



DEPARTMENT  
CHAIRPERSON  
RESOURCES

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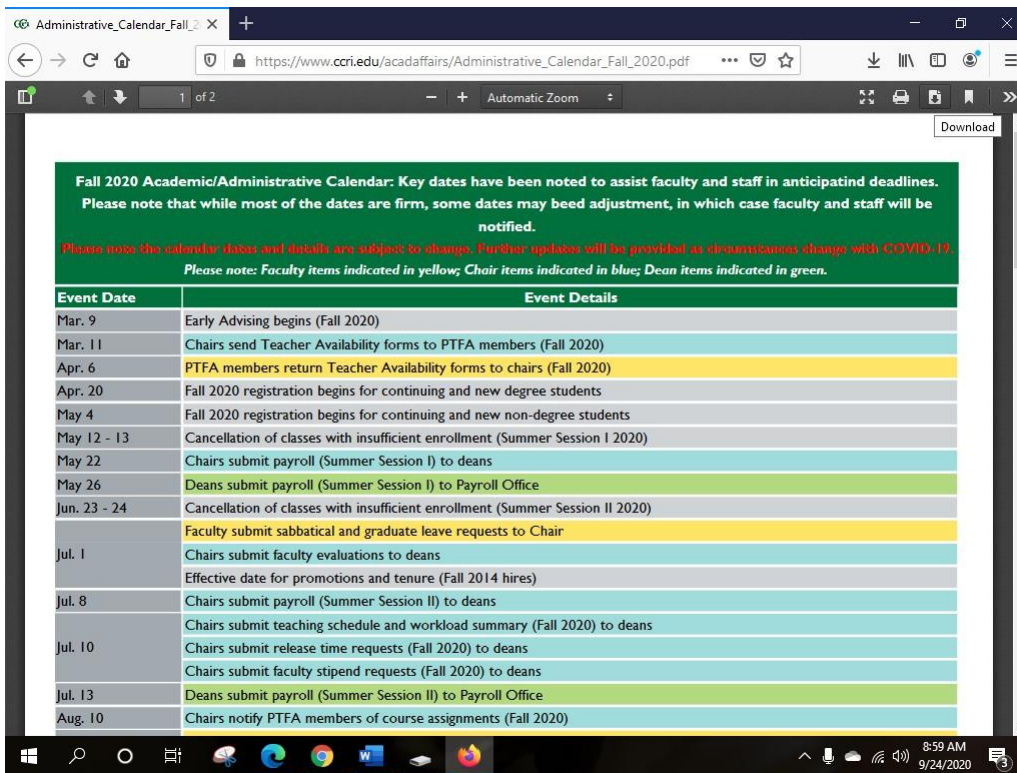
## SECTION II: CALENDARS AND NEW SEMESTERS

### 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.'



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

*Please note: Faculty items indicated in yellow; Chair items indicated in blue; Dean items indicated in green.*

Event Date	Event Details
Mar. 9	Early Advising begins (Fall 2020)
Mar. 11	Chairs send Teacher Availability forms to PTFA members (Fall 2020)
Apr. 6	PTFA members return Teacher Availability forms to chairs (Fall 2020)
Apr. 20	Fall 2020 registration begins for continuing and new degree students
May 4	Fall 2020 registration begins for continuing and new non-degree students
May 12 - 13	Cancellation of classes with insufficient enrollment (Summer Session I 2020)
May 22	Chairs submit payroll (Summer Session I) to deans
May 26	Deans submit payroll (Summer Session I) to Payroll Office
Jun. 23 - 24	Cancellation of classes with insufficient enrollment (Summer Session II 2020)
	Faculty submit sabbatical and graduate leave requests to Chair
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
	Chairs submit teaching schedule and workload summary (Fall 2020) to deans
Jul. 10	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)

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.

Administrative\_Calendar\_Fall\_2020.pdf

https://www.ccri.edu/acadaffairs/Administrative\_Calendar\_Fall\_2020.pdf

1 of 2 Automatic Zoom

**Fall 2020 Academic/Administrative Calendar: Key dates have been noted to assist faculty and staff in anticipating 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: Faculty

Please note: Faculty

instances change with CC3985-19 indicated in green.

Event Date	
Mar. 9	Early Advising begins
Mar. 11	Chairs send Teaching Schedule to Deans
Apr. 6	PTFA members meet
Apr. 20	Fall 2020 registration
May 4	Fall 2020 registration
May 12 - 13	Cancellation of classes
May 22	Chairs submit payroll
May 26	Deans submit payroll
Jun. 23 - 24	Cancellation of classes
	Faculty submit syllabi
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
	Chairs submit teaching schedule and workload summary (Fall 2020) to deans
Jul. 10	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

## NEW SEMESTER

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](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](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)

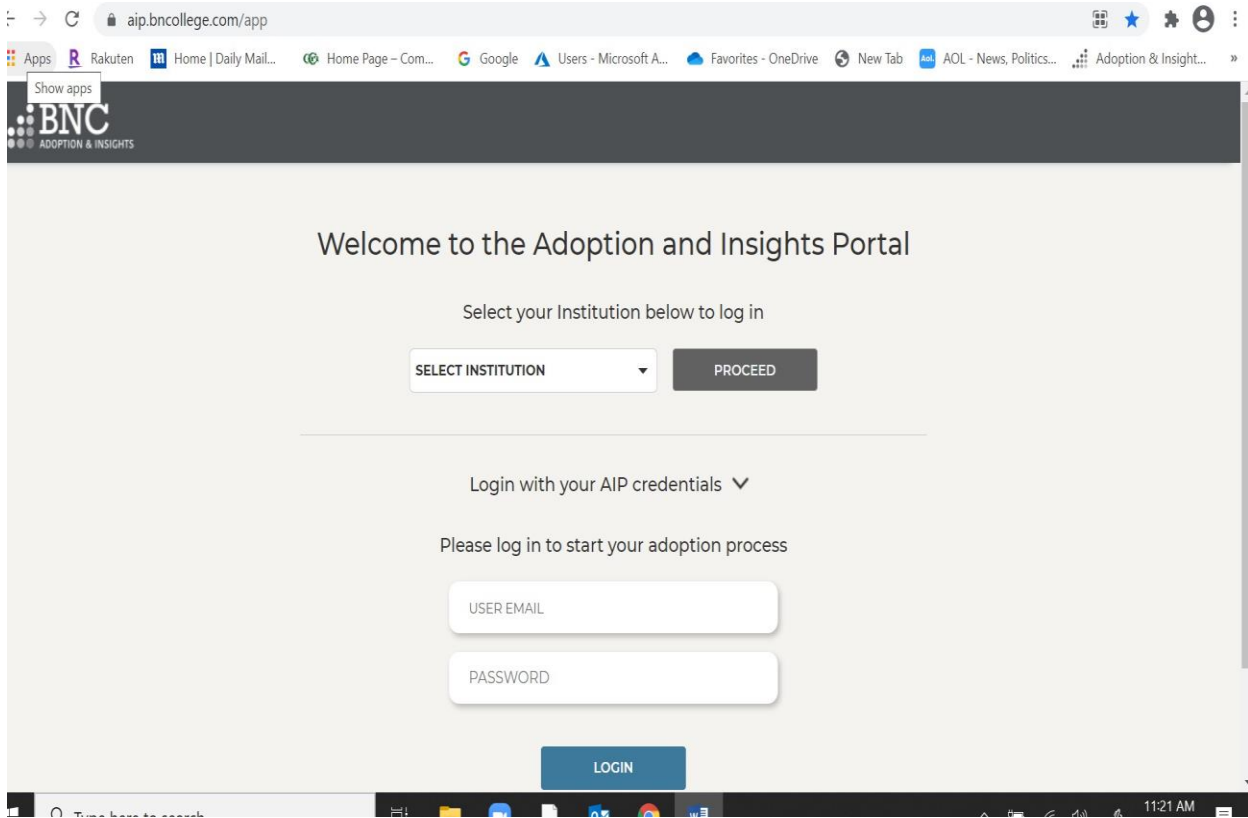
#### TEXTBOOKS

Bookstore Process: Video from BNC

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

#### DIRECTIONS FOR TEXTBOOK ADOPTIONS

Login to the BNC Website here: <https://aip.bnccollege.com/app>



Select our institution and then click on PROCEED.





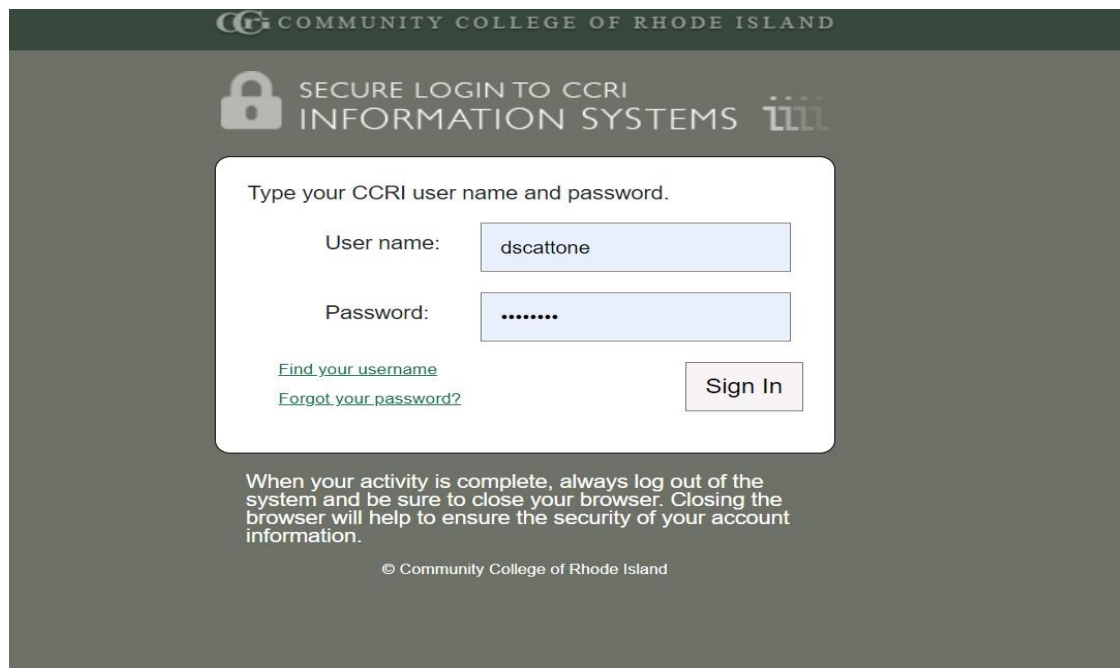
# Welcome to the Adoption and Insights Portal

Select your Institution below to log in

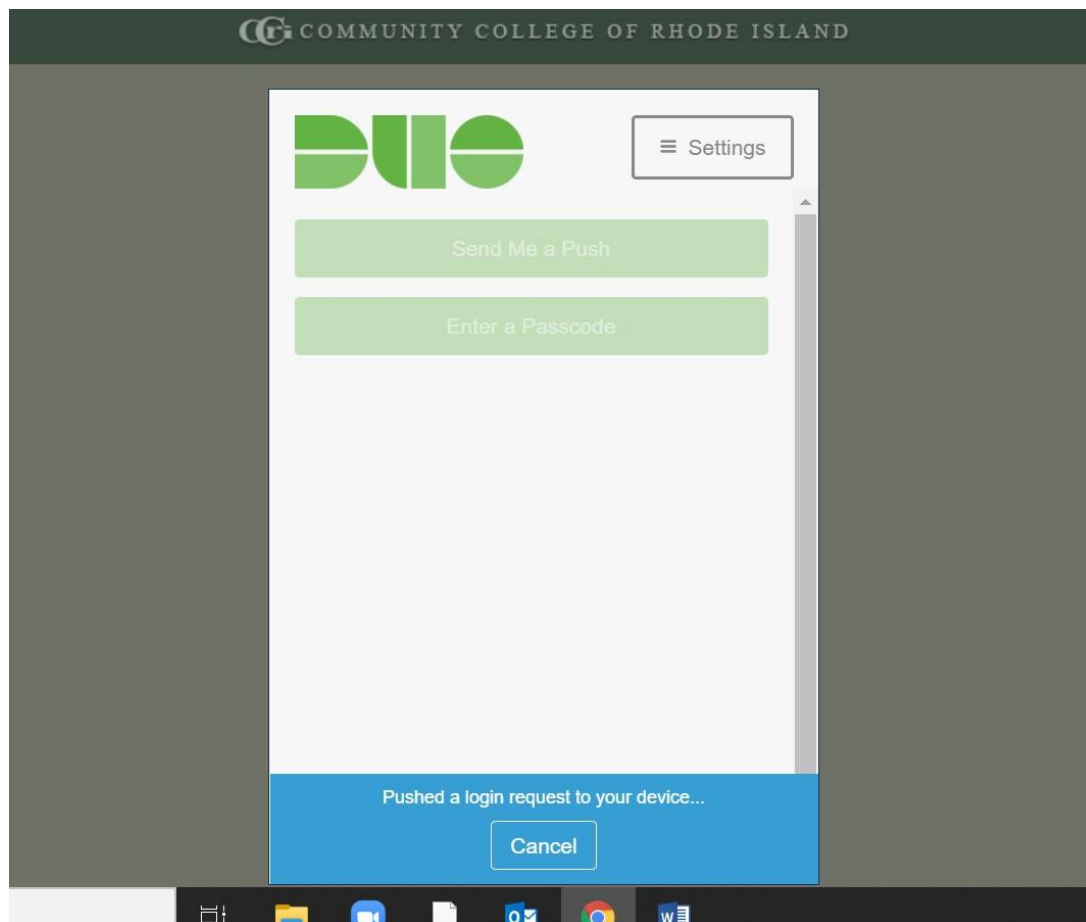
Dropdown menu with a "PROCEED" button. The dropdown list contains the following institutions:

- COMMUNITY COLLEGE OF RHODE... (selected)
- COMMUNITY COLLEGE OF BALTIMORE COUNTY
- CITY COLLEGES OF CHICAGO
- COLLEGE OF COASTAL GEORGIA
- COLUMBIA COLLEGE
- COMMUNITY COLLEGE OF RHODE ISLAND
- CENTRAL CONNECTICUT STATE UNIVERSITY
- CECIL COLLEGE
- CEDAR CREST COLLEGE
- CENTRAL ARIZONA COLLEGE
- CENTRAL STATE UNIVERSITY

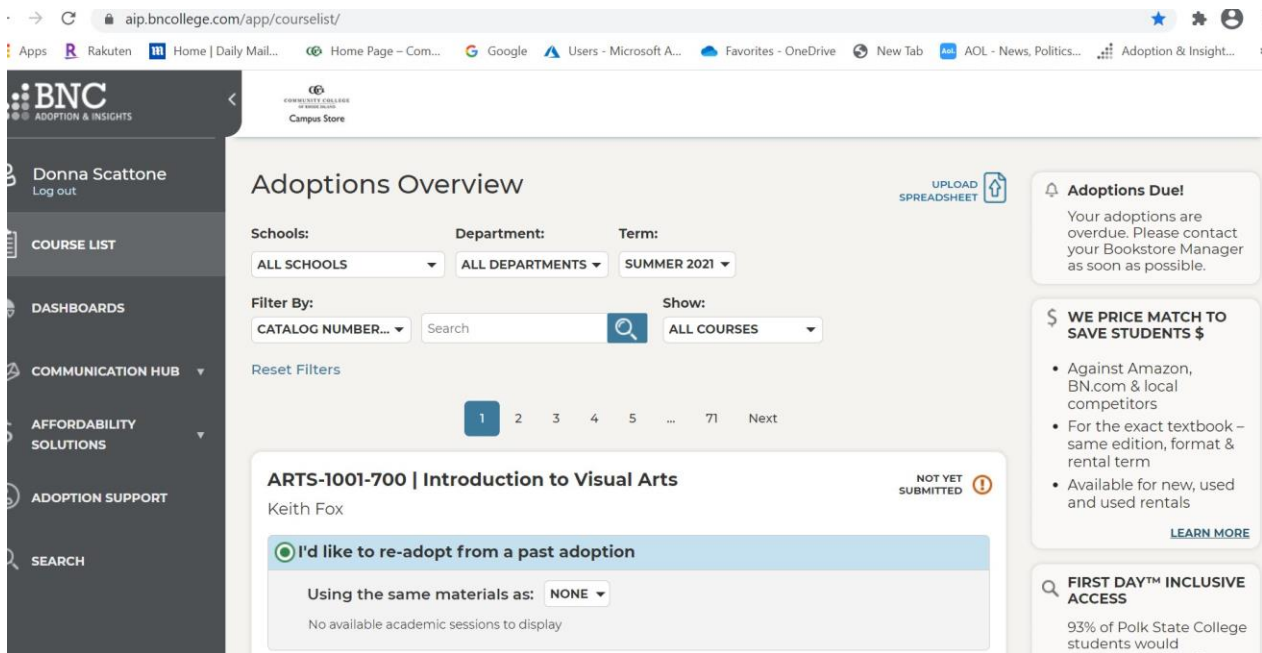
Next, enter your CCRI login credentials.



