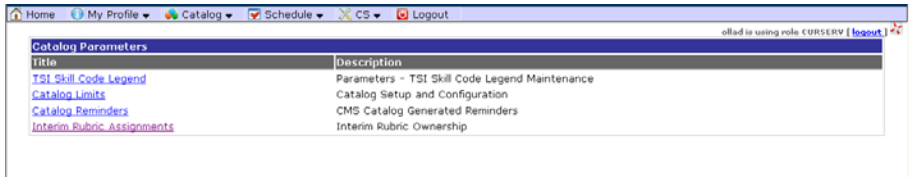


Parameters.

Catalog Parameters defines TSI Skill Code Legend, Catalog Limits, and Catalog Reminders, and Interim Rubric Assignment

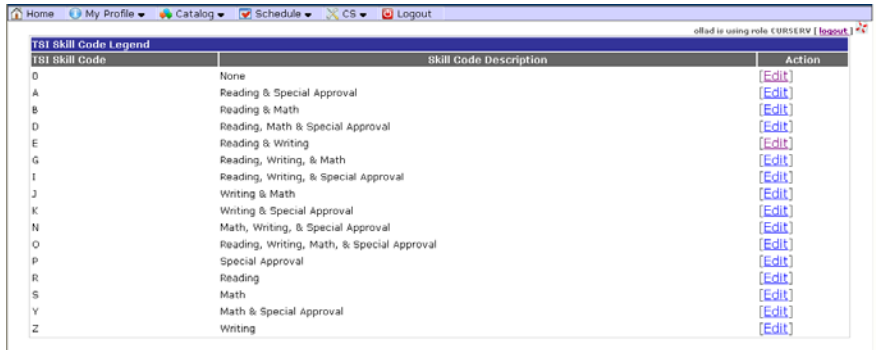


The screenshot shows a web browser window with a navigation menu at the top containing 'Home', 'My Profile', 'Catalog', 'Schedule', 'CS', and 'Logout'. The main content area displays a table titled 'Catalog Parameters'. The table has two columns: 'Title' and 'Description'. The rows are as follows:

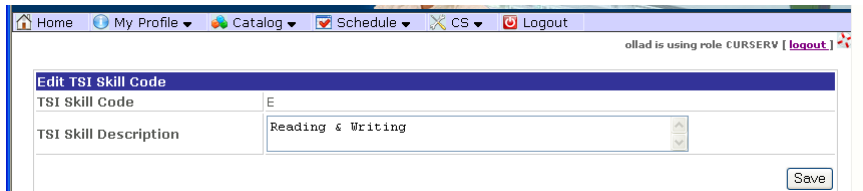
Title	Description
TSI Skill Code Legend	Parameters - TSI Skill Code Legend Maintenance
Catalog Limits	Catalog Setup and Configuration
Catalog Reminders	CMS Catalog Generated Reminders
Interim Rubric Assignments	Interim Rubric Ownership

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TSI Skill Code Legend. The TSI Skill Codes are entered in datatel by Information Technology at the request of Instructional Support Services. This editable table lists the TSI Skill Code, Skill Code Description, and Action. Select Action Edit to modify. Instructional Support Services may edit Skill Code Description after appropriate changes have been made in datatel. Enter change to TSI Skill Description, save.



TSI Skill Code	Skill Code Description	Action
O	None	[Edit]
A	Reading & Special Approval	[Edit]
B	Reading & Math	[Edit]
D	Reading, Math & Special Approval	[Edit]
E	Reading & Writing	[Edit]
G	Reading, Writing, & Math	[Edit]
I	Reading, Writing, & Special Approval	[Edit]
J	Writing & Math	[Edit]
K	Writing & Special Approval	[Edit]
N	Math, Writing, & Special Approval	[Edit]
O	Reading, Writing, Math, & Special Approval	[Edit]
P	Special Approval	[Edit]
R	Reading	[Edit]
S	Math	[Edit]
Y	Math & Special Approval	[Edit]
Z	Writing	[Edit]



Edit TSI Skill Code	
TSI Skill Code	E
TSI Skill Description	Reading & Writing
<input type="button" value="Save"/>	

Catalog Limits. Establish catalog setup and configuration of Application Age Limits, Catalog Limits, and Course Limits.

Catalog Limits		
Application Age Limits		
	Remind After # of Days	Delete After # of Days
Saved Application's Age Limit	<input type="text" value="7"/>	<input type="text" value="90"/>
Unapproved Application Age Limit	<input type="text" value="7"/>	<input type="text" value="90"/>
Catalog Limits		
Max # of Public Catalogs	<input type="text" value="7"/>	
Course Limits		
Max Value for Minimum # Students	<input type="text" value="14"/>	
Minimum Percentage of Class Sized Required for Class to Make	<input type="text" value="70"/>	
<input type="button" value="Save"/>		

Application Age Limits.

- **Saved Application's Age Limit.** Defines number of days from course application initiation when reminders will be sent to next level reviewer. Also defines maximum number of days application will remain on system from its original creation date.
- **Unapproved Application Age Limit.** Defines maximum number of days application will be held in the system based upon application origination date. Applications exceeding the limits will be deleted from the CMS system. [IT recommends 99 days from origination.]

Catalog Limits.

- **Maximum Number of Public Catalogs.** Enter the number of catalogs viewable by the public.

Course Limits. Establish values used to determine if class sections will make.

