Department Chairperson Resources

CONTENTS

Department Chair Resources

SECTION I: DATA ACCESS FORM PROPOSED, NOT APPROVED

NEW CHAIRPERSON DATA ACCESS AUTHORIZATION REQUEST FORM

Please provide the following information:

Date: _____   **CCRI ID#**: _____

MyCCRI Username: _____

First, MI, Last Name: _____

Title: _____

Department: _____

Primary Campus: ☐Knight ☐Flanagan ☐Liston ☐Newport County ☐Shepard Building ☐Westerly Satellite

Phone Extension: _____

E-mail: _____@ccri.edu

Old Chairperson: _____ (remove access)

<mark>The following system access needs to be added for the new chairperson:</mark>

In the Banner system:

    Under the Student Parent: *Faculty Load – all subfolders

    Under the Finance Parent: *Finance - *FINPURCH and *FINOPER

    SZRAUTX (Faculty Overload Report)

In the Argos system:

    CCRI Workflows

    Classified Timesheets – approval access

    PRODUCTION – access to all areas under Academic Affairs, Enrollment Services, and Student

In the MyCCRI system:

    <u>Under the Faculty tab</u>:

        Override capabilities – for all department courses and all types of approvals

        SRI – access to see all faculty in department

        *Health and Rehab Science Chairs Only – PBHS Scores (Performance-Based Health Science)

    <u>Under the Employees tab</u>:

        Travel requests – TR-1

    <u>Under the Finance tab</u>:

        Budget Transfer access

Agreement: I have read, understood, and agree to comply with FERPA regulations, the CCRI Data Security Policy and the CCRI Policy on the Responsible use of Information Technology; I understand that I am responsible for any computing activity carried out using this account.

Access to Banner will be activated upon completion of all training.

Employee's Signature: _____ Date: _____

Dean's Signature: **_____** Date: _____

Attach a copy of the President's letter of chairperson appointment.

Office Use Only   Data Access Officer Signature: _____ Date: _____ IT Dept.
Completion Date and Initials: _____

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.'

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.

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

1. Send out Part-time Faculty Request forms

2. Assign full-time and part-time faculty to courses (see full-time faculty contract and part-time faculty contract)
   Directions for hiring a new adjunct faculty member: https://www.ccri.edu/hr/managers/part_time/index.html
   Adding a New Instructor to Workflow: https://www.ccri.edu/hr/training/WorkflowTrainAdjunct.pdf

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

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

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

   SIGN up for DocuSign here: DocuSign

   DocuSign is used for the following:

   Chair Workload form

6. Overload Exception form

7. Stipend and/Release time forms

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

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

9. Collect syllabi from faculty for all courses by the first day of the semester
   (https://ccri.policystat.com/policy/7250502/latest/)

