FCQ Course Auditing Tutorial

Course Audit Workflow:
- [View or download your course audit files](#)
- [Review your course list and identify any needed changes](#)
- [Update in CU-SIS](#) (if needed)
- [Verify the changes using the Course Audit website](#) (if needed)
- [Common challenges to watch out for](#)

View or download your course audit files

Access files through the FCQ website, http://www.colorado.edu/fcq/

- Select "Course Audit" from the menu

University of Colorado **Boulder**

Faculty Course Questionnaire

| 🏠 | FCQ Results | Tutorials | Terms of Service | Coordinators | Instructors | Students | Forms and Reports | Calendar | Course Audit |

- Select "View/Download Course Audit Files"

| 🏠 | FCQ Results | Tutorials | Terms of Service |

Course Audit

View/download course audit files

Course audit tutorial (PDF)

- This takes you to the OneDrive folder containing all course audits.

📁 Previous_Semesters	View audit files from previous semesters
📊 abbreviations.csv	An abbreviations key for finding your dept
📊 audit2231_all.xlsx	View all classes and FCQ schedules
📊 audit2231_campusBD.xlsx	
📊 audit2231_campusCE.xlsx	
📊 audit2231_campusDN.xlsx	View audit files for a specific campus
📊 audit2231_campusMC.xlsx	
📊 audit2231_CUBLD_BLD3_ECEA.xlsx	View audit files for your specific dept
📊 audit2231_CUBLD_BLD3_EDUA.xlsx	

- Use the abbreviations file to find your department, if needed

Campus	Audit_CD	Subject
B3	ECEA	ECEA
B3	ECEA	EMEA
B3	EDUA	EDUA
BD	AAAH	ARTF
BD	AAAH	ARTH
BD	AAAH	ARTS
BD	AIRR	AIRR
BD	ALAC	ARAB
BD	ALAC	CHIN
BD	ALAC	HIND
BD	ALAC	JPNS
BD	ALAC	KREN
BD	ANTH	ANTH
BD	APPM	APPM
BD	APPM	STAT

CourseAudit

Name

- 📁 Previous_Semesters
- 📊 Abbreviations.xlsx
- 📊 audit2231_all.xlsx
- 📊 audit2231_campusBD.xlsx
- 📊 audit2231_campusCE.xlsx
- 📊 audit2231_campusDN.xlsx
- 📊 audit2231_campusMC.xlsx
- 📊 audit2231_CUBLD_BLD3_ECEA.xlsx
- 📊 audit2231_CUBLD_BLD3_EDUA.xlsx
- 📊 audit2231_CUBLD_BLDR_AAAH.xlsx
- 📊 audit2231_CUBLD_BLDR_AIRR.xlsx
- 📊 audit2231_CUBLD_BLDR_ALAC.xlsx
- 📊 audit2231_CUBLD_BLDR_ANTH.xlsx
- 📊 audit2231_CUBLD_BLDR_APPM.xlsx
- 📊 audit2231_CUBLD_BLDR_ARRD.xlsx

You also have the option to view or download all classes with the audit(term)_all.xlsx file or all classes on your campus with the audit(term)_campus(campus code).xlsx files.

Download the spreadsheet by clicking Select File > Save As from the menu.

Review your Excel course list and identify any needed changes

Please review your list of classes and instructors for items that need updating, such as instructor name or whether FCQs are desired.

Tips:
- ✓ Use filters to quickly search for courses and instructors
- ✓ The primary columns to review are A-C, I-K

Overview:
- Columns A-C are generated by the FCQ program based on CU-SIS information
- Columns I-K are department-provided items from CU-SIS that determine who gets FCQs
- All other columns contain course details (for reference only)

Review the course audit file

Columns A-C are generated by the FCQ program

Admin_FCQs	Reason_for_NO	FCQ_admin_dates	Campus	Subject	Course	Section
YES		Apr 24-May 02	BLDR	MSBX	5435	004
NO	Enrollment less than minimum		BLDR	MSBX	5435	004B
NO	Enrollment less than minimum		CEPS	MSBX	5435	574
NO	Enrollment less than minimum		CEPS	MSBX	5435	576
YES		Apr 24-May 02	BLDR	MSBX	5605	003
YES		Apr 24-May 02	BLDR	MSBX	6290	001
YES		Apr 24-May 02	BLDR	MSEN	5270	001
YES		Apr 24-May 02	BLDR	MSEN	5370	001
NO	No FCQs for DIS, IND, THE sections		BLDR	MSEN	5840	900
YES		Apr 24-May 02	BLDR	MSEN	5919	010
NO	No FCQs for DIS, IND, THE sections		BLDR	MSEN	8990	901

