The Banner coding for the IAE program is handled at the departmental level with college-level coordination. Most colleges have an IAE liaison who will be working with the Dean and Department chairs to ensure courses in Banner accurately reflect the IAE activity in your college. As a baseline, we have developed specific definitions for each of the engagement opportunities we are focusing on for IAE and you need to ensure that your course meets all of the definition to be coded. A good place to start is to look at the characteristics list for each definition and see that you meet all of them.

That being said, the exact nature of what gets coded and uploaded is a college conversation that can be had with your administrative chain. I would recommend starting with your department chair as they were the original point of contact for the coding, but you may reach out to college liaisons for additional discussions. You are always welcome to contact the director of the QEP if you have questions, but the final decision is a college-level one, so it's usually best if you start there.