10. Get the office hours for the full-time faculty (per full-time faculty contract, Article VI Conditions of Employment)

TEXTBOOKS

Bookstore Process: Video from BNC

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

DIRECTIONS FOR TEXTBOOK ADOPTIONS
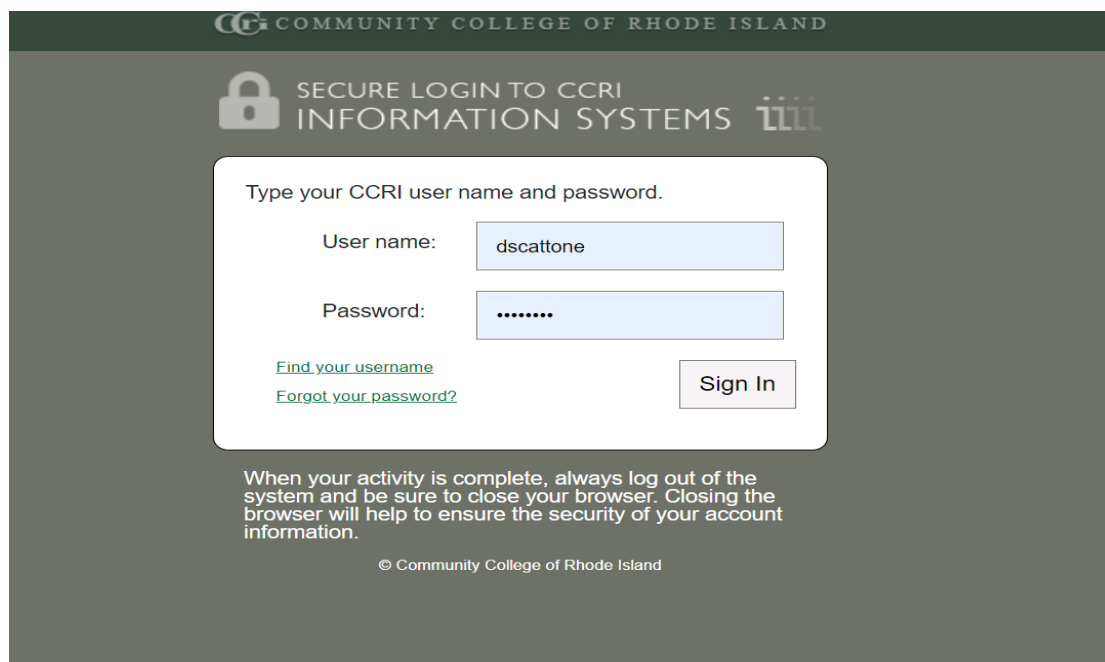
Login to the BNC Website here: https://aip.bncollege.com/app
