



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Guidelines

Specifications for course structures to support ILP connections to TTUHSC Learning Management Systems (LMS)

Purpose

The Texas Tech Health Sciences Center El Paso (TTUHSC El Paso) utilizes the Banner integrated database. TTUHSC El Paso recognizes that data standards are vitally important in protecting the data assets of the University by maintaining accurate and consistent data that is standardized for use in all areas of the University. Integrations between the TTUHSC El Paso system of record (Banner) and third party systems are directed by the Chief Academic Officer/Vice President for Academic Affairs (CAO/VPAA). All integrations and exceptions to integration must be review and approved by the CAO in the project planning stage.

This document serves as a guide of business rules and operational intentions necessary to support the use Ellucian Intelligent Learning Platform (ILP) at TTUHSC El Paso. Ellucian ILP synchronizes user, course, student enrollment, faculty assignment, cross-listing, academic term, and grade data as well as surfaces the data selected for integration of the student information system (SIS) Banner, and the Learning Management Systems (LMS). HSCEP OP 59.10 Submission and Coordination of Academic Program Calendars provides the timing and planning framework necessary for these processes.

Learning Management Systems (LMS) Management

The integrated learning platform (ILP) synchronization process is triggered by the Integration Partner Code EPCNV assigned in the SIS. Based on this integration the following data transfer is standardized as the following;

1. LMS course naming convention transferred from the SIS follows this pattern:
 - a. LMS Course Title = Short Course Title in SIS (i.e SCI I)
 - b. Course Data = Term Subject-Course Number (202156 PSCI-6212)
 - c. Additional detail = Term Year Program (Spring 2021 Medicine – El Paso)



2. Enrollment Data Transferred via ILP Processes (near instantaneously with SIS)
 - a. Student enrolled for particular term and CRN transferred with access to course once published
 - b. Students added, dropped or withdrawn will update as SIS enrollment changes
3. Courses with multiple offerings with same course layout
 - a. Parent Subject and Course (PMAS 5101) heading as parent, controlled by course director or course coordinator, and available for blueprinting to child courses
 - b. All related (PMAS 5101) section offerings (individual CRNs) listed as subset to parent subject/course
 - i. Provides ability to duplicate parent LMS course design across child sections for further modifications based on individual instructor needs

- ii. Each child section enrollment specific to population assigned to instructor(s)
- 4. Course Shell Roles and Access to LMS Course Shells
 - a. Process for role assignment automation
 - i. Faculty Roles
 - 1. Faculty with primary indicator in Banner assigned “Teacher” in LMS.
 - 2. Faculty (without primary indicator) but have responsibility greater than 0% assigned as “Course Faculty” in LMS
 - ii. Non-faculty Roles
 - 1. Coordinators – non-faculty assigned as 0% time in Banner as “Designer” in LMS
 - 2. Instructional designers – not assigned to sections in Banner and only set within the LMS
- 5. Rules for non-current student access to LMS course shells (not enrolled for term)
 - a. Remediation students - Manual additions to be made according to terms established for the students leave of absence and/or return to enrollment, with “observer” role in LMS (“audit” role in Elentra)
 - b. Off-cycle students not currently enrolled – Manual additions to be made according to terms established for the students leave of absence and/or return to enrollment, with “observer” role in LMS (“audit” role in Elentra)
- 6. Rules related to ad hoc requested for LMS shells
 - a. Courses that exist in Banner and have associated student enrollment must utilize Banner Integration Partner Field to capitalize on efficiencies of processing of student enrollment data and eliminate manual processes
 - b. Approval and justification process to create LMS courses that are not part of Banner or the ILP process
 - i. Areas
 - 1. GME – approval by the CAO/VPAA or their designee(s)
 - 2. Faculty development – approval by the CAO/VPAA or their designee(s)
 - 3. Ad Hoc academic needs – approval by the CAO/VPAA or their designee(s)
 - 4. Non-academic needs – approval by the CAO/VPAA or their designee(s)
 - 5. Other – approval by the CAO/VPAA or their designee(s)
 - ii. Role administration process
 - 1. As designated by the Associate Managing Director of Academic Services for TTUHSC El Paso Information Technology or their designee
 - iii. Archival process for these ad-hoc courses in LMS
 - 1. A proposed archival process shall be submitted with all requests for creation of ad hoc LMS courses and shall be subject to review and approval by the CAO/VPAA or their designee(s)
- 7. Storage/Archival
 - a. [HSCEP OP 59.00 Course Archival and Restoration Policies](#)
 - b. [HSCEP OP 10.09 Records Retention Schedule](#)

