon as the books are processed at the store and the feed is sent electronically by the store to UI and uploaded.
4. The uploaded data will allow the needed information (book title, ISBN, publisher and price) to automatically displayed with the correct course. Therefore, if the books are ordered from Hawk Shop, Iowa Books, or Prairie Lights, **the specific information for the materials** (such as title, price, ISBN etc.) should not be entered by hand or this information will appear twice.
5. If an order is changed by the instructor, do not update the information on MyUI; this information will be automatically updated once the corrections are made to the actual order by the bookstore and the feed is sent to UI and to MAUI. In other words, correct the order; do not correct MyUI.
6. **If books are ordered from other places** besides the Hawk Shop, Iowa Books, or Prairie Lights **DO enter the information** by hand since it will NOT be automatically added.
7. If faculty are requiring students to use texts but not to buy them or to buy them at a different store than above this information should be handed by hand in the Other Resources field. Examples might be the use of E-books accessed from the library or from the ICON site that will be used in class but which students do not need to buy.

SYLLABI ATTACHMENT POLICY

Various groups have requested departments/programs be given greater leeway in conveying the needed student information via an attachment; CLAS has agreed that either of the two options below are

acceptable. Departments should discuss these options and decide as a group what works best for the whole department or program. The following options are acceptable:

These should be added to the offerings planner as soon as possible but no later than the start of ER (for this fall, November 6).

Each year, new “past” syllabi or updated templates should be added.

1. **A past syllabus for the same course taught by that same instructor.** The department may want to add a disclaimer to the top of the syllabus, noting it is a past syllabus. These may be added to the next offering of the course via the Offerings Planner as soon as approved by the DEO.
2. **A template of required information.** This may be attached to the course in place of the syllabus.
Required information includes
 - Description of the course
 - Key assignments and exams and approximate due dates
 - Pedagogical approach
 - Grading information

Exceptions: Courses that are new or do not yet have instructors or TAs assigned or which have lecturers not yet under contract do not need to have a template or a syllabi attached.

Outcomes for the Major

Departments should select 3-5 learning outcomes for the major that specify the content and skills students will learn in the major. Additional outcomes may appear on the departmental or program website. Remember, you may change and rewrite these each year.

Outcomes generally are a statement of what students learn; here **some selected** from the ones created for the new neuroscience major by those proposing the major.

Learning Outcomes for the Neuroscience Major (BS)

[A short paragraph describing the major here]

- Students learn how molecules and cells generate brain circuits that build our behavior and cognition.
- Students design effective experiments.
- Students appropriately use statistical analysis.
- Students think critically about scientific data.
- Students communicate effectively about neuroscience.

Here is a sample from the proposal for the Criminology, Law and Justice major (BA/BS), which uses a slightly different style.

Students earning this major do the following:

- **Conduct Research and Analyze Data:** Learn both qualitative and quantitative research methods; recognize trends and patterns and produce related social statistics;
- **Communicate Skillfully:** Learn how to convey ideas effectively in writing and presentations;
- **Practice Critical Thinking:** Learn to look beyond the surface of issues to discover the "why." Build analytical skills. Solve problems and identify opportunities;

- **Gain a Global Perspective:** Learn about different cultures and how to analyze the interactions of groups and societies through a global and historical perspective;

The outcomes should be added by the department **to the program of study section for each major under the major's overview tab.** (Note: The Catalog has both a departmental overview tab and an overview tab for the programs of study offered by the department. Be sure the outcomes are put into the program of study overview tab.) The overview tab for programs of study look like the one below:



Undergraduate Programs of Study

Major

- Major in Cinema (Bachelor of Arts)

Minor

- Minor in Cinema

Remember, the outcomes should be added in the Catalog under the Overview tab within Undergraduate Programs of Study section and not to the Departmental overview page.