DEPARTMENT

CHAIRPERSON

RESOURCES

CONTENTS

ADMINISTRATIVE OR ACADEMIC CALENDAR

The most up-to-date Administrative Calendar link is here: https://www.ccri.edu/acadaffairs/calendars.html

The Academic Calendar link is here: https://www.ccri.edu/academics/index.html Click on Calendar, then click on Print tab if you want a printed copy.

To download the calendar, scroll your mouse over the down arrow in the upper right until you see 'Download.'

Save the file or print it by scrolling to the printer icon in the upper-right of the screen or click CTRL +P on our keyboard.

Fall 2020 Academic/Administrative Calendar: Key dates have been noted to assist faculty and staff in anticipatind deadlines. Please note that while most of the dates are firm, some dates may beed adjustment, in which case faculty and staff will be

Please note the calendar dates and ... ... mnbances change with COVID-19
Please note: Faculty ... ... icated in green.

Event Date	
Mar. 9	Early Advising begir...
Mar. 11	Chairs send Teache...
Apr. 6	PTFA members ret...
Apr. 20	Fall 2020 registratio...
May 4	Fall 2020 registratio...
May 12 – 13	Cancellation of clas...
May 22	Chairs submit payr...
May 26	Deans submit payr...
Jun. 23 – 24	Cancellation of clas...
	Faculty submit sabb...
Jul. 1	Chairs submit faculty evaluations to deans
	Effective date for promotions and tenure (Fall 2014 hires)
Jul. 8	Chairs submit payroll (Summer Session II) to deans
Jul. 10	Chairs submit teaching schedule and workload summary (Fall 2020) to deans
	Chairs submit release time requests (Fall 2020) to deans
	Chairs submit faculty stipend requests (Fall 2020) to deans
Jul. 13	Deans submit payroll (Summer Session II) to Payroll Office
Aug. 10	Chairs notify PTFA members of course assignments (Fall 2020)

Opening Administrative_Calendar_Fall_2020.pdf ✕

You have chosen to open:

📕 **Administrative_Calendar_Fall_2020.pdf**
which is: Portable Document Format (56.1 KB)
from: https://www.ccri.edu

What should Firefox do with this file?

○ Open with   Microsoft Edge (default)
◉ Save File
☐ Do this automatically for files like this from now on.

OK   Cancel

9:02 AM
9/24/2020

See Administrative Calendar for dates on when the following are due:

1. Send out Part-time Faculty Request forms

2. Assign full-time and part-time faculty to courses (see full-time faculty contract and part-time faculty contract)

   Directions for hiring a new adjunct faculty member: https://www.ccri.edu/hr/managers/part_time/index.html Adding a New Instructor to Workflow: https://www.ccri.edu/hr/training/WorkflowTrainAdjunct.pdf

3. Entering a new faculty member into Banner (see page 27 on SIAASGN

4. Print out the Banner payroll report (Running the Overload Report), sign and submit to Divisional Dean.

5. Print out the Argos payroll report (Payroll Reports), sign and submit to Divisional Dean

   SIGN up for DocuSign here: DocuSign

   DocuSign is used for the following:

   Chair Workload form

6. Overload Exception form

7. Stipend and/Release time forms

8. Fill out and submit any Independent Studies forms (https://www.ccri.edu/acadaffairs/pdfs/ISR_Revised_9_15.pdf)

At the end of the semester, please submit Workflow for Instructor Payment for Independent Study. Find directions here: https://www.ccri.edu/hr/training/WorkflowTrainHonor.pdf

9. Collect syllabi from faculty for all courses by the first day of the semester (https://ccri.policystat.com/policy/7250502/latest/)
10. Get the office hours for the full-time faculty (per full-time faculty contract, Article VI Conditions of Employment)

TEXTBOOKS

Bookstore Process: Video from BNC

https://www.youtube.com/watch?v=rTnuv7X63y8

DIRECTIONS FOR TEXTBOOK ADOPTIONS

Login to the BNC Website here: https://aip.bncollege.com/app
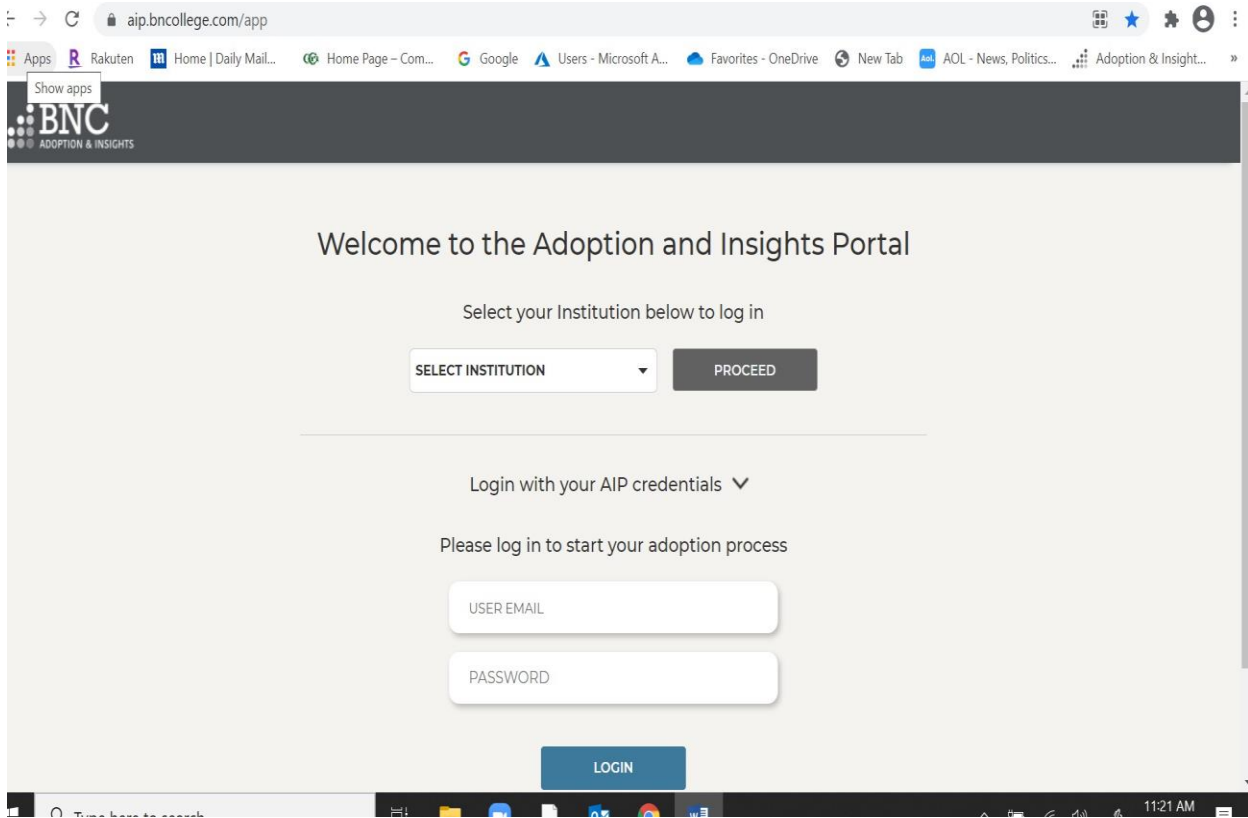
Select our institution and then click on PROCEED.

Next, enter your CCRI login credentials.
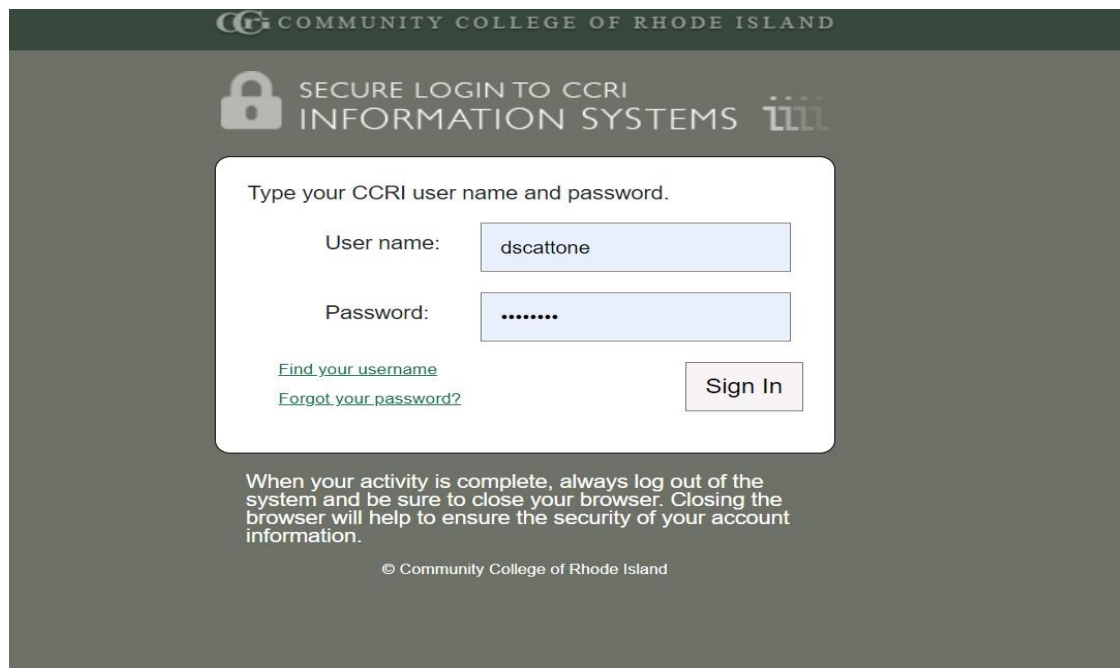
If you have the DUO-Protected authentication you will have to accept it on your mobile device.
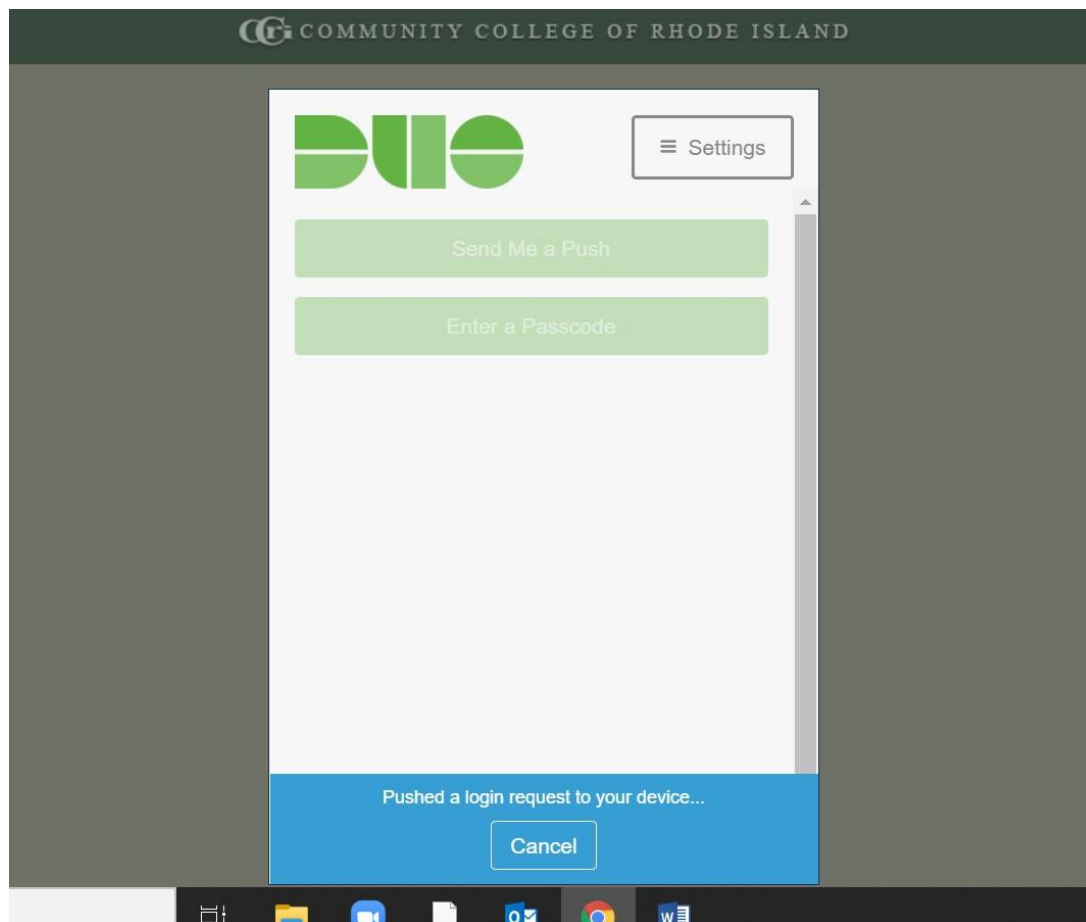
Next, the Adoptions Overview screen will appear.
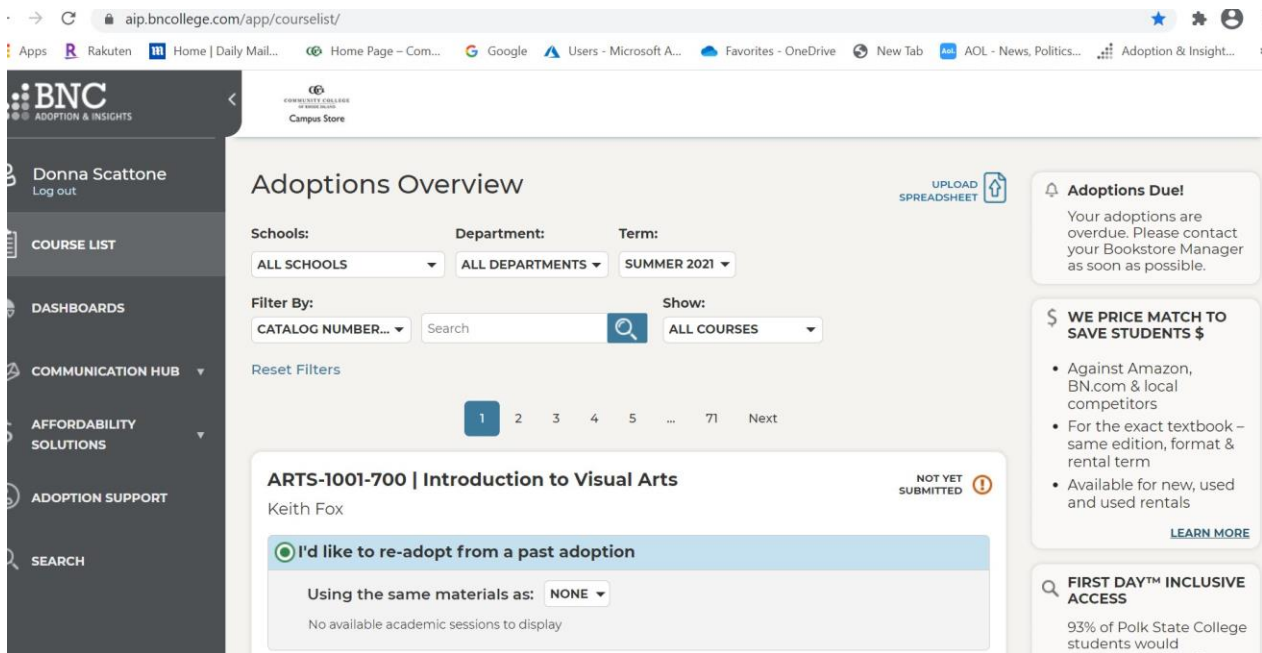
Next, choose the term to adopt texts.
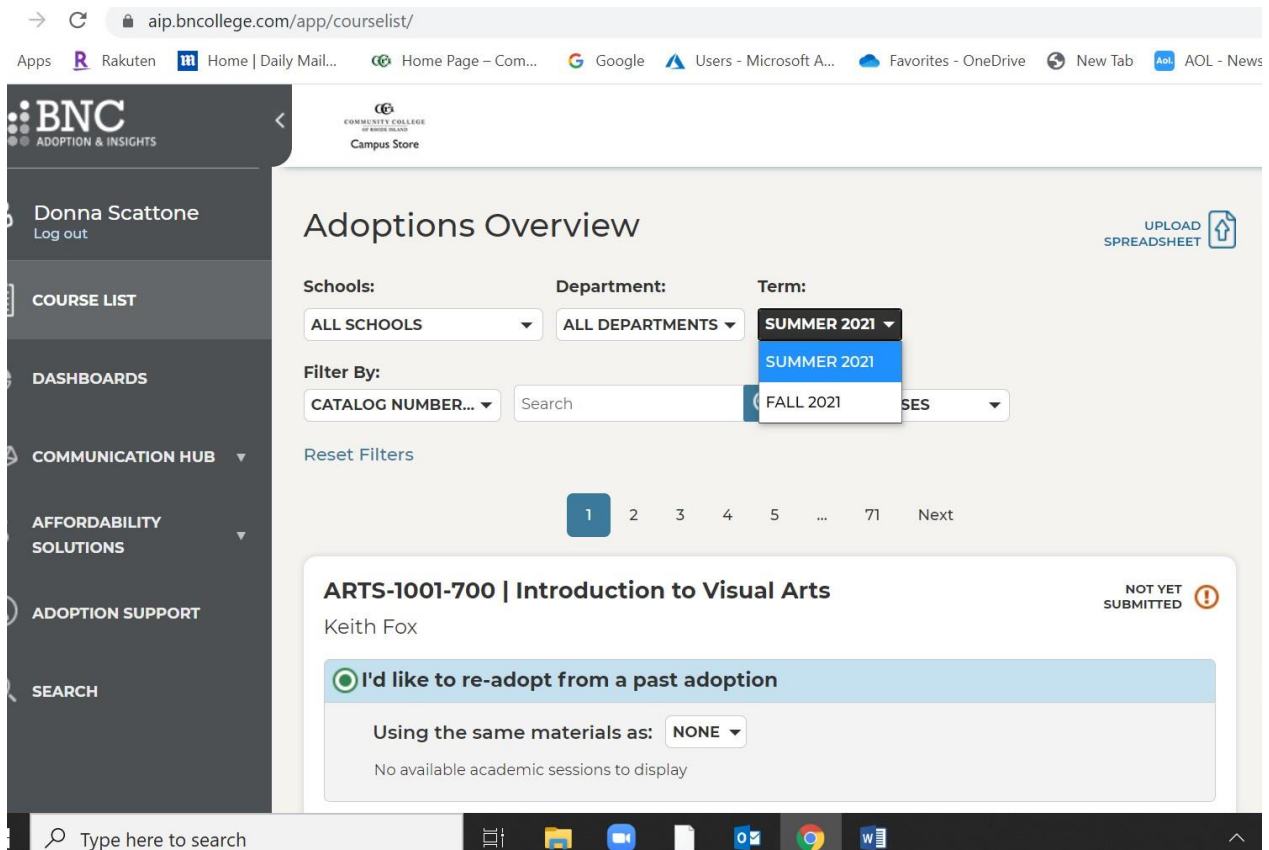
You can narrow down your search for specific areas by using the pull-down menu 'Schools' or 'Filter By.'