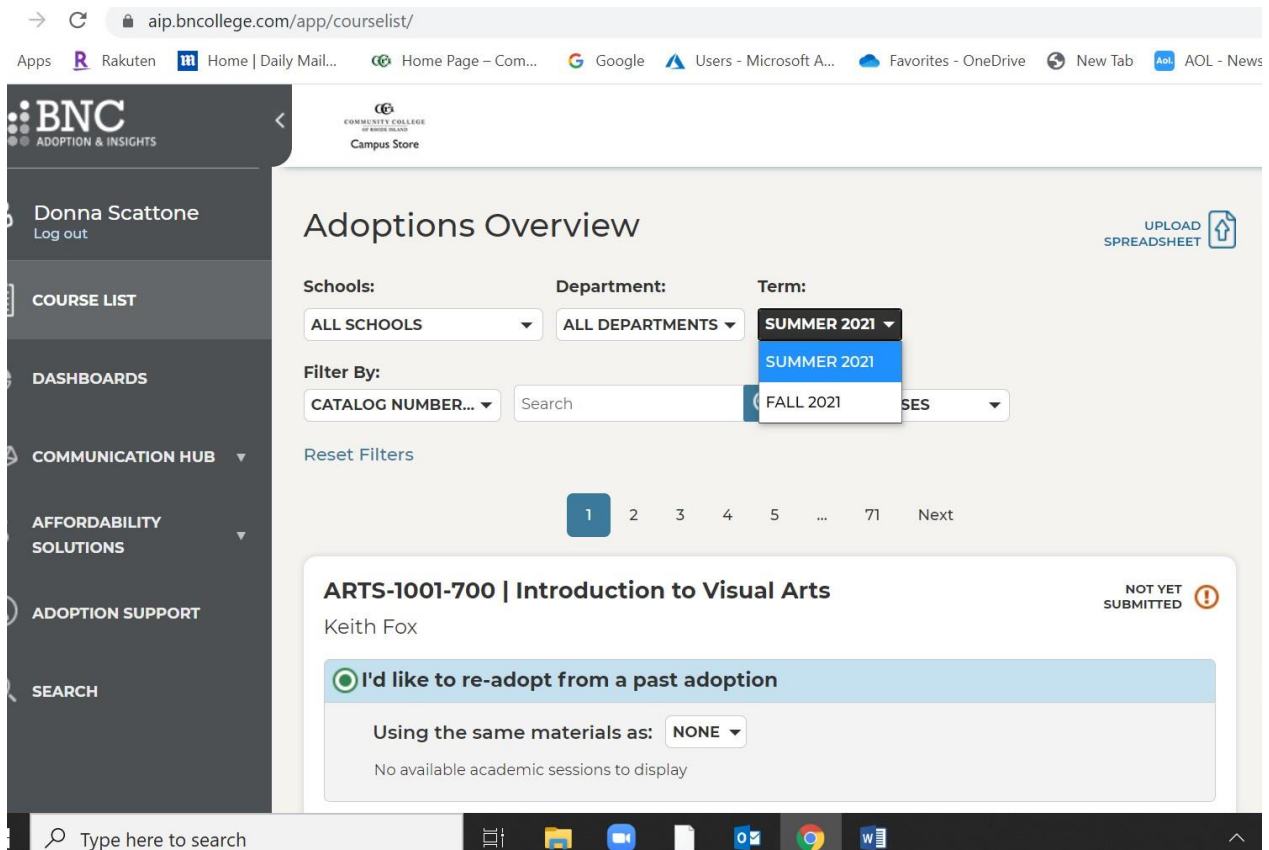
If you have the DUO-Protected authentication you will have to accept it on your mobile device.



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

ALL SCHOOLS

ACADEMIC AFFAIRS

ARTS HUMANITIES SOC SCIENCES

BUSINESS SCIENCE TECH. & MATH

HEALTH REHABILITATIVE SCIENCE

LEARNING RESOURCES/LIB SCIENCE

STUDENT AFFAIRS

KEITH FOX

Department:

ALL DEPARTMENTS

Term:

SUMMER 2021

Show:

ALL COURSES

2 3 4 5 ... 71 Next

## Introduction to Visual Arts

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


You can search by typing in the course acronym, i.e., COMI, BIOL, ARTS, etc.

The screenshot shows the 'Adoptions Overview' page. At the top, there are three filter sections: 'Schools:' with a dropdown set to 'ALL SCHOOLS', 'Department:' with a dropdown set to 'ALL DEPARTMENTS', and 'Term:' with a dropdown set to 'SUMMER 2021'. Below these is a 'Filter By:' section with a dropdown set to 'CATALOG NUMBER...' and a search input field containing 'COMI' with a magnifying glass icon. To the right is a 'Show:' dropdown set to 'ALL COURSES'. A 'Reset Filters' link is located below the search filters. A pagination bar shows page 1 selected, with links for 2, 3, 4, 5, an ellipsis, 71, and 'Next'. Below the filters, a course card is visible for 'ARTS-1001-700 | Introduction to Visual Arts' by Keith Fox.

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


This screenshot is similar to the previous one, but the 'Show:' dropdown menu is open, showing three options: 'ALL COURSES' (highlighted in blue), 'SUBMITTED COURSES', and 'NOT SUBMITTED COURSES'. The course card below now shows 'NOT SUBMIT' in the top right corner. Below the course card, there is a blue banner with a radio button selected and the text 'I'd like to re-adopt from a past adoption'. Underneath this banner, there is a label 'Using the same materials as:' followed by a dropdown menu set to 'NONE'.

Next, you choose what course you want to adopt a text(s). If there is no history in the database to re-adopt a book you can click on 'I's like to be guided through this adoption process' or if you do not need a book for the course, you can click on 'I'm not using any materials for this class.'

Filter By: CATALOG NUMBER... comi  Show: ALL COURSES


Reset Filters

1 2 3 4 5 ... 9 Next

**COMI-1100-001 | Intro To Computers** NOT YET SUBMITTED 

Donald Paquet

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

Next, you search for the text by ISBN or keywords: author, name of text or subject.

**COMI-1100-001 | Intro To Computers** NO SUBMI

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 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

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 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

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

Next, you enter all information, (the fields with asterisks must be filled in) and then click on 'Add Title'.

### 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)**

*250 characters max - plain text only*

**Condition:**

- Any  
 New Only  
 Digital Only

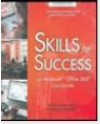
**This book is:**

- Required  
 Recommended

**ADD TITLE**

If the text is found you can click on 'Use this book.' You can also type a message to students.





**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

To submit another book go back to the top and type in ISBN, or Name of 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 ▲

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

**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

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

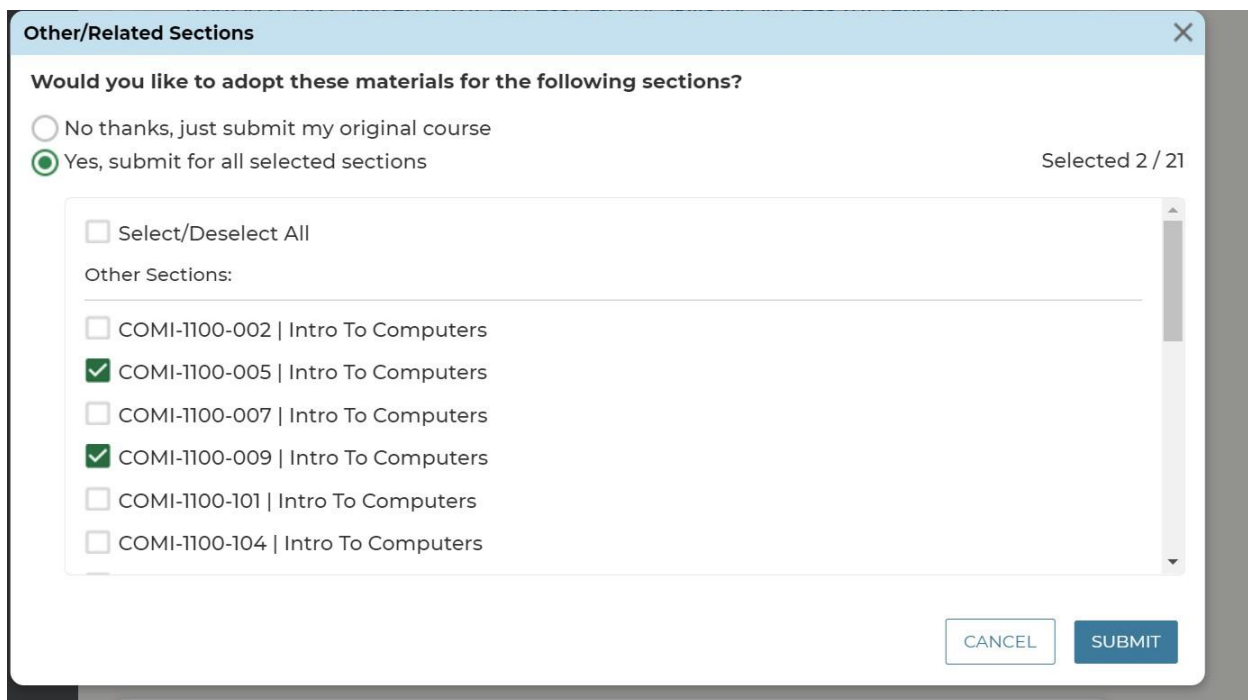
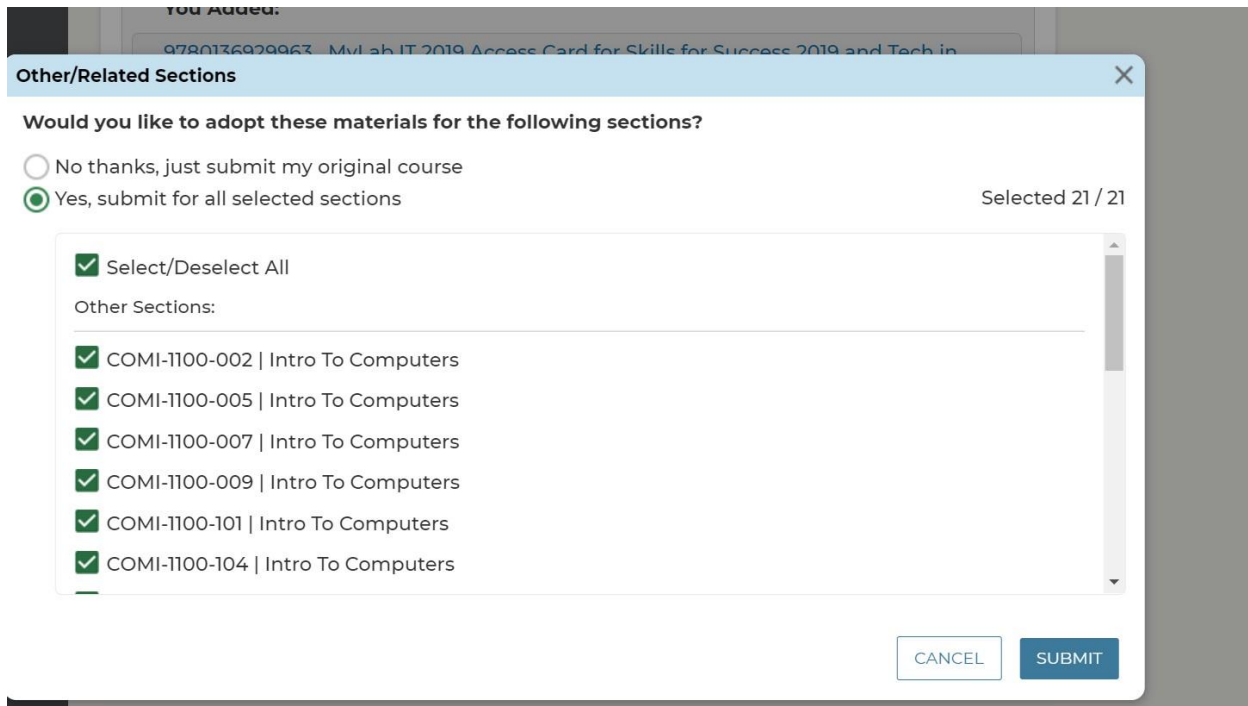
Other Sections:

- 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

Next, you can choose all sections by clicking on yes, submit for all selected sections, or you can choose individual sections by clicking on each course or you can choose 'No thanks, just submit my original course and it will adopt only that section.



Click on Submit Adoptions.

250 characters max - plain text only

New Only

Digital Only

Recommended

Previous Purchase Allowed

REMOVE FROM COURSE


UPDATE INFORMATION

SUBMIT ADOPTIONS

Your screen will show Adoption Complete!

## 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

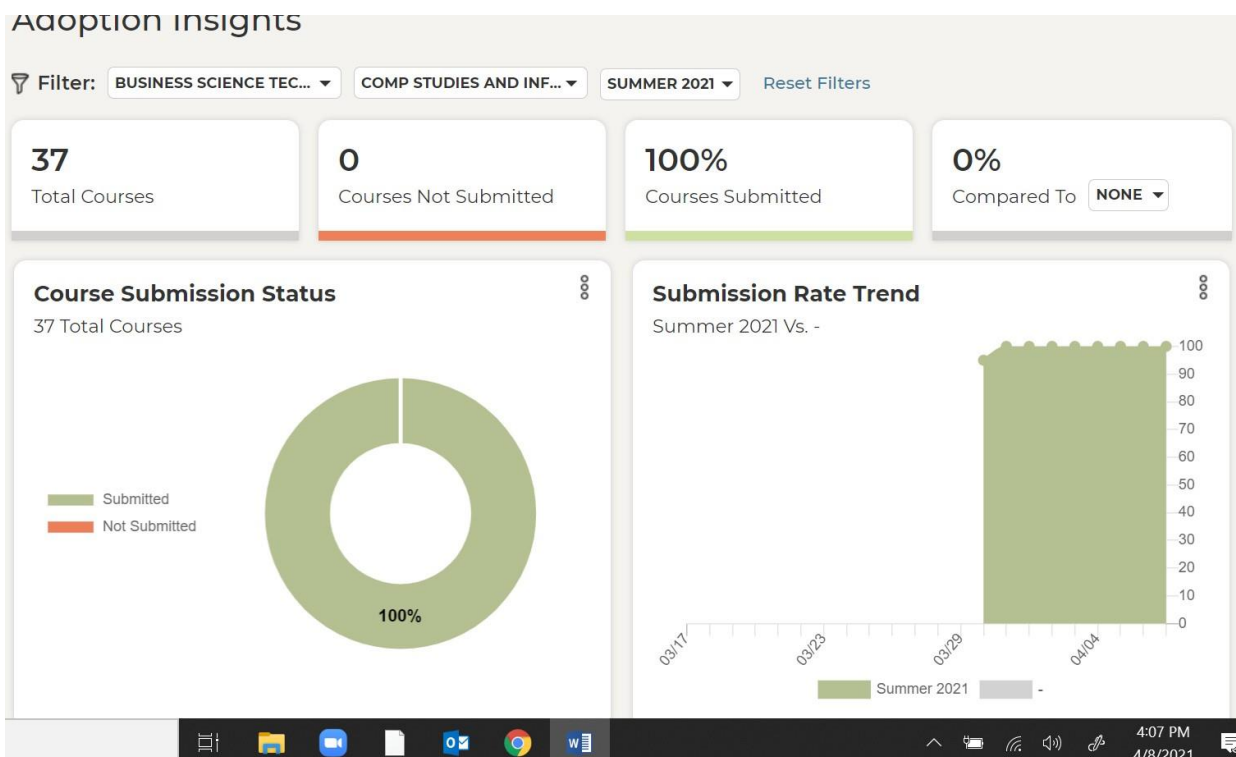
9781792416088 Problem Solving With Python by Burke, Margaret ▼

---

[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.

You can also look at the dashboards for adoption insights.



To search the database for other texts you click on the search at the bottom left and you can type in subject or key words.

### 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.

Windows taskbar: 4:07 PM 4/8/2021

If you see a book you may want to adopt it, highlight it on the list and click on it to see the book and options for students.

