TIP Overview

For TIP School and Department Liaisons
Fall 2011
The Role of DUE

- Administer federal student financial assistance programs
- Oversee HEOA provisions, including the Textbook Information Provision, providing interpretation of legislation and regulations
- Liaison with U.S. Department of Education and associated auditors regarding Institute compliance
The Role of Faculty

- Prior to pre-registration provide updated information on required and recommended reading for their courses
- Use the on-line MIT Semester Books Submission Form available at http://tip.mit.edu to provide the information
- Submit the information themselves, or delegate the responsibility
The Role of MIT Schools and Departments

- Champion timely submission of required and recommended reading using the on-line MIT Semester Books Submission Form
- Monitor compliance with HEOA provisions which require that faculty report status of required and recommended reading for each course
The Role of IS&T

- Develop, maintain and house the MIT Semester Books Submission Form
- Provide user support through Help Desk, including Hermes FAQ’s
- Develop and maintain Managed Data Service (MDS), Data Warehouse tables, and data exchange with The Coop
- Responsible for providing ISBN number and purchase price (currently through an outsourcing arrangement with Bowker)
The Role of IS&T

- Technical lead for the development and maintenance of:
  - Online Textbook Information (OTI) Web Service
  - Online Pre-Registration
  - Online Subject Listing and Schedule
  - Online Subject Listing and Schedule Textbook Application
- Provide textbook information on Stellar
The Role of MIT Libraries

- Receive “confirmed” requests from The Coop prior to processing required and recommended materials
- Reserve requested materials
- Maintain Course Reserve and TIP FAQ’s associated with on-line MIT Semester Books Submission Form
The Role of The Coop

- Receives data from the Data Warehouse for required and recommended information, as well as course listings
- Review and verify information and confirm with faculty
- Provide weekly file of the confirmed required and recommended reading in addition to courses without materials to the Data Warehouse
- Ensure timely fulfillment of course materials at MIT Coop bookstore
- Provide upon request “management reports” for Institute follow up