Adoptions Overview

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

ALL SCHOOLS

ACADEMIC AFFAIRS

ARTS HUMANITIES SOC SCIENCES

BUSINESS SCIENCE TECH. & MATH

HEALTH REHABILITATIVE SCIENCE

LEARNING RESOURCES/LIB SCIENCE

STUDENT AFFAIRS

Show:
ALL COURSES ▼

2   3   4   5   ...   71   Next

...ction to Visual Arts

Keith Fox

◉ I'd like to re-adopt from a past adoption

Using the same materials as: NONE ▼

No available academic sessions to display

Adoptions Overview

UPLOAD
SPREADSHEET

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Filter By:
CATALOG NUMBER... ▼   Search 🔍

Show:
ALL COURSES ▼

CATALOG NUMBER (COURSE ID)

COURSE NAME

FACULTY LAST NAME

1   2   3   4   5   ...   71   Next

ARTS-1001-700 | Introduction to Visual Arts
Keith Fox

NOT YET
SUBMITTED ⚠

◉ I'd like to re-adopt from a past adoption

Using the same materials as: NONE ▼

No available academic sessions to display

Adoptions Overview

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Filter By:
CATALOG NUMBER... ▼ COMI 🔍

Show:
ALL COURSES ▼

Reset Filters

[1] 2 3 4 5 ... 71 Next

ARTS-1001-700 | Introduction to Visual Arts
Keith Fox

Next, you can choose the 'SHOW' drop-down menu to see All COURSES, SUBMITTED COURSES, OR NOT SUBMITTED COURSES.

Adoptions Overview

SPREAD

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Filter By:
CATALOG NUMBER... ▼ COMI 🔍

Show:
ALL COURSES ▼

ALL COURSES

SUBMITTED COURSES

NOT SUBMITTED COURSES

Reset Filters

[1] 2 3 4 5

ARTS-1001-700 | Introduction to Visual Arts
Keith Fox

NOT SUBMIT

🔘 I'd like to re-adopt from a past adoption

Using the same materials as: NONE ▼

Filter By:

CATALOG NUMBER... ▾   comi   🔍

Show:

ALL COURSES ▾

Reset Filters

| 1 | 2 | 3 | 4 | 5 | ... | 9 | Next |

COMI-1100-001 | Intro To Computers
Donald Paquet

NOT YET SUBMITTED ⊙

◉ **I'd like to re-adopt from a past adoption**

Using the same materials as: NONE ▾

No available academic sessions to display

○ I'd like to be guided through the adoption process

○ I'm not using any materials for this class

COMI-1100-001 | Intro To Computers
Donald Paquet

NOT SUBMI

○ I'd like to re-adopt from a past adoption

◉ **I'd like to be guided through the adoption process**

View Detailed Adoption History

Search by ISBN or Keyword

gaddis

9781564788375 Letters Of William Gaddis Gaddis

9780810131422 *NOBODY GREW BUT THE BUSINESS: ON THE LIFE AND WORK OF WILLIAM GADDIS Tabbi joseph

9780133780611 MyProgrammingLab - For Gaddis: Starting Out with C++ From Control Structures through Objects Gaddis, Tony

9781323474136 Gaddis Starting With Java: From Control Structures Through Objects (Loose With Code (Custom) Gaddis, Tony

COMI-1100-001 | Intro To Computers

Donald Paquet

○ I'd like to re-adopt from a past adoption

◉ **I'd like to be guided through the adoption process**

View Detailed Adoption History

Search by ISBN or Keyword

gaddis

9781564788375 Letters Of William Gaddis Gaddis

9780810131422 *NOBODY GREW BUT THE BUSINESS: ON THE LIFE AND WORK OF WILLIAN
GADDIS Tabbi joseph

9780133780611 MyProgrammingLab - For Gaddis: Starting Out with C++ From Control
Structures through Objects Gaddis, Tony

9781323474136 Gaddis Starting With Java: From Control Structures Through Objects (Loose
With Code (Custom) Gaddis, Tony

==If you do not find the information then you must click on "to add a title, click here when you see the screen 'We are sorry, no textbooks were found.==

View Detailed Adoption History

Search by ISBN or Keyword

9781111111111

We're sorry, no textbooks were found matching your search criteria. Please try again.
Please try searching again. If you are still having problems, Contact the Bookstore
To add this title, click here

Upload a File for This Course

○ I'm not using any materials for this class

Enter New Title

Enter the textbook details in the fields below. *Please note, Author, Title, ISBN and Publisher are required fields.

Title*

Author(s)*

Publisher*

ISBN*

☐ This title does not have an ISBN

Edition

Format

ISBN*

☐ This title does not have an ISBN

Edition

Format

Book message to students: *(optional)*	**Condition:**	**This book is:**
	🔘 Any	🔘 Required
	⚪ New Only	⚪ Recommended
	⚪ Digital Only	
250 characters max - plain text only		
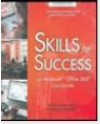
ADD TITLE

Skills for Success with Microsoft Office 2019 Introductory - With Access SPIRALBOUND
by Adkins, Margo Chaney (9780135768914) - 20

Current Student Pricing

Pricing is subject to change
New: $ 206.75
Used: $ 155.00

Students can save up to
25%

Book message to students: *(optional)*

We recommend that the student goes to class before purchasing the text.

250 characters max - plain text only

Condition:

- ● Any
- ○ New Only

This book is:

- ○ Required
- ● Recommended
- ○ Previous Purchase Allowed

USE THIS BOOK

9780135768914

9780135768914 Skills for Success with Microsoft Office 2019 Introductory - With Access Adkins, Margo Chaney

MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action was successfully added.

You Added:

9780136929963   MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action by Evans ▲

MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action
by Evans (9780136929963) - 17

Book message to students: *(optional)*

We recommend that the student goes to class before purchasing the text.

250 characters max - plain text only

Condition:

- ○ Any
- ○ New Only
- ● Digital Only

This book is:

- ○ Required
- ● Recommended
- ○ Previous Purchase

You Added:

9780136929963 MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action by Evans ▲

IMAGE NOT AVAILABLE

MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in Action
by Evans (9780136929963) - 17

Book message to students: *(optional)*

We recommend that the student goes to class before purchasing the text.

250 characters max - plain text only

Condition:
- ○ Any
- ○ New Only
- ⦿ Digital Only

This book is:
- ○ Required
- ⦿ Recommended
- ○ Previous Purchase Allowed

REMOVE FROM COURSE   UPDATE INFORMATION

SUBMIT ADOPTIONS

○ I'm not using any materials for this class

If you make a mistake, you can click on remove from course and then update information.

If you have several sections of a course when you click on submit adoptions this screen will appear

Other/Related Sections   ☒

Would you like to adopt these materials for the following sections?

⦿ No thanks, just submit my original course
○ Yes, submit for all selected sections   Selected 0 / 21

☐ Select/Deselect All

Other Sections:

☐ COMI-1100-002 | Intro To Computers
☐ COMI-1100-005 | Intro To Computers
☐ COMI-1100-007 | Intro To Computers
☐ COMI-1100-009 | Intro To Computers
☐ COMI-1100-101 | Intro To Computers
☐ COMI-1100-104 | Intro To Computers

CANCEL   SUBMIT

You Added:

9780136929963 - MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in

Other/Related Sections   ✕

Would you like to adopt these materials for the following sections?

◯ No thanks, just submit my original course
◉ Yes, submit for all selected sections   Selected 21 / 21

☑ Select/Deselect All

Other Sections:

☑ COMI-1100-002 | Intro To Computers
☑ COMI-1100-005 | Intro To Computers
☑ COMI-1100-007 | Intro To Computers
☑ COMI-1100-009 | Intro To Computers
☑ COMI-1100-101 | Intro To Computers
☑ COMI-1100-104 | Intro To Computers

CANCEL   SUBMIT

Other/Related Sections   ✕

Would you like to adopt these materials for the following sections?

◯ No thanks, just submit my original course
◉ Yes, submit for all selected sections   Selected 2 / 21
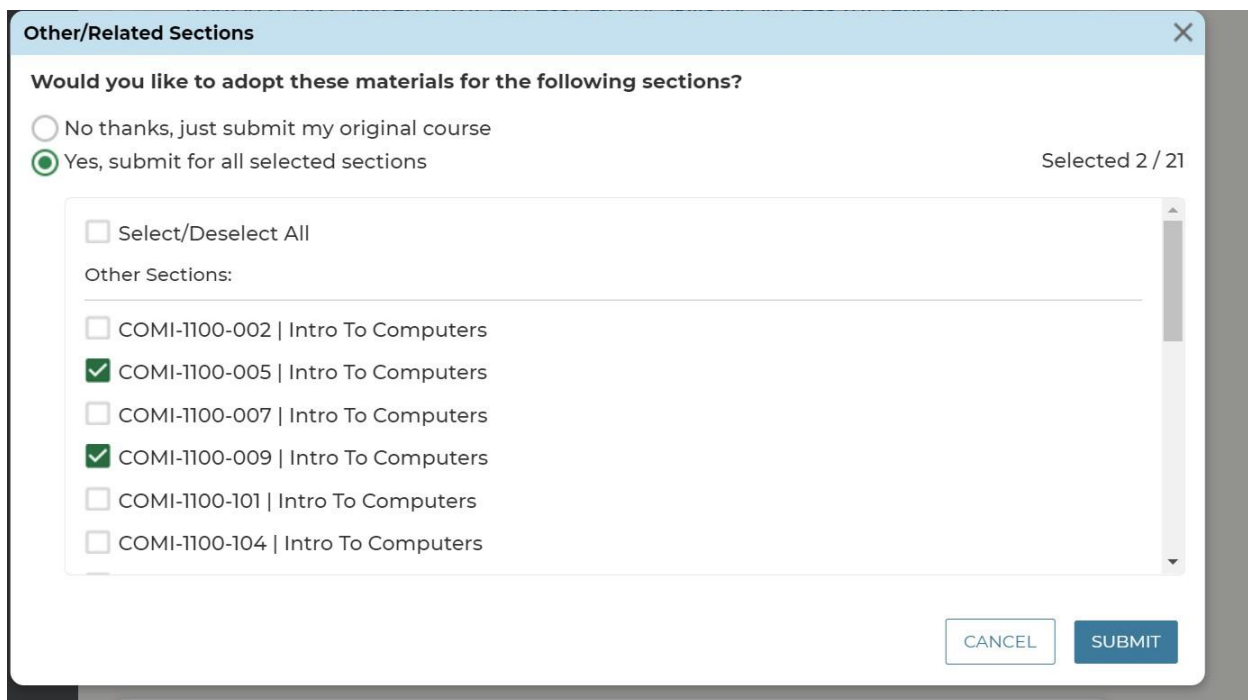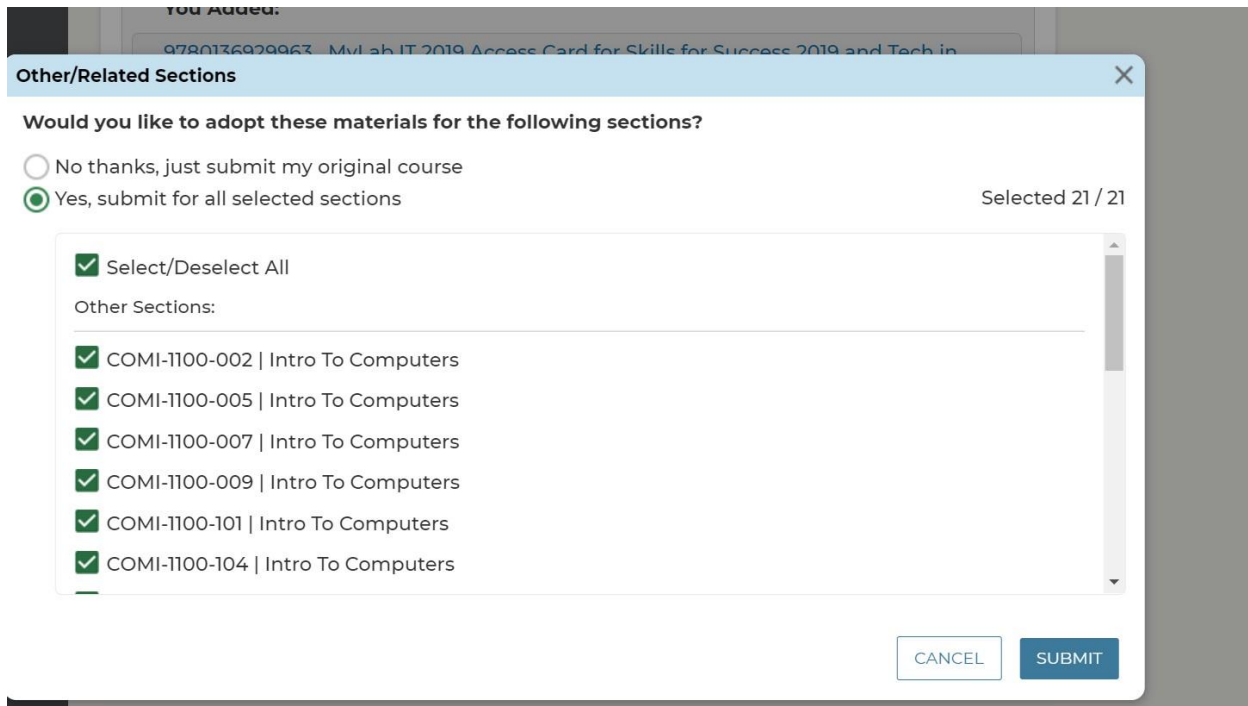
☐ Select/Deselect All

Other Sections:

☐ COMI-1100-002 | Intro To Computers
☑ COMI-1100-005 | Intro To Computers
☐ COMI-1100-007 | Intro To Computers
☑ COMI-1100-009 | Intro To Computers
☐ COMI-1100-101 | Intro To Computers
☐ COMI-1100-104 | Intro To Computers

CANCEL   SUBMIT

Adoption Complete!

Thank you for submitting your adoption. It has been routed for bookstore review.   Return to Course List

Courses Submitted   SUBMITTED ✓

COMI-1150-003 | Programming Concepts
Margaret Burke

9781792416088   Problem Solving With Python by Burke, Margaret ▼

Add Course Materials ▼   Delete Adoption ▼

If you want to check what courses have been submitted, not submitted or all courses then go back to the course list.

Adoption Insights

Filter: | BUSINESS SCIENCE TEC... ▼ | COMP STUDIES AND INF... ▼ | SUMMER 2021 ▼ | Reset Filters
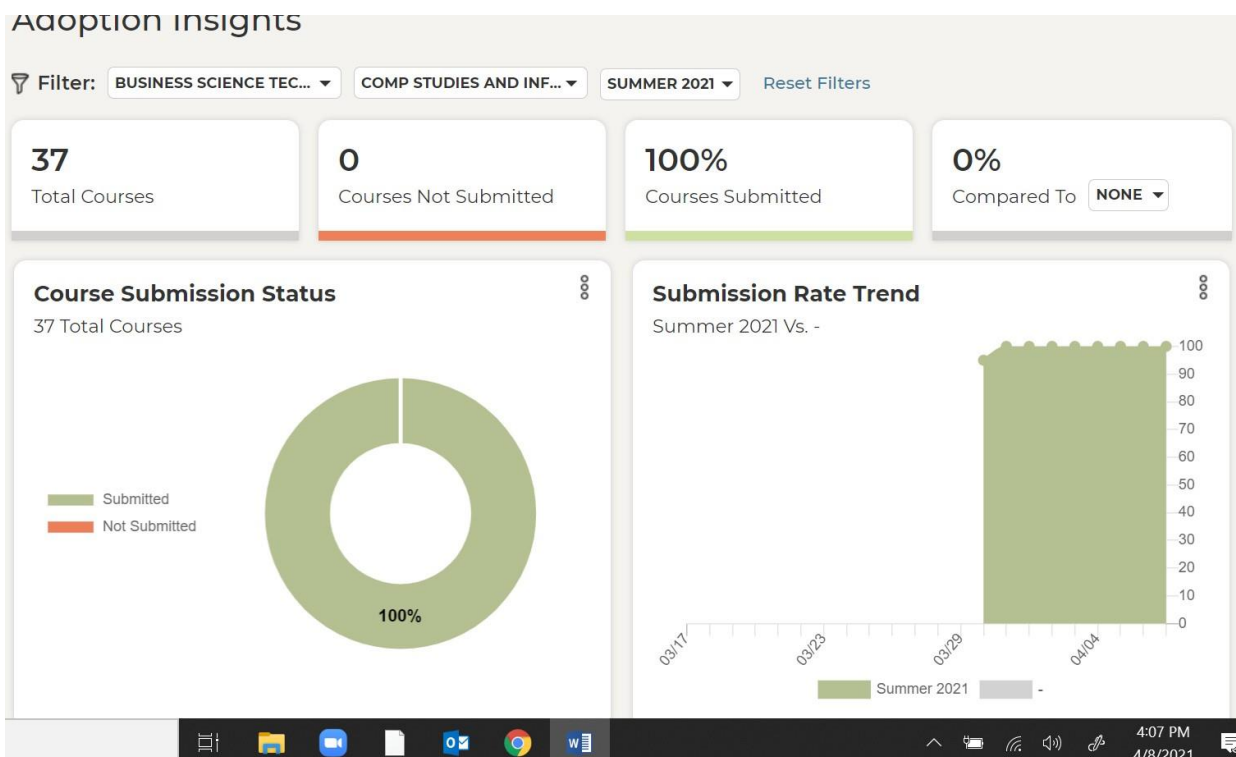
37	0	100%	0%
Total Courses	Courses Not Submitted	Courses Submitted	Compared To NONE ▼

Course Submission Status
37 Total Courses

Submitted
Not Submitted

100%

Submission Rate Trend
Summer 2021 Vs. -

Summer 2021   -

4:07 PM
4/8/2021

Search Course Materials

medical term

9781455707775 *Medical Terminology Online for Medical Shiland betsy

9781455707782 *Medical Terminology Online for Medical Shiland betsy

9781455753055 *Medical Terminology Online for Medical CHABNER DAVI-E

9780323054744 Basic Medical Language : Medical Terminology Brooks, Myrna LaFleur / Brooks, Danielle LaFleur

9780982748527 *Medical Terminology Henderson

9780134063690 Medical Terminology Fremgen

87CEA1F81CD24D26B6EC541F304E1E8B Medical Terminology Thierer

9780134817873 Medical Terminology Fremgen

9780134063690R180 Medical Terminology Fremgen

9780134817873R180 Medical Terminology Fremgen, Bonnie F.