## 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 E

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# <sup>1</sup>	Enter your CCRI ID#  <i>This will automatically fill other fields including:</i> <ul style="list-style-type: none"> <li>• <i>Position Department</i></li> <li>• <i>Position reporting and timecard authorization</i></li> <li>• <i>Funding information</i></li> </ul> *All fields named above may be edited as necessary

2.	Position title	<p>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).</p> <p><i>This may automatically fill other fields including:</i></p> <ul style="list-style-type: none"> <li>• <i>Classification</i></li> <li>• <i>Affiliation</i></li> <li>• <i>E-Class</i></li> <li>• <i>Grade</i></li> <li>• <i>Salary Range</i></li> </ul> <p>If the position is new, select “NEW Position” from top of menu</p> <ol style="list-style-type: none"> <li>a. Enter desired title for the new position in field for “New Position Title.”</li> <li>b. Enter the former position and grade used to create new position (if unknown, leave blank, HR and/or Business office can complete)</li> </ol>
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 <sup>2</sup>	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	<p>Select a start date<sup>3</sup> that preferably coincides with the start of a pay period</p> <p><i>For a list of pay periods, <a href="#">click here</a>; select appropriate information based on employee type (Permanent or Limited and/or Full-time or Part-time).</i></p>
----	---------------------	--

<sup>1</sup> 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.

<sup>2</sup> ESPA positions are classified, all other staff positions are non-classified.

<sup>3</sup> 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 <ul style="list-style-type: none"> <li>• If permanent, indicate if the position is “New” or “Existing.” <ul style="list-style-type: none"> <li>○ If new, skip to step 11<sup>4</sup></li> <li>○ If existing, type name of previous employee</li> </ul> </li> <li>• If limited, select anticipated date that the position will end<sup>5</sup> <ul style="list-style-type: none"> <li>○ If a position is required due to current employee on leave, type name, otherwise, leave blank</li> </ul> </li> </ul>
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 <sup>6</sup>
14.	Grade	If this did not auto-fill in step 2 or changes needed, select appropriate grade <i>For a list of salary grades, <a href="#">click here</a>; select appropriate information based on affiliation (step 11)</i>
15.	Salary Range	The Salary Range will automatically populate
16.	Target Salary	Enter desired target salary <i>If salary exceeds the base salary, indicate reason in justification (step 18)</i>
17.	Funding information	Select proper funding source <i>Ex: If position is funded from a college department budget, funding is “unrestricted,” if funded from a grant, funding is “restricted”</i> <i>If there is any need to change fields below, business office will manage (Fund/Orgn/Account/Program/Activity)</i>
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.

		<i>*If the person requesting position is a Dean/Department head, no Director/Chairperson approval is required.</i>
--	--	--

21.	Finalization and submission	<p>Click Get “Document#” and save this for your records. To Submit for approval:</p> <ul style="list-style-type: none"> <li>• Click box to “submit for approval”</li> <li>• Click “save”</li> </ul> <p>To save without submitting</p> <ul style="list-style-type: none"> <li>• Click “save” and close the window</li> <li>• Document# can be used to access at later timeto cancel without saving</li> <li>• Click “Exit Without Saving”</li> </ul>
-----	-----------------------------	---

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> 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

## FACULTY EVALUATION PROCESS

### 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 (1/3<sup>rd</sup>) 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., 6<sup>th</sup>, 9<sup>th</sup>, 12<sup>th</sup>, etc.)
  - Please note during a faculty member's fourth (4<sup>th</sup>), fifth (5<sup>th</sup>), and sixth (6<sup>th</sup>) 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 1<sup>st</sup>, 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 1<sup>st</sup>

### **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 <a href="#">Faculty Evaluation Plan Template</a>	Late September
15-week fall course Student Rating of Instruction (SRIs) are conducted	10 <sup>th</sup> – 13 <sup>th</sup> 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 1 <sup>st</sup> )	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 1 <sup>st</sup>

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

#### 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](#)

## SECTION IV ACADEMIC

### [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 INFORMATION

General Education Committee Information link is here: [General Education Committee](#)

RIBGHE Transfer Guide: [RIBGHE Website](#)

## SECTION V: MYCCRI

The screenshot shows the MyCCRI mobile application interface. At the top, there's a green header with the CCRI logo and a navigation menu. Below the header, there's a COVID-19 update banner. The main content area features a large banner with the text "THERE'S STILL TIME TO TAKE CLASSES THIS FALL." and a "Learn more" button. The bottom navigation bar includes several options: "MyCCRI", "Student Email", "Faculty/Staff Email", "Blackboard", "Banner", and "Starfish".

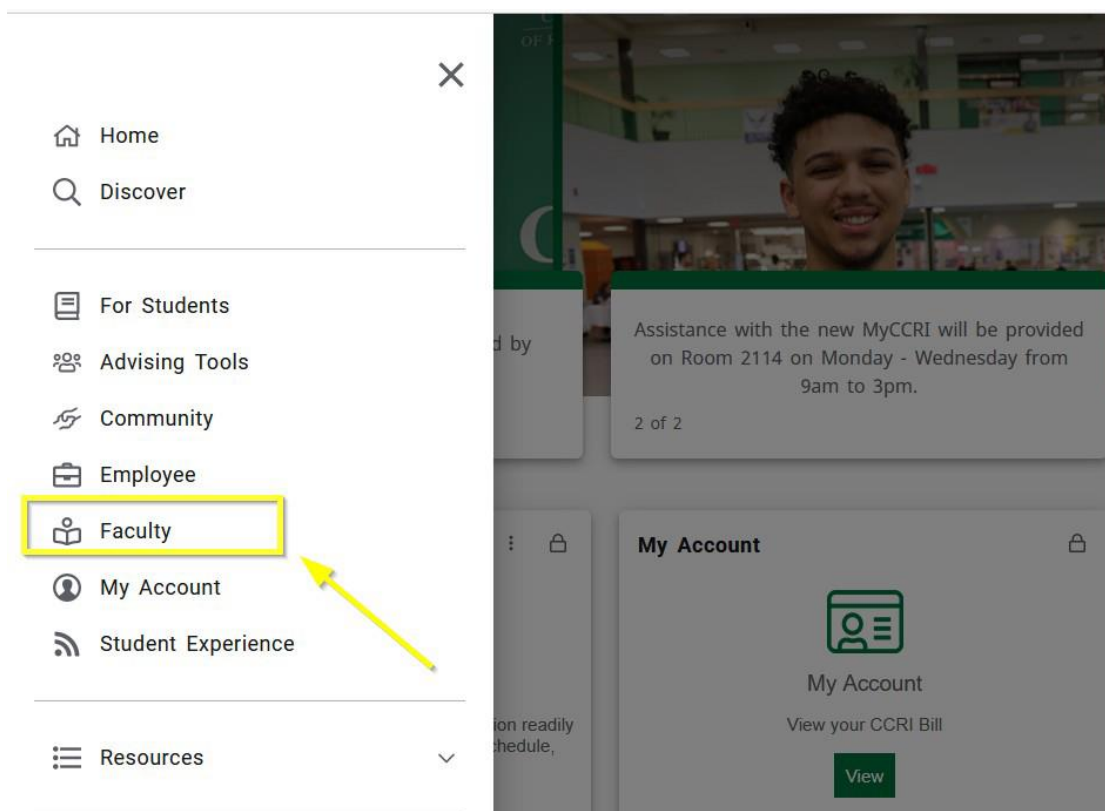
Log in to your MyCCRI account from the CCRI Home Page. Click on the three lines in the top left-hand corner of the screen.

The screenshot shows the MyCCRI mobile application interface. A yellow box highlights the three-line menu icon in the top left corner. Below the header, there are three promotional banners. The main content area is divided into three sections: "My Student Profile", "My Account", and "My Class Schedule".

Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	19	20	21	22	23	24

## FACULTY RESOURCES

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.



Find cards

faculty accomodate chair dashboard pbhs

### Faculty Dashboard

**Faculty Dashboard**

Display Courses and Rosters, Enter Grades, Enable and Review Online Evaluations, Registration Overrides

**Faculty Dashboard**

## Faculty Services

Hello [User Name]

Welcome to the Banner Self-Service Faculty page.  
Faculty Services

- Starfish
- Faculty Grade Entry
- Faculty Week at a Glance
- Faculty Detail Schedule
- Assigned Courses/Rosters
- Registration Overrides
- Course Lookup
- Faculty Course List
- Verification of Enrollment
- Enable Online Evaluations
- View Student Ratings of Instruction (SRI) Results

**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.

Faculty Week at a Glance

Today

Week 09/04/2023 to 09/10/2023

	09/04	09/05	09/06	09/07	09/08	09/09	09/10
17:00							
18:00				PSYC 2010 - 730 37183 Class 18:00-20:00 KN-6010			

**Click**

---

Faculty Detail Schedule

Term: Fall 2023 - 202330 09/05/2023 - 12/22/2023

CRN: PSYC 2010 730 General Psychology 37183 (24)

Use this page to view your detailed schedule.

**Output**

**Course:** PSYC 2010 730 General Psychology 37183

Associated Term	CRN	Status	Available for registration
Fall 2023	37183	Open	04/06/2023 - 10/25/2023
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	[Instructor Name]

## 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** Fall 2023 - 202330 09/05/2023 - 12/22/2023 **CRN** 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
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
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	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
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
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	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
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
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	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	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
Grade Mode	Course Level		
	Undergraduate		

Fall 2023 - 202330 PSYC 2010 | 37183

**Course Information**  
 General Psychology - PSYC 2010 730  
 CRN: 37183  
 Duration: 09/05/2023 - 12/22/2023  
 Status: Open

**Enrollment Counts**

	Maximum	Actual	Remaining
Enrollment	28	28	0
Wait List	0	0	0
Cross List	0	0	0

Class List | Wait List

Detail Class List

Search (Alt+Y)

**Detail View**

Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
[Redacted]	[Redacted]	**Web Registered**	Undergraduate	4	No Access	No Access	Not Available

**Degree: Associate in Arts**

**Study Path**  
 Level: Undergraduate  
 Program: General Studies  
 Catalog Term: Fall 2023  
 Admit Term: Fall 2023  
 College: Community College of RI  
 Campus: [Redacted]

**Major**  
 Department: General Studies  
 Concentration: Edu, Gov, & Hum Serve Pathway

### TO GRANT REGISTRATION OVERRIDE

From the “Faculty Services” page, click “Registration Overrides”

Follow the steps below

Student and Advisee ID Selection

Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.

Term: Fall 2023 - 202330 09/05/2023 - 12... **1**

Student or Advisee ID: 93000002 **2** OR Last Name: [Redacted] First Name: [Redacted] **3** **Submit**

Search Type:  Students  Advisee  Both  All

**Student and Advisee Selection**

ID	First Name	Last Name	Type
93000002 <b>4</b>	Student	Test-2	

## Registration Overrides

Override 5 Course 6

Capacity/Instructor Approval 7 37183-PSYC 2010 730 + Add Override

Submit

[← Back to ID Selection](#)

Current Student Overrides

Override	Course	Activity Date	Entered by
Capacity/Instructor Approval	37183 - PSYC	08/23/2023	

Results found: 1

Information for Student B. Test-2

## 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

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term
Completed	PSYC - Psychology	1030	107	Psychology of Personal Adjust	201810 - Spring 2018
<span style="border: 1px solid red; border-radius: 15px; padding: 2px;">Not Started</span>	COMI - Computer Studies & Info. Proc.	1150	SD1	Programming Concepts	202220 - Summer 2022

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
		<span style="border: 1px solid red; padding: 2px;">A</span>	<div style="border: 1px solid red; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"><input type="text"/> <input type="button" value=""/></div>
		<span style="border: 1px solid red; padding: 2px;">B-</span>	<div style="border: 1px solid red; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"><input type="text"/> <input type="button" value=""/></div>
		<span style="border: 1px solid red; padding: 2px;">C+</span>	<div style="border: 1px solid red; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"><input type="text"/> <input type="button" value=""/></div>
		<span style="border: 1px solid red; padding: 2px;">A</span>	<div style="border: 1px solid red; width: 100px; height: 40px; display: flex; align-items: center; justify-content: center;"><input type="text"/> <input type="button" value=""/></div>

## 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.

<b>Not Started</b>	←	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	⌵	<b>Final Grade</b>	⌵	Rolled	⌵	<b>Last Attend Date</b>	⌵
[Redacted]		[Redacted]				C+					
[Redacted]		[Redacted]									
[Redacted]		[Redacted]									
[Redacted]		[Redacted]									

### 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	Roster	Detail Schedule
<a href="#">Add</a>	<a href="#">Add</a>	<a href="#">Class list</a>	<a href="#">Display</a>
Grade Mode	Course Level		
	Undergraduate		

Fall 2016 - 201630 PSYC 1030 | 31734

## ▼ Course Information

Psychology of Personal Adjust - PSYC 1030 102  
 CRN: 31734  
 Duration: 08/31/2016 - 12/21/2016  
 Status: Open

## Enrollment Counts

	Maximum	Actual	Remaining
Enrollment	32	23	9
Wait List	5	0	5
Cross List	0	0	0





Class List Wait List

Summary View ▼

Summary Class List





<input type="checkbox"/>	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
<input type="checkbox"/>	 [Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Freshman
<input type="checkbox"/>	 [Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Sophomore
<input type="checkbox"/>	 [Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Freshman
<input type="checkbox"/>	 [Redacted]	[Redacted]	**Web Registered**	Undergraduate	3	<input type="checkbox"/>	<input type="checkbox"/>	Not Available

**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.





Find cards

faculty accomodate chair dashboard pbhs

### Faculty Dashboard

#### Faculty Dashboard

Display Courses and Rosters, Enter Grades, Enable and Review Online Evaluations, Registration Overrides

**Faculty Dashboard**

## Faculty Services

Hello [Name]

Welcome to the Banner Self-Service Faculty page.  
Faculty Services

- Starfish
- Faculty Grade Entry
- Faculty Week at a Glance
- Faculty Detail Schedule
- Assigned Courses/Rosters
- Registration Overrides
- Course Lookup
- Faculty Course List
- Verification of Enrollment**
- Enable Online Evaluations
- View Student Ratings of Instruction (SRI) Results

**Option 2:**

From the “Faculty” locate the “Faculty Resources” card.


Then, click the “Verification of Enrollment” link


## Faculty Resources

- Starfish
- Faculty Grade Entry
- Assigned Courses/Rosters
- Instructor Registration...
- Verification Of Enrollment**
- Faculty Course List
- Course Search
- Faculty Week At A Glance

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:  

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:  

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	<input type="checkbox"/>
2	Smith, Jane	90000000	3.000	**Web Registered** Dec 27, 2010	<input type="checkbox"/>
3	Doe, Jane	90000000	3.000	**Web Registered** Jan 02, 2011	<input type="checkbox"/>
4	Smith, John	90000000	3.000	**Web Registered** Dec 21, 2010	<input type="checkbox"/>
5	Doe, John	90000000	3.000	**Web Registered** Nov 09, 2010	<input type="checkbox"/>
6	Smith, Jane	90000000	3.000	**Web Registered** Nov 18, 2010	<input type="checkbox"/>
7	Doe, Jane	90000000	3.000	**Web Registered** Jan 10, 2011	<input type="checkbox"/>
8	Smith, John	90000000	3.000	**Web Registered** Jan 07, 2011	<input type="checkbox"/>
9	Doe, John	90000000	3.000	**Web Registered** Jan 10, 2011	<input type="checkbox"/>
10	Smith, Jane	90000000	3.000	**Registered** Jan 25, 2011	<input type="checkbox"/>
11	Doe, Jane	90000000	3.000	**Web Registered** Nov 08, 2010	<input type="checkbox"/>
12	Smith, John	90000000	3.000	**Web Registered** Dec 22, 2010	<input type="checkbox"/>
13	Doe, John	90000000	3.000	**Web Registered** Nov 17, 2010	<input type="checkbox"/>
14	Smith, Jane	90000000	3.000	**Web Registered** Jan 03, 2011	<input type="checkbox"/>
15	Doe, Jane	90000000	3.000	**Web Registered** Dec 17, 2010	<input type="checkbox"/>
16	Smith, John	90000000	3.000	**Web Registered** Jan 18, 2011	<input type="checkbox"/>
17	Doe, John	90000000	3.000	**Web Registered** Nov 29, 2010	<input type="checkbox"/>
18	Smith, Jane	90000000	3.000	**Web Registered** Jan 18, 2011	<input type="checkbox"/>
19	Doe, Jane	90000000	3.000	**Web Registered** Nov 08, 2010	<input type="checkbox"/>
20	Smith, John	90000000	3.000	**Web Registered** Jan 11, 2011	<input type="checkbox"/>

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](#)
- [Workflow](#)
- [Transit](#)
- [BDMS Web Viewer](#)
- [Degree Works](#)
- [Request for Position \(RF-1\)](#)
- [Argos Web Viewer](#)
- [Scribe](#)
- [SureCode](#)
- [Argos Client](#)

### Test Environments

- [Banner CTRN](#)
- [Workflow CTRN](#)
- [Transit](#)
- [Banner SSB](#)
- [Degree Works](#)
- [Request for Position \(RF-1\)](#)

## IT Links

- IT Home
- Academic Computer
- Banner
- Center for Instruction Technology
- Classroom Technolc Services
- Helpdesk
- MIS
- Network / Telecomm

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



## 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.

**Find Students** [X]

Student ID [ ] First/middle name [ ] Last name [ ]

Curriculum [ ^ ]

Level [ v ] Catalog year [ v ] Major (0/42) [ v ]

Specialization (0/0) [ v ] Concentration (0/219) [ v ] Program (0/61) [ v ]

Clear [ CANCEL ] [ SEARCH ]

**Find Students** [X]

Curriculum [ v ]

Clear [ CANCEL ] [ SEARCH ]

**Students found: 1**

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	91000180	Scattone, Donna L	UND	Undeclared	UG	Sophomore

[ CANCEL ] [ SELECT ]

Click on Select.

