High Impact Practice Course Attributes

Business Practice

Contents

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Introduction

The University System of Georgia (USG) received a grant from Lumina to implement and assess High Impact Practice (HIP) courses. Part of this grant focuses on creating the necessary data structure to track enrollment in courses with HIPs as well as assess and evaluate the effectiveness of HIPs on a variety of student outcomes. In order to gather the required data, institutions should track High Impact Practice course sections in Banner. This will allow the University System of Georgia (USG) to investigate access to HIPs (which students are enrolling) and student outcomes associated with participation in HIPs. The Academic Data Collection (ADC) will begin collecting this data Spring 2019.

Description

High Impact Practice (HIP) course section attributes will be collected in the ADC in a similar manner as the No Cost and Low Cost Course Materials Course Section Attributes. HIPs include a variety of educational programs designed for deeper learning. HIPs include programs like service learning, learning communities, peer mentoring, etc.

Purpose

This document contains the steps required to create the High Impact Practices (HIP) attribute codes and associate the attributes with individual course sections per term. It also contains the optional steps required to roll the attributes to future individual courses and course sections.

Target Audience

This document is for functional data-entry staff members responsible for maintaining course and section level data.

Purpose and Scope of Document

The information in this business practice details the steps involved in identifying course sections with trackable attributes.

More Information and Support

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk at (706) 583-2001 or 1-888-875-3697 (toll-free within Georgia). For noncritical issues, log in with your username and password at https://usg.service-now.com/usgsp to submit a ticket.

Resources

Information on ITS Service Level Guidelines and the maintenance schedule can be found at http://www.usg.edu/customer_services/service_level_guidelines. The operational status of USG IT systems and services can be found at http://status.usg.edu.

Setting up Codes

Create attribute validation codes (STVATTR)

Create the required values on the Attribute Validation page (STVATTR). These codes will be associated with course sections.

There are currently four types of High Impact Practices:

1) **Service Learning** - Courses that (A) require student participation in service projects or community engagement (either on campus or through institutional partnerships with off-campus organizations) and (B) integrate the service experience into the course content.

Code	Description*
ZSL1	Service learning courses that require 10 or less hours of service
ZSL2	Service learning courses that require 11-20 hours of service
ZSL3	Service learning courses that require 21-50 hours of service
ZSL4	Service learning courses that require 51 or more hours of service

2) **Undergraduate Research or Creative Project** - Courses that are primarily focused on an undergraduate research experience where the students conduct an original research or creative project.

Code	Description*
ZUR1	Research or creative project requires 30 or less contact hours
ZUR2	Research or creative project requires 31-50 contact hours
ZUR3	Research or creative project requires 51-100 contact hours
ZUR4	Research or creative project requires 101 or more contact hours

3) **Work-based Learning** - Courses that (A) require for-credit internships, practicums, clinicals, co-ops, or similar work-based experiences and (B) integrate the work experience into the course content. *Note: If you select ZWL3 or ZWL4 the section instruction type code should be 81 (internship/practicum).

Code	Description*
ZWL1	Work-based component requires 30 or less contact hours
ZWL2	Work-based component requires 31-50 contact hours
ZWL3	Work-based component requires 51-100 contact hours
ZWL4	Work-based component requires 101 or more contact hours

4) **Capstone** - Course offered to undergraduate students to capture a culminating project or exhibition (e.g., a thesis, performance, project) that serves as a final academic experience.

Code	Description*
ZCAP	Course offered to capture a culminating project or exhibition

* NOTE: The Description field on the Attribute Validation page (STVATTR) is limited to 30 characters. The above descriptions must be abbreviated to accommodate the length of the field.

Code *	Description *
ZUR1	Research Project 30 or less hr
ZUR2	Research Project 31-50 hrs
ZUR3	Research Project 51-100 hrs
ZUR4	Research Project 101+ hrs
ZWL1	Work Component 30 or less hrs
ZWL2	Work Component 31-50 hrs
ZWL3	Work Component 51-100 hrs
ZWL4	Work Component 101+ hrs

ATTRIBUTE VALIDATION — Attribute Validation STVATTR 9.3

Insert   Delete   Copy   Filter

10 of 10   10 ∨ Per Page   Record 96 of 98
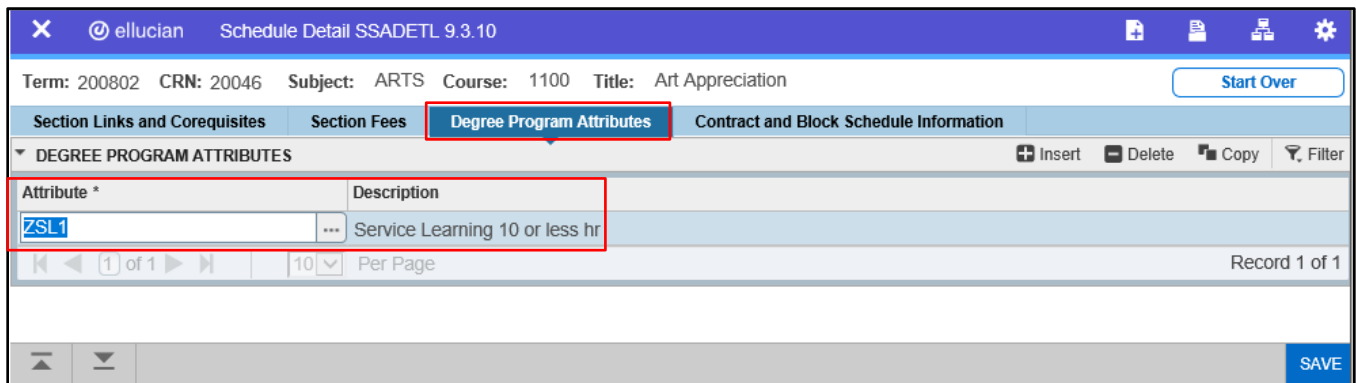
Activity Date 09/25/2018 10:13:28 AM   SAVE

