

**From:** Russell, Margaret H (Margie) mrusssel8@utk.edu

**Subject:** FW: Course Names

**Date:** July 23, 2021 at 1:20 PM

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TCE Leadership,

Please review information from Molly Sullivan regarding course names. Please send any suggestions to Molly for UG and Catherine Cox for Grad.

Thank you,

Margie

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**From:** Sullivan, Molly

**Sent:** Friday, July 23, 2021 12:15 PM

**To:** Stier, John Clinton <jstier1@utk.edu>; Ambroziak, A Katherine Bambrick (Katherine B. Ambroziak) <aambrozi@utk.edu>; Collins, Charles Robert (Chuck) <collins@utk.edu>; Drinnon III, George C <gdrinnon@utk.edu>; Morris, Lane <mmorris1@utk.edu>; Gullett, Betsy <esmith2@utk.edu>; Neill, Jamie Gaines <jneill3@utk.edu>; Longmire, Julie <jlongmir@utk.edu>; Hutson, Sadie Pauline <shutson@utk.edu>; Kilic, Ozlem <okilic@utk.edu>; Russell, Margaret H (Margie) <mrussel8@utk.edu>; Mindrup, Robert Matthew <rmindrup@utk.edu>; Hinde, Robert J <rhinde@utk.edu>; Copley, Meghan <mcopley@utk.edu>; Gordon, Kristina Coop <kgordon1@utk.edu>

**Cc:** Hardy, Jennifer Mae <jhardy11@utk.edu>; Cox, Catherine O <cathcox@utk.edu>

**Subject:** Course Names

Good morning,

As I mentioned to some of you last spring, the catalog course name is different from the transcript course name: The catalog name may be up to 100 characters (including spaces),

but the transcript name is limited to 30 characters (including spaces).

The person entering new courses into Banner (Catherine Cox for grad courses or me for undergrad) abbreviates the catalog name to fit the shorter transcript name field. That works well unless the catalog name is very long with multiple words. Occasionally, we end up with transcript names that don't make sense to observers, who can include students themselves, transfer evaluators or graduate program admissions officers, and prospective employers. The timetable/schedule of courses often shows the transcript name, so abbreviations that are difficult to understand could prevent a student from registering for an interesting elective simply because they did not understand the name of the course.

For the past year or two, I have been asking some of you for help in determining transcript names. My assumption is that faculty often have "nicknames" for their long course names and, as experts in the field, would be the best people to shorten the names for transcript purposes.

I have created a list of courses with both their catalog names and transcript names. (The lists are attached, broken into grad and undergrad files, with each file subdivided into active and archived or inactive courses.) Please help me resolve undergrad transcript names that are unclear, although it isn't an emergency. Please look at active courses first but don't neglect inactive courses--former students can request transcripts, so even inactive courses might need better transcript names.

Please share these with your faculty, who can recommend different transcript names, if needed. Since only the catalog name must go through the curricular change approval process, we can edit the transcript name without getting permission. I have highlighted some of the undergrad courses that I believe need better transcript names. I did not do that for grad courses. (I realize most of you only work with UG curriculum, but one or two of you said last spring that you would like to see both lists.)

For those of you who love numbers as much as I do, we currently have 9,920 courses in Banner (5,440 UG, 4,480 grad) with 7,582 active, 59 archived, and 2,279 inactive/dropped.

On a side note, I plan to do a review of major/minor/concentration/certificate names as well. Those also have catalog names and transcript names. Again, the transcript name is restricted to 30 characters (including spaces) for each transcript line (major, concentration, minor, certificate.)

Again, no hurry on this. If you see transcript names you want to change, please tell me (or Catherine for grad courses).

Molly

Molly Sullivan  
Coordinator III/Curriculum and Catalog

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*Big Orange. Big Ideas.*

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Course Name  
Analysi...ad.xlsx



Course Name  
Analysi...G.xlsx