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

**Jnmet conditions for this set of requirements:** 21 credits are required. You currently have 15, you still need 6 more credits.

	Course	Title	Grade	Credits	Term	Rep
<input checked="" type="checkbox"/>	Composition I or Technical Writing	ENGL 1010	Composition I	B	3	Spring 1992
<input type="checkbox"/>	Mathematics for Liberal Arts Students or College Algebra	<b>Still needed:</b>	3 to 5 Credits in <a href="#">MATH 1139</a> or <a href="#">1200</a>			
<input checked="" type="checkbox"/>	Oral Communication I or Oral Interpretation	SPCH 1100	Oral Communication I	A	3	Spring 1992
<input type="checkbox"/>	Humanities Elective	ENGL 1400	Business Writng-Secret	A	3	Fall 1990
		ENGL 2100	Tech Report Writing	A	3	Spring 1995
		<b>Still needed:</b>	3 Credits with attribute HUMN. <a href="#">Click here for course listing.</a>			
<input checked="" type="checkbox"/>	Social Science Electives	PSYC 1030	Psych Personal Adjust	B	3	Summer 1991

Non-applicable courses and transfer courses not applicable will be at the bottom:

Also, you can select the 'What-if' tab to enter different criteria by using the pull-down menus to see information if a student were to change their major.

Academic **What-If** [View historic what-if audit](#)

### What-If Analysis

Use current curriculum  In-progress classes  Preregistered classes

**Program**

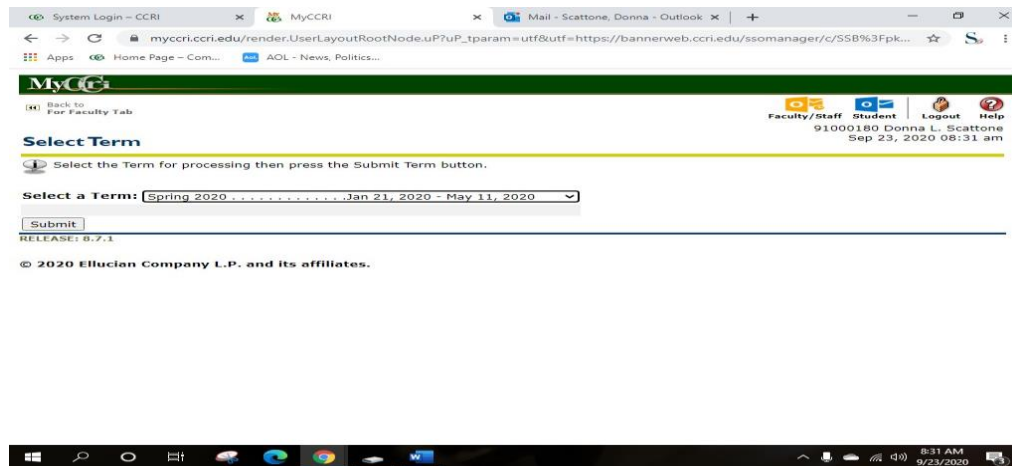
Catalog year \*  Program \*  Level \*

Degree \*  College \*

Student Ratings of Instruction:

In the Faculty tab under Faculty Administration Tools, click on View Student Ratings of Instruction.

Select Term and click on Submit



## Select Course

System Login - CCRJ MyCCRI Mail - Scatone, Donna - Outlook

myccri.ccrj.edu/render/UserLayoutFootNode.up?uP\_tparam=uf&utf=https://bannerweb.ccrj.edu/ssomanager/c/55B%3Fpk...

MyCCRI

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scatone Spring 2020 Sep 23, 2020 08:33 am

**Student Ratings of Instruction Results**

Please choose an Instructor and Course and press the [Submit] button to view the Student Ratings of Instruction (SRI)

CRNI: Allen, Karen (10229;COMI-1150-002)

Submit Allen, Karen (10230;COMI-1150-003)

RELEASE: Allen, Karen (10232;COMI-1150-000)

Allen, Karen (11292;COMI-1100-600)

Allen, Karen (11931;COMI-2030-001)

© 2020 Basilico, Anthony D. (10205;COMI-1100-012)

Basilico, Anthony D. (11125;COMI-1840-600)

Basilico, Anthony D. (11005;COMI-1840-600)

Basilico, Anthony D. (12319;COMI-1225-600)

Basilico, Anthony D. (12436;COMI-1225-001)

Basilico, Anthony D. (12566;COMI-2225-600)

Bello, Lorraine E. (11294;COMI-1510-600)

Bello, Lorraine E. (13471;COMI-1510-001)

Burke, Margaret S. (11575;COMI-2040-600)

Burke, Margaret S. (12320;COMI-1240-600)

Burke, Margaret S. (12697;COMI-1150-602)

Chavez, Victoria C. (12082;COMI-2030-001)

Chavez, Victoria C. (13327;COMI-2510-600)

Chavez, Victoria C. (13388;COMI-1510-001)

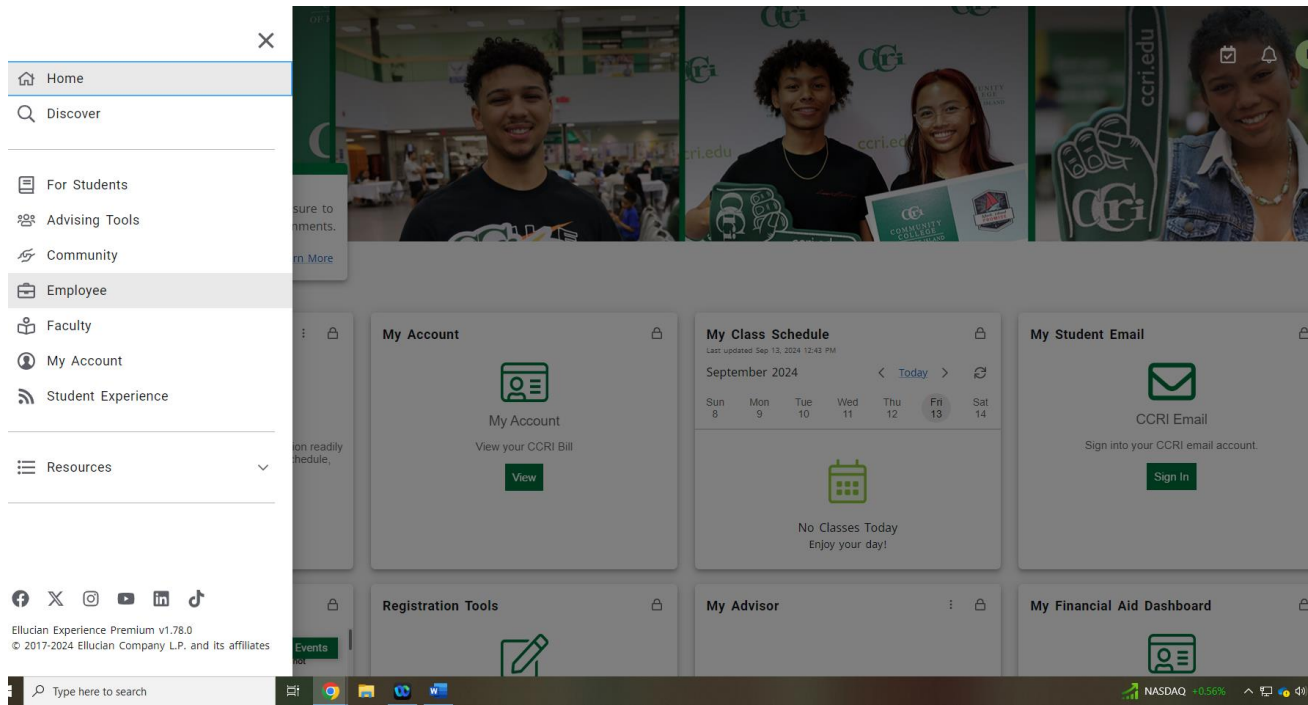
Chavez, Victoria C. (15081;COMI-2510-601)

8:40 AM 9/23/2020

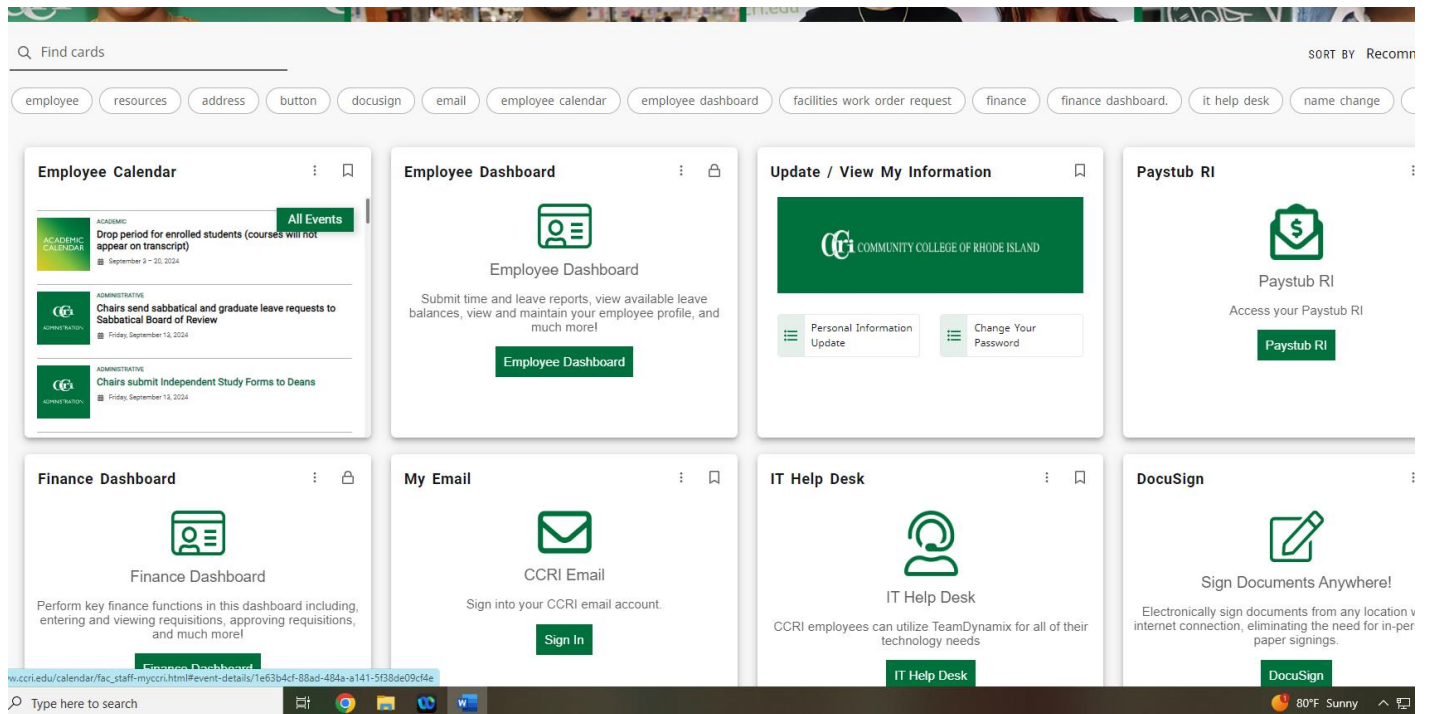
Choose instructor and course then click on submit for results.

# EMPLOYEE Dashboard

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:

Under the Finance Dashboard, you should be able to view requisitions, approve them and view them. If you need other resources click on the top left (4small squares) to view other options.

CCRI

< Banner

Schedule Accuplacer Appointments

Faculty and Advisors >

Employee >

Finance >

Student and Financial Aid >

Requisitions  
Create and view draft, pending and completed requisitions and supporting documentation.

Approve Documents  
View list of documents pending approval.

View Document  
View draft, pending and completed documents for more information and approval history.

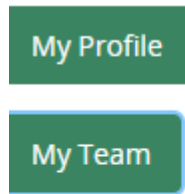
Click on Finance for more options.

## CLASSIFIED TIMESHEETS

Open MyCCRI by signing in with your domain username and PW

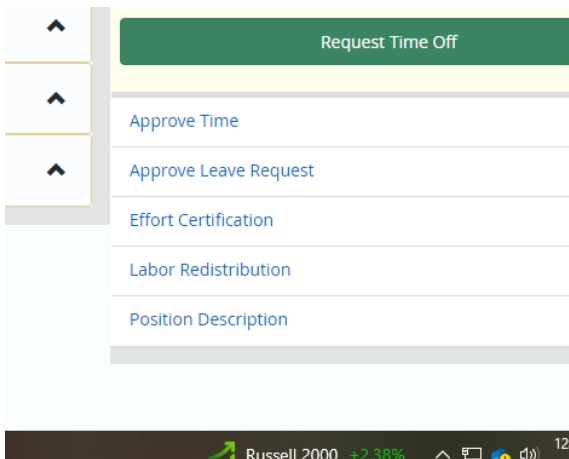
Click on For Employee from the top three lines. Located at the top of the page. Then go to your Employee Dashboard.

Click on My Team



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

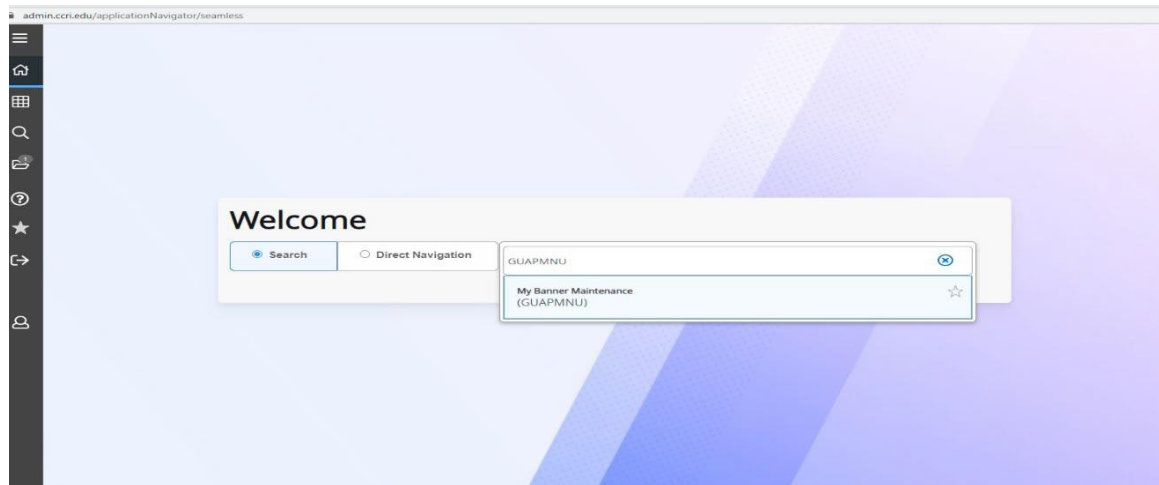
To approve their timesheet click on Approve Time on the right.