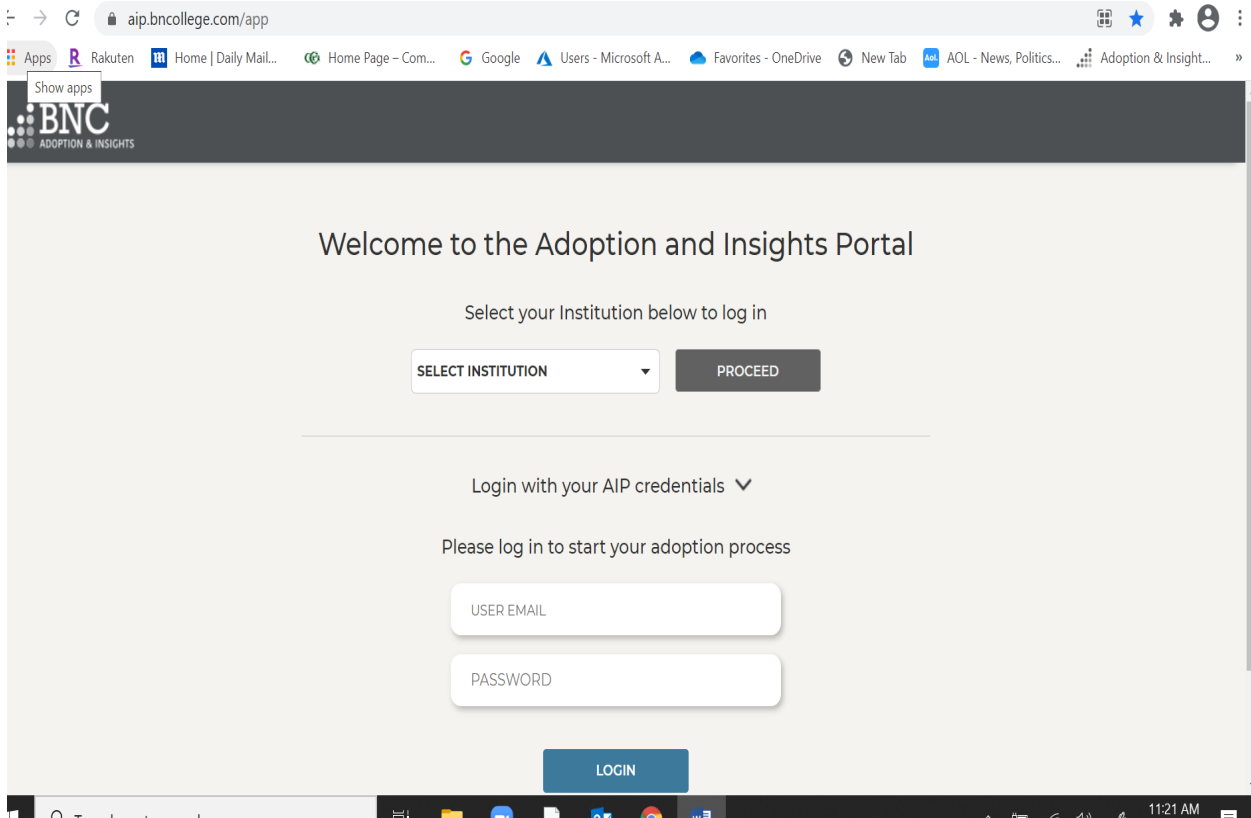
Select our institution and then click on PROCEED.
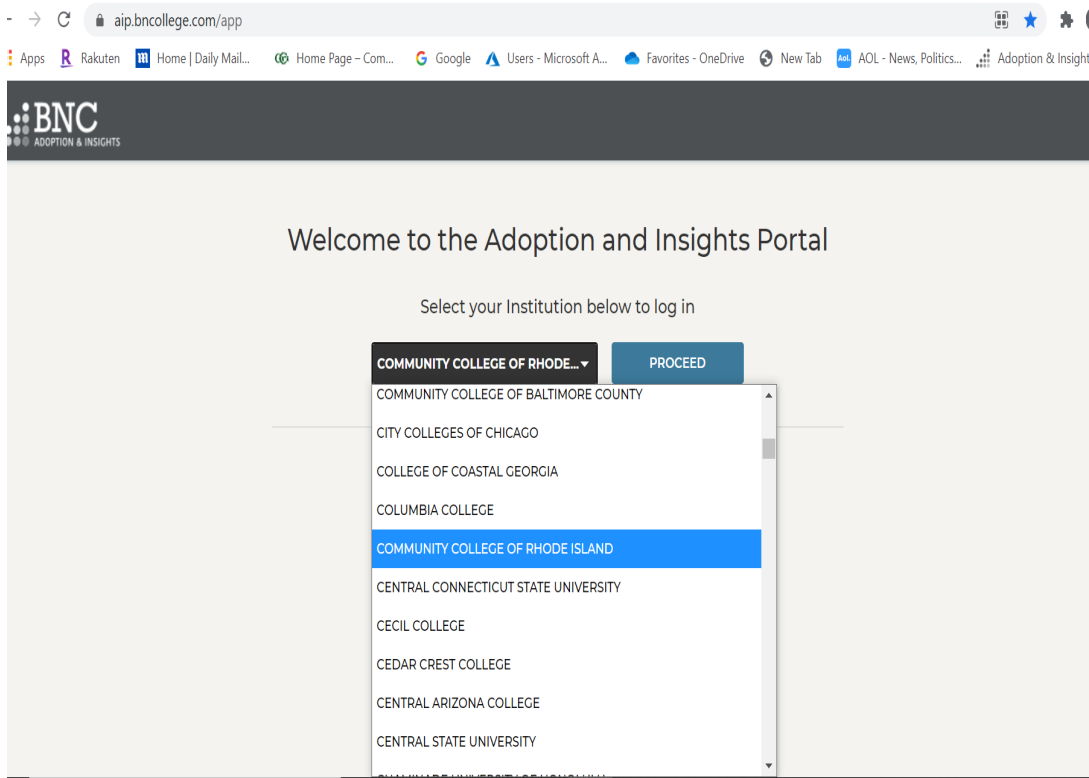
Next, enter your CCRI login credentials.
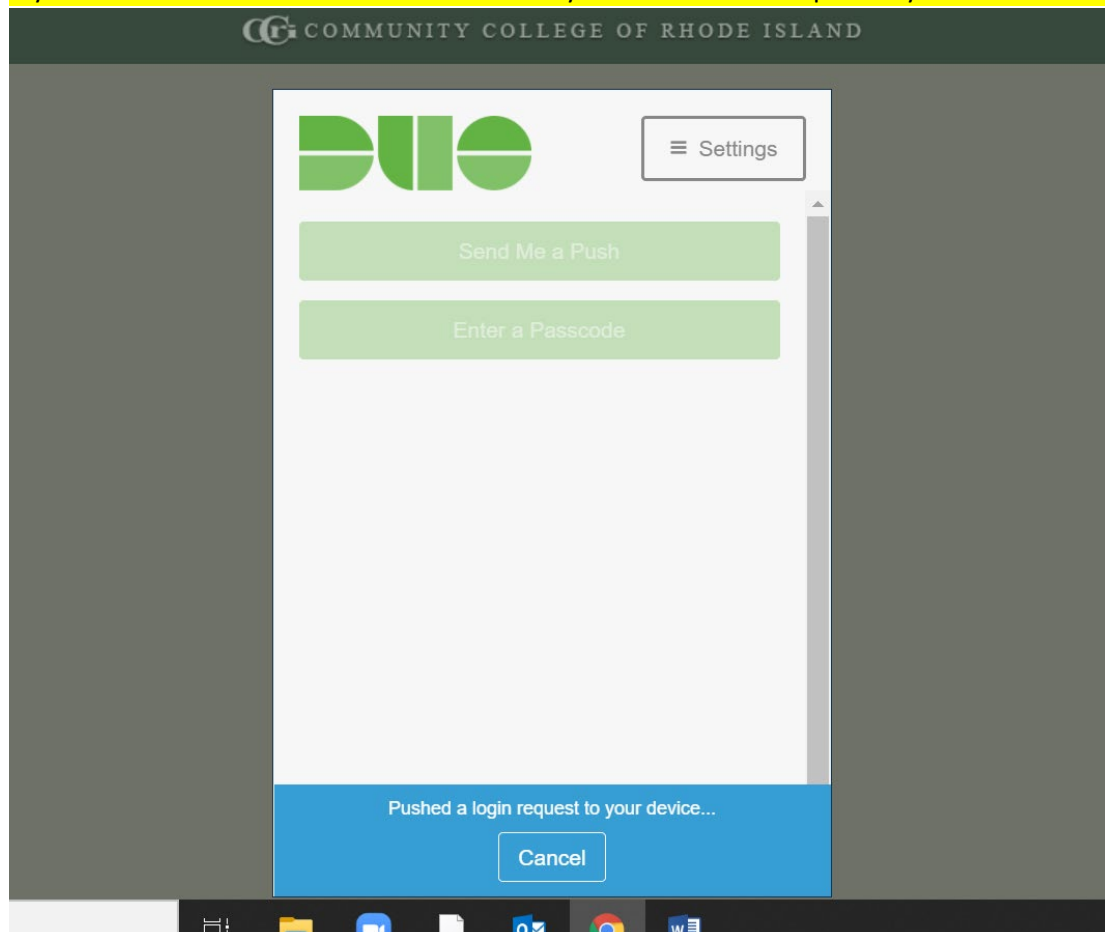
If you have the DUO-Protected authentication you will have to accept it on your mobile device.