Entering Attributes on Course Sections

Add attributes to course sections (SSADETL)

The appropriate attribute code(s) should be added to the section on the Degree Program Attributes tab of the Schedule Detail page (SSADETL). The Attribute field validates against the Attribute Validation Page (STVATTR).

In the Key Block of SSADETL, enter the term code and CRN. Navigate to the Degree Program Attributes tab. Use the Attribute field query to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.

✕ ⊘ ellucian Schedule Detail SSADETL 9.3.10		📄 📑 🖧 ⚙
Term: 200802 **CRN:** 20046 **Subject:** ARTS **Course:** 1100 **Title:** Art Appreciation		Start Over

Section Links and Corequisites	Section Fees	**Degree Program Attributes**	Contract and Block Schedule Information

▾ DEGREE PROGRAM ATTRIBUTES   ➕ Insert   ➖ Delete   📋 Copy   🖾 Filter

Attribute *	Description
ZSL1 ⋯	Service Learning 10 or less hr

◁◁ ◁ [1] of 1 ▷ ▷▷   10 ▽ Per Page   Record 1 of 1

⤒ ⤓   SAVE

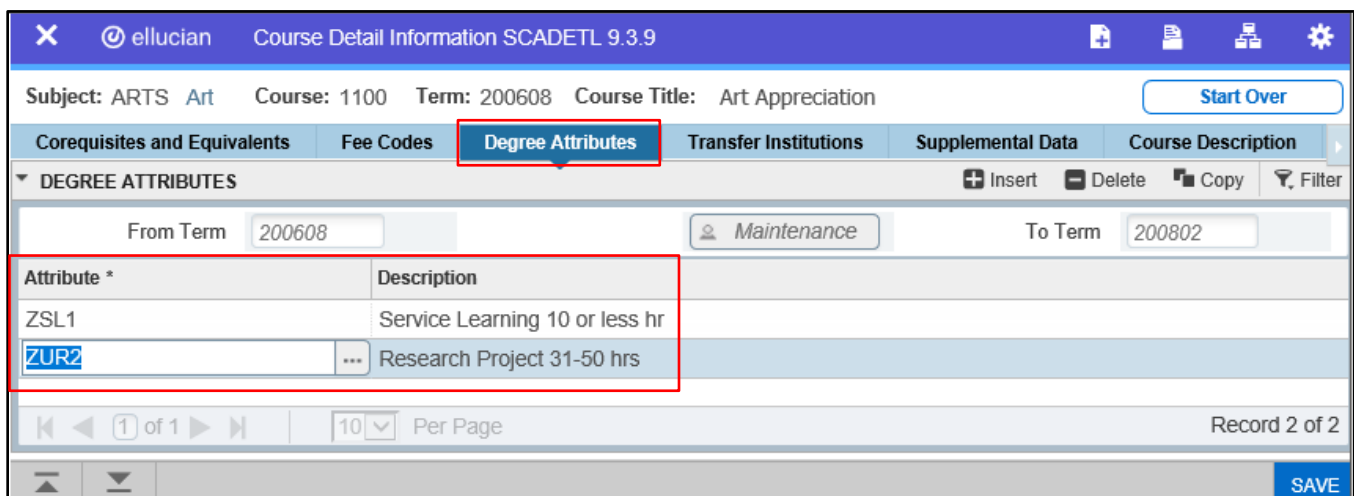# Optional: Entering Attributes on Courses, and Rolling Attributes

Add attributes to courses (SCADETL)

The appropriate attribute code(s) should be added to the course on the Degree Attributes tab of the Course Detail Information page (SCADETL). The Attribute field validates against the Attribute Validation page (STVATTR).

Any attributes existing for a course will be defaulted to the course section when creating the section on the Schedule page (SSASECT). If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog.

In the Key Block of SCADETL, enter the course subject, course number, and effective term code and click Go. Navigate to the Degree Attributes tab. (If the Key Block term code and the From Term code for the Degree Attributes tab do not match, the Maintenance button can be used to end all existing attributes or copy all existing attributes forward to the new effective term. Please follow established institutional business practices with regard to effective term and maintenance of degree attributes.)

Use the Attribute field query to select a value from the list of valid STVATTR codes or directly enter the code in the Attribute field.