Related processes

Banner Course Catalog

An accurate course inventory for all programs is maintained in the Student Information System (SIS) Banner. Requirements include effective terms, subject, course number, course title, course description, pre/co-requisites, program, and other course requirements. This information is maintained in the SIS for pushing to various locations for student information, including school-level course catalogs and Learning Management Systems. Information related to TTUHSCEP Course inventory is available in [HSCEP OP 59.01 TTUSCH El Paso Adding, Changing, and Deleting Courses and Changing Methods of Delivery](#)

The Banner course catalog is maintained by the Office of the Registrar. Annually, the Office of the Registrar provides each dean a listing of school course inventory for review. Revisions to course descriptions, course titles, associated course requirements and confirmation of current school course inventory is required by January 15th each year for approval (by Academic Council, as necessary) and the associated updates in Banner to meet publishing deadlines for school catalogs (March 1) and scheduled registration dates.

Course codes, four alpha sequence, are created at the institution level and typically shortened version of the academic department offering the course (i.e. PATH = pathology). The associated course number should comply convention per Texas Common Course Numbering System as listed in [the Academic Course Guide](#) as published by the Texas Higher Education Coordinating Board for undergraduate course offerings. Graduate and professional program course numbering must be approved by the establish guidelines as directed by the Office of Academic Affairs.

Course Offering – known as Banner Sections

Each section is a course offering for which a unique Course Reference Number (CRN) is created to identify the offering for management and registration. There may be multiple offerings of a course within a term. Multiple course offerings (CRNs) should be created when different instructors (FERPA requirement) are assigned to distinct student populations, varying course meeting times, or alternate meeting locations.

Course Reference Number (CRN) is a five digit code, when associated with its term code, results in a unique identifier for all related student transactions. The following details provide guidance on CRN creation:

Banner SSASECT Form is utilized by the schools in the creation of the school-level schedule of classes (listing of all CRNs sections open for registrar each term) in accordance with the Office of the Registrar production calendar. The following lists associated requirements or information necessary to develop sections and associated reporting or integration requirements:

1. Course and Course Number must exist in Banner Catalog with appropriate effective term for section creation process
2. Create a Section
 - a. Subject code
 - b. Course Number
 - c. Course type (as defined by SIS)
 - d. Grade Method/Mode – [HSCEP OP 5905 Grading Procedures and Academic Regulations](#)
 - e. Class maximum enrollment limit
 - f. Instructional Method (Delivery Mode) [HSCEP OP 59.02 Online and Distance Education](#)
 - g. Integration Partner Code
 - i. **EPCNV code required as trigger for ILP transfer process between SIS and LMS**
3. Teaching Locations (required for system synchronization)
 - a. Banner tables maintain building and space inventory utilized for teaching. New teaching locations must be submitted to the CAO to ensure updates in all integrated systems are made (EMS, Banner Tables, Campus Room Inventory, Elentra, Archibus)
 - b. The Office of Academic Affairs shall provide guidelines for the approval process for new off-campus location requests for courses (including specific designations for major affiliated instructional sites and generic designations for minor instructional sites based on defining characteristics in relation to instruction)
 - i. Clery Geography reporting requirements include a clearly defined list of spaces owned or controlled in the direct support of institution's educational purpose,

