

CAS Syllabus Archive

Service design document, terms, and conditions

Last Revised – 12/20/2018

I. Eligibility

This service is available to departments within the College of Arts and Sciences (CAS).

II. Purpose & History

The CAS Syllabus Archive exists to easily make publically available syllabi specific to courses. Intended consumers of this Syllabus Archive are current ISU students for the purpose of evaluating courses and advisors at other institutions for the purpose of course placement. The mandatory retention for syllabi is 5 years per “Records Retention Document - University Wide Documents” found at <https://comptroller.illinoisstate.edu/a-z/>. Office staff would regularly have to search file cabinets to retrieve syllabi to send to other institutions which is a time burden.

III. Service Description

This custom developed web-based application allows CAS faculty to upload syllabi intended for consumption by students and other institutions. The system is available at <http://casit.illinoisstate.edu/syllabi>. Syllabi posted to the system are searchable by course number, instructor of record, department, or course title. Syllabi are also downloadable.

The process for posting a syllabus it to upload it to the associated course within Digital Measures on the Scheduled Teaching screen. Access to post syllabi is restricted to the instructor of record or those with permission to modify records on another’s behalf.

IV. Requirements and Availability

- CAS-IT TAP supports most popular modern browsers on Windows and Mac OS like IE, Edge, Chrome, Firefox, and Safari.
- Other platforms like iOS or Android are not expected to be able to upload or access syllabi.
- A VPN connection is not required for off-campus access.
- An internet connection is required to connect.

This service is available 24/7/365 except during CAS-IT systems maintenance windows and vendor (Digital Measures) maintenance. Details and a schedule about CAS-IT maintenance window is available on the CAS-IT website at <http://cas.illinoisstate.edu/about/casit/services/>. It is highly recommended that all invested parties subscribe to emergency alerts at: <http://alerts.illinoisstate.edu/subscription/>. The CAS Syllabus Archive has an additional daily maintenance window of 4 am to 5 am where it may receive bug fixes and updates.

V. Service continuity

This service relies on CAS-IT server infrastructure and vendor hosted services. CAS-IT has implemented reasonable data redundancy and backup standards to best ensure that a system failure resulting in data loss is not likely to occur. We cannot guarantee a “zero downtime” environment though.

VI. Decommission of Service

Changes/degradation in technology availability or security may cause a need to decommission or transition the service. Impacted departments would be notified if necessary.

VII. Customer Support

CAS-IT support for this service is available during normal business hours; generally M-F 8 am to 4:30 pm except for University holidays and other closures. This service does not qualify for emergency outage support outside of normal business hours.

VIII. Responsibilities

A. Users

- Creating and maintaining syllabi
- Uploading syllabi to the appropriate course listing in Digital Measures

B. CAS-IT

- Proactively design a positive user experience
- Configure and/or Modify access permissions
- General development and maintenance of the system

C. 3rd Party

The listed parties below are relied upon to deliver this service. Outrages and maintenance initiated by these parties may impact delivery of CAS-IT hosted services. CAS-IT will make the best efforts to coordinate with these parties.

- Illinois State University Administrative Technologies
 - Campus network backbone
 - Backups
- Microsoft
 - Windows Server operating system
 - MS SQL
- Watermark
 - Digital Measures web application

IX. Fees

Funded by the College of Arts & Sciences and CAS-IT.

X. Changing Standard Access

All requests for change of access are approved by the appropriate department chair within the standard CAS-IT on and offboarding procedures.