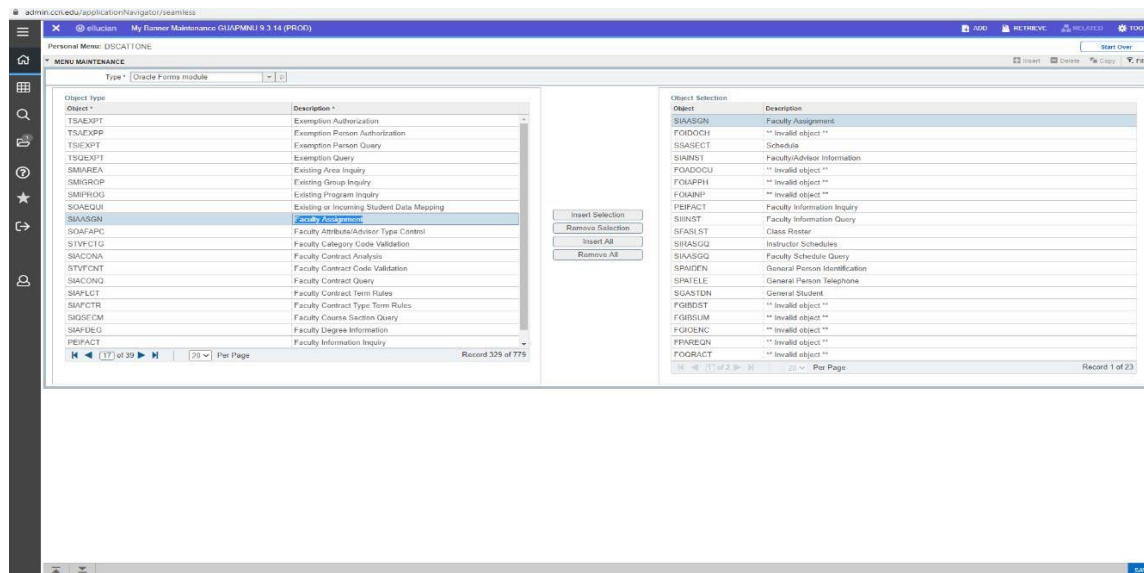
## SECTION VI: BANNER SYSTEM

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.



## BANNER SCREENS

### **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**

SIINST	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
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**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)

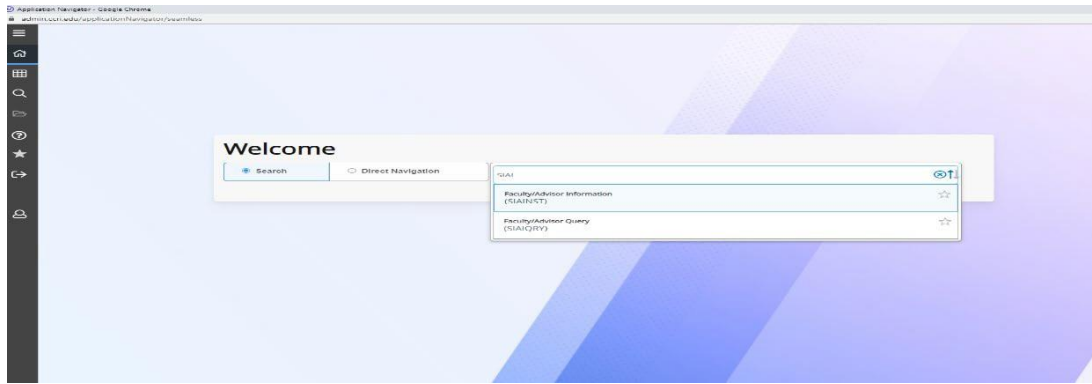
[Adding/Changing Instructors in Banner \(SIANST\):](#)

**Chart of Screens:**

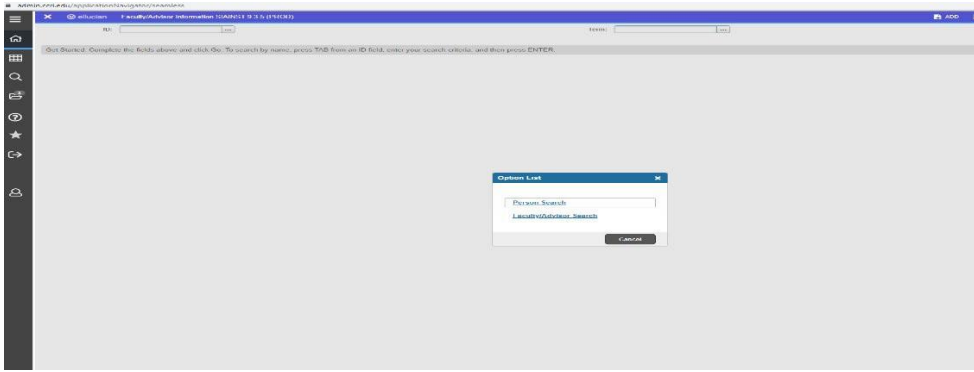
BANNER	Full-Time	Adjuncts	Full-time Employee	Visiting Lecturers
SIANST	Professors		Teaches as an adjunct	
<b>FACULTY MEMBER BASE DETAILS</b>	Status should be changed by HR	LECT	LECT	VSLECT
<b>CATEGORY FIELD</b>	unless they are retired and come back as an adjunct. Adjuncts should only be changed if they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

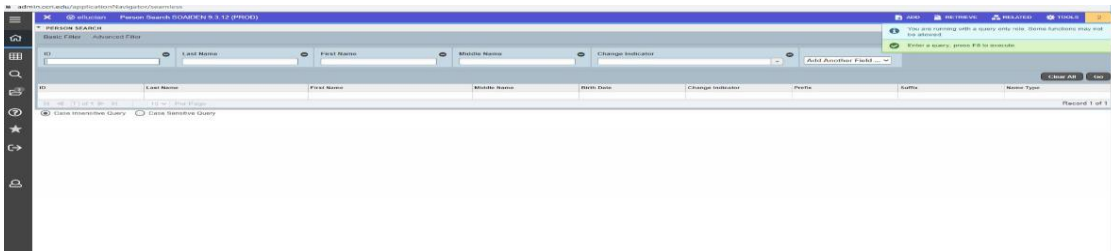
Sign into Banner and Enter SIANST in the search field. You will see Faculty/Advisor Information. Highlight it and hit enter.



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.

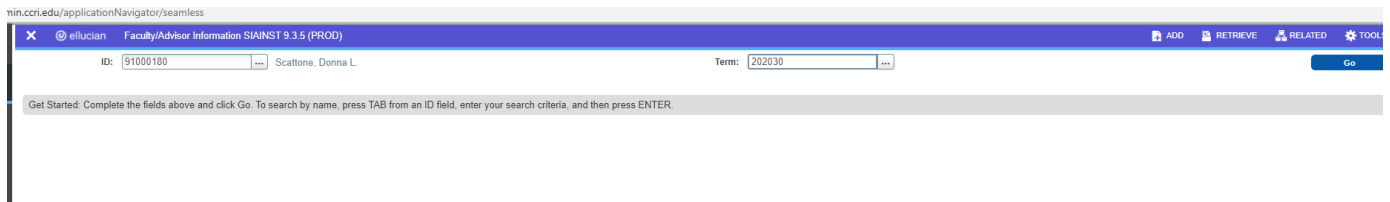


Next, tab over to last name to enter the person's last name and then enter first name. Click on Go.



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.

The screenshot displays the 'Faculty/Advisor Information SIAINST 9.3.23 (PROD)' interface. The main window shows 'FACULTY MEMBER BASE DETAILS' for user ID 91000180, Scattono, Donna L., Term: 202330. The 'From Term' is 202330 and 'To Term' is 999999. The 'Status' is 'AC' (Active) with a status date of 03/31/2005. The 'Category' field is highlighted in blue. A 'Faculty Category Validation (STVFCTG)' dialog box is open, showing a table of faculty categories.

Code	Description	ACTIVITY DATE
ASPROF	Associate Professor	07/12/1991
ASTPRO	Assistant Professor	08/12/1991
INST	Instructor	08/12/1991
LECT	Adjunct Lecturer	04/08/2005
LIBR	Librarian	08/12/1991
PROF	Professor	08/12/1991
TPRFI	Technical Professor I	04/08/2005
TPRFII	Technical Professor II	04/08/2005
TPRFIII	Technical Professor III	04/08/2005
VSLECT	Visiting Lecturer	09/12/2004

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.

ellucian Faculty/Advisor Information SIAINST 9.3.23 (PROD) ADD RE

D: 91000180 Scattone, Donna L. Term: 202330

**FACULTY MEMBER BASE DETAILS**

From Term 202330 Maintenance To Term 999999

Status \* AC Active  
 Status Date \* 03/31/2005

Faculty  
 Advisor  
 Override Process Rule Security

Appointment Date

Override User ID  
 Override Activity  
 Date  
 Category  
 Staff Type  
 Workload Rule

**Faculty Staff Type Validation (STVFSTP)**

Criteria

Code	Description	ACTIVITY DATE
AC	Adjunct - CCRI Employee	04/08/2005
AF	Adjunct Faculty	04/08/2005
DE	Drivers ED Instructor	04/08/2005
FT	Full Time Faculty	04/08/2005
LL	Lifelong Learning Faculty	04/08/2005
PT	Part Time Faculty	04/08/2005
TF	Full Time Temp	04/08/2005

1 of 1 Per Page Record 1 of 7

Cancel OK

In the **Workload Rule field:**

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

ellucian Faculty/Advisor Information SIAINST 9.3.23 (PROD) ADD RETRIEVE

D: 91000180 Scattone, Donna L. Term: 202330

**FACULTY MEMBER BASE DETAILS** Insert

From Term 202330 Maintenance To Term 999999

Status \* AC Active  
 Status Date \* 03/31/2005

Faculty  
 Advisor  
 Override Process Rule Security

Appointment Date

Override User ID  
 Override Activity  
 Date  
 Category  
 Staff Type  
 Workload Rule

**Workload Rules Code Validation (STVWKLD)**

Criteria

Code	Description	ACTIVITY DATE
CS	CCRI Staff	04/28/2005
CT	CCRI Part Time Faculty	04/28/2005
FT	CCRI Full Time Faculty	04/28/2005
PT	Part Time Adjuncts	04/28/2005
TT	Full Time Temps	04/28/2005

1 of 1 Per Page Record 1 of 5

Cancel OK

Example of a VL

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

D: 92064494 Fenner, Cheryl A. Term: 202230

**FACULTY MEMBER BASE DETAILS**

From Term: 202230 To Term: 202330

Status: **AC** Active

Status Date: 08/29/2005

Faculty  
 Advisor  
 Override Process Rule Security

Appointment Date: 01/18/2022

Override User ID:

Override Activity:

Date:

Category: **VSLECT** Visiting Lecturer

Staff Type: **TF** Full Time Temp

Workload Rule: **TT** Full Time Temps

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!**

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

D: 91000180 Scattone, Donna L. Term: 202330

**FACULTY CONTRACT**

From Term: 202330

Type *	Type Description	Rule	Rule Description

1 of 1 | 10 Per Page

**FACULTY COLLEGE AND DEPARTMENT**

From Term: 202330

Home	College	College Description	Department	Department
<input type="checkbox"/>				

**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 6 | 10 Per Page | Record 1 of 6

Cancel OK

Visiting Lecturer example:

The screenshot shows a web application interface for managing faculty contracts. A modal window titled "Faculty Contract Type Code (STVFCNT)" is open, displaying a table of contract codes and their details.

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

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.

The screenshot shows a table titled "FACULTY NON-INSTRUCTIONAL ASSIGNMENT". The table has the following columns: Type, Workload, Weekly Contact, College, Department, TOPS, Contract, FTE, Assignment Type, Position Number, and Position Suffix. The data row shows:

Type	Workload	Weekly Contact	College	Department	TOPS	Contract	FTE	Assignment Type	Position Number	Position Suffix
CHR	3.000		6.67 CC	CSIP		SE		R		

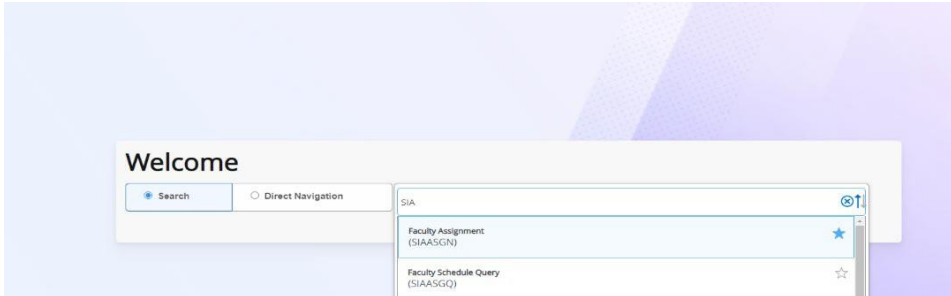
Below the table, there are fields for "Description" (Department Chairman) and "Compensation Applied" (checkbox).

Click Save in the lower right-hand corner.



## ASSIGNING INSTRUCTORS TO A COURSE:

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).

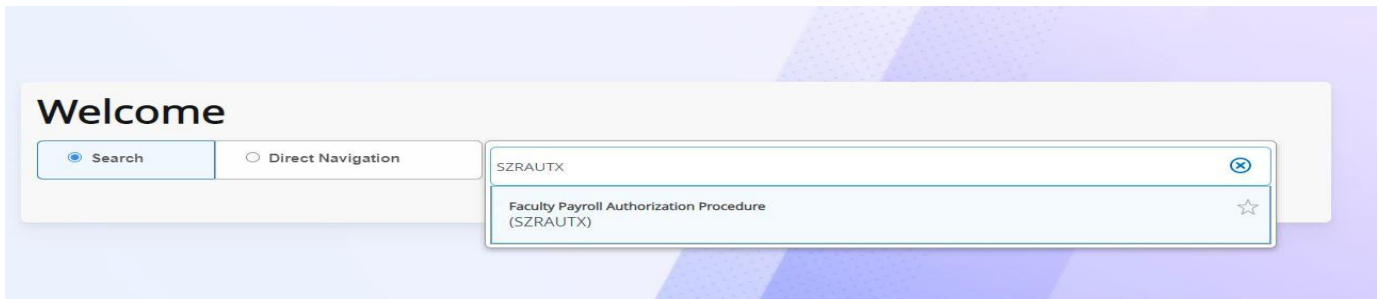
## ADDING/CHANGING INSTRUCTOR(S) AFTER FINAL PAYROLL IS SUBMITTED – LIA FORM

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.