Search Course Materials

medical term

9781455707775 *Medical Terminology Online for Medical by Shiland betsy

*Medical Terminology Online for Medical HARDCOVER
by Shiland betsy (9781455707775) - 12
Summary ▶

Current Student Pricing

Pricing is subject to change
New: $ 62.95
Used: $ 47.21

Students can save up to
25%

USE THIS BOOK

Adoptions D
Your ado
overdue.
contact y
Bookstor
Manager
as possib

$
**WE PRICE M
TO SAVE
STUDENTS**

- Against
  BN.com
  competi
- For the e
  textbook
  edition, f
  rental te
- Available
  used and
  rentals

==Log out when you are finished.==

Monthly Requirements

1. **Monthly Sick Leave Report** This form will report **full-time** faculty sick leave dates to payroll at the end of the month. **Lecturer's**, both daytime and Extended Day absences should be reported to the Divisional Dean in writing, as the absence occurs.
2. **Department Chair's Council Committee Meeting**. As the chairperson, you are required to be on this committee and attend the monthly meeting. This meeting is on the second Tuesday of the month from 12:00-2:30 PM

HIRING A NEW FACULTY MEMBER OR VISITING LECTURER (RF-1 FORM)

An RF-1 form is used to a hire a new faculty position or when a visiting lecturer when needed temporarily.

The RF-1 form directions are listed below.

Accessing the Electronic RF-1 (Initiator)

1. To access the electronic RF-1, go to the CCRI Banner webpage https://www.ccri.edu/it/banner/

2. Select Argos Web Viewer.

3. Log in using your CCRI credentials.

4. Select CCRI Workflows in the left side hierarchy.

5. In the center panel, select CCRI Workflows

    a. In the first screen, click "SUBMIT." This will enable the user to initiate a new Position Request.

    b. Click "Position Request (RF1)."

    c. Follow the instructions below to initiate a request for a position.

Initiating a Position Request

Number	Field(s)	Actions to take
1.	CCRI ID#[1]	Enter your CCRI ID# *This will automatically fill other fields including:* • *Position Department* • *Position reporting and timecard authorization* • *Funding information* *All fields named above may be edited as necessary*

2.	Position title	If position is existing, select from drop down type any part of the title to filter menu of titles, select appropriate position (Skip to step 3).
		This may automatically fill other fields including:
		• *Classification*
		• *Affiliation*
		• *E-Class*
		• *Grade*
		• *Salary Range*
		If the position is new, select "NEW Position" from top of menu
		a. Enter desired title for the new position in field for "New Position Title."
		b. Enter the former position and grade used to create new position (if unknown, leave blank, HR and/or Business office can complete)
3.	Primary campus	Select campus where employee is expected to work
4.	Room #	If known, input room where employee is expected to work
5.	Classification[2]	If this did not auto-fill in step 2 or change needed, select appropriate classification
6.	Position Department	Auto filled in step 1, if change needed, select appropriate department

7.	Desired Hiring Date	Select a start date[3] that preferably coincides with the start of a pay period
		For a list of pay periods, click here; select appropriate information based on employee type (Permanent or Limited and/or Full-time or Part-time).

[1] If, in any instance, the applicable CCRI ID is unknown, initiator may click button for "ID Lookup," enter last name of the person to access a menu to search for correct CCRI ID, once determined, initiator may double click to input.

[2] ESPA positions are classified, all other staff positions are non-classified.

[3] In most instances, from the date of a posting, it takes 8-10 weeks before a full-time employee may begin; all new hires are subject to successful Criminal Background Check.

8.	Work Schedule	Select anticipated work schedule for the new employee

9.	Position reporting and Timecard	If the information remains unchanged, skip to step 10, if change needed, enter CCRI ID# of person(s) responsible as needed

10.	Permanent/Limited Position	Indicate whether the new position is either permanent or limited
		
		• If permanent, indicate if the position is "New" or "Existing."
		
		    o If new, skip to step 11[4]
		
		    o If existing, type name of previous employee
		
		• If limited, select anticipated date that the position will end[5]
		
		    o If a position is required due to current employee on leave, type name, otherwise, leave blank

11.	Affiliation	If this did not auto-fill in step 2 or changes needed, select appropriate affiliation
12.	Position #	Leave blank, HR will complete
13.	E-Class	If this did not auto-fill in step 2 or changes needed, select appropriate E-Class[6]
14.	Grade	If this did not auto-fill in step 2 or changes needed, select appropriate grade *For a list of salary grades, [click here](); select appropriate information based on affiliation (step 11)*
15.	Salary Range	The Salary Range will automatically populate
16.	Target Salary	Enter desired target salary *If salary exceeds the base salary, indicate reason in justification (step 18)*
17,	Funding information	Select proper funding source *Ex: If position is funded from a college department budget, funding is "unrestricted," if funded from a grant, funding is "restricted"* *If there is any need to change fields below, business office will manage (Fund/Orgn/Account/Program/Activity)*
18.	Justification	Complete the justification section by answering the questions with as much detail as possible as this will support decision making
19.	Advertising	If special requests, indicate 'yes' and identify desired locations
20.	Approvals	Set approval chain using ID lookup for appropriate approvals 1-3 as needed. * Approvals 4-7 are automatic.

		If the person requesting position is a Dean/Department head, noDirector/Chairperson approval is required.

21.	Finalization and submission	Click Get "Document#" and save this for your records. To Submit for approval: • Click box to "submit for approval" • Click "save" To save without submitting • Click "save" and close the window • Document# can be used to access at later timeto cancel without saving • Click "Exit Without Saving"

[4] In instances where the position does not already exist within the RI Higher education system or in cases where significant changes are made to the job description, positions must be approved by the Personnel Review Committee and Postsecondary Council. Approval may take some time.

[5] Limited (temporary) positions are applicable when a current employee is on leave or workload has increased unexpectedly. Most commonly, alimited employee may not work more than 19 hours per week for six months.

[6] Most BOE employees are N1, most CCRIPSA employees are N2, most Full-time faculty are F1, most ESPA employees are C2

Accessing the Electronic RF-1 (Approver)

1. To access the electronic RF-1, approver will receive an email from initiator with subject line

    ** TEST ONLY ** Form RF1-XXXXXXX is ready for your REVIEW and APPROVAL.

2. Click link to access CCRI Workflows

3. Log in using your CCRI credentials.

4. Click "My Outstanding Requests"

5. Select correct RF-1 based upon Document ID from email subject (RF1-XXXXXXX)

6. Click "Submit"

7. Review necessary information to determine action

8. Scroll to Approvals section at bottom and locate required approval sections (your name)

    a. If approved: Select date ("Approved" radio button is default selection), click submit

    b. If denied: Enter reason denial in comment box, select "Deny" radio button, click submit

CCRI FACULTY EVALUATION PROCESS

- For all faculty evaluation information, please refer to Article XIV on page 38 of the CCRIFA Contract.
- For all faculty evaluation related forms, please refer to the Academic Affairs Forms webpage.
  - The forms with which to be concerned are self-evaluation, peer evaluation, online SRI evaluation instructions, and chair evaluation

PER ARTICLE XIV OF THE CCRIFA CONTRACT:

The Department Chair's responsibilities in the faculty evaluation process are as follows:

- Review the faculty member's peer evaluation, Student Rating of Instruction (SRI) and self-evaluation
- Prepare a written summary evaluation for inclusion in the faculty member's professional file

The above responsibilities are completed annually by doing the following:

- Evaluate one-third (1/3rd) of the department's faculty each year, per the submitted departmental faculty evaluation plan (see next bullet), using the Chair Evaluation Form
- Submit a departmental faculty evaluation plan which shall provide for the inclusion of student, self, and peer evaluation reviews for all faculty members during their first three (3) years after hire and every third year thereafter (i.e., 6th, 9th, 12th, etc.)
  - Please note during a faculty member's fourth (4th), fifth (5th), and sixth (6th) year after hire, either the Dean or Department Chairperson or both may require the inclusion of peer and/or student evaluative reviews in the annual evaluation
- Review and share the SRIs with each respective faculty member by the end of the semester in which they are administered
  - Please note non-tenured faculty are required to administer SRIs every semester; tenured faculty will administer the SRIs during either the fall or spring semester
- Provide the appropriate academic dean, each year, on or before July 1st, a summary report of completed faculty evaluations
- Submit chair evaluations of faculty, per the departmental faculty evaluation plan, to the appropriate academic dean on or before July 1st

Timeline of Evaluation Action Items, per the Administrative Calendar:

Action Item	Approximate Date
Department Chairs submit faculty evaluation plans to the Faculty Evaluation Committee using the Faculty Evaluation Plan Template	Late September
15-week fall course Student Rating of Instruction (SRIs) are conducted	10th – 13th weeks of semester

Faculty conduct peer evaluations according to the departmental plan	Early November
Chairs submit a summary of 3-year faculty evaluations to Dean (this summary is a list of those faculty the Department Chair will be submitting evaluations for by July 1st)	Mid-February
Online evaluation procedure launches (faculty evaluation of Divisional Dean and Department Chairs, department chair evaluation of Divisional Dean, and Dean evaluation of Department chairs)	March 1st

Chairs submit self-evaluation materials to Deans	Mid-March
15-week spring course Student Rating of Instruction (SRIs) are conducted	10th – 13th weeks of semester
Chairs submit faculty evaluations to Deans	July 1st

FACULTY TENURE OR PROMOTION PROCESS

This information specifically has links to the Chair's role in the promotion and tenure process.

https://www.ccri.edu/acadaffairs/facultypromotion.html

FACULTY TRAVEL PROCEDURES

Travel Policies and Procedures: Please go to the following link:

Travel Procedures

STUDENT HANDBOOK

The student handbook link is here: Student Handbook

ACADEMIC GRIEVANCE PROCEDURE

Academic Grievance Procedure link is here: Academic Grievance Procedure

CURRICULUM REVIEW PROCESSES

CURRICULUM REVIEW PRACTICES

For curriculum review meeting schedule, timelines, and past agendas and minutes, please refer to the Curriculum Review Committee webpage. To enter Curriculum course or program proposals, see Page 60.

ACADEMIC PROGRAM REVIEW PROCESS

Academic Quality Assessment Committee (Academic Program Review Process)

https://www.ccri.edu/dean-as/programreview/

The **Department Chair** role is critical to completing the Annual Academic Program Report. The Department Chair is responsible for completing each of the four sections included in the report. As the Department Chair completes a section and submits it, an email is auto generated and sent to the person fulfilling the Quality Assurance role.

Chairs can either write the report/put the information into SharePoint (with help from faculty hopefully) or ask faculty in the department to work on it. For a program with a Program Coordinator, the coordinator would oversee the report and the chair would support them.

SharePoint:

This **Quality Assurance** (QA) role is not a content expert but a process expert in conducting Academic Program Reviews.

Once the QA person reviews a section, they either – (a) request a revision, or (b) approves the section. The system then auto-generates an email to either the Department Chair (if revision is needed) or the Dean of the Department Chair (if approved). The **Dean** reviews the section and requests either – (a) a revision or (b) grants an approval of the section. In either case, the system auto-generates an email to the Department Chair informing them of the need to go back into the report and – (a) revise or (b) continue to the next section.

This process is completed for each section of the report.

The Surrogate role is used when a Department Chair authorizes a person in the department or a Program Director to complete the Annual Academic Program Report.

General Education Committee Information link is here: General Education Committee

RIBGHE Transfer Guide: RIBGHE Website

SECTION V: MYCCRI

Log in to your MyCCRI account from the CCRI Home Page. Click on the three lines in the top left-hand corner of the screen.

Click on Faculty for faculty resources.
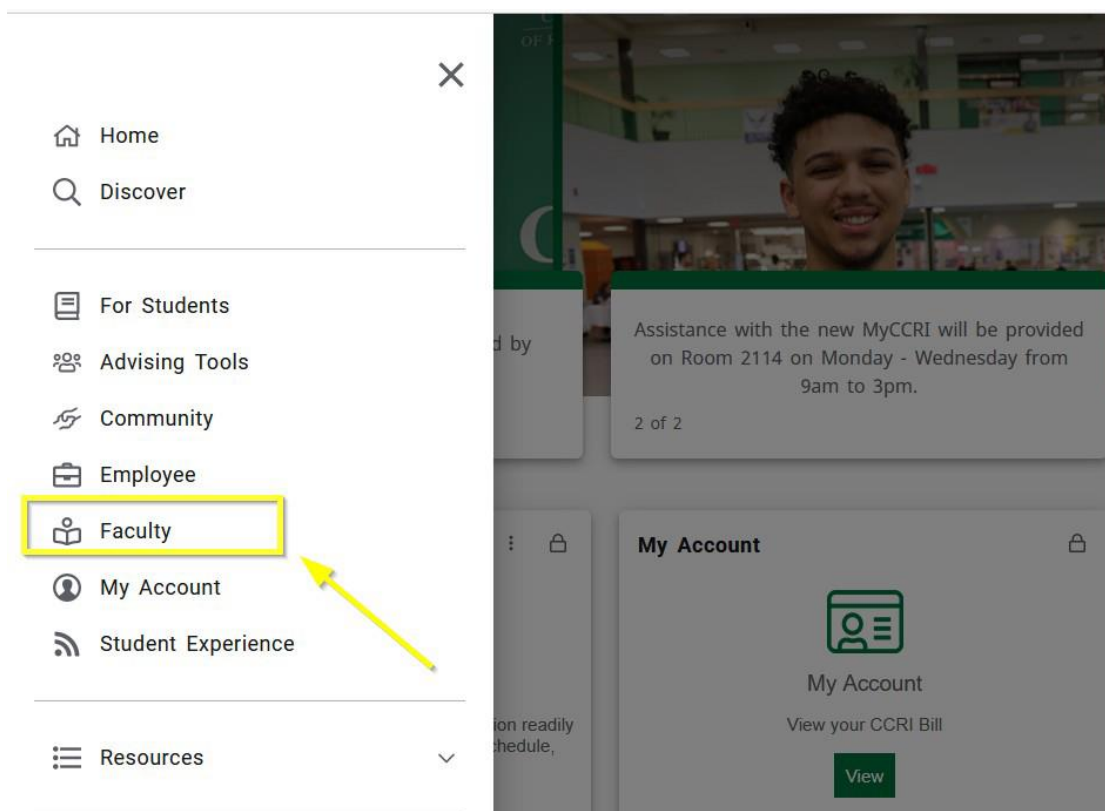
To access the Faculty Dashboard, click the green **"Faculty Dashboard"** button, and the page to the right will open.

Note: Quick-access links to important faculty areas can be found on the **"Faculty Resources"** card.

TO VIEW FACULTY SCHEDULE BY DAY, TIME, CAMPUS AND CLASSROOM LOCATION

From the **"Faculty Services"** page, click **"Faculty Week at a Glance"**

From the view below, you can easily access detailed information about each course you course for a given term by clicking on the course in the calendar below.

TO VIEW FACULTY DETAIL SCHEDULE

From the **"Faculty Services"** page, click "**Faculty Detail Schedule**"

The **Faculty Detail Schedule** displays information on each course the faculty member is attached to, count, meeting times, and locations.

Selected a **TERM** and **CRN** from the down lists.

Faculty Detail Schedule

Term	CRN
Fall 2023 - 202330 09/05/2023 - 12/22/2023	PSYC 2010 730 General Psychology 37183 (28)

Course : PSYC 2010 730 General Psychology 37183

Associated Term	CRN	Status	Available for registration
Fall 2023	37183	Open	04/06/2023 - 09/11/2023

College	Department	Part of Term	Credits
Community College of RI	Psychology	1F	4

Campus	Override	Instructional Method	Roster
Knight Campus - Warwick	No		Classlist

Course Level
Undergraduate

Scheduled Meeting Times

Type	From Time	To Time	Days	Where	Start Date	End Date	Schedule Type	Instructors
Class	18:00	20:00	Thu	Knight Campus 6010	09/05/2023	12/22/2023	Lecture	

Results found: 1   Page 1 of 1   Per Page 100

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	28	28	0

ADDING OFFICE HOURS

From the **"Faculty Services"** page, click **"Assigned Courses/Rosters"**

Under *Office Hours*, click the **"Add"** link to go to the Office Hours page. Use this page to set up your office hours. The From/To Times and From/To Dates are required when adding office hours. Students may view your office hours when the *Display indicator* is checked. Office hours may be deleted by checking the *"Delete"* box and then click **Submit.**

Course: General Psychology - 37183 - PSYC 2010 - 730

Associated Term	CRN	Status	Schedule Type
Fall 2023(202330)	37183	Open	Meets on-campus and online

Instructional Method	Campus	Available for Registration	Credits
	Knight Campus - Warwick	04/06/2023 to 09/11/2023	4.000

Syllabus	Office Hours	Roster	Detail Schedule
Add	Add	Class list	Display

Grade Mode	Course Level		
	Undergraduate		

ADDING SYLLABUS INFORMATION

From the **"Faculty Services"** page, click **"Assigned Courses/Rosters"**

Under *Syllabus,* click the **"Add"** link to go to the Syllabus Information page. Use this page to maintain syllabus information, learning objectives, required materials, and technical requirements for the course.

Course: General Psychology - 37183 - PSYC 2010 - 730

Associated Term Fall 2023(202330)	CRN 37183	Status Open	Schedule Type Meets on-campus and online
Instructional Method	Campus Knight Campus - Warwick	Available for Registration 04/06/2023 to 09/11/2023	Credits 4.000
Syllabus Add	Office Hours Add	Roster Class list	Detail Schedule Display
Grade Mode	Course Level Undergraduate		

TO VIEW YOUR CLASS ROSTER

From the **"Faculty Services"** page, click **"Assigned Courses/Rosters"**

Under *Roster,* click the **"Class List"** link to go to the Faculty Enrolled Summary Class List. This is a listing of all students in the course. If there is a student in your class who does not appear on this list, please refer the student to the Office of Enrollment Services.

