Banner
Course Catalog Implementation

Process Management Team recommendations for a central data repository within Banner for course descriptions.
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Project Background

The goal of this project is to simplify the “warehousing” of current course descriptions in one central location (Banner), while at the same time insuring that this information is accessible via the NECC website (through Banner Course Catalog). Why is this necessary? Populating and maintaining accurate course descriptions in Banner Course Catalog is an important step in support of implementing the college’s self-service on-line registration initiative.

Project Statement

To develop a process to implement and maintain a central database repository within Banner for all current credit course offerings.

Measurements:
- To feed all current credit course descriptions into Banner
- To develop a defined policy and procedure for the on-going maintenance of this data
- To improve data accuracy
Operational Definitions

**Academic Advising** – The process of helping students develop their own comprehensive plans for taking courses, participating in cooperative education and internship activities, and co-curricular and extra curricular activities towards their achievement of credentialing, career, and personal goals and objectives.

**Academic Affairs Committee** – This committee is a standing committee of the All College Advisory Council that makes curriculum recommendations to the President regarding all proposals for changes, additions, and deletions in all curricula offered by all divisions of the College. In addition, the committee may recommend changes in college-wide academic policy and standards.

**ACIS (Administrative Computing Information Services)** – The team responsible for the implementation and support of Banner and the ancillary applications associated with it.

**Banner Online Catalog** – The online (web) presentation of course information using the Banner product.

**Central Data Repository** – The electronic storage of information in a single comprehensive location.

**Current Course Descriptions** – all course descriptions listed in the college’s Academic Advising Handbook and/or on the College’s website as of November 2004.

**Marketing Communications Department** – The NECC department responsible for the production of the College’s “institutional” publications (such as: the Academic Catalog, the Schedule of Classes, the Student Handbook, recruitment materials, etc.), for maintenance of the College’s “external” website, for creation of all public relations materials, for the design and placement of the college’s recruitment advertising (print, television, and radio), and for the development of multi-media recruitment materials (videos, special event support, signage, etc.).

**Online registration** - The act of entering personal data into a computer for the purpose of enrolling in a course. The data will generate a record of the student within the Banner system thus completing the process of registration.
Defining the Current Process/Situation

At this time, no academic course descriptions are “housed” within Banner. The current course descriptions presently reside in two locations:

- On the NECC website (as a Dreamweaver file)
- In a publication called the Academic Advising Handbook (as a desktop publishing document)

These files are updated and maintained by staff members working in the Marketing Communications department.

Each semester, new course description information, including updates and/or edits, is funneled to Marketing Communications from the Academic Affairs Committee. The committee’s acting Secretary forwards hard copy of all new content and/or revisions to Marketing Communications once it has gone through the appropriate review and approval process (the Academic Affairs Committee flow chart outlining this process has been included). Additional hard copies of this information are also forwarded to several other departments, including: Admissions, the Registrar’s Office, and Academic Advising (a sample of one of these hard copy forms has been included).

Once the approved information has been forwarded on to Marketing Communications, it then has to be manually entered into the two locations (web and print) listed above. After inputting, the new information then has to be proofread to check the accuracy of the data entry process.

This cycle repeats itself every time new or edited course descriptions make their way through the approval process. This generally happens once during the Fall semester, and again during the Spring semester (when the Academic Affairs Committee meets). On average, 25 course descriptions are funneled on to the Marketing Communications department each semester.
Analysis of the Current Process/Situation

Clearly, there are some weaknesses with the existing process. The main concerns involve resource allocation and information accuracy and consistency.

The present system involves a lot of unnecessary manpower, including three layers of staff intervention.

- Layer One - the acting Secretary of the Academic Affairs Committee (making copies and circulating the paperwork)
- Layer Two – the Marketing Communications’ Web Developer (updating the website)
- Layer Three – a Marketing Communications’ Graphic Designer (updating the publications)

Each time raw data is entered, or even copied and pasted electronically, the possibility for error increases. Having additional steps in the process also creates a potential lag time before updated information is made available to the public.
**Desired Change**

A central data repository within Banner for all current credit course offerings.