Roll attributes to next term (SSRROLL)

If the Term Roll process (SSRROLL) is used to roll the schedule to the next term, the Roll Degree Attributes parameter may be set to C to roll attributes from the catalog or Y to roll attributes from the schedule of the term entered the From Term parameter. The parameter defaults to Y. Please follow established institutional business practices with regard to rolling degree attributes using SSRROLL.
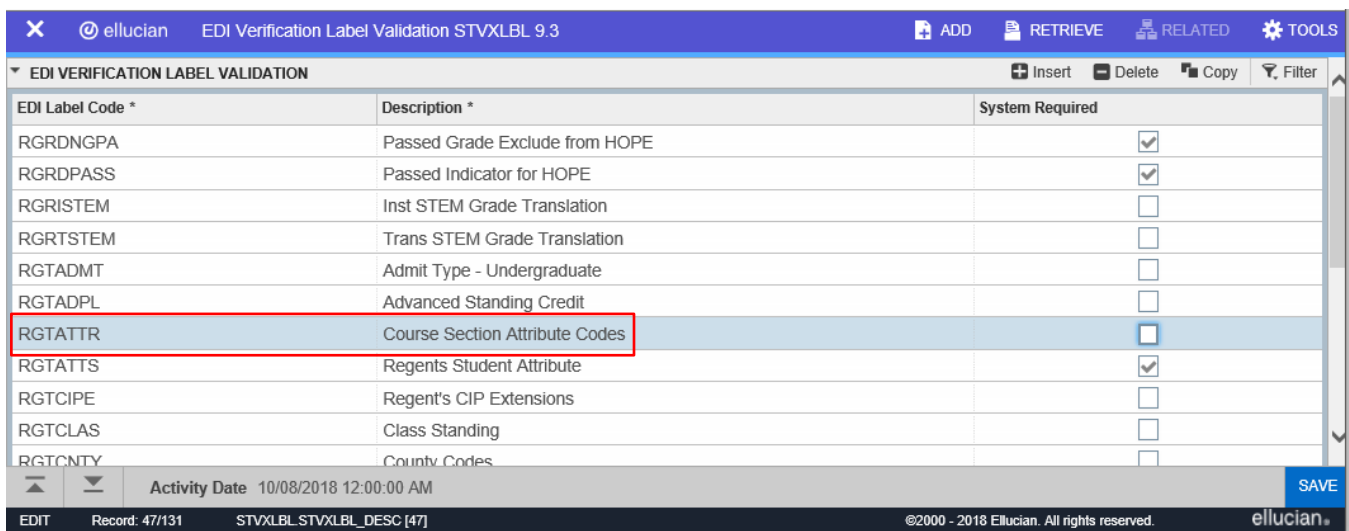
Translate Non-Standard Codes

Any non-standard course attribute codes must be translated to values defined within the Data Element Dictionary (DED) for the ADC.

Confirm that cross reference labels exist (STVXLBL)

Confirm that the cross reference label for course attributes exist on the EDI Verification Label Validation Page (STVXLBL).

Code	Description
RGTATTR	Course Section Attribute Codes

The RGTATTR label may already exist on STVXLBL. It was previously used by the ADC for a data element that was decommissioned. The label is being reactivated for the current Course Section Attribute Codes (SEC028) element.

Translate non-standard codes (SOAXREF)

Any non-standard course attribute codes must be translated on the EDI Cross-Reference Rules page (SOAXREF). Use Cross-Reference Label, RGTATTR to translate course attribute codes.

In the Electronic Value field, enter the required value for ADC reporting. In the Banner Value field, enter the institutional code. The Description field may be manually populated.

If multiple Banner Values equate to a single Electronic Value, populate the Electronic Qualifier field with a value such as "0001."

Translation values may already exist for SOAXREF > RGTATTR. These values were previously used for an ADC data element that was decommissioned. Any existing translations should be deleted before establishing the translations for the current Course Section Attribute (SEC028) element.

Electronic Label *	Electronic Qualifier	Electronic Value *	EDI *	Web *	XML *	Banner Value	Description
RGTATTR		ZSAB	☑	☐	☐	ZSAB	Study Away
RGTATTR		ZSAD	☑	☐	☐	ZSAD	Branch Campus Abroad
RGTATTR		ZSAE	☑	☐	☐	ZSAE	Embedded
RGTATTR		ZSL1	☑	☐	☐	ZSL1	Service learning 10 or less hours of service
RGTATTR		ZSL2	☑	☐	☐	ZSL2	Service learning 11-20 hours of service
RGTATTR		ZSL3	☑	☐	☐	ZSL3	Service learning 21-50 hours of service
RGTATTR		ZSL4	☑	☐	☐	ZSL4	Service learning 51 or more hours of serv…

Academic Data Collection References

Collection of High Impact Practice Course Data

The Academic Data Collection (ADC) collects the Banner data related to students participating in High Impact Courses for USG reporting purposes. Refer to the ADC Data Element Dictionary (https://www.usg.edu/research/reporting_resources) for any changes to the reporting requirements, valid values, and potential errors that could be encountered during the ADC submission for the following data elements:

- High Impact Practice Course Section Attribute (SEC028)