Course: General Psychology - 37183 - PSYC 2010 - 730

Associated Term Fall 2023(202330)	CRN 37183	Status Open	Schedule Type Meets on-campus and online
Instructional Method	Campus Knight Campus - Warwick	Available for Registration 04/06/2023 to 09/11/2023	Credits 4.000
Syllabus Add	Office Hours Add	Roster Class list	Detail Schedule Display
Grade Mode	Course Level Undergraduate		

TO VIEW FACULTY DETAIL CLASS LIST

From the **"Faculty Services"** page, click **"Assigned Courses/Roster OR Faculty Detail Schedule"**

NOTE: Most recent classes are at the bottom of the page.

Under *Roster,* click the **"Class List"** link to go to the Faculty Enrolled Summary Class List. Then, Select **"Detail View"**

Course: Psychology of Personal Adjust - 31734 - PSYC 1030 - 102

Associated Term Fall 2016(201630)	CRN 31734	Status Open	Schedule Type Lecture
Instructional Method	Campus Knight Campus - Warwick	Available for Registration 09/14/2016 to 10/31/2016	Credits 3.000
Syllabus Add	Office Hours Add	Roster Class list ← Click Class list	Detail Schedule Display
Grade Mode	Course Level Undergraduate		

TO GRANT REGISTRATION OVERRIDE

From the **"Faculty Services"** page, click "**Registration Overrides**"

Follow the steps below

TO ENTER MID-TERM AND FINAL GRADES

From the **"Faculty Services"** page, click "**Faculty Grade Entry**"

Select the grading type (Mid-term or final)

Click on **"Term"** to arrange the courses where the most recent to the top

Locate the course for which you wish to enter mid-term or final grades. Confirm the course name and semester, then click the "**Not Started**" button to the left of the course name. The grade entry section will appear on the lower half of the same page - you may need to scroll down.

Entering Mid-Term Grades

Entering Final Grades

Faculty Grade Entry

Midterm Grades | **Final Grades** | Gradebook

My Courses

Grading Status	Rolled	Subject	Course	Section	Title	Term
Completed	Completed	COMI - Computer Studies & Info. Proc.	1450	106	WINDOWS Operating System	202310 - Spring 2023

Locate the course for which you wish to enter grades. Confirm the course name and semester, then click the "**Not Started**" button to the left of the course name. The grade entry section will appear on the lower half of the same page - you may need to scroll down.

Not Started	COMI - Computer Studies & Info. Proc.	1150	SD1	Programming Concepts	202220 - Summer 2022

If a faculty member wishes to mark a student with a final Grade of WP, WF, I, IC, F, or NA, the faculty member **MUST** insert a "**Last Attend Date**." The "Last Attend Date" needs to be inserted in a specific format as follows: **MM/DD/ YYYY**. Correct example: 06/30/2022 **NOT:** 6-30-22.

Enter Grades

Full Name	ID	Midterm Grade	**Final Grade**	Rolled	**Last Attend Date**
			C+		

TO PRINT COURSE ROSTER

From the **"Faculty Services"** page, click **"Assigned Courses/Roster"**

NOTE: Most recent classes are at the bottom of the page.

Follow step below

Course: Psychology of Personal Adjust - 31734 - PSYC 1030 - 102

Associated Term	CRN	Status	Schedule Type
Fall 2016(201630)	31734	Open	Lecture

Instructional Method	Campus	Available for Registration	Credits
	Knight Campus - Warwick	09/14/2016 to 10/31/2016	3.000

Syllabus	Office Hours	**Click Class list** Roster	Detail Schedule
Add	Add	Class list	Display

Grade Mode	Course Level		
	Undergraduate		

TO EMAIL THE STUDENTS IN YOUR CLASS

Login to Blackboard

Click on the course to email

On the left side panel of the screen, click on the **"Email"** link.

After clicking on the *Email link*, you will see the screen below.

Send Email

Send emails to others in your course without having to switch to your email provider. More Help

All Users ①
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Student Users ②
Send email to all of the Student users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

Single / Select Users ③
Select which users will receive the email.

Single / Select Groups
Select which Groups will receive the email.

- **Option 1:** Sending an email to the class using this will allow you, the instructor, to receive a copy of the email in your CCRI account

- **Option 2:** Sending an email to the class using this option, you, the instructor, **will not** receive a copy of the email in your CCRI account

- **Option 3:** Sending an email to the class using this option, you, the instructor, can select a specific student (s) you wish to email. You can include yourself to receive a copy of the email.

Option 2:

From the **"Faculty"** locate the **"Faculty Resources"** card.

Then, click the **"Verification of Enrollment"** link

Select the appropriate term from the drop-down list and click **"Submit"**

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2024 . . . . Sep 03, 2024 - Dec 20, 2024

Submit

RELEASE: 8.7.1

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Select the **"CRN (for the course)"** from the drop-down list and click **"Submit"**

Select CRN

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: COMI: 1100 204: Intro to Computers, 10515 (20)

Submit

Enter checkmarks for those students who have **"NEVER"** shown up for the class and have **"NOT"** contacted you to indicate an intent to show. Click the **"Process No-Shows"** button.

NOTE: If all of your student attended at least one class during the first week, click the **"All Students Attending"** button.

Verification of Attendance

ⓘ Indicate 'No Show' if a student has never shown up for the class, and has not contacted you to indicate an intent to show.
- If the word "Confidential" appears next to a student's name, information is to be kept confidential.
- Click on a student's name to view the student's address(es) and phone(s).

Course Information

Intro To Computers - COMI 1100 204

CRN:	10515
Students Registered:	20

⚠ Please complete quickly. There is a 60 minute time limit starting at 05:33 pm on Jan 25, 2011 for this page.

No-Show Processing

Record Number	Student Name	ID	Credits	Registration Status	No Show?
1	Doe, John	90000000	3.000	**Web Registered** Nov 10, 2010	☐
2	Smith, Jane	90000000	3.000	**Web Registered** Dec 27, 2010	☐
3	Doe, Jane	90000000	3.000	**Web Registered** Jan 02, 2011	☐
4	Smith, John	90000000	3.000	**Web Registered** Dec 21, 2010	☐
5	Doe, John	90000000	3.000	**Web Registered** Nov 09, 2010	☐
6	Smith, Jane	90000000	3.000	**Web Registered** Nov 18, 2010	☐
7	Doe, Jane	90000000	3.000	**Web Registered** Jan 10, 2011	☐
8	Smith, John	90000000	3.000	**Web Registered** Jan 07, 2011	☐
9	Doe, John	90000000	3.000	**Web Registered** Jan 10, 2011	☐
10	Smith, Jane	90000000	3.000	**Registered** Jan 25, 2011	☐
11	Doe, Jane	90000000	3.000	**Web Registered** Nov 08, 2010	☐
12	Smith, John	90000000	3.000	**Web Registered** Dec 22, 2010	☐
13	Doe, John	90000000	3.000	**Web Registered** Nov 17, 2010	☐
14	Smith, Jane	90000000	3.000	**Web Registered** Jan 03, 2011	☐
15	Doe, Jane	90000000	3.000	**Web Registered** Dec 17, 2010	☐
16	Smith, John	90000000	3.000	**Registered** Jan 18, 2011	☐
17	Doe, John	90000000	3.000	**Web Registered** Nov 29, 2010	☐
18	Smith, Jane	90000000	3.000	**Web Registered** Jan 18, 2011	☐
19	Doe, Jane	90000000	3.000	**Web Registered** Nov 08, 2010	☐
20	Smith, John	90000000	3.000	**Web Registered** Jan 11, 2011	☐

[Process No-Shows] [All Students Attending] [Reset]

VIEWING STUDENT'S DEGREE AUDIT

Go to this link https://www.ccri.edu/it/banner/ , Click on Degree Works.

Banner

Main Environments

- Banner
- BDMS Web Viewer
- Argos Web Viewer
- Argos Client

- Workflow
- Degree Works
- Scribe
- SureCode

- Transit
- Request for Position (RF-1)

Test Environments

- Banner CTRN
- Banner SSB

- Workflow CTRN
- Degree Works
- Scribe

- Transit
- Request for Position (RF-1)

IT Links

IT Home

Academic Computer

Banner

Center for Instructio
Technology

Classroom Technolc
Services

Helpdesk

MIS

Network / Telecomm

The system will open the screen where you enter the student's id number:

CCRi   **WORKSHEETS   PLANS**   👤 Donna L Scattone   ☰

Worksheets

| Student ID   🔍 |

Advanced search

If you do not have the student's ID number, then click on Advanced Search where you can enter other information.

Click on Select.

<mark>If the student has completed a course in the program, it will have a check mark:</mark>

<mark>Non-applicable courses and transfer courses not applicable will be at the bottom:</mark>

Academic	**What-If**		View historic what-if audit

What-If Analysis

☐ Use current curriculum   ☑ In-progress classes   ☑ Preregistered classes

Program

Catalog year * ⌄	Program * ⌄	Level * ⌄

Degree * ⌄	College * ⌄

Student Ratings of Instruction:

Select Term and click on Submit

Select Course

In MyCCRI, click on 'Employee'
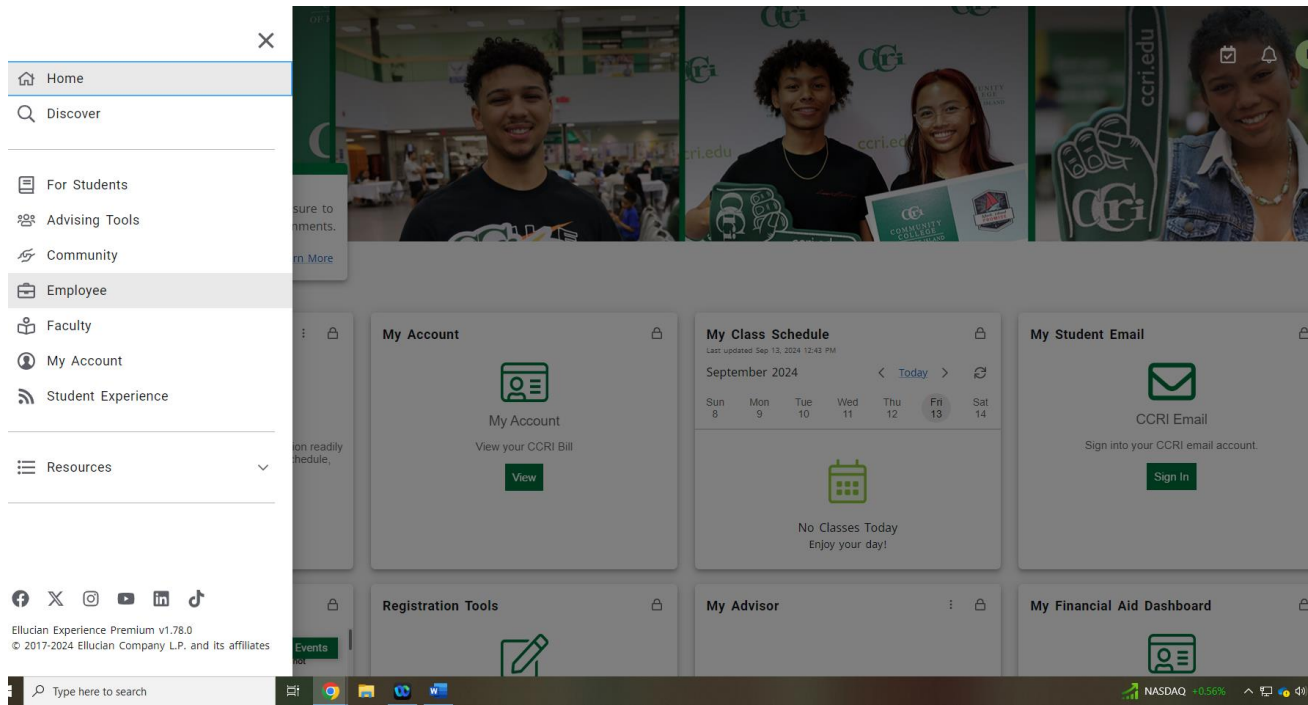
Any system you use should be here: finance, calendar, your information, Paystub RI , DocuSign, etc.
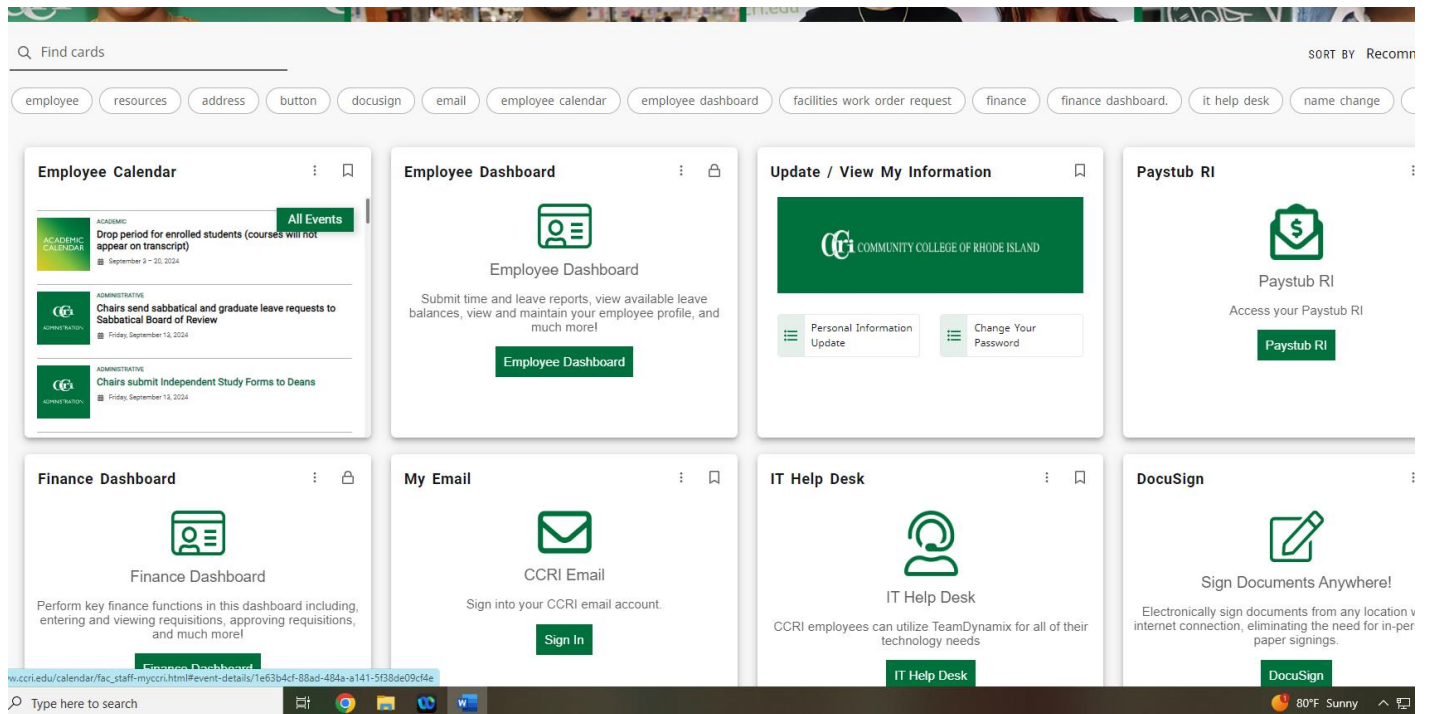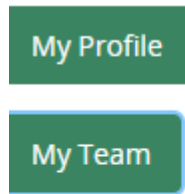
Directions to view and print Requisitions and Purchase orders in MyCCRI:

Click on Finance for more options.

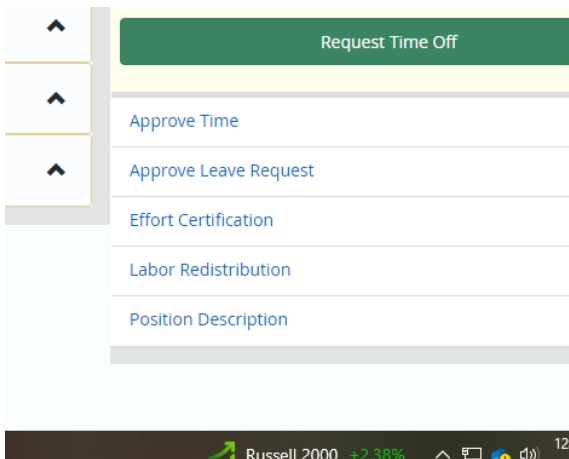Open MyCCRI by signing in with your domain username and PW

Click on For Employee from the top three lines. Located at the top of the page. Then go to your Employee Dashboard.

Click on My Team

My Profile

My Team

You should see your employees listed. Click on their name to see how many hours they have for Vacation, Sick and Personal.

To approve their timesheet click on Approve Time on the right.