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<th>DRIVING FORCES</th>
<th>RESTRAINING FORCES</th>
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<td>1. Web Registration</td>
<td>1. Time to implement project</td>
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<td>2. Accurate &amp; up to date course descriptions for students/faculty/staff to access</td>
<td>2. Technology issues regarding loading of existing course descriptions into Banner</td>
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<td>3. Eliminate Publications Office need to manually update for catalog/ advising handbook/ etc.</td>
<td>3. Change of “where” resources will be needed for data entry and database maintenance.</td>
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<td>4. Allow for on-line access &amp; upload to website</td>
<td>4. Resources needed from ACIS for technical support.</td>
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<td>5. Resource allocation</td>
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Basis for Improvement Theory

We are recommending the development of a central data repository within Banner. Here is what would be required:

- Clearly defined Data Maintenance Policy – Who will do what
- Availability of resources (staff) to do the job
- Properly trained staff
- Technical support
Improvement Theory

Based on our analysis, we have developed the following recommendations for creating and maintaining a central data repository within Banner for course descriptions. These recommendations may be grouped into two phases to our improvement plan.

Phase I: Load all existing course descriptions that are presently housed outside of Banner

Phase II: Create a process for continued maintenance of the Banner Catalog System

Phase I

1. Test the loading of one subject area into Banner (BIO). Did all information convert correctly? Identify “clean-up” needed.
2. Test load of all subject areas (from ACC-WRI).
3. Have Deans, Associate & Assistant Deans, review above information for accuracy.
4. Load into Banner.
5. Test in conjunction with corequisites & prerequisites for Banner Web Registration (next Process Management “5 acres”)

Phase 2

1. Test inputting of new courses into Banner.
2. Test inputting of changes to existing courses into Banner.
3. Develop comprehensive procedures for above.
4. Train Academic Affairs department member(s) assigned to this upkeep.
5. Begin loading course descriptions based on established timelines (see implementation plan & GANTT chart)
6. Test in conjunction with corequisites & prerequisites for Banner Web Registration (next Process Management “5 acres”)
Implementation Plan

Recommendations:

1. This new policy would take effect once a new course, or change to an existing course, goes through the approval process and is returned to the Academic Affairs Committee Chair (finalized).

2. AA Administrative Assistant currently refers to the Registrar’s Office for official course Banner number creation in Banner. This would not change.

3. Once course is created/changed this information would go back to the Academic Affairs office (member or members to be determined) for inputting of the new course description, or change to an existing course description.

4. Policies/procedures will be followed for input only at 2 points in the academic year. January for the following Fall semester, and August for the following Spring semester.

5. Course descriptions would be made available for proposers, assistant deans, associate deans & deans to review during a proofreading phase.

6. During the proofreading phase, any corrections/changes sent to AA designee to correct.

7. ACIS department would handle the technical requirements in order to prepare to go “live”.

8. Courses would go “live” in Banner Web Registration for the beginning of Pre-Registration (1st week in April for Fall, 1st week in November for Spring).
Impact on Current Operations

Impact on Responsibilities:

Currently course descriptions are not housed in Banner; however resources are utilized in the Marketing Communications Department to enter this data into an existing database.

If this proposal is adopted, there would be a shift in both where course descriptions are housed, and who would be responsible for their input/maintenance. The data would shift from being located in a separate database to being housed within the Banner application, and the input and maintenance of the data would shift from the Marketing Communications Department to the Academic Affairs Division.

Estimated Time Requirement for Entry/Maintenance of Course Descriptions per Semester (Academic Affairs):

- Administrative Preparatory Work (3 Hours)
- Data Entry:
  - 25 Approvals/Changes X 100 words / 50wpm = 50 minutes (1 Hour)

The estimated time requirements for data entry/maintenance are based on a 100 word course description, 25 course approvals/changes per semester, and a typing speed of 50wpm.

It is important to note that time requirements may be effected by several factors including the user’s familiarity with the application (Banner), number of interruptions, type of data being entered, etc.

Estimated Time Requirements for Technical Issues:
The estimated time requirements for ACIS are divided up into two sections: An initial time requirement for the upload of data and the development of queries/web forms and a second time requirement for technical assistance provided each semester.