Process: SZRAUTX Faculty Payroll Authorization Parameter Set: Start Over

**PRINTER CONTROL** Insert Delete Copy Filter

Printer: DATABASE  Submit Time:  PDF Font Size:   
Special Print: LANDSCAPE  MIME Type: None  Delete After Days:   
Lines:  PDF Font:  Delete After Date:

**PARAMETER VALUES** Insert Delete Copy Filter

Number *	Parameters	Values
01	Process Term	202030
02	Summer Session	
03	Course Offering Department	BUSN
04	Banner ID	
05	Preliminary or Final Email	N

Record 1 of 5

LENGTH: 6 TYPE: Character O/R: Required M/S: Single  
\*Summer requires session\* Term from which the authorization will be processed

**SUBMISSION** Insert Delete Copy Filter

Save Parameter Set as  Hold / Submit  Hold  Submit

Name:  Description:

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:

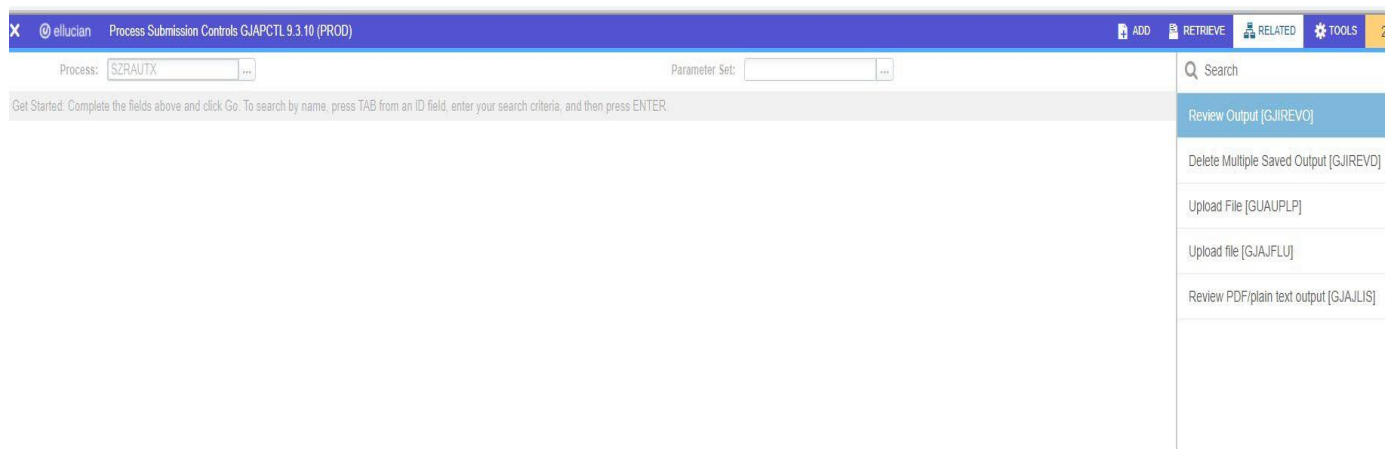
X @ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS 2

Process:  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: szraub\_15160678.log List file: szraub\_15160678.ls

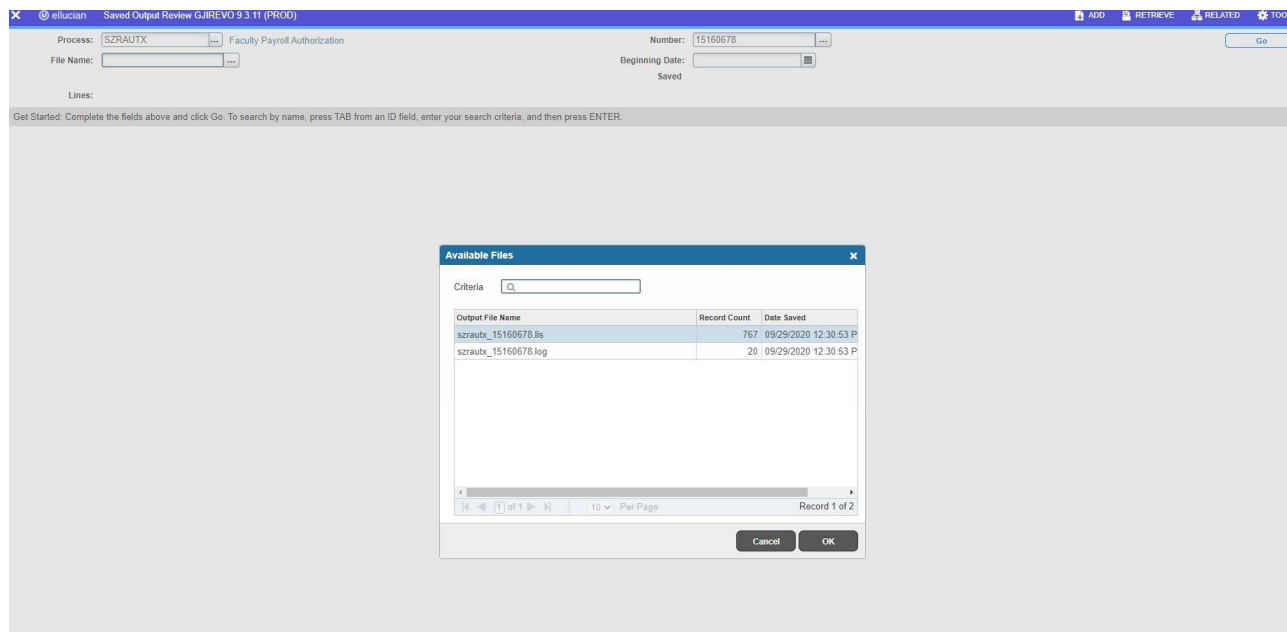
Next, click on the Related tool at the top right and click on Review Output



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.





Next, you will see Saved Output Review screen:

SAVED OUTPUT REVIEW

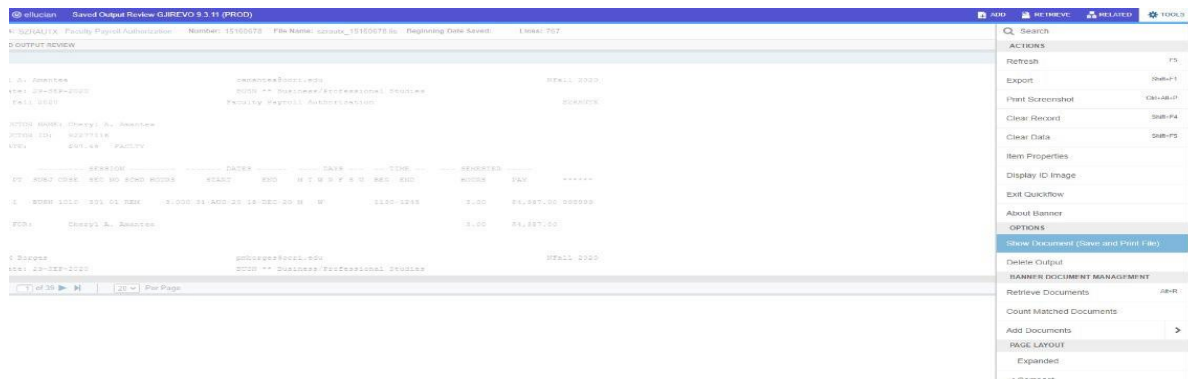
Cheryl A. Amantea camantea@ccri.edu  
Run Date: 29-SEP-2020 BUSN \*\* Business/Professional Studies  
Term: Fall 2020 Faculty Payroll Authorization

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

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

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.

	Regular Workload		Reduced Compensation Workload			
	10+ enrolled	9 enrolled	8 enrolled	7 enrolled	6 enrolled	5 enrolled
<b>Lecture Hours</b>	<b>100%</b>	<b>90%</b>	<b>80%</b>	<b>70%</b>	<b>60%</b>	<b>50%</b>
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

	Regular Workload		Reduced Compensation Workload			
	10+ enrolled	9 enrolled	8 enrolled	7 enrolled	6 enrolled	5 enrolled
<b>Lab Hours</b>	<b>100%</b>	<b>90%</b>	<b>80%</b>	<b>70%</b>	<b>60%</b>	<b>50%</b>
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](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/>

## Banner

### Main Environments

- [Banner](#)
- [BDMS Web Viewer](#)
- [Argos Web Viewer](#)
- [Argos Client](#)
- [Workflow](#)
- [Degree Works](#)
- [Scribe](#)
- [SureCode](#)
- [Transit](#)
- [Request for Position \(RF-1\)](#)

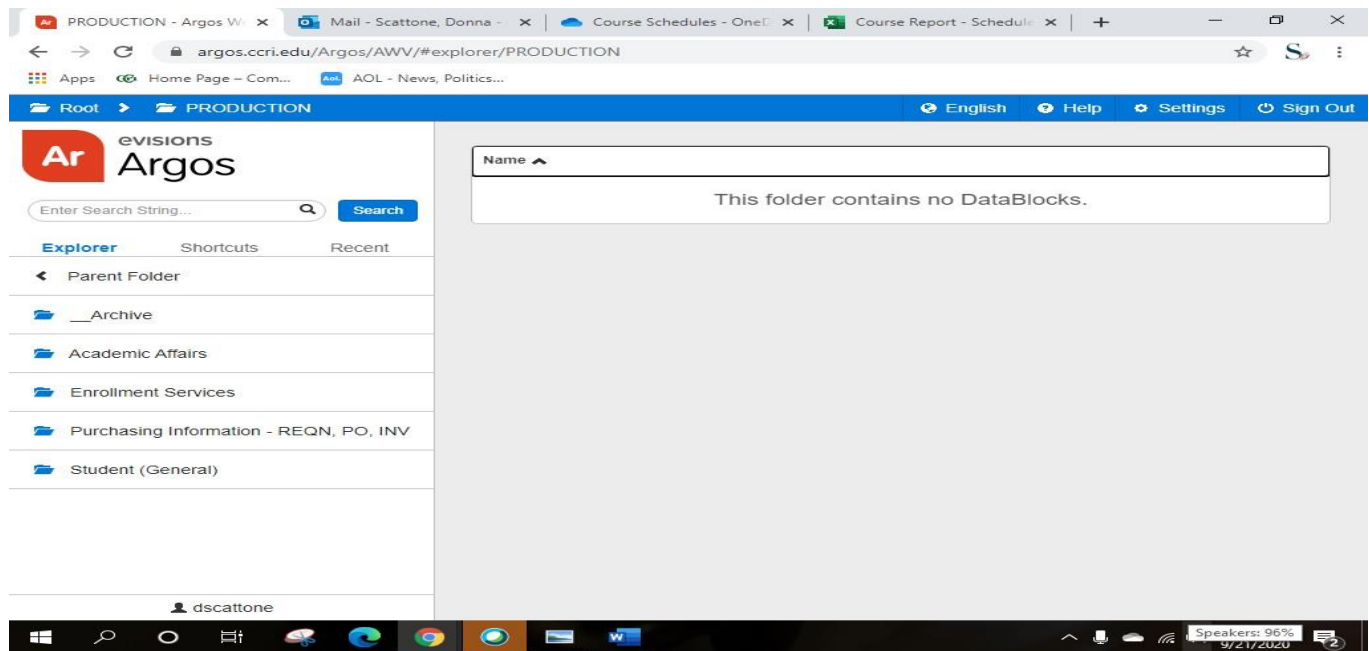
### Test Environments

- [Banner CTRN](#)
- [Banner SSB](#)
- [Workflow CTRN](#)
- [Degree Works](#)
- [Transit](#)
- [Request for Position \(RF-1\)](#)

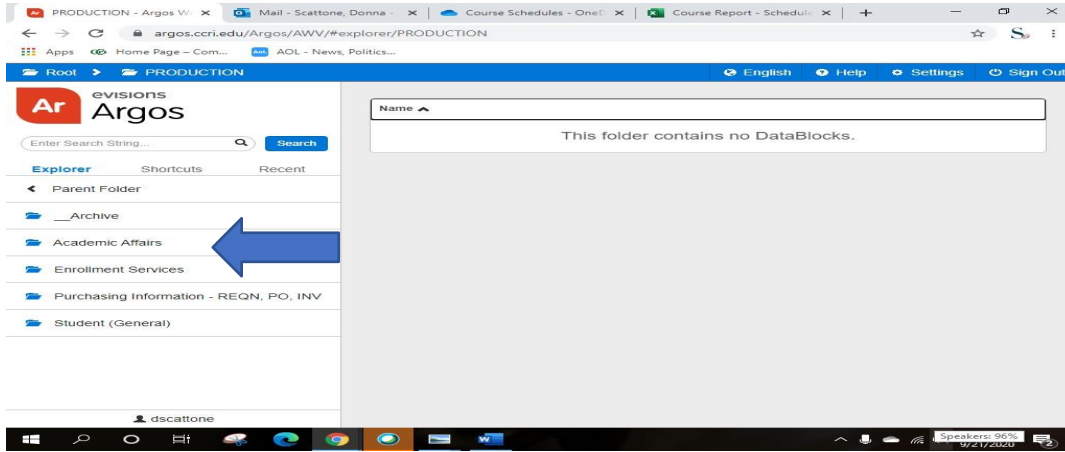
## IT Links

- IT Home
- Academic Computer
- Banner
- Center for Instruction Technology
- Classroom Technolc Services
- Helpdesk
- MIS
- Network / Telecomm

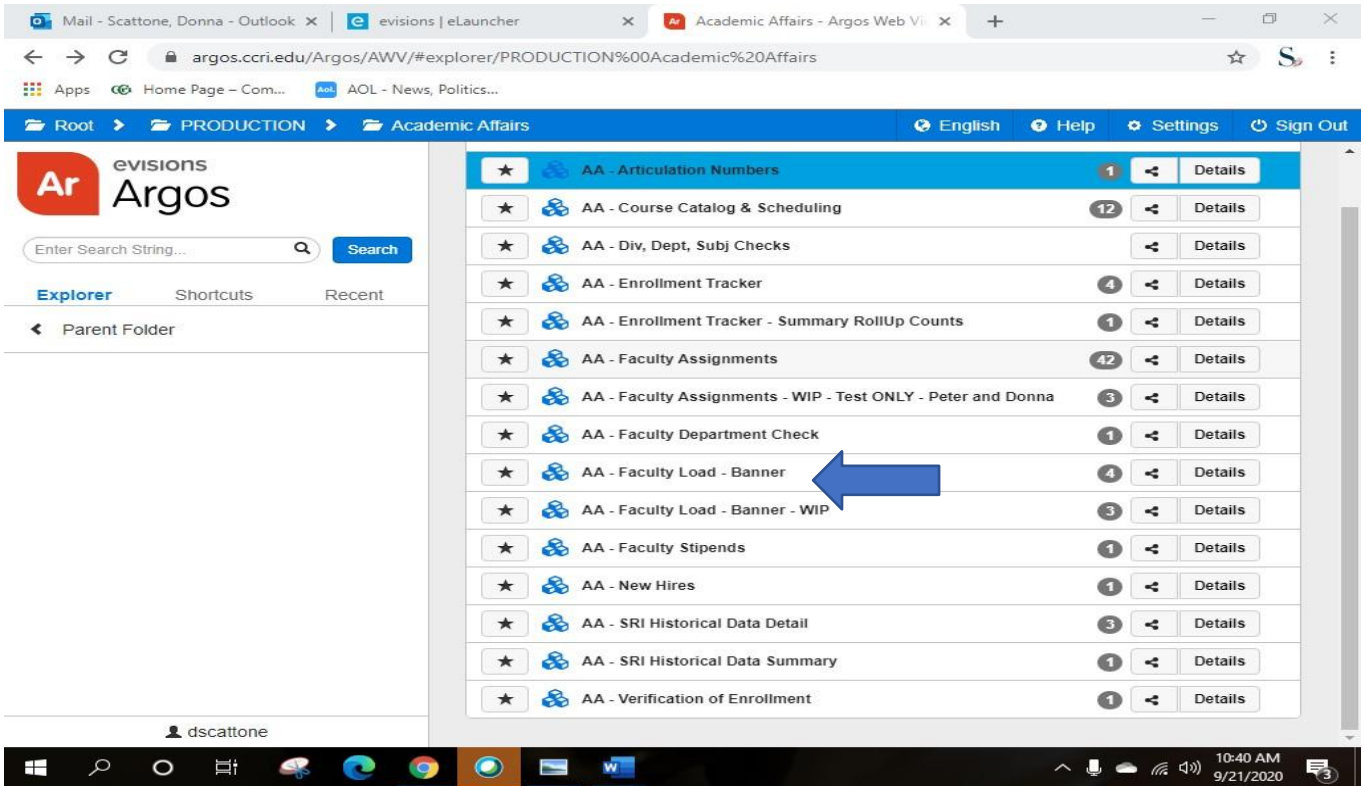
Argos should be on Production Parent Folder Screen once you log into the system, if not click on Production folder on the left.