Request Time Off

Approve Time

Approve Leave Request

Effort Certification

Labor Redistribution

Position Description

Russell 2000 +2.38%

Sign into Banner here: https://www.ccri.edu/it/banner/

If you want to save Forms for easy access, type in the search field GUAPMNU (My Banner Maintenance) and click on go. You will search for Banner Forms you will need and then insert each selection. This will give you easy access later to the main menu under My Banner.
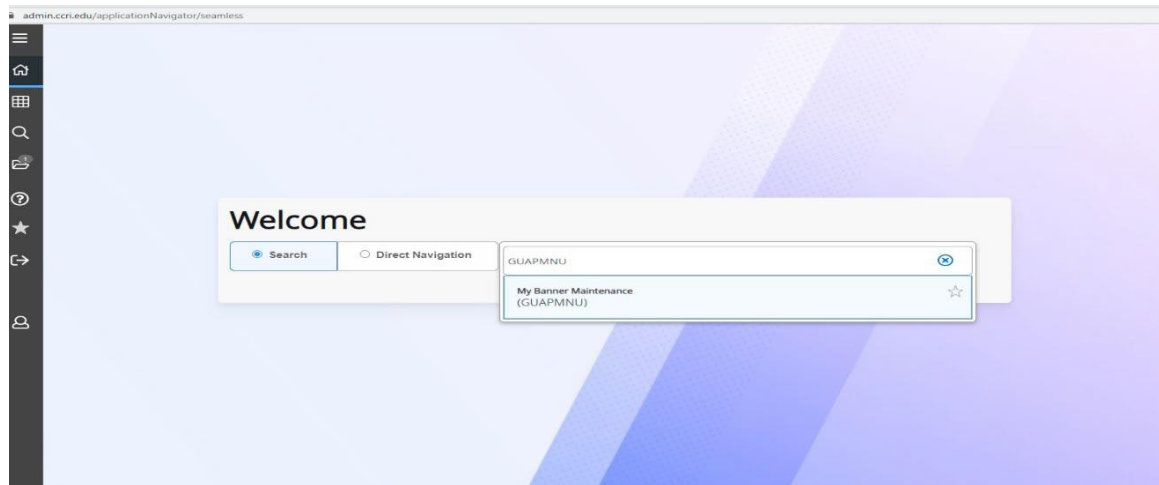
You can scroll through each page and double-click on the form then insert a selection. Make sure you save at the bottom right before leaving My Banner Maintenance Screen.
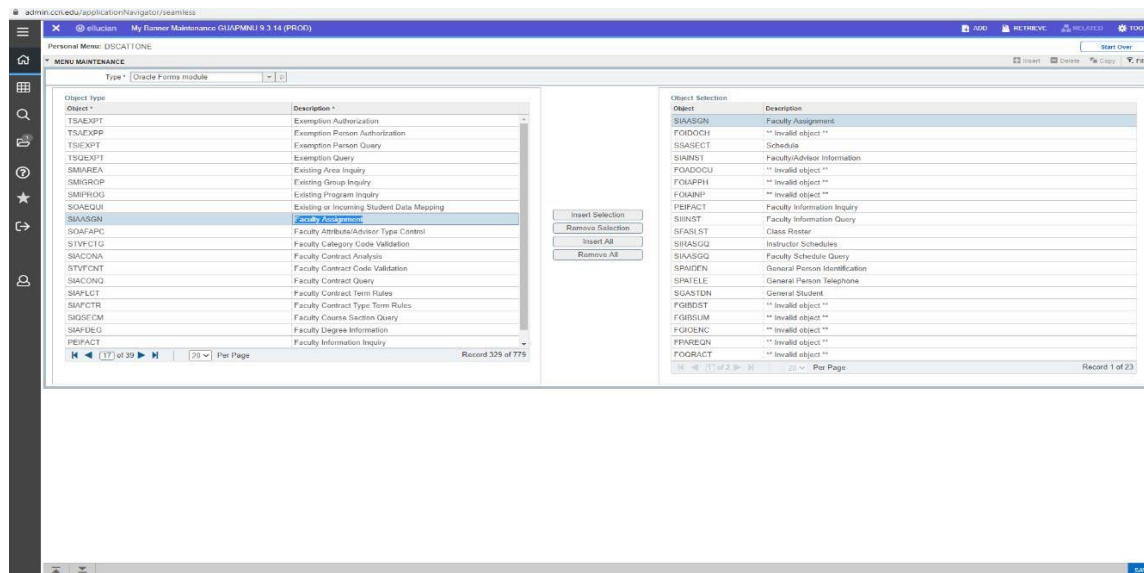
Student Information Screens	Description	Information Retrieved or Specific Screen Function
SFASLST	Class Roster	Class roster using CRN # (Shows ID#, Name and Status
SCASRCH	Course Search	Search for course by subject (i.e., COMI) and then by number
SSASECT	Course Section Information	Used for course detailed information.
SGASTDN	General Student	General Information

Faculty Information

SIAINST	Faculty/Advisor Information	Entering a new faculty member or changing status
SIAASGN	Faculty Assignment	Course Assignments
SIAASGQ	Faculty Schedule Query	Faculty Schedule by ID #
PEIFACT	Faculty Information Inquiry	Appointment, tenure, title/rank dates
SIAFDEG	Faculty Degree Information	Degree Information on Record Address, Phone number, email address of any person.

General Information

SPAIDEN	General Person Information	Use ID or search by last name and first name.
GUISRCH	General Search	Search for a person by ID, email, or phone number

Payroll

SZRAUTX	Overload reports	Used to process Faculty Overload Report

Finance/Budget Information

FPAREQN	Requisition	Enter Requisitions
FPIREQN	Requisition Query	Gives Delivery Date
FOIDOCH	Document History	Look up Requisition or Purchase Order Information
FOAUAPP	User Approval	Approve requisitions
FGIBSUM	Organization Budget Summary	To look up summary of department budget
FGIBDST	Organization Budget Status	For YTD activity, Commitments, and available balances in organizations (department) budget
FGIOENC	Organization Encumbrance List	Open orders or Blanket Order Information (i.e., WB Mason)

Chart of Screens:

BANNER SIAINST	Full-Time Professors	Adjuncts	Full-time Employee Teaches as an adjunct	Visiting Lecturers
FACULTY MEMBER BASE DETAILS **CATEGORY FIELD**	Status should be changed by HR unless they are retired and come back as an adjunct. Adjuncts should only be changed if they become full-time or a Visiting Lecturer	LECT	LECT	VSLECT
STAFF TYPE FIELD	FT	AF	AC	TF
WORKLOAD RULE FIELD	FT	PT	PT	TT
FACULTY CONTRACT FIELD Line One (TYPE, RULE)	SE, FT	NS, PT	NS, PT	VL, TT
FACULTY CONTRACT FIELD Line two (TYPE, RULE)	NS, FT			NS, TT

PLEASE NOTE: If you need to change an instructor's status, i.e., they are no longer a visiting lecturer, adjunct, or have been hired as a full-time faculty member, you must make changes to this screen, or they will be paid incorrectly. Also, you should update them every semester.

Sign into Banner and Enter SIAINST in the search field. You will see Faculty/Advisor Information. Highlight it and hit enter.
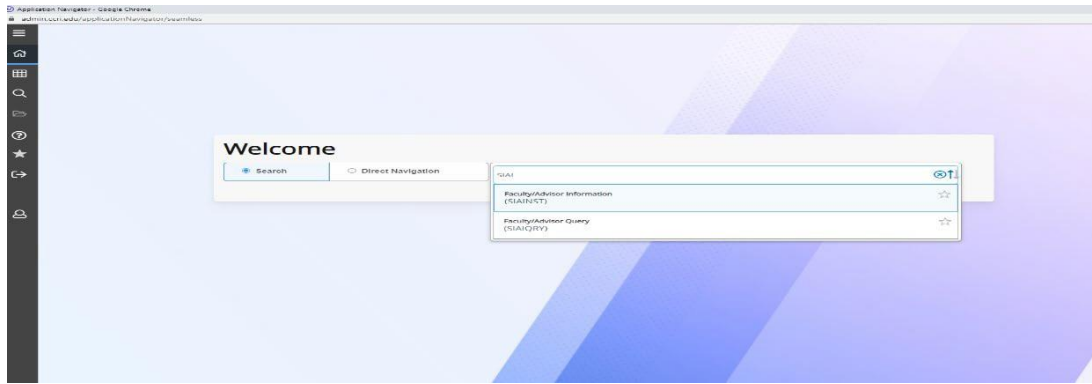
The screen will open for you to enter your faculty Id number, or you can search by clicking on the three dots next to the ID field. You can search for a faculty member by clicking on Pearson Search.
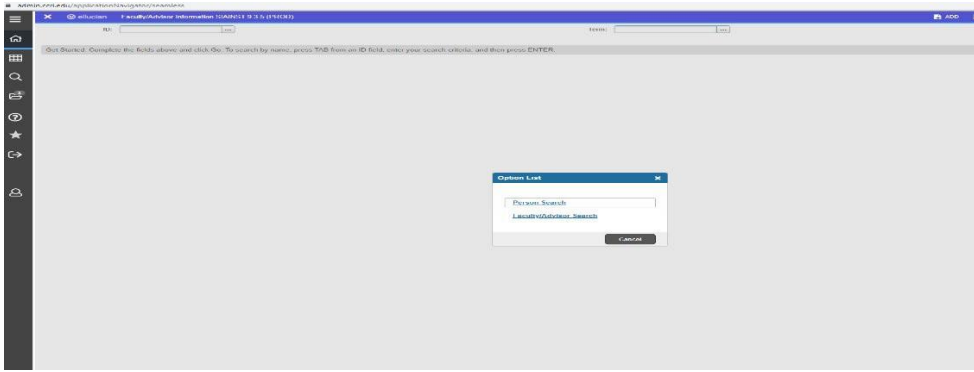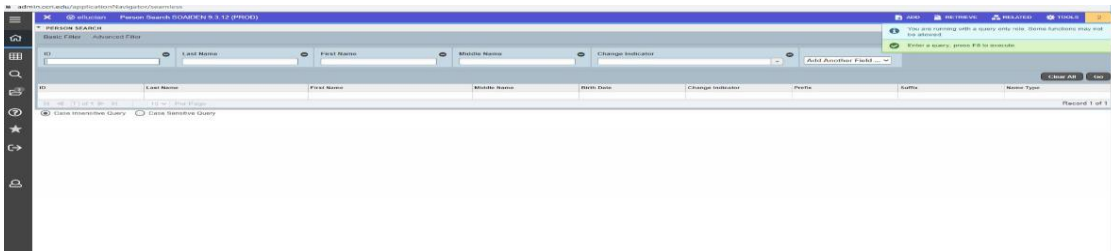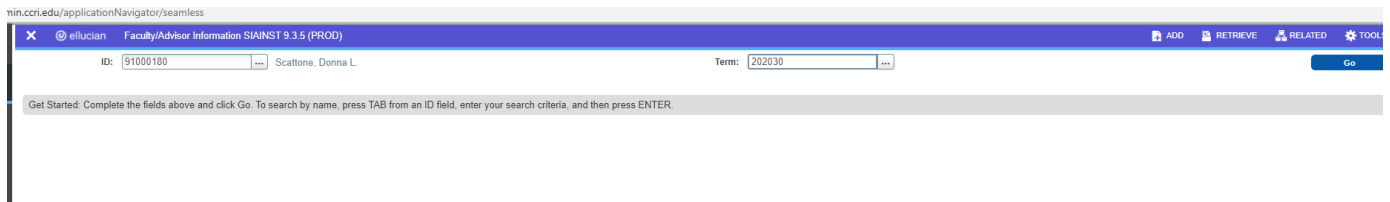
Next, double-click on the ID number or choose select in the lower right-hand corner.

Next, enter the term (year, semester) i.e., 202010 (terms are spring is 10, summer is 20 and fall is 30) and click 'go'.

Next, you must click on Maintenance button to be in the current term.

Next, tab through each section. The letters AC are entered in the status field. This will keep the person active in the system. In the fields of Category, Staff Type and Workload Rule, you want to click on the three dots to choose the correct code. Click Save on the bottom right when you have completed all fields

In the **Category-field**: HR would change a full-time faculty members status when they are promoted. i.e. from Assistant Prof to Associate Prof.

All Admins. should only be changing this section if a faculty member retires and comes back as an adjunct. This is also used to appoint as a visiting lecturer for the semester. It should be LECT or VSLECT for part-time adjuncts.

In the **Staff Type** field: If they are a full-time employee and teach as an adjunct we should be using AC, FT for Full-time professors, AF for Adjuncts or TF for a Visiting Lecturer.

In the **Workload Rule field**:

Please use FT for full-time faculty, PT for part-time faculty and TT for visiting lecturer.

Example of a VL

): 92064494 Fenner, Cheryl A.   **Term: 202230**

FACULTY MEMBER BASE DETAILS

From Term	202230		To Term 202330
Status *	AC ••• Active	Override User ID	
Status Date *	08/29/2005 📅	Override Activity Date	
	☑ Faculty	Category	VSLECT ••• Visiting Lecturer
	☐ Advisor	Staff Type	TF ••• Full Time Temp
	☐ Override Process Rule Security	Workload Rule	TT ••• Full Time Temps
Appointment Date	01/18/2022 📅		

Go to the next section by clicking on the lower left-hand arrow.

Faculty Contract Type Field:

For full-time faculty, use SE under Type Field. next use FT under Rule, then click on the default indicator button. Then use your arrow down key to go to the next line, enter NS in the Type field, and enter FT for the Rule field.

For adjuncts use only NS under Type field and PT under Rule field.

For a Visiting Lecturer use SE in the Type field and TT in the Rule field. Arrow down to enter the Overload fields with and NS in the Type field and TT in the Rule field.

MAKE SURE TO SAVE!

D: 91000180 Scattone, Donna L.   **Term: 202330**

FACULTY CONTRACT

From Term	202330		👤 Maintenance
ype *	Type Description	Rule ▲	Rule Description

◀◀ ◀ ① of 1 ▶ ▶▶   10 ▾ Per Page

FACULTY COLLEGE AND DEPARTMENT

From Term	202330		👤 Maintenance
lome	College	College Description	Department	Departm
☐				

Faculty Contract Type Code (STVFCNT)   ✖

Criteria   🔍 _____

Code	Description	Activity Date
DE	Driver Education	04/12/2005
LL	Lifelong Learning Faculty	04/12/2005
NS	Adjunct Faculty	04/28/2005
OL	Full Time Faculty Overload	10/20/2020
SE	State Faculty - CCRIFA/NEARI	04/28/2005
VL	Visiting Lecturer	10/12/2022

◀◀ ◀ ① of 1 ▶ ▶▶   10 ▾ Per Page   Record 1 of 6

Cancel   OK

Visiting Lecturer example:

If you need to add release time for a faculty member, you want to click on the down arrow in the lower left to go to the next section.

Under the field Type you can click on the three dots to choose from the list. Scroll up and down with your arrows on keyboard or click on the code to select and then click ok.

Next tab to Workload, Weekly Contact and add hours, College is 'CC,' Department is your department code, i.e., BUSN, CSIP, MATH. The contract hours should be SE.

Click Save in the lower right-hand corner.

In the search box type SIAASGN and click on it to open.
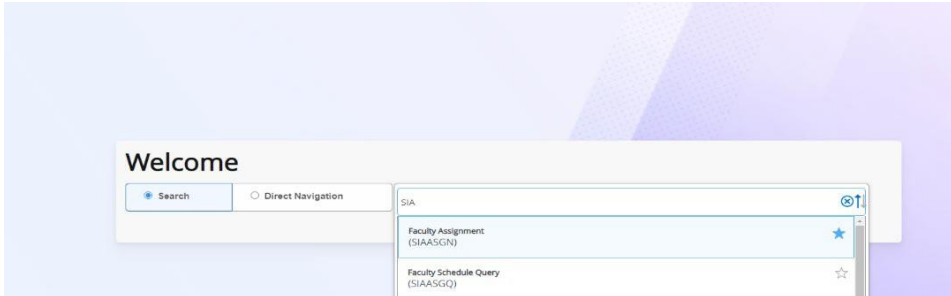
Enter the Instructor's ID and tab to term and then click on Go.

Next enter the Course Reference Number and some of the fields will already appear. You want to go to override workload field and enter contact hours, assignment type is either L or R, Contract Type is NS or SE, then click save. To enter another course, click on the down arrow on your keyboard. If you want to go to another instructor, then click on Start Over (upper right).
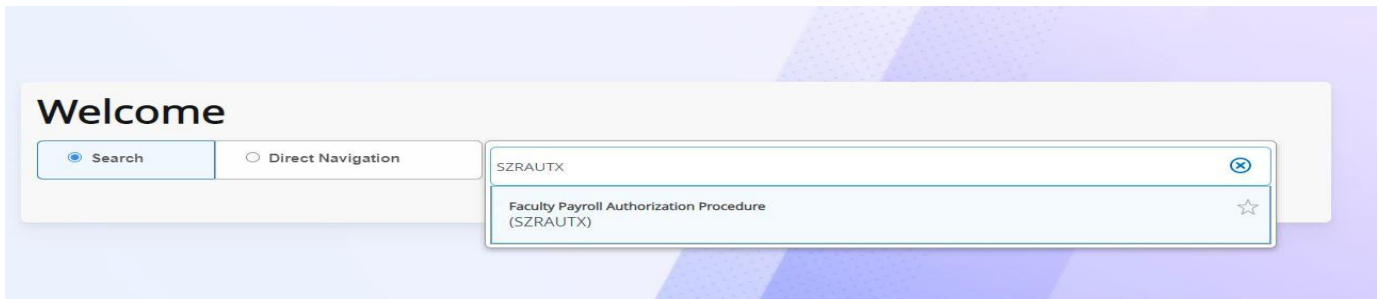
ADDING/CHANGING INSTRUCTOR(S) AFTER FINAL PAYROLL IS SUBMITTED – LIA FORM

If an instructor can no longer teach a class due to sickness, schedule change, or any other reason you will have to submit an LIA Form. The LIA Form must be requested by filling out the form here LIA FORM

REDUCED COMPENSATION WORKLOAD CHART

RUNNING THE OVERLOAD REPORT

In the search box, type in SZRAUTX (Faculty Payroll authorization Procedure), click on it and hit Go in the upper-right hand corner.

Next, click on the down arrow in the bottom left of your screen to go to Parameter Values.

Next, tab over to the Values field and enter the term. Then use the down arrow on your keyboard to go to the next field. For Summer Sessions, the value is either 1, 2 or 3. Some courses begin late and will fall into the number 3. Enter your department code on line 3 under Values and click on the box 'Save Parameter Set as' under the Submission section. Then click Save on the bottom right.
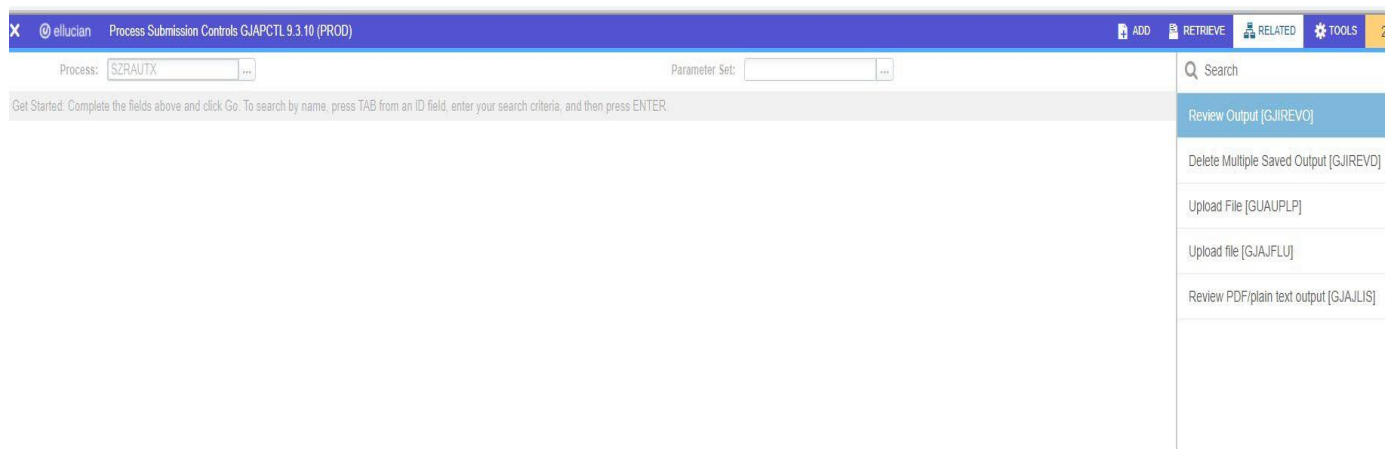
You will see this on our screen:

X @ ellucian   Process Submission Controls GJAPCTL 9.3.10 (PROD)   ADD   RETRIEVE   RELATED   TOOLS   2

Process: SZRAUTX ...   Parameter Set: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

✓ Saving current parameter values as user level defaults.