Estimated Time Requirement for Data Upload and Application Enhancements (ACIS):

- Time needed for Phase I of the project (6 Hours)
  - Upload of course descriptions into Banner test environment
  - Review catalog to make sure descriptions appear as they should (requires end-user participation)
  - Upload of course descriptions into production environment
- Time needed for Phase II of the project (70 Hours)
  - Develop, test and implement process to export data for publication maintenance (interim solution, testing requires end-user participation)
  - Develop, test and implement application to allow faculty to view course description information prior to public release (testing requires end-user participation)
  - Train end-users (2 Hours)
Estimated Time Requirement for Technical Assistance per Semester (ACIS):

- Turn on/off capability for faculty to view new/edited courses during the proofreading period (2 Hours)
- Training, when applicable (1 Hour)
- Miscellaneous technical issues (5 Hours)

Benefits/Savings

Currently students are unable to register using Banner Web Registration. By entering course descriptions in Banner, the college will be one step closer to implementing this system. Benefits of on-line registration are expected to be:

- Capturing lost revenue by attracting students that do not currently register because of the lack of on-line registration capability
- Fewer advising errors (if implemented with pre & co requisite requirements built in Banner) the system would stop students from taking courses they do not have the requirements for
- Increase the number of students served and the efficiency of their schedules
- Better utilize the advising process for “future oriented planning” as opposed to “scheduling classes”
- Consistency across publications for course descriptions
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## Projected TIMELINE (from AAC to Catalog) if 1/yr input

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<th>Mar-05</th>
<th>Apr-05</th>
<th>May-05</th>
<th>Jun-05</th>
<th>Jul-05</th>
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Proposer/Comm.

Proposer/Comm.

Proposer/Comm.

Proposer/Comm.

Students/Advisors

AA Designee

Deans/AD’s/etc.

AA Designee

AA Designee

2nd wk

3rd & 4th wk

2006 (new courses/changes not available)

AA Designee

ACIS Designee

ACIS Designee

1st wk

3rd & 4th wk
Evaluate the Results

Improvement will be implemented sometime in 2005 and then results will be studied. We can collect data concerning the number of courses uploaded by Theresa and the time to do this. We can collect data concerning the number of new courses approved during the spring 2005 semester by the Academic Affairs Committee and then how long it takes to update this information fully into Banner and how accurate the updates are. The first year would be a time to work out any issues or problems with the system and make corrections. Data gathered during this time period would allow us to see how well the process is working. A step in the process would be to see an increase in registrations resulting from having course descriptions available on the website through the Banner system.
Future Improvements

Banner users will ultimately be responsible for monitoring the on-going success of this project. This includes students, faculty, and staff. Their on-going usage of on-line Banner resources, including those that rely on course description data, will make them the primary source for identifying potential problems. Negative feedback on the accuracy of course description data will serve as a red flag that there are problems with this proposed approach.

Academic Affairs will monitor feedback from end users, and determine if any corrective measures are required. Banner users will need to be made aware of the fact that Academic Affairs is the appropriate resource to alert, if and when any problems are discovered.

Future Possible Projects

Project A – Data Transfer to Publications
Once all course descriptions are housed and maintained within Banner, the next logical step will be to have this database of information funnel directly into all appropriate printed publications (such as the Academic Catalog and the Academic Advising Handbook). We’re recommending that a future project should be considered that would analyze the feasibility of this “data transfer” process, and investigate the technological procedures that would be required to make this happen seamlessly.

Project B – Non-Credit Courses in Banner
To develop a process to accomplish the task of cleaning up the non-credit course numbers that are currently listed in Banner in order to make non-credit courses available for online registrations. To implement and maintain a central database repository within Banner for all current non-credit course offerings.
A Word of Thanks

We would like to thank the following for helping to make this proposal possible:

- President David Hartleb
- Senior Vice President Mary Ellen Ashley (our Sponsor)
- Stan Jensen
- Paul Bevilacqua
- Sue Grolnic
- Nancy Sabin
- Jane Albert
- Paulette Redmond
- Kathleen Borruso
Catalog Term

Please select a Catalog term and choose Submit to proceed to the Course Search page.

Search by Term:

None

Submit

RELEASE: 6.1
Northern Essex Community College (TEST)

Catalog Term

Please select a Catalog term and choose Submit to proceed to the Course Search page.

Search by Term:

- None
- Spring Term 2005
- Fall Term 2004

RELEASE: 6.1

powered by eSCT
Search for Courses

Spring Term 2005
Dec. 01, 2004

Use any combination of selection options to narrow your search for courses. You must choose at least one Subject. When your selection is complete, choose Get Courses to perform the search.