- **Maximum Value for Minimum Number of Students.** Define the minimum number of students required for sections with capacities of 20 or greater to make.
- **Minimum Percentage of Class Size Required for a Class to Make.** Define the percentage of enrollment required to calculate minimum-to-make standards. In 2007-2008, classes with caps of 20 or greater required minimum enrollments of 14. Classes with caps of 19 or less require 70 percent enrollment to make.

Save to preserve settings.

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Catalog Reminders. CMS Catalog Generated Reminders. Instructional Support Services generates Catalog Reminders which will trigger email messages according to the set up. Use this feature to announce catalog change due dates, proofing announcements, and to announce Curriculum Committee meeting due dates. Actions: Edit, view History, or Delete. Select Add New Reminder to create a new message. Enter the title of the message, complete the Edit screen fields. Select the Test button to verify the correct message is transmitted before selecting the Save button.

Comment [ollad6]: 7/27/07. Catalog Reminders not active; IT will finalize later.

Name	Status	Type	Action
Catalog Pulled for Printing	ENABLED	DATE	[Edit] [History] [Delete]
Catalog Pulled for Printing	DISABLED	DATE	[Edit] [History] [Delete]
New Reminder	ENABLED		[Edit] [History] [Delete]
New Reminder 2	ENABLED	IMMEDIATE	[Edit] [History] [Delete]

[Add New Reminder](#)

Edit Reminder

Title:

Status: Enabled Disabled

To:

- Vice President Assistant
- Vice President
- Program Coordinator
- President Assistant
- President
- Guest User
- Faculty
- Department Coordinator
- Department Chair
- Department Assistant
- Dean Assistant
- Dean
- Curriculum Services
- Vice President Continuing Education
- Dean Continuing Education
- CE Curriculum Services
- Applications Administrator
- Administrator Offline Menu

CC:

Subject:

Message:

From Name:

From Email:

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The screenshot displays a web-based configuration form for reminders. It includes a 'Date Range' section with 'Start Date' (5/5/2005) and 'End Date' (5/10/2010). Below this is a 'Weekdays reminder will be sent:' section with checkboxes for Monday through Sunday. There are three radio buttons for 'Event Driven', 'Event Driven' (with a 'Select Event' dropdown), and 'Immediate'. A 'Send Test Reminder To:' field is present with a 'Test' button. At the bottom right are 'Delete' and 'Save' buttons.

To view history of Catalog Reminders, select appropriate message, select action History, review screen. This screen will provide a list of previous messages.

The screenshot shows a browser window with a table titled 'Reminder Message History'. The table has three columns: 'Date', 'Type', and 'Title'. The table is currently empty.

Date	Type	Title
------	------	-------

To Delete a Catalog Reminder, selection action Delete. This item will immediately fall off of this table.

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Interim Rubric Assignments. Used to assign ownership of any new rubrics (subjects). Once a Datatel course record is established, rubrics will disappear from this list.

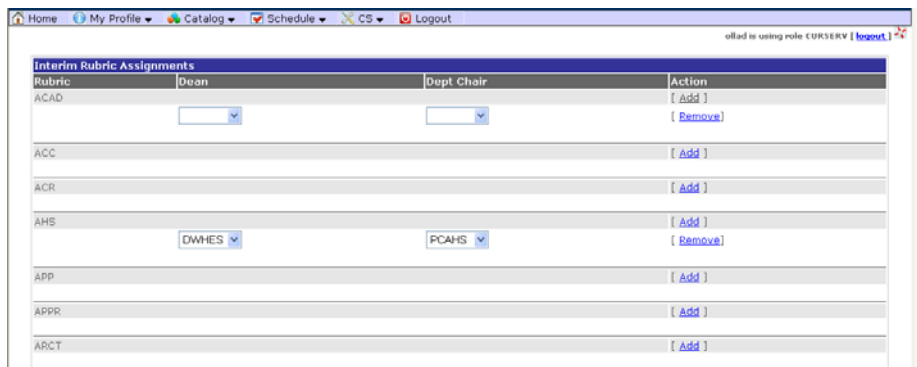
Alphabetical list of active rubrics without dean and department chair ownership specified. This table lists rubrics that come from the SUBJECTS file in Datatel, but are not currently present in the 'active' COURSES file. There may be old rubrics such as HRPS, but there could potentially be new rubrics too.

Instructional Support Services may add or remove assignments to specific rubrics. Use this screen to identify rubrics which have courses "owned" by more than one Dean or Department. Select Action Add to add additional Deans or Departments to a rubric. Use the Dean pulldown and the Dept Chair pulldown to select specific areas. At the conclusion of changes, select Save Interim Rubric Assignments at the bottom of the page.

There is not an active flag present for the rubrics/subjects, so we cannot filter out the old ones without doing additional maintenance screens.

Pauline, we need more explanation about Interim Rubric Assignments table. This is for rubrics which are no longer active. NO. Will they automatically populate this table?

Comment [ollad7]: 7/27/07. P. Hargrave advises this table not working correctly. The rubrics should pull in from Datatel WSRP.



Rubric	Dean	Dept Chair	Action
ACAD	<input type="text"/>	<input type="text"/>	[Add] [Remove]
ACC			[Add]
ACR			[Add]
AHS	DWHES	PCAHS	[Add] [Remove]
APP			[Add]
APPR			[Add]
ARCT			[Add]