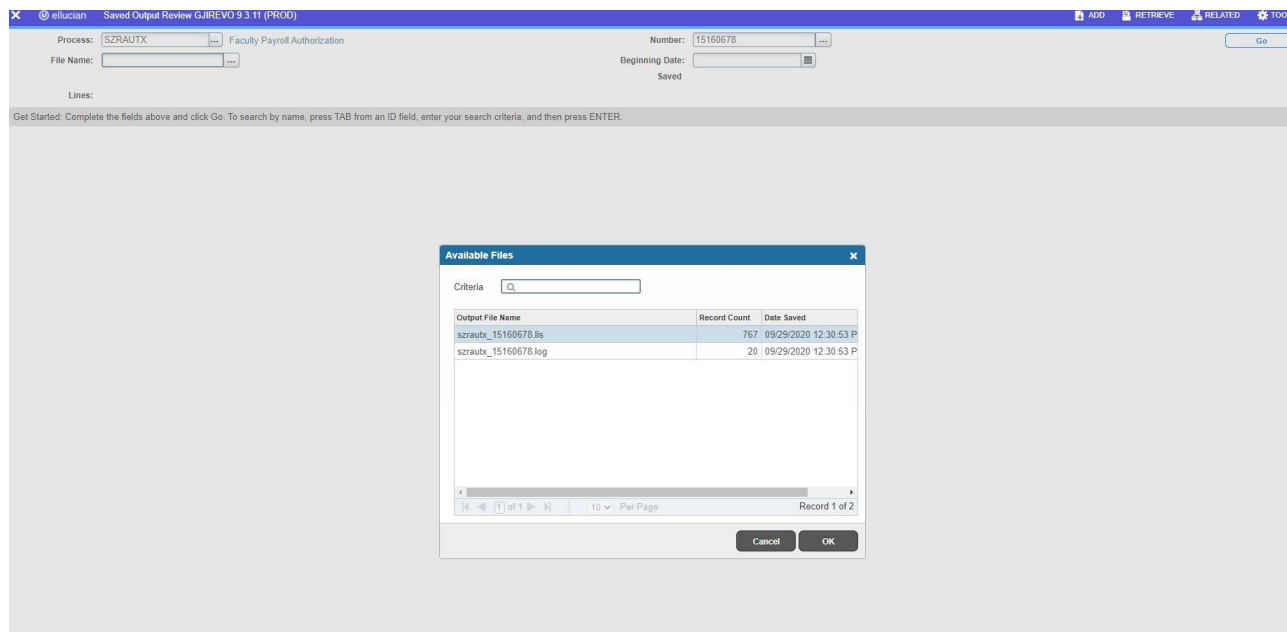✓ Log file: szrautx_15160678.log List file: szrautx_15160678.lis

Next, click on the Related tool at the top right and click on Review Output

Your screen will look like this:

Next, place your cursor in the File name field and double-click. Your screen will now appear with available files. Select the first one that ends with .lis and click ok.

SAVED OUTPUT REVIEW

Cheryl A. Amantea   camantea@ccri.edu
Run Date: 29-SEP-2020   BUSN ** Business/Professional Studies
Term: Fall 2020   Faculty Payroll Authorization

INSTRUCTOR NAME: Cheryl A. Amantea
INSTRUCTOR ID:
PAY RATE: $97.48   FACLTY

         --------- SESSION ---------   ------- DATES ------   ---- DAYS ---   -- TIME --   --- SEMESTER ----
  CRN   PT   SUBJ CRSE   SEC NO SCHD HOURS   START   END   M T W R F S U   BEG   END   HOURS   PAY

30156 1   BUSN 1010   301 01 REM   3.000 31-AUG-20 18-DEC-20 M   W   1130-1245   3.00 $4,3

TOTAL FOR: Cheryl A. Amantea   3.00 $4,3

Paul M Borges   pmborges@ccri.edu
Run Date: 29-SEP-2020   BUSN ** Business/Professional Studies

Next, click on Tools at the top and Options and Show Document (Save and Print File).

-
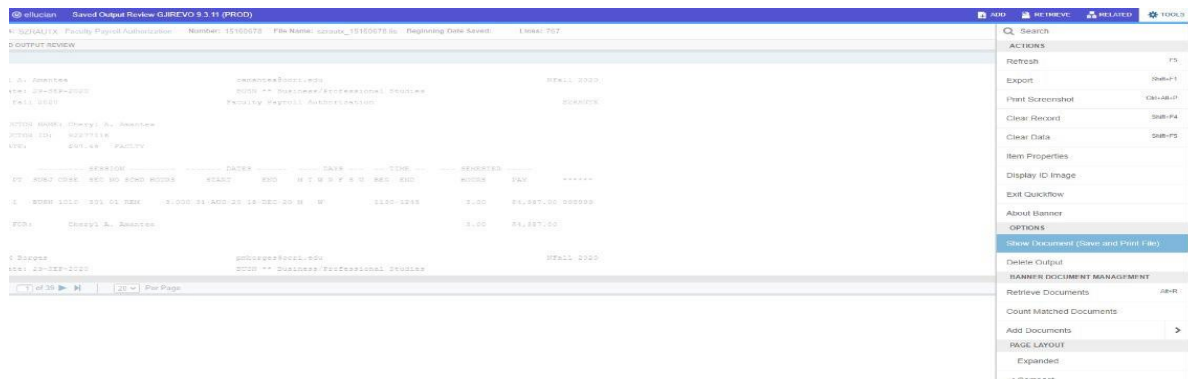
Next, click on yes.

The data will appear in your browser. Right-click your mouse and click on print. Make sure your layout is landscape. You can also highlight all the data, right-click the mouse to copy and paste it into Word and save the Word file as a pdf file to send to the dean.

Reduced Compensation Workload Chart (this is used when there are less than 10 students in a class and a professor is willing to teach the course at a reduced rate.

Lecture Hours	Regular Workload		Reduced Compensation Workload			
	10+ enrolled	9 enrolled	8 enrolled	7 enrolled	6 enrolled	5 enrolled
	100%	90%	80%	70%	60%	50%
1	0.83	0.75	0.67	0.58	0.50	0.42
2	1.67	1.50	1.33	1.17	1.00	0.83
3	2.50	2.25	2.00	1.75	1.50	1.25
4	3.33	3.00	2.67	2.33	2.00	1.67
5	4.17	3.75	3.33	2.92	2.50	2.08
6	5.00	4.50	4.00	3.50	3.00	2.50

Lab Hours	Regular Workload		Reduced Compensation Workload			
	10+ enrolled	9 enrolled	8 enrolled	7 enrolled	6 enrolled	5 enrolled
	100%	90%	80%	70%	60%	50%
1	1.00	0.90	0.80	0.70	0.60	0.50
2	2.00	1.80	1.60	1.40	1.20	1.00
3	3.00	2.70	2.40	2.10	1.80	1.50
4	4.00	3.60	3.20	2.80	2.40	2.00
5	5.00	4.50	4.00	3.50	3.00	2.50
6	6.00	5.40	4.80	4.20	3.60	3.00

Note: if you have a lecture/lab course please add the lecture hours from the top table and lab hours from the bottom table to determine the correct workload

For example, a 2-hour lecture/2-hr lab with 8 students enrolled would equal 2.93 hours (1.33 + 1.6)

PURCHASING PROCESSES

The Finance and Strategy Office has a webpage of resources for the purchasing process.

HTTPS://WWW.CCRI.EDU/FINANCEANDSTRATEGY/TOOLSANDRESOURCES.HTML

THE DEPARTMENT ACCOUNT CODES FOR ORDERING IS LISTED HERE:

https://www.ccri.edu/financeandstrategy/COA/newstructure.html

PAYROLL REPORTS

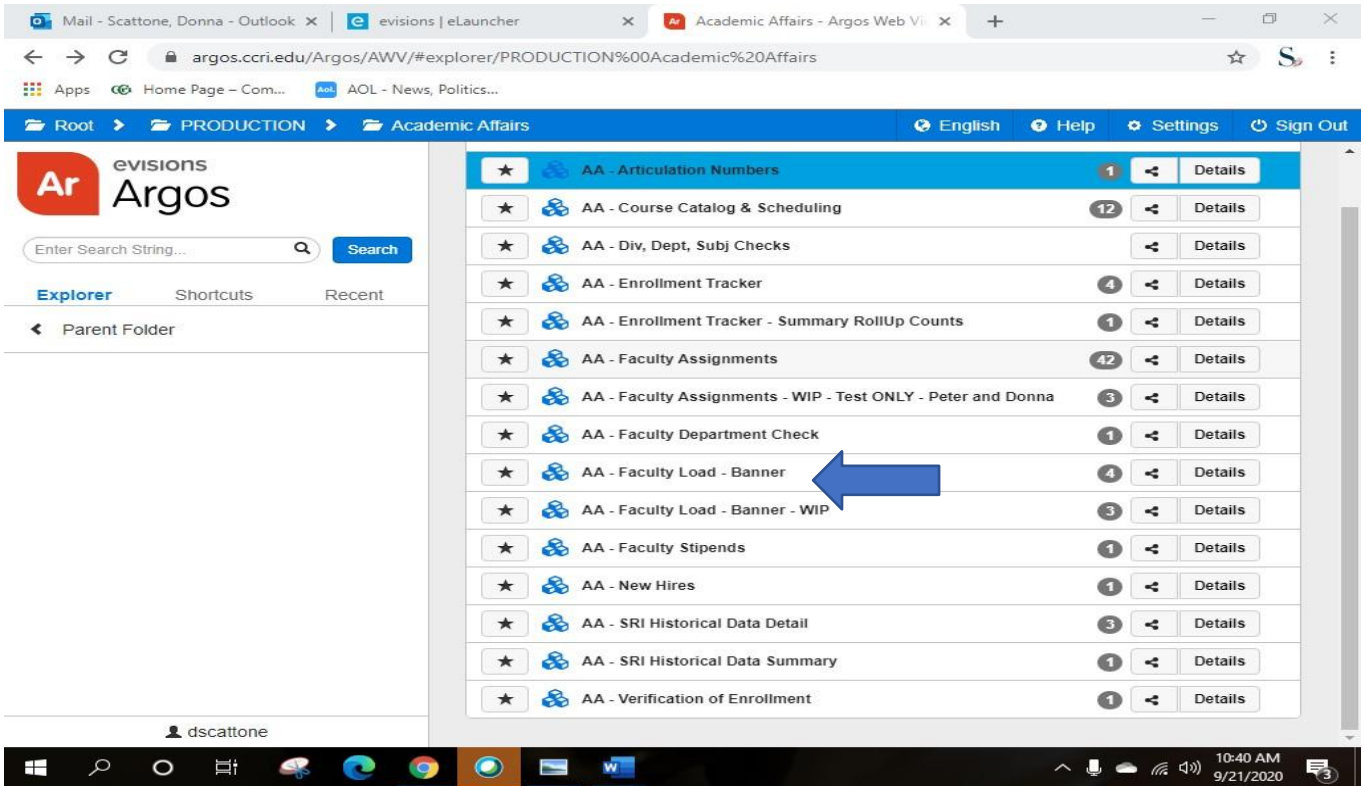**Open Argos Web Viewer here: https://www.ccri.edu/it/banner/**

Argos should be on Production Parent Folder Screen once you log into the system, if not click on Production folder on the left.

+-*

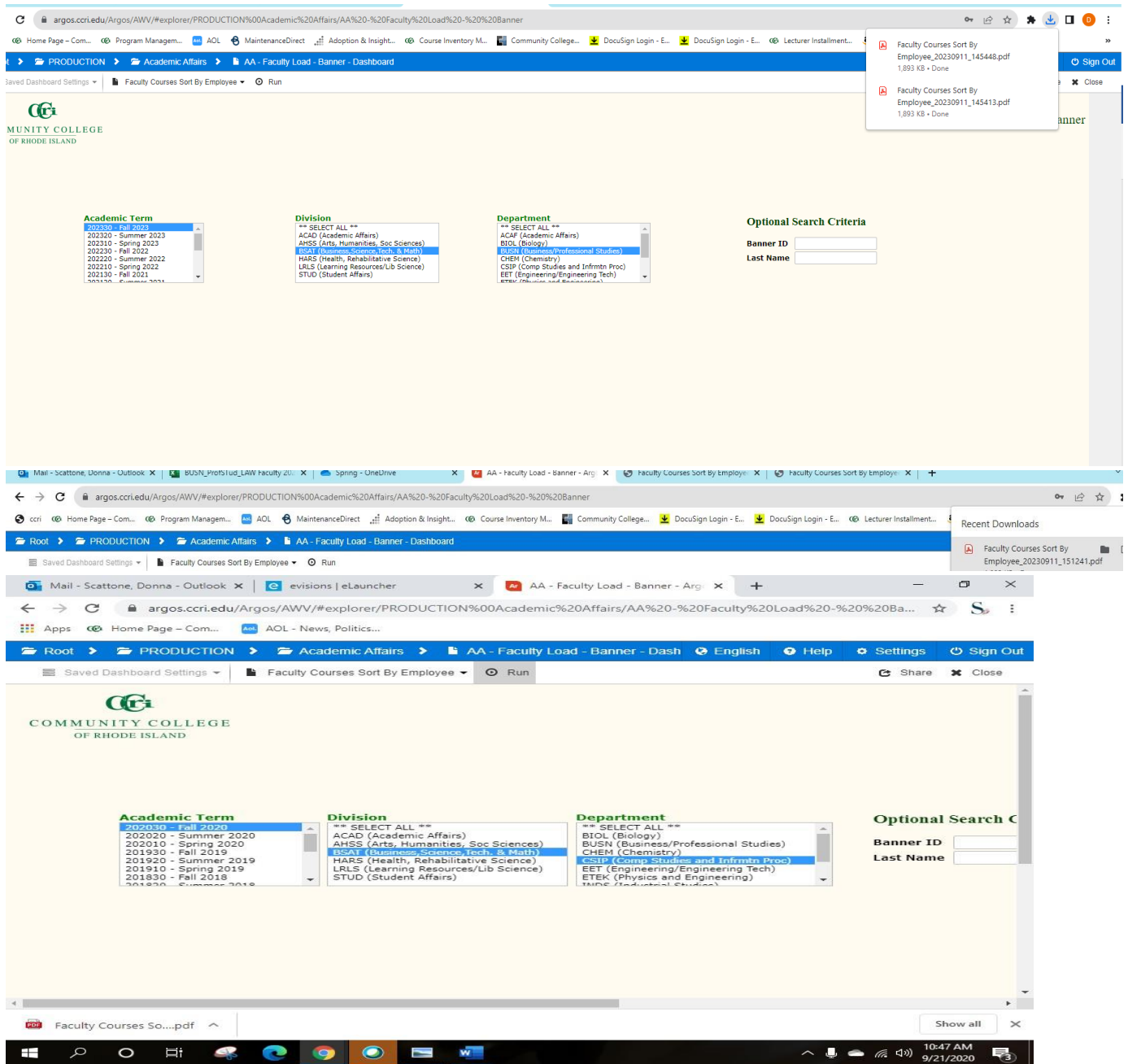**Select the Academic Affairs Folder:**

Next, choose AA-Faculty Load Banner

Next, Choose Academic Term, Division, and Department, and under the Pull-down Reports choose Faculty Courses Sort by Employee then click Run

Next, you will see the pdf file on the top of your screen:

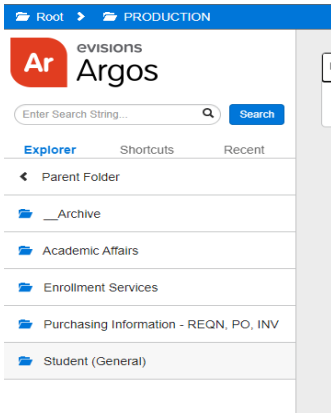**Click on the file to open the pdf file. If you want to see where it is located click on the folder instead. It should be located in our downloads.**

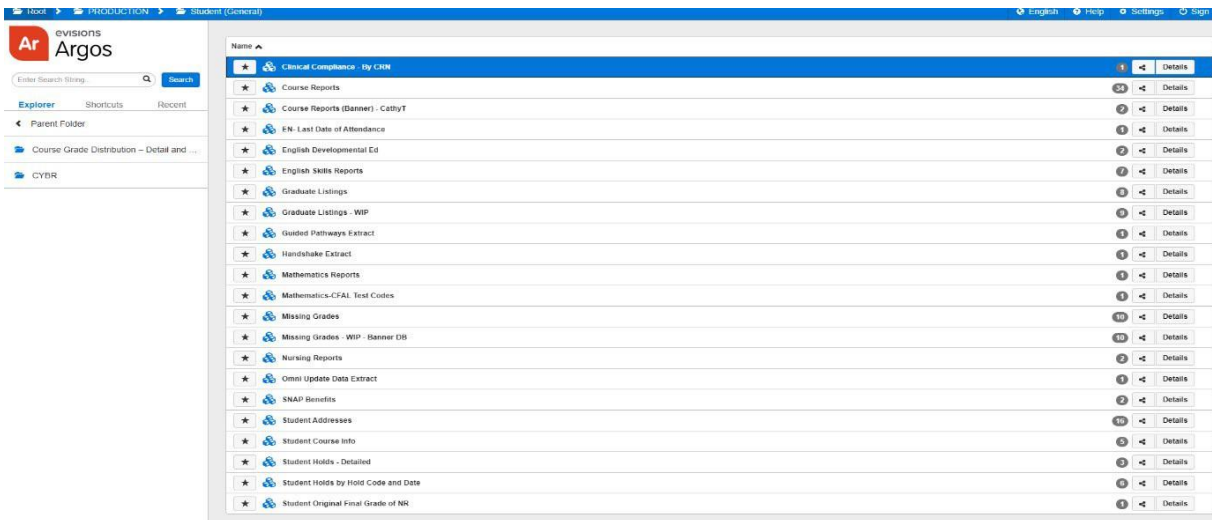File   Home   Share   View

← → ∨ ↑ ⬇ > This PC > OSDisk (C:) > Users > dscattone > Downloads

Name	Date modified	Type

Quick access
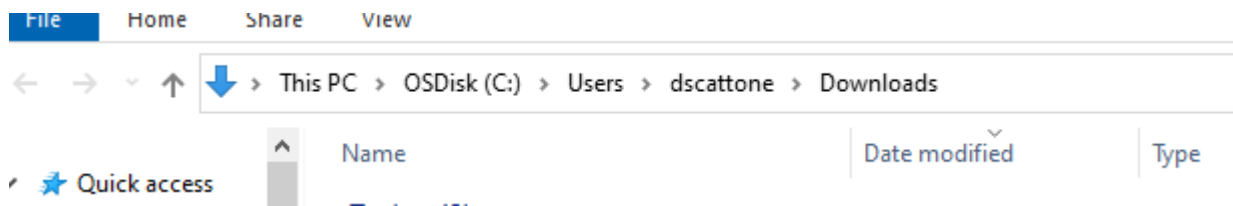
Once you have reviewed for accuracy then you send the file to your division dean for approval

Next, you will see this list of reports:

Next, click on course reports. Enter the term, Division, Department and Campus. To request reports, click on Reports and choose the report you want to run. Once you click on the report then click on run.