Subject:
- Basketball
- Biology
- Business

Course Number Range: from 121 to

Title:

Credit Range: __________ hours to __________ hours

Get Courses
Reset
Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

**BIO 121 - Anat & Phys I**

The basic principles of chemistry and biology are introduced. These are followed by an introduction to the study of the structure and functioning of the human body. Systems covered are integumentary, skeletal, muscular and nervous. Emphasis will be placed on the interrelationships among the systems. Related topics such as diseases of the systems will be integrated where applicable. Laboratory work will include experiments, dissection, microscopy work, and the study of charts and models.

- 4.000 Credit Hours
- 3.000 Lecture hours
- 2.000 Lab hours

**Levels:** Undergraduate

**Schedule Types:** Lecture

Northern Essex Community Coll College
Bus/Mult/SciTech/Non Trad Division
Natural Sciences Department

**Course Attributes:**
Liberal Arts Elect, Open/Free Elect, Science Elect

**Prerequisites:**
Undergraduate level BIO 122 Minimum Grade of C

Return to Previous    New Search
Class Schedule Listing

Sections Found
Anat & Phys I - 8079 - BIO 121 - 1

Associated Term: Fall Term 2004
Registration Dates: to
Levels: Undergraduate
Attributes: Liberal Arts Elect, OpenFree Elect; Science Elect
Instructors: Edward Deschuytner, Edward Deschuytner, Edward Deschuytner

Course File - Day/Date Changes Campus
Lecture Schedule Type

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Where</th>
<th>Date Range</th>
<th>Schedule Type</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>1:00 pm - 2:50 pm</td>
<td>W</td>
<td>Science Building, HAVR 350</td>
<td>Sep 08, 2004 - Dec 23, 2004</td>
<td>Lecture</td>
<td>Edward Deschuytner (P)</td>
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<td>Class</td>
<td>1:00 pm - 1:50 pm</td>
<td>F</td>
<td>Science Building, HAVR 350</td>
<td>Sep 08, 2004 - Dec 23, 2004</td>
<td>Lecture</td>
<td>Edward Deschuytner</td>
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<tr>
<td>Class</td>
<td>2:00 pm - 3:50 pm</td>
<td>F</td>
<td>Science Building, HAVR 382</td>
<td>Sep 08, 2004 - Dec 23, 2004</td>
<td>Lecture</td>
<td>Edward Deschuytner</td>
</tr>
</tbody>
</table>

Anat & Phys I - 7650 - BIO 121 - 11
User Logout

Thank you for using the WWW Information System.

If you are finished, please close your browser to protect your privacy.

Return to Homepage

RELEASE: 8.1
Proposal for a new course.

Proposal to inactivate a current course which is a requirement in other NECC programs.

Proposal for Special Topics

<table>
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<tr>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
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</thead>
</table>

Guidelines: Proposer's should submit material 1 full academic year before the date of implementation; for example, submit in fall of 2003 for implementation in fall 2004, etc.

INSTRUCTIONS: Answer all pertinent questions. If more space is needed, attach additional sheets.

Course Prefix: ___________ Level:  □ 000 □ 100 □ 200

Course Number: ___________ Course Title: __________________________

(for new course, leave blank)

Date received by the Administrative Assistant to the Academic Affairs Committee: __________________________

Informational Copy to V.P. of Academic Affairs by the Dean.

Proposed Date of Implementation:

Year: ___________ Fall □ Spring □ Summer □

Approved Date of Implementation (to be determined by AAC):

Year: ___________ Fall □ Spring □ Summer □

Does this course require a CORI check? Yes □ No □

Should this course be charged a Capital Fee? Yes □ No □

1. Number of Credits: lecture hours lab/clinical hours practicum hours

Please indicate how you determined the number of credits to be granted based on a credit/contact hour ratio or an assessment of learning outcomes.

<table>
<thead>
<tr>
<th>Class 1/1 ratio</th>
<th>Lab/Clinical 3/1 ratio</th>
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</thead>
<tbody>
<tr>
<td>Lab/Clinical 2/1 ratio</td>
<td>Practicum 4/1 ratio</td>
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<tr>
<td>Other</td>
<td>If other please describe</td>
</tr>
</tbody>
</table>

Prepared by: __________________________

Northern Essex Community College
Academic Affairs Committee
Course Proposal Form
2. Is proposed course intended to replace a current course?  
   Yes □  No □
   
   a. If “yes” for question 2, 
   Current Course Prefix/Number/Title __________________________
   Proposed Course Prefix/Title __________________________
   
