Office of the
Dean for Undergraduate Education

TIP Overview

For TIP School and Department Liaisons
Fall 2011

MIT   Massachusetts Institute of Technology

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)

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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

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