📁 Root ▸ 📁 PRODUCTION ▸ 📁 Student (General) ▸ 📄 Course Reports - Dashboard

☰ Saved Dashboard Settings ▾ | 📄 Reports ▾ ⊙ Run

COMMUNITY COLLEGE
OF RHODE ISLAND

Reports dropdown
AA - Course Schedule - ENGL
AA - Course Schedule - MATH
AA - Course Schedule - NURS
AA - Course Schedule - Unassigned
ALL Data from Selection Criteria
Course Report - ALL Data
Course Report - Campus Schedule
Course Report - Cancel by Site
Course Report - Cancelled
Course Report - Closed
Course Report - Extract-Enroll Seats Total
Course Report - Full by Site
Course Report - Full Schedule
Course Report - Full Schedule - All Statuses
Course Report - Low Enrollment
Course Report - Open
Course Report - Schedule by Dept
Course Report - Schedule by Division
Course Report - Schedule by Faculty Name
Course Report - Schedule by Subject
Course Report - Scheduled by Site

Division: ☐ Select All

ACAD (Academic Affairs)
AHSS (Arts, Humanities, Soc Sciences)
ATHL (Athletics, Student Life)
BSAT (Business,Science,Tech. & Math)
BUSN (Business Affairs)
CCRI (Community College of RI)
CWCE (Workforce & Community Ed)
HARS (Health, Rehabilitative Science)
LLNG (Lifelong Learning)
LRLS (Learning Resources/Lib Science)

Additional Filtering

Last Name [ ]

CCRI ID # [ ]

☐ Select All

Campus: ☐ Select All

CC - Legacy Use
DC - Shepard Building - Providence
DL - Distance Learning
DV - Davies
FL - Flanagan Campus - Lincoln
KN - Knight Campus - Warwick
NE - Newport Campus
OC - Off-Campus
PV - Liston Campus - Providence
QN - Quonset

Next, you will see the excel file on the bottom left and you can open it by clicking on the arrow and open. You can save or print the file.

ACCESSING STUDENT INFORMATION

Repeat the above steps but choose Student Addresses instead and the report you wish to run.

SECTION VIII: WORKFLOW

ADJUNCT (USED TO ADD ADJUNCTS OR REINSTATE ADJUNCTS)

Instructions: https://www.ccri.edu/hr/training/WorkflowTrainAdjunct.pdf

HONORARIUM (FULL-TIME EMPLOYEES LIMITED TIME PROJECTS SUBMITTED ONCE THE WORK IS DONE) I.E., INDEPENDENT STUDY)

Instructions: https://www.ccri.edu/hr/training/WorkflowTrainHonor.pdf

SPECIAL NON-HOURLY (USED FOR LUMP SUM PAYMENTS FOR WORK ONGOING)

Instructions: https://www.ccri.edu/hr/training/WorkflowTrainSpecial.pdf

PART-TIME EMPLOYEES (NON-TEACHING OR NON-CREDIT TEACHING POSITIONS AND REQUIRE TIMESHEET REPORTING)

Instructions: https://www.ccri.edu/hr/training/WorkflowTrainPT.pdf

SECTION IX: COURSELEAF SYSTEM

CATALOG YEARLY REVISION PROCESS:

WHERE TO GO:

https://clss.ccri.edu (To navigate through the catalog draft to the pages you own for editing)

WHAT TO DO: Click on "Edit Page" in the top left corner of the page you want to review/edit.

If the page needs revisions, click the pencil icon on the top right of the page content text and make edits using the Page Body Editor tools.

COURSELEAF

Help   **User:** Lauren Webb   Log Out

Next, if you want to watch the live training session, visit this link, and cut and paste the password wfL=14$^

(https://ccri.zoom.us/rec/share/azEsS-YRk0B-1IPB8_NOgaDDd7XEQNrfOKLb3fr3HNIw5y-R62nLggYZWMYy7X8.LTnHqrcAYUXjvoqk) Passcode: wfL=14$^

If you want a one-on-one training or troubleshooting session with Lauren, send me an email (lanicoll@ccri.edu), call me through Webex, or call me on 617-777-5140.

If you do not have time for any of that, send me your page edits by email and I will enter them for you!

Course Information Management System: How to enter Curriculum Proposals: CIM Training Video

Additional Courseleaf Resources: Courseleaf Resources for CCRI

Course Inventory Management is used to add a new course or edit an existing course. The web address is
https://clss.ccri.edu/courseadmin/

Program Proposals can be found here: https:/clss.ccri.edu/programadmin/ (Directions are on Page 63)

Note: there is a help button at the top right with many ways to search for helpful hints you may need to find while entering proposals in Courseleaf.

To propose a new course, click on "propose a new course". Your screen will look like the picture below.

To search for an existing course, type in the field to left of search and type in the courses subject i.e. 'BUSN'. You can look for a course that has been edited, added or inactive by clicking on the 'Quick Searches' field. See screenshot below:

If you would like to propose a new course click on 'Propose new Course'. You will need to specify if it is going to be permanent or experimental. Then enter each field thereafter.

Community College of Rhode Island

Course Inventory

New Course Proposal

[Propose New from Existing Course]

Proposal Type	Select... ▼
	Select...
	Experimental Course
	Permanent Course

Developed by		by	⊕
			❌

Subject Code	Select... ▼
Course Number	

Department	Select Department... ▼
Division	Select Division... ▼
College	Select College... ▼
CIP Code	
	Find...
Short Title	
	30 characters remaining
Course Title	
	100 characters remaining
Developmental?	☐ Yes ⦿ No
Course level	Select... ▼
Is there a preferred course sequence?	☐ Yes ⦿ No

Calculations Based on 15 Week Semester

At the end of the completed proposal you can attach the syllabus and either click on Save Changes if you need to go back and enter more information or if your proposal is completed, you can Start Workflow to send it to the next approver.

NOTE: you may export all the proposal information to a pdf file, which is located near the top left-hand side of the proposal.

MAKE SURE YOU SAVE YOU CHANGES AS YOU GO THROUGH THE DOCUMENT. IF YOU LOSE ELECTRICITY OR YOUR INTERNET CONNECTION YOU WILL HAVE TO START ALL OVER AGAIN.

If you need to have a new course subject code you would need to go here: https://clss.ccri.edu/miscadmin/

Click on Propose New Miscellaneous and then in the Request Type field, type in the subject code you would like to use for the new courses.

Fill in the remaining fields and type in the request details field the reason for new code and any related information. Once your request is approved, you will receive an email and then you can proceed adding all the new courses with the new subject code.

Miscellaneous Request Management

Search, e

Request

1

Date Sub

Viewin

Last ed

Changes

Request

Title

Depart

Division

Course

Request

New Record - Google Chrome

clss.ccri.edu/courseleaf/courseleaf.cgi?page=/miscadmin/index.html&step=editrecord&cmd=new&_=1663257150306

Community College of Rhode Island

Miscellaneous Request Management

Miscellaneous Request

Request Type	New Subject Code
	Select...
	New Subject Code
Title	
Department	Select...
Division	Select Division...
Course	Code Title
Request Details	
Supporting Documents	Attach File Uploaded Files:
	Files To Be Uploaded:

To propose a Program please use this site: https://clss.ccri.edu/programadmin/

You can enter a new program, edit an existing program or view any terminated programs.

To edit one of your departments existing programs, click on the pull-down menu to the far right and select edited program to view or make changes.

The removal of any text will be crossed out in red and the new text will be in green.

Changes saved but not submitted

Viewing: **88 : Magnetic Resonance Imaging - Certificate**

Last approved: 08/02/22 3:35 pm

Last edit: 09/09/22 4:42 pm

Catalog Pages Using
this Program

Magnetic Resonance Imaging - Certificate

Radiography - Associate in Applied Science

Related Programs

Effective Catalog Edition	2023-2024
Proposal Type	Program Revision

Department	AHPG - Allied Health Program
Division	HARS - Health, Rehabilitative Science
College	Community College of RI
Program Code	CERT_MRIC
Program Type	Certificate
Program Title	Magnetic Resonance Imaging - Certificate
CIP Code	**510920** ~~510911~~ - **Magnetic Resonance Imaging (MRI) Technology/Technician.** ~~Radiologic Technology/Science - Radiographer.~~
Number of Weeks in Program	30
Will the program require creation of any new courses?	No

To view the status of a program proposal, click on 'Added Programs' in the upper right-hand corner pull-down menu.

You can see who has approved it and who is the next individual to approve. If it has been approved in Workflow that individual will be in green. If it has not been viewed or approved it will be brown. The courses associated with the program will have an eye crossed out if they have not been viewed yet.

When you are proposing a new program and required courses you can send them to the next approver as a bundle when you have all of the program and course proposals completed. When you click on workflow it will ask you to bundle the courses and program. The name would be the new Program's Name.

Here are the steps to fill out the learning outcomes mapping in Courseleaf:

Go to https://clss.ccri.edu/programadmin/

Click on the program you want. Scroll down until you see the Learning Outcomes Display table. You don't need to click "Edit Program."

1. Click on the little box with the pencil under each of the courses listed in the left column. A popup box will come up
2. Using the assessment report provided to you, click in the checkboxes next to all of the PLOs that align with the course you have selected.
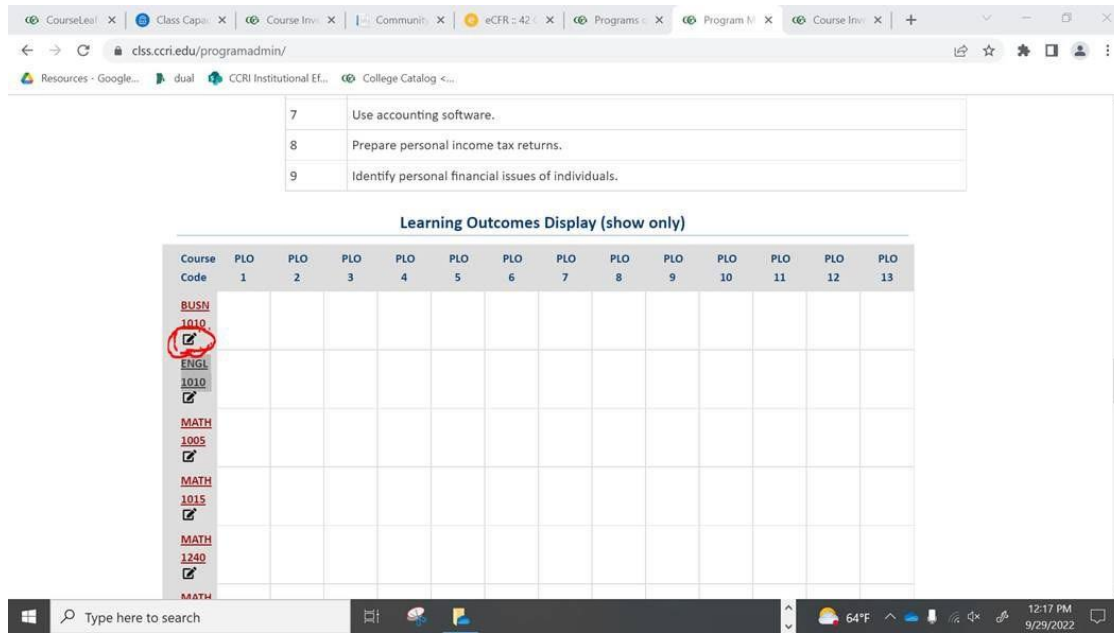
3. Click on the little box with the pencil under each of the courses listed in the left column. A popup box will come up:
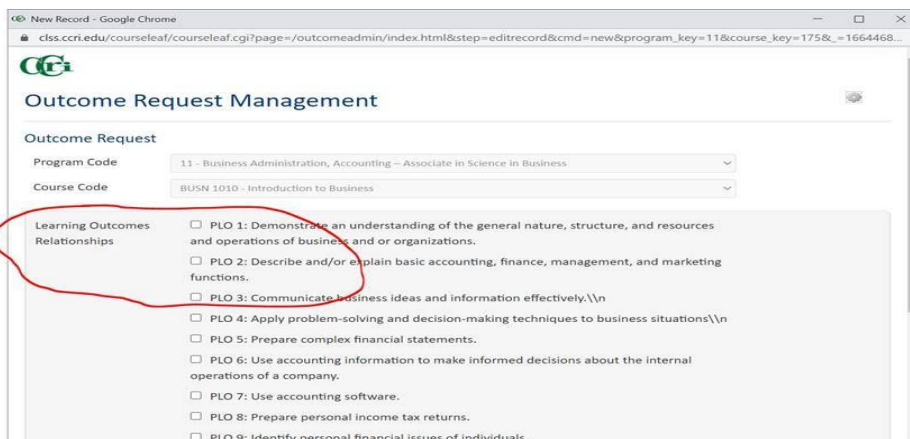
4. Click "Save changes" and it will save it to the program and you will see your selections checked off in the table.
5. Do that for all of the programs you are editing.

SECTION X: VPAA FORMS

The following forms are also found on the VPAA site:

GENERAL:

- Course Cancellation Form
- Course Change-Add Form
- Prior Learning Credit Award Form
- Independent Study Form
- Pre- and Co-Requisite Form
- Request for Exception to Non-Faculty Teaching
- Lecturer Installment Authorization Form (New Process on Controller's Website) Used to pay a faculty member for teaching duties once the college's formal payroll is already run. Most commonly, this is to handle coverage of a class when the assigned faculty member is unable to teach on a particular date(s) and another FT faculty or PT faculty member covers them.

TEACHER AVAILABILITY FORMS:

- Teacher Availability forms for Fall, Spring, Summer, or Winter Session

EVALUATION FORMS:

- Chair

TEACHING LOAD AUTHORIZATION FORMS:

- Department Chair Work Load Reporting Form
- Faculty Release Time Request Approval Form
- Faculty Stipend Request Approval Form
- Faculty Overload Exception Request Form

SABBATICAL FORMS:

- Sabbatical Leave Application
- Sabbatical Leave Guidelines
- Sabbatical Leave Application Process

To search for CCRI policies sign into the policy site here: https://ccri.policystat.com/home/ Your screen should look like the picture below.

Search by title in the search box or by clicking on Browse by Title letters at the bottom. Click on Title under preview to open policy.

Different Areas can be searched by clicking on Area, i.e., Academic or Academic-VP, Academic Affairs

ccri.policystat.com/policy_search/title/?search_query=Data+Security+Policy

Apps   Home Page – Com...   AOL - News, Politics...   Online Survey Soft...

| Home | Q Title | Q Area | Q Owner | Q References |

Off   PolicyStat Beta

Search By Title

Search

Data Security Policy

Search Titles

Browse by Title

1 | A | B | C | D | E | F | G | H | I | L | M | N | O | P | R | S | T | U | V | W

1 Result   ordered by relevance

Title	Preview	Area	Last Revised	Last Approved	Effective Date
Data Security Policy	BACKGROUND: This policy defines the guidelines for the security and confidentiality of data maintained by the Community College of Rhode Island (CCRI), both in paper …	Information Technology	10/2007	10/2007	10/23/2007

Copyright © 2020 PolicyStat

? Help

https://ccri.policystat.com/policy/7178290/latest/?z=eyJpljogMH0

10:12 AM
9/25/2020

EAB

We help schools support students from enrollment to graduation and beyond

ROOTED IN RESEARCH

7,500+ Peer-tested best practices

500+ Enrollment innovations tested annually

ADVANTAGE OF SCALE

1,500+ Institutions served

4 M+ Students supported by our SSMS

WE DELIVER RESULTS

95% Of our partners continue with us year after year, reflecting the goals we **achieve together**

> Find and enroll your right-fit students

> Support and graduate more students

ENROLLMENT SUCCESS

STUDENT SUCCESS

INSTITUTIONAL SUCCESS

INSIGHTS

EXPERTISE

> Prepare your institution for the future

Logging In

https://reports.eabanalytics.com/

Trouble logging in? Please reach out to
Apssupport@eab.com for help!

Input your CCRI institution email and Click "Forgot password?" to have a password reset email sent to your CCRI address.

The Value of the APS Partnership

APS Platform

Access to key performance metrics that give visibility across your institution's student, HR, and finance data

Departmental Peer Benchmarks

Apples-to-apples comparisons to peers and aspirational peers' performance

Structured Analytics

Analyses to support planning conversations and decisions related to ongoing academic activities

National Collaborative

Annual Summit, webinars, and other opportunities for networking and learning

Source: Academic Performance Solutions.

EAB

Academic Performance Solutions

Matching Section Offerings with Demand

Background

A common challenge institutions face is offering the right number of sections to both efficiently use resources and avoid bottleneck courses that limit student progress. Low-fill sections use instructional resources that could be repurposed to better support the goals of a department. By reducing the number of low-fill sections, department chairs can free up faculty time and classroom space, redirecting those resources to bottleneck courses.