3. Proficiency Requirements. Please check the appropriate boxes below.

   Basic Reading □  Basic Math □
   College Reading □  Basic Algebra I □
   Basic Writing □  Basic Algebra II □

   Rationale for Reading Skill Level: (Basic Reading, College Reading )
   
   Rationale for Writing Skill Level:
   
   Rationale for Math Skill Level:

4. Course Prerequisites: 

   Course Co-requisites: __________________________ ; or by permission of instructor
   (put a line through last phrase if not included in your description)

5. This course satisfies (name elective areas):

   Course Elective Classifications – check all that apply

<table>
<thead>
<tr>
<th>Liberal Arts</th>
<th>Literature</th>
<th>History &amp; Government</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>Philosophy &amp; Religion</td>
<td>Business</td>
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<tr>
<td>Communications</td>
<td>Mathematics</td>
<td>Technical</td>
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<tr>
<td>Fine &amp; Performing Arts</td>
<td>Science</td>
<td>Computer</td>
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<td>Foreign Language</td>
<td>Social Science</td>
<td>Technology</td>
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<tr>
<td>Graphics Arts</td>
<td>Behavioral Science</td>
<td>Open or Free</td>
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</tbody>
</table>

- 28 -
6a. Current Course Description
(Does not apply to Special Topics)
500 Character Limit (double click in large box below)

Credits

Lecture hours Lab hours

Proficiency Reqs:

Prereqs:

Coreqs:

Electives:

6b. Proposed Course Description
(Do not include Prerequisites here)
500 Character Limit (double click in box below)

Credits

Lecture hours Lab hours

Proficiency Reqs:

Prereqs:

Coreqs:

Electives:

7. Current Enrollment
Prospective Enrollment:
(if appropriate):

per section per section

per semester per semester

8. College Curricula/Program this course services, i.e. is this course a requirement in other programs?

9. Please attach a sample syllabus.
10. Which of the following resources are needed to implement this course?
   [Indicate whether existing resources are adequate or whether new resources will be needed]

   a). Equipment: _______________________________________________________________

   b). Space: [traditional classrooms, labs, special facilities and other] ________________

   c). Library: ________________________________________________________________

   d). Computer Resources: [labs, special software, and other] N/A ________________

   e). Personnel: [faculty, support staff, counselors, administrators and other] ______

11. Explain why you are submitting this proposal, including the target audience and how you determined the need. In addition, explain how this course promotes the college’s mission and how it relates to departmental/divisional growth and change, and program quality. [If you are using this form to make a major change in a current course, explain the rationale for the change here.] (double click in box below)

   ______________________________________________________________________

12. Describe the precedents for this course at other institutions, including both institutions similar to ours and those to which our students transfer. Please explain under what circumstances this would be a transferable course. (double click in box below)

   ______________________________________________________________________

- 30 -
EVALUATIVE COMMENTS, RECOMMENDATIONS, AND ACTIONS

1. Department Chair/Coordinator’s evaluative comments giving reasons to support position:

________________________________________________________________________ Date: ____________

Signature

2. Director of Client Computing – evaluative comments and a signature must be included.

________________________________________________________________________ Date: ____________

Signature

3. Director of Library Services – evaluative comments and a signature must be included.

________________________________________________________________________ Date: ____________

Signature

4. Assistant Dean's evaluative comments giving reasons to support/not support position:

________________________________________________________________________ Date: ____________

Signature (where applicable)

5. Dean’s evaluative comments, giving reasons to support/not support position:

________________________________________________________________________ Date: ____________

Signature

6. Academic Affairs Committee’s comments and recommendations.

________________________________________________________________________ Date: ____________

Signature
# Steering Committee Feedback

**Team name:** Banner Course Catalog  
**Date:** December 16, 2004, 4pm  
**Sponsor:** Mary Ellen Ashley

## Ideas for Improvement

<table>
<thead>
<tr>
<th>Idea</th>
<th>Support</th>
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</thead>
<tbody>
<tr>
<td>1. Make Banner the official single data repository for course descriptions</td>
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<tr>
<td>2. Load course descriptions into Banner</td>
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<tr>
<td>3. Shift course description maintenance responsibilities within Banner to Academic Affairs</td>
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<tr>
<td>4. Approve time for project team to develop a suitable web solution for course description proofreading requirements</td>
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**Team Feedback Meeting – Date:**  
**Sponsor:**  
**Leader:**

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