- frequented by students or supports institutional purposes – includes central campus spaces, distant, contiguous or remote/satellite locations.
- ii. Banner requires sites to be entered in master building and room tables in order to attach to course sections, this also support Clery reporting for identifying academic spaces for geography purposes.
4. Standard meeting times and course scheduling guidelines as shall be designated by the Office of Academic Affairs based on course templates and coordinating agreements within and across programs
 5. Faculty Teaching Assignments
 - a. Each section will student enrollment must have an instructor of record no later than census day for the term. (relates to reporting on faculty of record)
 - i. For integration purposes roles assigned to LMS are directed by the detail associated in Banner SSASECT form
 1. Faculty – requires % time greater than 0 (one faculty member should be indicated as primary – by checking indicator)
 2. Non-faculty on course section must have % time set as 0
 - a. School-level coordinator may be added to course sections in the event they enter grades on behalf of their faculty; however this does not replace the requirement to have certified faculty listed as instructor of record

Term Code Information

Integration of Banner academic course scheduling with campus Learning Management Systems are supported by information in the SIS that relates to term code, and the following information in the Banner SSASECT form; part of term and the Integration Partner Field in the SSASECT form.

Terms codes are specified for each college in the following manner:

School	Fall	Spring	Summer
GSBS	22	52	NA
HSOON	22	52	72
FSOM	26	56	NA
HSDM	32	42	62

Texas Higher Education Coordinating Board Requirements (THECB)

Administrative Changes

Administrative changes, according to THECB, involve the creation of or changes (including deletions) to an academic administrative unit at a health-related institution. Administrative changes include the creation of new administrative units - (colleges, schools, divisions, departments) - as well as changes to existing administrative units, such as a name change, consolidation of existing units, or movement of a program into another unit. The CAO or designee should notify THECB via the [Administrative Change Notification Form](#) through the online portal. Formal changes are not effective until THECB responds with a letter and information sheet.

Course Delivery Mode [HSCEP OP 59.02 Online and Distance Education](#)

If a TTUHSCEP school intends to offer a program permanently in an online modality, the institution should follow the standard processes related to distance education modifications and requests, which may be accessed online at [Distance Education Modifications & Requests](#).

Distance education (as defined by THECB) is "[t]he formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction."

Distance education can include courses and programs offered:

- Online
- Off-campus face-to-face
- Electronic-to-groups

Coordinating Board rules recognize two categories of distance education courses:

- Fully distance education courses: "A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test."
- Hybrid/blended courses: "A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place."

Program Changes Reportable to the THECB

Credit Hour Requirements for Existing Program

TTUHSCEP is required to submit requests to the THECB for revisions to existing programs per Texas Administrative Code which outlines revisions to approved programs. Revisions that result in a reduction in the number of overall semester credit hours required for the degree are automatically approved, while revisions that result in an increase in the overall semester credit hours required for the degree must be reviewed and approved by THECB staff. Revisions to program curricula that do not change the overall number of required semester credit hours do not require Board approval or notification.

CAO/VPAA or designee should notify THECB via the required [Semester Credit Hour Change Form](#). TTUHSCEP Rules associated with credit hour calculations is guided by [HSCEP OP 59.09 Definition and Calculation of Credit Hours](#)

Simple revisions to the title, degree designation, or Classification of Instructional Program (CIP) code of an existing program require THECB approval. The appropriate form detailing the requested changes must be submitted by the CAO/VPAA or designee(s) via the online submission portal.

[CIP Change Request Form](#)

[Degree Title Change Request Form](#)

[Request for Consolidation of Programs Form](#)

Note, THECB may consider Significant and/or multiple revisions to an existing program may produce the need to effectively create a new program.

Review:

This guideline should be reviewed by academic council, the assistant vice president of student services, and vice president for academic affairs at least every other year and otherwise as needed to update recommendations and best practices.