Select the Academic Affairs Folder:



Next, choose AA-Faculty Load Banner

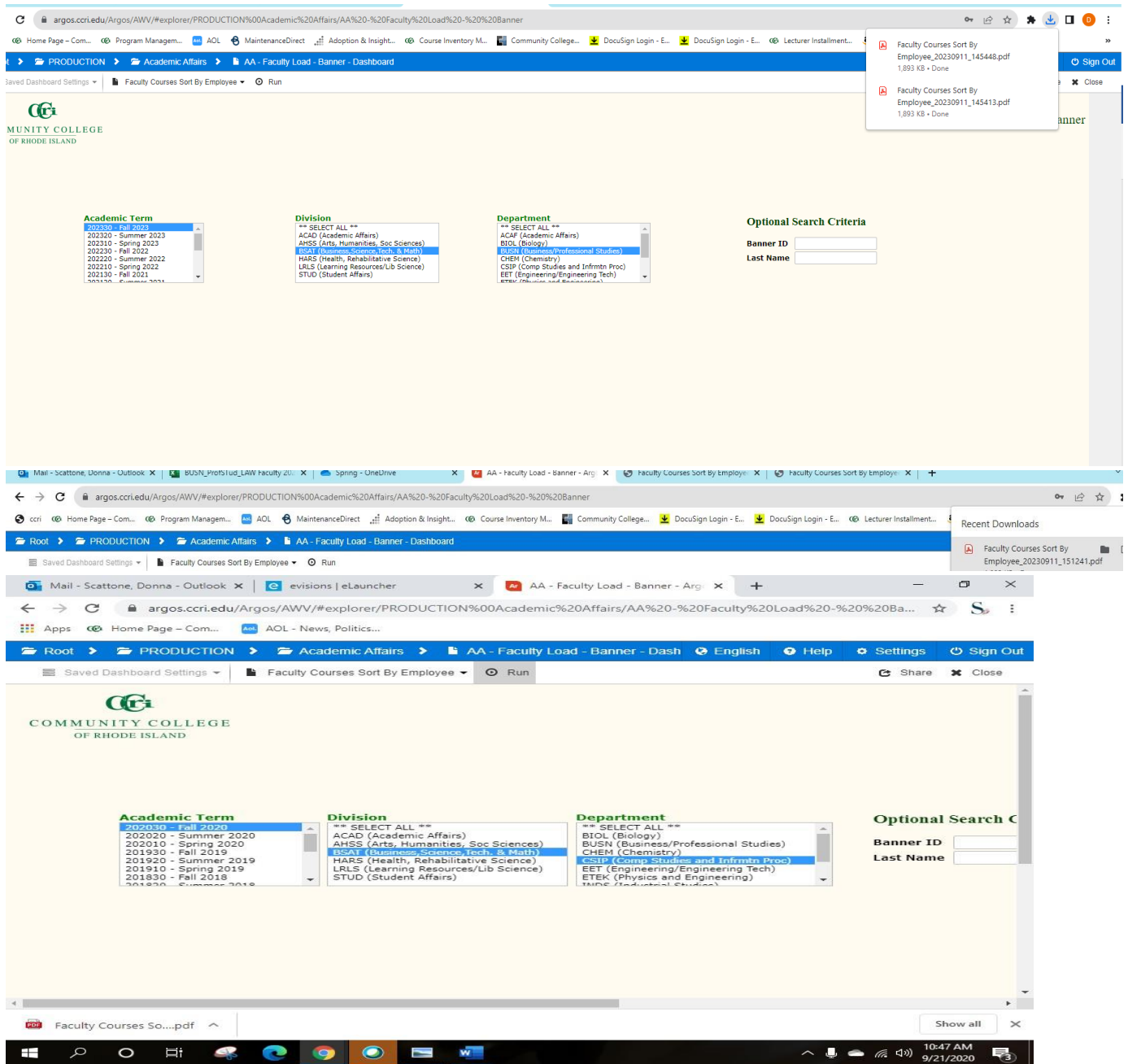


Next, Choose Academic Term, Division, and Department, and under the Pull-down Reports choose Faculty Courses Sort by Employee then click Run

The screenshot shows a web browser window with the following elements:

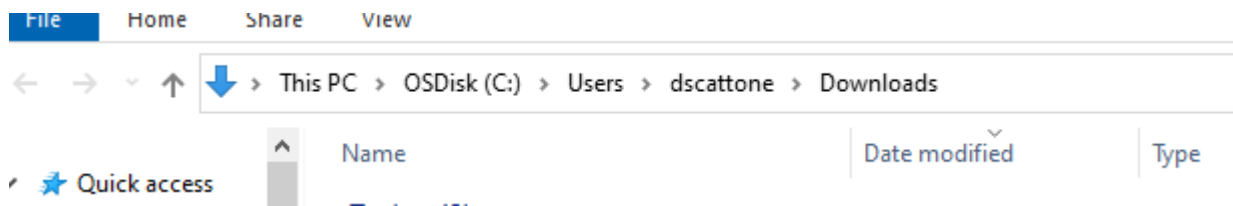
- Browser Tabs:** Mail - Scatton, Donna - Outlook; evisions | eLauncher; AA - Faculty Load - Banner - Argos.
- Address Bar:** argos.ccri.edu/Argos/AWV/#explorer/PRODUCTION%00Academic%20Affairs/AA%20-%20Faculty%20Load%20-%20%20Ba...
- Navigation:** Root > PRODUCTION > Academic Affairs > AA - Faculty Load - Banner - Dash. Buttons for English, Help, Settings, and Sign Out are visible.
- Reports Menu:** A dropdown menu is open under 'Reports', showing options: AA - Faculty Load - Banner Report, Faculty Courses Sort By Department, Faculty Courses Sort By Employee (highlighted), and Number of NS courses by Employee.
- Selection Fields:**
  - Academic Term:** 202030 - Fall 2020
  - Division:** \*\* SELECT ALL \*\* (with sub-options: ACAD, AHSS, BSAT (highlighted), HARS, LRLS, STUD)
  - Department:** \*\* SELECT ALL \*\* (with sub-options: BIOL, BUSN, CHEM, CSIS (highlighted), EET, ETEK, INDS)
- Optional Search:** Fields for Banner ID and Last Name.
- System Tray:** Shows the time as 10:44 AM on 9/21/2020.

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



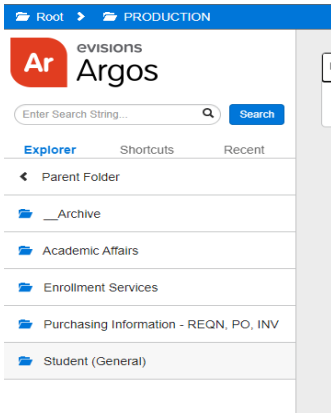
Click on the file to open the pdf file. If you want to see where it is located click on the folder instead. It should be located in our downloads.



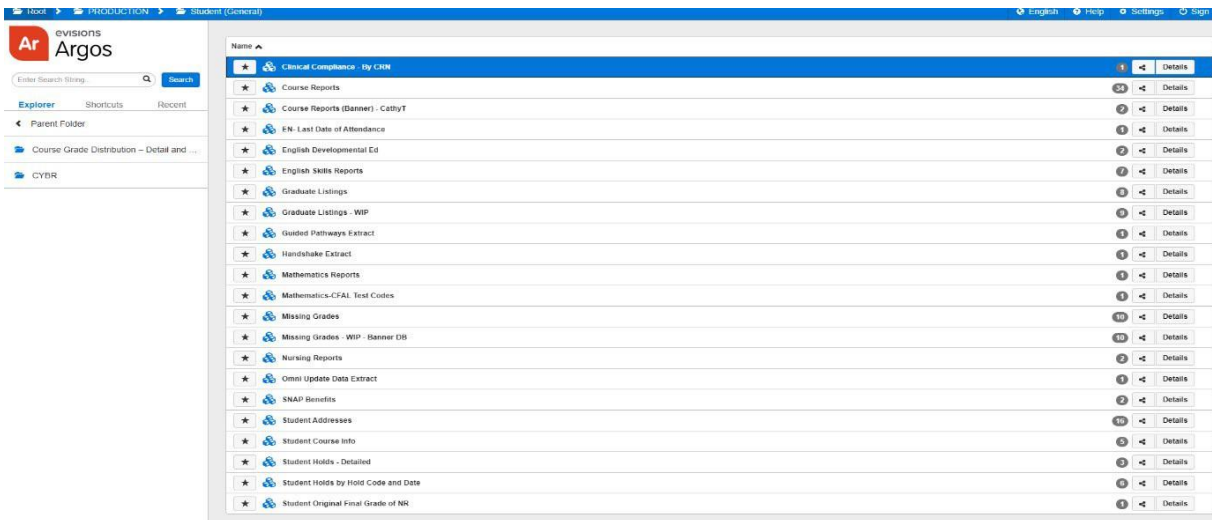


Once you have reviewed for accuracy then you send the file to your division dean for approval

ACCESSING COURSE REPORTS. CLICK ON THE STUDENT (GENERAL) FOLDER



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.



- 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)
  - AHBS (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)

- Campus:**  Select All
- DC - Shepard Building - Providence
  - DL - Distance Learning
  - DV - Davies
  - FL - Flanagan Campus - Lincoln
  - KN - Knight Campus - Warwick
  - NE - Newport Campus
  - DC - Off-Campus
  - PV - Linton Campus - Providence
  - QN - Quonset

**Additional Filtering**

Last Name

CCRI ID #

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.

The screenshot shows the 'Course Reports - Dashboard' for Community College of Rhode Island. The interface includes several dropdown menus for filtering data:

- Term Selection:** Default: 202030 - Fall 2020. Other options include 202230 - Fall 2022, 202220 - Summer 2022, 202210 - Spring 2022, 202130 - Fall 2021, 202120 - Summer 2021, 202110 - Spring 2021, 202030 - Fall 2020, and 202020 - Summer 2020.
- Division:** ACAD (Academic Affairs). Other options include 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), and LRLS (Learning Resources/Lib Science).
- Department:** ACAD - Academic Management. Other options include ACAF - Academic Affairs, ACCS - Access to Opportunity, ADMN - Administrative, ADN - AD Nursing, AHPG - Allied Health Program, ARSC - Arts and Sciences, ART - Art, Art History and Design, ATHL - Athletics, and BIOL - Biology.
- Campus:** CC - Legacy Use. Other options include 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, and QN - Quonset.

Additional filters for Last Name and CCRI ID # are visible on the right. At the bottom left, a file explorer window is open, showing a file named 'Course Report - Sc...csv'.

## ACCESSING STUDENT INFORMATION

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

The screenshot shows the 'Student Addresses - Dashboard' for Community College of Rhode Island. A dropdown menu is open, listing various report options:

- Address by Campus - NE
- Address by Course
- Address by Course Section
- Address by Major
- Address by Subject
- All Enrolled Students
- Email Address by Course
- Email Address by Course Section
- Email Address by Major
- Email Address by Subject
- Military Addresses - By Age
- Military Addresses - Under Age 30
- New Students by Major
- Nursing Attestations
- Nursing Students - Contact List
- Waitlist Contact Info

The main dashboard features the following filters:

- Major Selection:** 0000 - Undeclared. Other options include ACCT - Accounting, ADAD - Admin Assistant/Secretary, ADAS - Admin Assistant/Secretary, ADAT - Admin Assistant/Secretary, ADNU - Associates Degree Nursin, and ADOT - Administrative Office Tech.
- Concentration:** NONE - No Concentration.
- Subject:** ACAD - Academic Management. Other options include ACAF - Academic Advisory Council, ACTC - Accounting, ACCU - Accuplacer Preparation, ACTO - Act Open Enrollment On-L, ADAS - Administrative Assistant, ADLT - Adult Education, ADNU - AD Nursing, and AIBC - Community Services.

At the bottom, there are input fields for 'Course Number (No Section)' and 'Course Number (With Section)'. A 'Special Instructions' section provides guidance on how to generate reports for a single course or a specific course section.

## 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://class.ccri.edu> (To navigate through the catalog draft to the pages you own for editing)

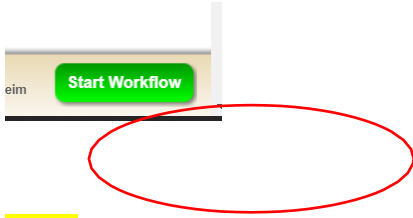
WHAT TO DO: Click on “Edit Page” in the top left corner of the page you want to review/edit.



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.

Edit "Page Body" 

Once the page is ready for review, click the Green “Start Workflow” button in the lower right corner of the page.



**HELP:**

If you attended the training and just need a reminder, click on the “Help” icon on the top right of the page.



Next, if you want to watch the live training session, visit this [link](#), and cut and paste the password wL=14\$^

([https://ccri.zoom.us/rec/share/azEsS-YRk0B-1IPB8\\_NOgaDDd7XEQNrfOKLb3fr3HNIw5y-R62nLggYZWMy7X8.LTnHqrcAYUXjvoqk](https://ccri.zoom.us/rec/share/azEsS-YRk0B-1IPB8_NOgaDDd7XEQNrfOKLb3fr3HNIw5y-R62nLggYZWMy7X8.LTnHqrcAYUXjvoqk)) Passcode: wL=14\$^

If you want a one-on-one training or troubleshooting session with Lauren, send me an email ([lanicoll@ccri.edu](mailto: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!

## CURRICULUM PROPOSALS

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.


The screenshot shows the Course Inventory Management web interface. At the top, there is a navigation bar with the CCRI logo and the text "Community College of Rhode Island". Below this, the page title "Course Inventory Management" is displayed, along with a user login status "You are logged in as dscattone" and a "Help" button. The main content area contains instructions for searching, editing, adding, and inactivating courses. It explains the use of asterisks (\*) as wild cards in the search box and provides a list of predefined search categories. Below the instructions, there is a search interface with a text input field, a "Search" button, and checkboxes for "Archive" and "History". To the right of the search field are buttons for "Propose New Course" and a "Quick Searches..." dropdown menu. Below the search interface is a table listing courses with columns for Course Code, Title, Workflow, and Status.

Course Code	Title	Workflow	Status
BIOL 2130	Food from the Sea	BSAT Dean	added
CRPT 1000	Steno Machine Shorthand Theory	BSAT Dean	added
CRPT 1010	Legal Terminology	BSAT Dean	added
CRPT 1100	Text Editing for Court Reporters	BSAT Dean	added
CRPT 1110	Court Reporting and Computer Aided Technologies I	BSAT Dean	added
CRPT 1120	Court Reporting and Computer Aided Technologies II	BSAT Dean	added

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:



## Course Inventory Management

You are logged in as dscattone   
[Help](#) 

Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

BUSN   Archive  History - OR -

Course Code	Title	Workflow	
BUSN 1000	Workplace Relationships		
BUSN 1010	Introduction to Business		
BUSN 1015	Business Computing Applications		
BUSN 1020	Marketing Communications		Inactive
BUSN 1040	Personal Finance		
BUSN 1050	Small Business Administration		
BUSN 1060	Leadership Development		

- Quick Searches...
- Quick Searches...
- Edited Courses
- Added Courses
- Inactivated Courses

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.

## Course Inventory

New Course Proposal

[Propose New from Existing Course](#)

Proposal Type	<input type="text" value="Select..."/>
Developed by	<input type="text" value="Select..."/> <input type="text" value="Experimental Course"/> <input type="text" value="Permanent Course"/>
Subject Code	<input type="text" value="Select..."/>
Course Number	<input type="text"/>
Department	<input type="text" value="Select Department..."/>
Division	<input type="text" value="Select Division..."/>
College	<input type="text" value="Select College..."/>
CIP Code	<input type="text"/>
Short Title	<input type="text"/> 30 characters remaining
Course Title	<input type="text"/> 100 characters remaining
Developmental?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Course level	<input type="text" value="Select..."/>
Is there a preferred course sequence?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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://cls.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.

The screenshot shows the 'Miscellaneous Request Management' page on the Community College of Rhode Island website. The page includes a search bar, a 'Propose New Miscellaneous' button, and a table with one entry for a 'Court Reporting Certificate' request. Below the table, it shows the submission date and the current workflow steps: BUSN Chair, BSAT Dean, and Records Office.

cls.ccri.edu/miscadmin/

Home Page - Com... ADL MaintenanceDirect Adoption & Insight... Course Inventory M... Program Managem...

**Community College of Rhode Island**

Miscellaneous Request Management You are logged in as dscattone Help

Search, edit, and add Miscellaneous requests.

History - OR -

Request Code	Request Type	Title	Workflow	Status
1	New Subject Code	Court Reporting Certificate	dscattone	added

**New Proposal**

Date Submitted: 09/01/22 8:37 am

Viewing: **Court Reporting Certificate**

In Workflow

1. BUSN Chair
2. BSAT Dean
3. Records Office

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

You are logged in as dscattone

Search, e

class.ccri.edu/courseleaf/courseleaf.cgi?page=/miscadmin/index.html&step=editrecord&cmd=new&\_id=1663257150306



## Miscellaneous Request Management

- Request
- 1
- Date Sub
- Viewin
- Last ed
- Changes
- Reques
- Title
- Depart
- Divisio
- Course
- Reques

### Miscellaneous Request

Request Type:

Title:

Department:

Division:

Code	Title
------	-------

Request Details

Supporting Documents:

Uploaded Files:

Files To Be Uploaded:

# PROGRAM PROPOSALS

To propose a Program please use this site: <https://cls.ccri.edu/programadmin/>

The screenshot shows the 'Program Management' page of the Community College of Rhode Island. At the top, there is a navigation bar with the college's logo and name. Below this, the page title 'Program Management' is displayed, along with a user login status 'You are logged in as dscattone' and a 'Help' link. A brief instruction explains how to use wildcards in the search box and lists search categories. The main interface includes a search bar with a 'Search' button, a 'History' checkbox, and a 'Propose New Program' button. A table lists existing programs with columns for 'Number of Program', 'Program Name', and 'Workflow'. A dropdown menu is open over the search bar, showing options like 'Quick Searches...', 'Edited Programs', 'Added Programs', and 'Terminated Programs'.

cls.ccri.edu/programadmin/

ome Page - Com... AOL MaintenanceDirect Adoption & Insight... Course Inventory M... Program Managem...

## Community College of Rhode Island

### Program Management

You are logged in as dscattone Help

Search, edit, add, and inactivate programs.  
Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.  
Quick Searches provides a list of predefined search categories to use.