Column A: Admin_FCQs
- If YES: course-section-instructor will receive FCQs
- If NO: course-section-instructor won't receive FCQs

Column B: Reason_for_NO
- If column A = YES: column B will be empty
- If column A = NO: column B will state the reason why it's not being evaluated
- For a an explanation of the codes in column B, see the appendix

Column C: FCQ_admin_dates
- If column A = YES: column C will show the scheduled evaluation dates
- If column A = NO: column C will be empty

Review the course audit file

Columns I-K are provided by dept, inform columns A-C

H	I	J	K	L	M
Class	Instructor	Sched_pri	Instr_role	Instrctn_r	Class_con
27950	Macaluso, Gregg Richard	Y	PI	P	LEC
27951	Macaluso, Gregg Richard	Y	PI	OL	LEC
41900	Macaluso, Gregg Richard	Y	PI	P	LEC
42824	Macaluso, Gregg Richard	Y	PI	OL	LEC
27942	Bernstein, Asaf	Y	PI	P	LEC
27879	Moon, Seoyeon Katie	Y	PI	P	LEC
32881	Toney, Michael Folsom	Y	PI	P	LEC
32882	Lee, Se-Hee	Y	PI	P	LEC
30895	Bryant, Stephanie Josephine	Y	PI	P	IND
42723	Pellegrino, John Joseph	Y	PI	HY	LEC
30901	Bryant, Stephanie Josephine	Y	PI	P	DIS
10626	Whitecotton, Cole Michael	Y	PI	OL	LEC

Column I: Instructor
- Will include instructor's name or else be blank
- If blank, will not receive FCQs

Column J: Sched_print_instr
- If = Y: FCQs are requested for this instructor, pending eligibility
- If = N or '-': FCQs are not requested for this instructor, supersedes eligibility

Column K: Instr_role
- Instructor roles are Primary (PI), Secondary (SI), or Teaching Assistant (TA)
- Only relevant for role-dependent questions

Summary
Columns A-C are determined by CU-SIS/Campus Solutions information
- All other information is pulled directly from CU-SIS/Campus Solutions
    - If incorrect, work with your curriculum manager to correct in CU-SIS
Column J must = Y in order for the class to be evaluated
- However, a 'Y' does not guarantee an FCQ
- Other criteria, such as enrollment or class type, can make a class ineligible for FCQs
Review often to ensure accuracy and that changes have been made correctly

Make updates in CU-SIS

If you don't have CU-SIS access you will need to either gain access or coordinate with your curriculum manager:

- Log into CU-SIS and navigate to "Schedule Class Meetings"
- Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings
- Search for your course

This will take you to a search page similar to this:

There may be slight differences in how your page appears, as views can differ, but you should have similar search criteria available.

To search for all classes in your department or subject area, fill in the basic criteria:

To search for classes at a particular academic level, fill in the basic criteria, plus:
- "Academic Career"
- Options include "Undergraduate," "Graduate," "Non-Credit," etc.

▼ Search Criteria

Academic Institution:	= ▼	CUBLD 🔍
Term:	= ▼	2177 🔍
Subject Area:	= ▼	ANTH 🔍
Catalog Nbr:	begins with ▼	
Academic Career:	= ▼	Undergraduate ▼
Campus:	begins with ▼	🔍
Description:	begins with ▼	
Course ID:	begins with ▼	🔍
Course Offering Nbr:	= ▼	🔍
Academic Organization:	begins with ▼	

To narrow your search to particular courses, fill in the basic criteria, plus:
- "Catalog Nbr"
- Broaden this search by choosing different qualifiers from the "Catalog Nbr" dropdown, such as "between," "not =," "<=," etc.

▼ Search Criteria

Academic Institution:	= ▼	CUBLD 🔍
Term:	= ▼	2177 🔍
Subject Area:	= ▼	ANTH 🔍
Catalog Nbr:	begins with ▼	2010
Academic Career:	= ▼	▼
Campus:	begins with ▼	🔍
Description:	begins with ▼	
Course ID:	begins with ▼	🔍
Course Offering Nbr:	= ▼	🔍
Academic Organization:	begins with ▼	

When you click "Search," a list of classes will appear below the search box. Once you select your desired class, you will see class details with some tabs along the top. Again, your display may vary, but you will have a tab labeled "Meetings":

Select the "Meetings" tab, find your section (or "View All" for multiple), and scroll down to the box titled "Instructors For Meeting Pattern":

The relevant components for FCQs are instructor "Name," the "Print" checkbox and "Instructor Role."