> **Key Metric Definition**
>
> *Course and Section Fill Rates:*
>
> $$\frac{\text{Number of actual students enrolled in a term}}{\text{Maximum capacity in a term}}$$

Fill Rates: What's Normal?

Academic Performance Solutions (APS) recommends a target fill rate of 80 to 90% to ensure that instructional resources are fully used without students struggling to enroll in courses. An analysis of section fill rates across the APS collaborative reveals that only 10% of sections fall within the target fill rate range, whereas 48% of sections are considered underfilled and 44% would be considered bottlenecks.[1]

Percentage Distribution of Sections by Fill Rate (Ranges)
n=191,647 sections

Fill Rate	Percentage	
<50%	24%	Low-fill sections with excess capacity
50-75%	18%	
76-80%	4%	
81-85%	4%	
86-90%	6%	
91-95%	8%	Bottleneck courses that could benefit from additional instructional resources
96-100%	26%	
>100%	10%	
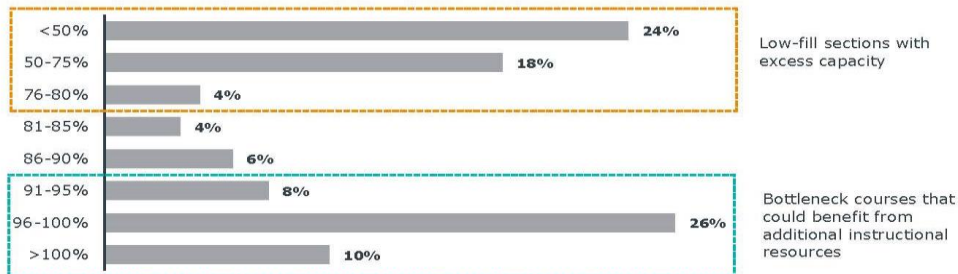
Not all sections outside of the target fill rates can or should be adjusted. Departments should focus on repurposing resources from low-demand courses that are not course or major requirements, and consider if these resources can instead be used in high-demand courses that are required for majors.

> **Inside this Resource**
> *Learn how APS supports your goals to improve student progress*
> • Page 2-4: How to: Identify Low-Fill Sections and Bottlenecks
> • Page 5: Best Practice Resources

1) Analysis of the APS Collaborative; Fall 2014 and Spring 2015; Individual Instruction course types were excluded.

Source: Academic Performance Solutions.

eab.com

4 **Open the Detailed Report of Low Fill Rate Courses**

Scroll down to the Class Capacity Utilization - Single Section Courses section of the page. Click on **View Detailed Report** under Low Fill Rate Courses to view the percentage of single section courses with a fill rate at or below 80% that are offered more than once a year.

Low Fill Rate Courses

Single Section Courses with fill rates of 80% or less, offered more than once per year.

% Low Fill Courses
40.0%

➡ **View Detailed Report**

Single Section Courses [HL] » Drill View ⋯

Course Cod ⬍	Course Ref No	Course Name	Term	Total Capacity	Total Enrollment	Fill Rate [%]
CS252	26526	CS252	Spring	960	226	23.5%
	34312	CS252	Summer	185	61	33.0%
Rollup				**1,145**	**287**	**25.1%**

Consider if there are opportunities to offer the course annually, instead of in multiple terms.

5 **View the *Impact of Course Bottlenecks on Course Completion (Fill Rate >= 90%)* Table**

Scroll to the Course Bottlenecks section of the page to identify courses with fill rates at or greater than 90%.

Impact of Course Bottlenecks on Course Completion (Fill Rate >= 90%)

Maximum Capacity, Enrollment, Fill Rates and Completion Rates by Course

Course Code	Course Division	Course Name	# of Sections	Maximum Capacity	Enrollment	Fill Rate [%]	Attempted SCH	Course Completion [%]
CS150	Lower Division	CS150	48	2,164	2,076	95.9%	2,768	85.5%
Rollup			**48**	**2,164**	**2,076**	**95.9%**	**2,768**	**85.5%**

6 **Optional: Download and Share the Data**

Hover over the center of the chart until an ellipsis (...) appears. Click on the ellipsis to open a drop-down menu with the option to download and save the data in PDF, Excel, or CSV format.

m Capacity Enrollment Fill Rate [%] Attempted SCH Course Comp

Impact of Course Bottlenecks on Course Completion at Fill Rates Greater Than Or Equal to 90 Percent

This report shows how course bottlenecks affect course completion rate. The report is broken down by course code.

▸ METRICS & FILTERS

Download As... ⌃

PDF (Portrait)

PDF (Landscape)

XLSX...

CSV (formatted)

CSV (raw data)

ed.

Source: Academic Performance Solutions.

7 **Compare Bottlenecks and Collapsible Sections**

Use the reports in Steps 2 and 5 to determine if excess capacity can be reallocated to bottleneck courses.

Impact of Course Bottlenecks on Course Completion (Fill Rate >= 90%)

Maximum Capacity, Enrollment, Fill Rates and Completion Rates by Course

Course Code	Course Division	Course Name	# of Sections	Maximum Capacity	Enrollment	Fill Rate [%]	Attempted SCH	Course Completion [%]
CS150	Lower Division	CS150	48	2,164	2,076	95.9%	2,768	85.5%
Rollup			48	2,164	2,076	95.9%	2,768	85.5%

Bottleneck Course
Example: CS150 is required for majors and has a 95.9% fill rate, making it difficult for students to enroll.

Top Courses With Section Consolidation Opportunity (80% Target Fill Rate)

CS120G   7   3

CS252   3   3

CS121G   16   2

0   5   10   15   20

■ Number of Necessary Sections
■ Number of Collapsible Sections
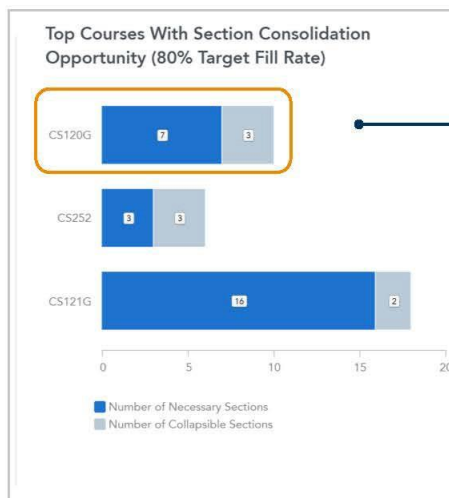
Low-Fill Multi-Section Course
Example: CS120G has three potential sections that could be collapsed.
- Are the faculty who teach this course qualified to teach CS150?
- Can the classroom space be re-purposed for CS150?

eab.com

EAB   Academic Performance Solutions

Identifying Opportunities for Course Completion Improvement

Background

One critical measure of student progress is whether or not students earn credit for attempted courses, which impacts time-to-degree, financial aid eligibility, and persistence. Institutions can prioritize course completion improvements by targeting courses in which a large number of students are struggling to earn credit.

▶ Key Metric Definition

Completion Rate:

Earned Student Credit Hours
─────────────────────────────
Attempted Student Credit Hours

Five Principles for Addressing Course Completion

1

Size the Opportunity

Analyze the data to pinpoint which courses have low course completion rates and high DFW rates.

2

Identify Root Causes

While it's important to consider factors outside the classroom, like student characteristics and preparedness, instructor variation is one cause of low course completion that can be easily monitored.

3

Prioritize Resources

Consider courses with high DFW rates, enrollment, and absolute number of credit hours lost, as well as gateway courses and courses where leaders and instructors are excited about improvement.

4

Engage Faculty

Since faculty are responsible for what happens in the classroom, engage directly with instructors to support their work and help eliminate barriers they may face, such as lacking time to evaluate new pedagogical approaches.

5

Measure Results

After implementing a new initiative, measure its results to assess its success and proactively plan for the next initiative.

Download the APS Toolkit

Download the *APS Course Completion Toolkit* online for guidance on designing and implementing a data-informed course completion initiative.

▶ Inside this Resource

Learn how APS supports your goals to improve student progress

• Page 2-4: How to Identify Course Completion Opportunities
• Page 5: Best Practice Resources

   eab.com

How to: Identify Course Completion Opportunities

Get Started: Recommended Filters

- Department Name: Select a department name
- Course Division: Select Lower Division to focus on general education and prerequisite courses
- Course Type: Remove course types that might skew course data, such as *Individual Instruction, Practicum,* and *Studio*
- Student Classification: Select student classification(s) of interest, such as Freshman

Note: Filters in the APS Benchmarks dashboard contain standard values

1 **Completion Rate vs. Attempted Credit Hour Production by Course**

Find it: *APS Analytics dashboard, Students tab, Completion Rates section*

Use it to: *Analyze courses with both high enrollment and low course completion rates, signifying a large impact on students*

Use the chart to view completion rates compared to attempted credit hours for each course in the department. To determine which courses your institution should prioritize, focus on courses in the lower right of the chart. These courses have high enrollment and lower course completion, so improvement efforts will have an outsized effect on students.
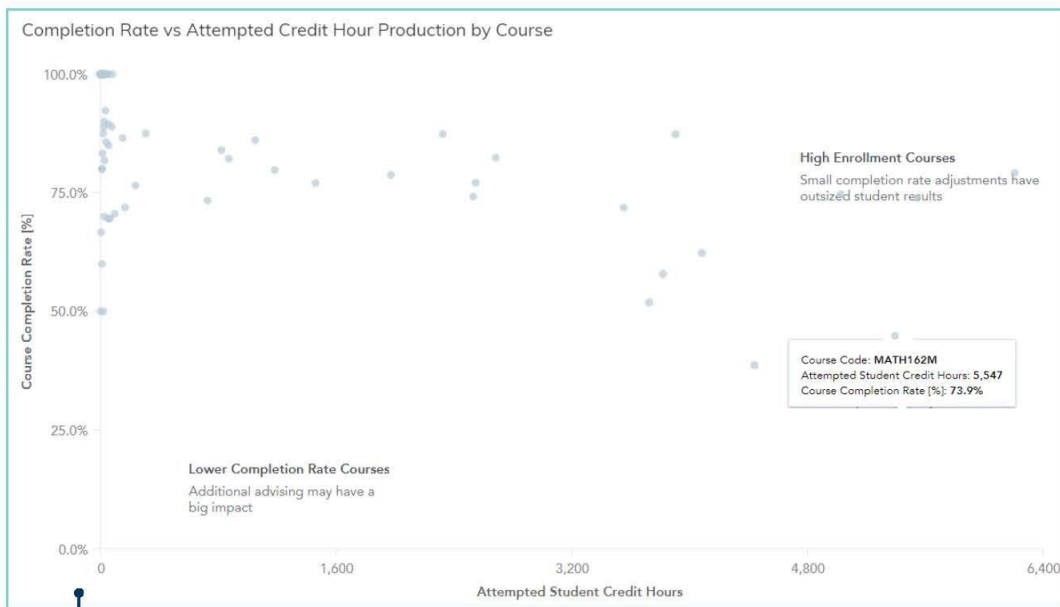
Focus on Courses That Affect the Most Students

Which courses have both high enrollment and low course completion rates?

Identify Course Completion Opportunities cont.

2 **Courses with Highest Unearned Credit Hours**

Find it: APS Analytics dashboard, Students tab, Completion Rates section

Use it to: Identify potential impact of course completion rate improvement on the number of recoverable student credit hours

Use the table to identify courses with the highest number of unearned credits and lowest completion rates. The last three columns in the table show how many student credit hours may be recovered with a 1%, 3%, and 5% increase in course completion.

Courses with the Highest Unearned Credit Hours

And the projected impact on SCH completed (SCH Recovery) when improving Course Completion Rates by 1-5%.

Course Code	Attempted Credits	Unearned Credit	Completion Rate [%]	1% - SCH Recovery	3% - SCH Recov	5% - SCH Recovery
MATH162M	5,547	1,449	73.9%	55	166	277
STAT130M	6,210	1,293	79.2%	62	186	311
MATH103M	5,031	1,272	74.7%	50	151	252
MATH211	3,556	1,000	71.9%	36	107	178
MATH200	2,535	654	74.2%	25	76	127
MATH212	2,552	584	77.1%	26	77	128
MATH102M	2,688	474	82.4%	27	81	134
MATH163	1,977	420	78.8%	20	59	99
MATH312	1,464	336	77.0%	15	44	73
MATH101M	2,328	294	87.4%	23	70	116
MATH307	1,188	240	79.8%	12	36	59
STAT330	732	195	73.4%	7	22	37
MATH316	876	156	82.2%	9	26	44

Understand Potential Impact of Your Improvement Efforts

- Which courses have the highest number of unearned credit hours?

- How many additional student credit hours will be earned as a result of increased course completion?

3 **Earned Credits and Final Grades by Course Code**

Find it: APS Analytics dashboard, Students tab, Final Grades and Course Completion section

Use it to: Find courses with high DFW rates and courses with high section variation in course completion

Use the chart to calculate the DFW rate and understand the percentage of students not earning credit for critical courses, such as general education courses and prerequisite courses for majors. To calculate the DFW rate, use the Final Grade filter to select any grades where students will not earn credit for the course – typically any D grades, F grades, and withdrawals. The '% Students Receiving Selected Grade' column shows the DFW rate.

In addition to the DFW rate, you can also use the chart to view multi-section courses with the highest range in section completion rates. In the 'Range by Section [%]' column, click on a percentage to open a trend line.

Earned Credits and Final Grades by Course Code

Filter on Course Code for the following report. The Final Grade filter only applies to the last column of the report.
Click on metrics in this table to view trends and drill on Course Code to view the grade distribution by section.

COURSE CODE: All

FINAL GRADE: D, D-, F, W

Course Code	# of Sections	# of Students	% of Students Earning Credit	Range by Section [%]	% of Students Receiving Selected Grade(s)
BIO195	2	3	66.7%	50.0%	100.0%
BIO117N	5	190	71.1%	100.0%	44.2%
BIO229	16	34	64.7%	100.0%	38.2%
BIO112N	1	110	77.3%	-	36.4%
BIO110N	2	183	85.8%	10.5%	34.4%
BIO121N	5	644	80.3%	18.6%	33.9%
BIO103	3	420	78.1%	89.5%	29.0%
BIO105N	7	119	86.6%	100.0%	21.8%
BIO129	9	10	90.0%	100.0%	20.0%
BIO118N	12	176	83.5%	95.0%	19.9%
BIO123N	4	468	91.9%	11.8%	18.8%
BIO250	3	542	86.0%	89.8%	17.0%

Pinpoint Courses with Poor Student Outcomes

- Which courses have the highest percentages of DFW rates?

- Does the course have multiple sections?

- Is there a high range by section (%)?

Source: Academic Performance Solutions.

Identify Course Completion Opportunities cont.

④ Percentile Distribution of Course Completion Rate

Find it: APS Analytics dashboard, Instructional Staff tab, Class Size and Course Completion by Instructor Type section

Use it to: View course completion rates for each instructor type

Use the chart to view course completion rates for each instructor type. Focus on where the course completion is below the median.
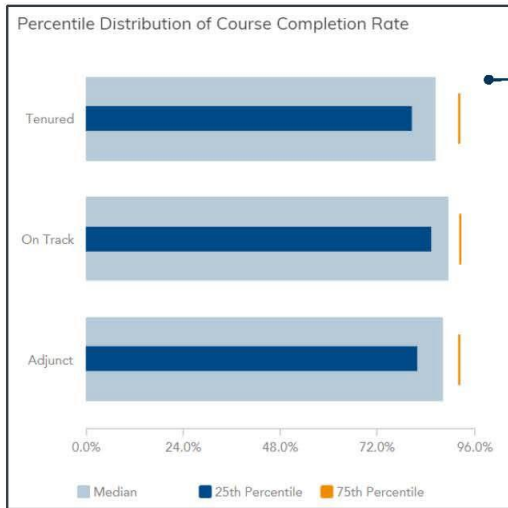

Understand How Instructor Types Affect Student Outcomes

Which instructor types have course completion rates lower than the median?

⑤ Course Completion Rate Benchmarks

Find it: APS Benchmarks dashboard, Course Completion tab

Use it to: Pinpoint departments in which course completion rates are lower than the cohort benchmark

Use the chart to compare course completion rates for departments to your institution's selected cohorts. Focus on departments that are lower than the cohort benchmark.
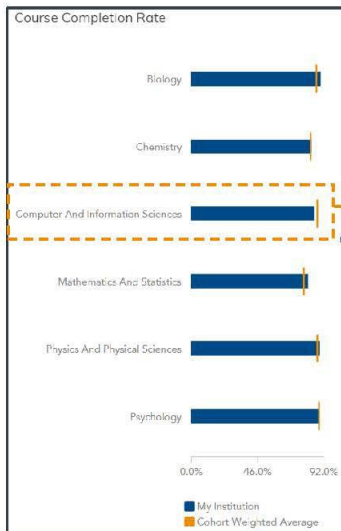
Standard Department Name	Department Name	Cohort Weighted Average	My Institution	Difference (My Inst - Cohort)
Computer And Information Sciences	Computer Science	87.9%	85.7%	2.2%
Rollup		87.9%	85.7%	-2.2%

Focus on Departments That are Below the Benchmark

Which departments have course completion rates below the cohort median?

Source: Academic Performance Solutions.

Best Practice Resources

Case in Brief: Public Doctoral University

The public doctoral university has over 10K undergraduate enrollment. APS partnered with the university to identify courses to prioritize as part of their institution-wide course completion initiative.

Impact After First Term

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Additional Student Credit Hours Earned with a 1.5% Completion Rate Increase

Initial APS-Led Opportunity Assessment

Drilldown Analyses

Targeted Initiative

Highlighted **six departments** with over 8,000 unearned credit hours over three years

Prioritized **eight gateway courses** with the most unearned credit hours

Sought to reduce instructor variation among teaching assistants

Redesigned TA training at the beginning of Fall term to focus on course completion rate improvement

Resources Available on EAB.com

Toolkit: Guide to Building a Data-Informed Course Completion Initiative

- Toolkit that provides guidance on embedding data in initiatives that promote improved student outcomes
- Includes six tools for creating and implementing a course completion initiative, including communication templates
- Download the toolkit

Brief: The Course Completion Playbook

- Academic Affairs Forum research detailing four key steps to increase course completion rates without reducing academic rigor
- Includes nine tactics for improving course completion rates, such as standardized assessments and course behavior alerts
- Download the playbook or watch the webinar at EAB.com

Source: Academic Performance Solutions.