Search  History - OR - Propose New Program Quick Searches...  
Quick Searches...  
Edited Programs  
Added Programs  
Terminated Programs

Number of Program	Program Name	Workflow
1	Administrative Office Technology, Administrative Management - Certificate	
2	Administrative Office Technology, Administrative Support Specialist - Certificate	
3	Administrative Office Technology, Legal Administrative Assistant/Secretary - Associate in Science	
4	Administrative Office Technology, Medical Insurance Billing Specialist - Certificate	
5	Advanced Manufacturing and Design - Associate in Science	
6	Advanced Manufacturing and Design, Advanced Manufacturing and 3D Prototyping - Certificate	
7	Advanced Manufacturing and Design, Manufacturing and Design - Certificate	

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

Community College of Rhode Island

### Program Management

You are logged in as dcatrone Help

Search, edit, add, and inactivate programs.  
Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.  
Quick Searches provides a list of predefined search categories to use.

Search [ ] History - OR - Propose New Program Added Programs [ ]

Number of Program	Program Name	Workflow	Status
113	Engineering, Chem-Biology - TEST Program		added
115	Court Reporting Certificate	BSAT Dean	added
116	Spanish for Sustainable Tourism:		added
117	Mammography Technician		added

New Record - Google Chrome  
clss.ccri.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&\_id=1663250163902

### Program Management

New Program Proposal Propose New from Existing Program

Effective Catalog Edition [ Select... ]

Department [ Select... ]

Division [ Select Division... ]

College [ Select College... ]


Program Code [ ]

Select Program...

- 100: Professional Studies, Medical Administrative Assistant - As
- 101: Radiography - Associate in Applied Science
- 102: Renal Dialysis Technology - Certificate
- 103: Respiratory Therapy - Associate in Applied Science
- 104: Science - Associate in Science
- 105: Social Services, Gerontology - Associate in Arts
- 106: Social Services, Mental Health - Associate in Arts
- 107: Social Services, Social Work - Associate in Arts
- 108: Social Services, Substance Abuse - Associate in Arts
- 109: Technical Studies - Associate in Applied Science
- 10: Business Administration, Accounting - Certificate

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.

Export to PDF 

Changes saved but not submitted

Edit Program

[Preview Workflow](#)

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

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

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

History

1. Aug 2, 2022 by  
clmig-dbogges

Catalog Pages Using  
this Program

[Magnetic Resonance Imaging - Certificate](#)

Related Programs

[Radiography - Associate in Applied Science](#)

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.

with "WAMU" and "WAMU" everything that contains "WAMU". The system searches the Program Code, title, workflow step and CWI status. Quick Searches provides a list of predefined search categories to use.

Search    History - OR -   ▾

Number of Program	Program Name	Workflow	Status
113	Engineering, Chem-Biology - TEST Program		added
115	Court Reporting Certificate	BSAT Dean	added
116	Spanish for Sustainable Tourism:		added
117	Mammography Technician		added

### Court Reporting Certificate

#### Course

- [CRPT 1000: Steno Machine Shorthand Theory](#)
- [CRPT 1010: Legal Terminology](#)
- [CRPT 1100: Text Editing for Court Reporters](#)
- [CRPT 1110: Court Reporting and Computer Aided Technologies I](#)
- [CRPT 1120: Court Reporting and Computer Aided Technologies II](#)
- [CRPT 1130: Court Reporting and Computer Aided Technologies III](#)
- [CRPT 1140: Court Reporting and Computer Aided Technologies IV](#)
- [CRPT 1150: Court Reporting Procedures](#)
- [CRPT 1160: CART and Captioning for the Advanced Court Reporter](#)

#### Program

- 115: Court Reporting Certificate

### New Program Proposal

Date Submitted: 09/08/22 8:41 am

Viewing: **115 : Court Reporting Certificate**

Last edit: 09/07/22 1:50 pm

#### In Workflow

1. **BUSN Chair**
2. **BSAT Dean**
3. CRC Secretary
4. CRC Chair
5. VPAA
6. President
7. Donna Scattone
8. Donna Scattone
9. Catalog Editor
10. Records Office
11. Banner

#### Approval Path

1. 09/08/22 8:35 am  
Maria Coclin  
(mcoclin): Rollback to Initiator
2. 09/08/22 2:10 pm  
Maria Coclin  
(mcoclin): Approved

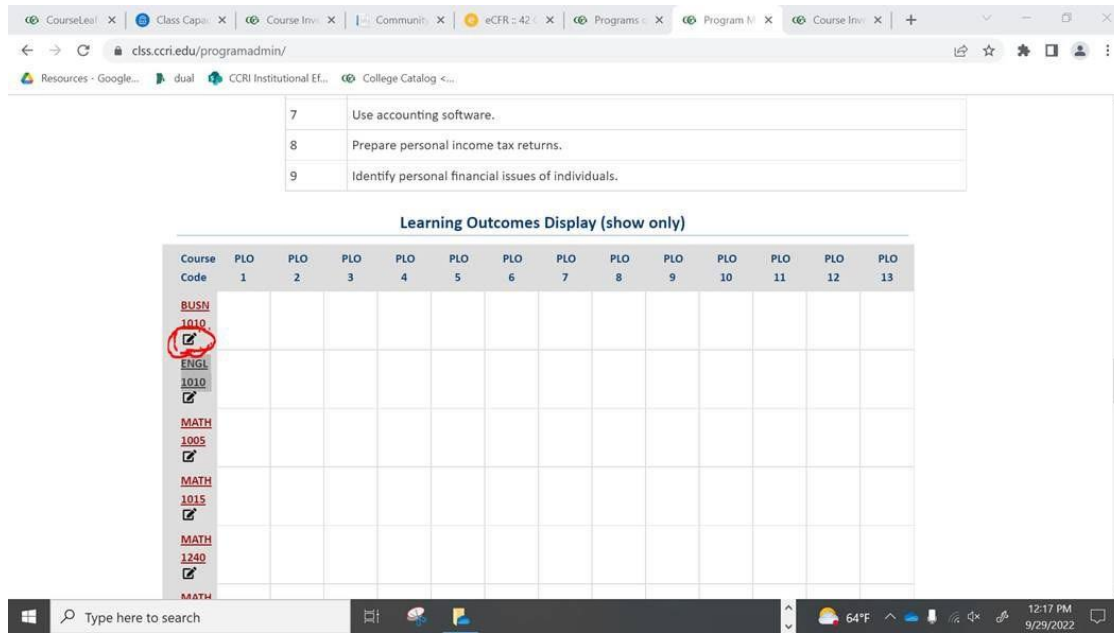
When you are proposing a new program and required courses you can send them to the next approver as a bundle when you have all of the program and course proposals completed. When you click on workflow it will ask you to bundle the courses and program. The name would be the new Program's Name.

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

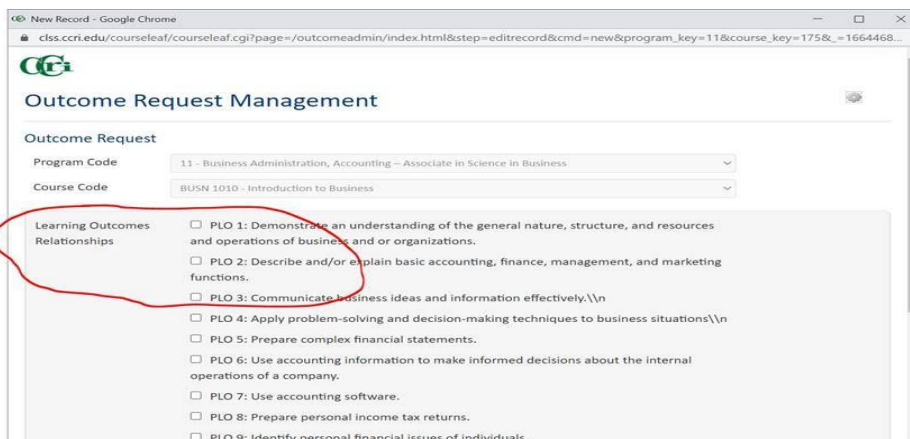
Go to <https://clss.ccri.edu/programadmin/>

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](#)

## SECTION XI: CCRI POLICIES

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

The screenshot shows the CCRI PolicyStat website home page. The browser address bar displays [ccri.policystat.com/home/](https://ccri.policystat.com/home/). The page header includes the Community College of Rhode Island logo and the RLDatix logo. Below the header, there are navigation tabs for 'Home', 'Title', 'Area', 'Owner', and 'References'. A search bar is present with the text 'Search policies by typing here' and a 'Search Policies' button. The main content area is titled 'Home' and features several sections: a COVID-19 Resource Library announcement, 'Policies Requiring Your Approval (0)', 'Policies Due For Review (0)' with a table showing counts for different review periods, and 'Policies Awaiting Acknowledgment (0)'. On the right side, there are two panels: 'Policy Management' with links to Drafts, My Policies, Recently Revised, Duplicates, Scheduled, and Pending Approval; and 'Policy Reviews' with a link to View Committees. The footer contains a 'Help' button and a copyright notice for 2020 PolicyStat LLC.

Past Due	< 30 Days	< 60 Days	< 90 Days	> 90 Days
0	0	0	0	0

Title	Area	Next Review
-------	------	-------------

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

Home Page - Communit... PolicyStat :: PolicyStat Online Survey Software AOL - News, Politics, Sp...

ccri.policystat.com/policy\_search/title/?search\_query=Data+Security+Policy

Home Title Area Owner 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
<a href="#">Data Security Policy</a>	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=eyJlpljogMH0

10:12 AM 9/25/2020



# Academic Performance Solutions

*Community College of Rhode Island*

*November 2020*

## Your EAB Team



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**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



➤ Prepare your institution for the future

# Accessing the APS Platform



## Logging In

<https://reports.eabanalytics.com/>

Trouble logging in? Please reach out to [Apssupport@eab.com](mailto: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.

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# Academic Performance Solutions



## 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

### Structured Analytics

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



### Departmental Peer Benchmarks

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

### National Collaborative

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

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Source: 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:

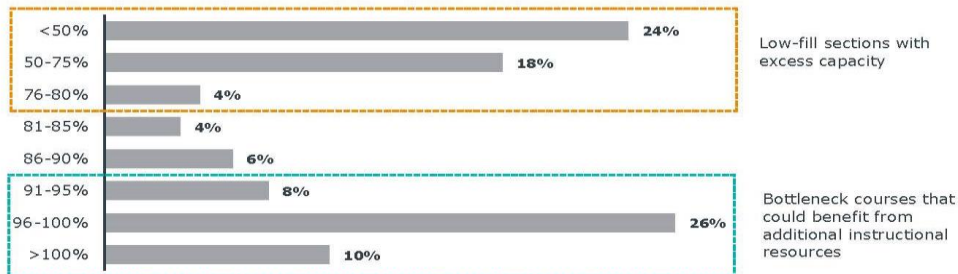
$$\frac{\text{Number of actual students enrolled in a term}}{\text{Maximum capacity in a term}}$$

### 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.<sup>1</sup>

### Percentage Distribution of Sections by Fill Rate (Ranges)

n=191,647 sections



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

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

Source: Academic Performance Solutions.

#### 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 Co	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%
<b>Rollup</b>				<b>1,145</b>	<b>287</b>	<b>25.1%</b>

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%
<b>Rollup</b>				<b>48</b>	<b>2,164</b>	<b>2,076</b>	<b>2,768</b>	<b>85.5%</b>

#### 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.

**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)

## 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.

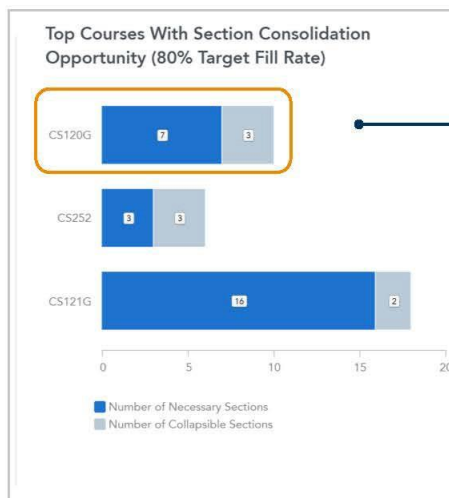
**Impact of Course Bottlenecks on Course Completion (Fill Rate  $\geq$  90%)**

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

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<b>Rollup</b>			<b>48</b>	<b>2,164</b>	<b>2,076</b>	<b>95.9%</b>	<b>2,768</b>	<b>85.5%</b>

### Bottleneck Course

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



### 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?



## 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

# 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

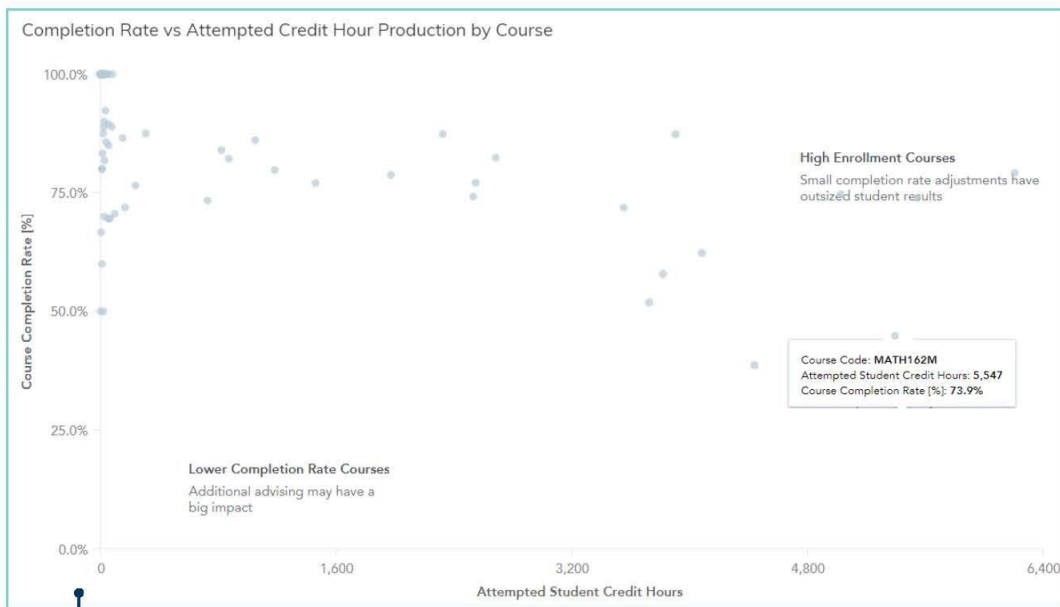
Note: Filters in the APS Benchmarks dashboard contain standard values

## 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?

Source: Academic Performance Solutions.

# 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.

Course Code	Attempted Credits	Unearned Credits	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.

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	512	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.

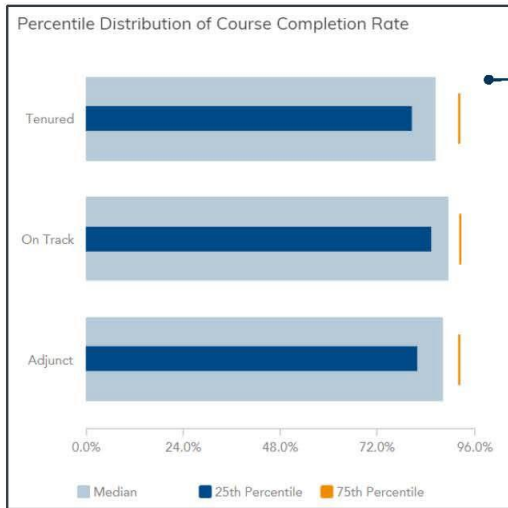
# Identify Course Completion Opportunities cont.

## 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.



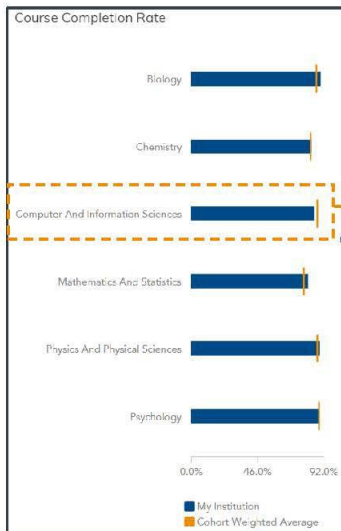
**Understand How Instructor Types Affect Student Outcomes**  
Which instructor types have course completion rates lower than the median?

## 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.



Institution vs Cohort [Complete] » Computer And Information Science [Filter]

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**

**222**

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

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.