In the above example,
- The instructors are identified
- The instructor roles are identified
- The primary instructor is marked to receive FCQs
- The TA is marked to not receive FCQs

To make updates:
- You may add or remove instructors and change their role
- To request or remove FCQs, click the box under "Print" to select or deselect

-   **= may receive FCQs**
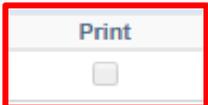
-   **= will not receive FCQs**

Once you've saved your changes, your updates have been made!

Verify the changes using the Course Audit website

If you're making changes during the designated course audit window: Changes made by 5 p.m. will appear on the Course Audit website by 12 p.m. the following business day. Changes will not show up earlier than 8 a.m. Changes made outside of business hours may take an extra day to appear in your course audit file.

If you're making changes <u>after</u> the designated course audit period: Contact the FCQ program to let us know of the changes.

To verify that your changes have gone through:
- Return to the Course Audit website, www.colorado.edu/fcq/course-audit
- Select your department or program
- Click to open the Excel document
- Click File > Save As to download

If changes made during business hours are not reflected in your Course Audit document within 2 business days, please contact the FCQ program, fcq@colorado.edu.

Common challenges to watch out for

These are challenges, not necessarily errors.

Most common challenges
- Instructor not listed or listed incorrectly
- Sched_Print box not checked
- Multiple meeting dates not chronological
- Instructors not included in all meeting dates
- Nontraditional meeting patterns

Instructor not listed
- Without an instructor, a class can't receive FCQs

Admin_FC ▼	Reason_for_NO	Class_num ▼	Instructor ▼	Sched_pri ▼
NO	No FCQs per department request	41026		-
NO	No FCQs per department request	41358		-

Instructors For Meeting Pattern   Personalize |

Assignment	Workload			
ID	Name	Instructor Role		Print
		Teaching Assistant		☑

Wrong instructor listed

- This is far more difficult to catch than a missing instructor
- If you notice an incorrect instructor assignment during an FCQ administration, please let me know ASAP
- This is the most challenging error to fix as there is often confusion among students and the survey results are less reliable when there is a late instructor change

Sched_Print box not checked

- The Print box must be checked to receive an FCQ
- Other eligibility requirements still apply

Multiple meeting dates not chronological

- Not common, and we have guardrails to catch these
- But guardrails are not guarantees – be mindful of classes with multiple meeting dates

	Find	View All	First ◀ 3 of 4

Start/End Date
02/01/2023   02/01/2023

	Find	View All	First ◀ 1 of 4

Start/End Date
03/08/2023   03/08/2023

Instructors not included in all meeting dates

- This can throw off FCQ evaluation dates or exclude an instructor

Nontraditional meeting patterns

- Situations where the actual class end date does not match the end date in CU-SIS
- There isn't an automated solution for this – Let me know when these cases arise and I can manually code for them

APPENDIX: "Reason for no admin'ed FCQs" codes (column B of the Course Audit document)

- **"SCHED PRINT INSTR=NO"** means an instructor is listed, but the "Print" checkbox is not selected for them

- **"SCHED PRINT INSTR=MISSING"** and **"NO INSTR NAME"** means no instructor is listed

- **"ENRLMT LESS THAN 3 STU"** means that the class size does not meet the minimum requirement to receive FCQs

- **"INSTR GETS FCQ FOR LEC ONLY"** means that the same instructor teaches the LAB/REC section so will only receive FCQs for LEC

- **"INSTR TEACH >5 CRSE SCTNS"** means that the instructor's teaching load exceeds the designated maximum number (which is five) within subject-group

- **"CLASS ENDS TOO LATE"** means that the course doesn't fit within our standard administration window (Dec. 1-8 Denver/Colorado Springs, Dec. 8-15 Boulder)

- **Section code exemptions**:
    - **"NO FCQS FOR (DIS, INT, IND, PRA, THE) CLASSES"** are ineligible this semester
    - **"NO FCQS FOR CAND DEGR"** or **"IND STDY"** refer to classes with the instruction mode code of IS (independent study) or CD (candidate for degree), which are ineligible for FCQs
- **Program exemptions:** There are some programs that do not participate in the FCQ