Next, the Adoptions Overview screen will appear.

Next, choose the term to adopt texts.

You can narrow down your search for specific areas by using the pull-down menu 'Schools' or 'Filter By.'

Adoptions Overview

Schools:
ALL SCHOOLS ▼

- ALL SCHOOLS
- ACADEMIC AFFAIRS
- ARTS HUMANITIES SOC SCIENCES
- BUSINESS SCIENCE TECH. & MATH
- HEALTH REHABILITATIVE SCIENCE
- LEARNING RESOURCES/LIB SCIENCE
- STUDENT AFFAIRS

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Show:
ALL COURSES ▼

B ▼

2   3   4   5   ...   71   Next

...ction to Visual Arts

Keith Fox

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

Using the same materials as: NONE ▼

No available academic sessions to display

Adoptions Overview

UPLOAD SPREADSHEET

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Filter By:
CATALOG NUMBER... ▼

Search 🔍

- CATALOG NUMBER (COURSE ID)
- COURSE NAME
- FACULTY LAST NAME

Show:
ALL COURSES ▼

1   2   3   4   5   ...   71   Next

ARTS-1001-700 | Introduction to Visual Arts

Keith Fox

NOT YET SUBMITTED ⚠

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

Using the same materials as: NONE ▼

No available academic sessions to display

Adoptions Overview

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Filter By:
CATALOG NUMBER... ▼ COMI 🔍

Show:
ALL COURSES ▼

Reset Filters

1 2 3 4 5 ... 71 Next

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

Adoptions Overview

UI
SPREAD

Schools:
ALL SCHOOLS ▼

Department:
ALL DEPARTMENTS ▼

Term:
SUMMER 2021 ▼

Filter By:
CATALOG NUMBER... ▼ COMI 🔍

Show:
ALL COURSES ▼

ALL COURSES
SUBMITTED COURSES
NOT SUBMITTED COURSES

Reset Filters

1 2 3 4 5

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

NOT
SUBMIT

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

Using the same materials as: NONE ▼

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   🔍

Reset Filters

Show:

ALL COURSES ▼

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

COMI-1100-001 | Intro To Computers
Donald Paquet

NOT YET SUBMITTED ⊘

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

Using the same materials as: NONE ▼
No available academic sessions to display

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

◯ I'm not using any materials for this class

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

COMI-1100-001 | Intro To Computers
Donald Paquet

NO SUBMIT

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

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

View Detailed Adoption History

Search by ISBN or Keyword

gaddis

9781564788375 Letters Of William Gaddis Gaddis

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

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

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

COMI-1100-001 | Intro To Computers

Donald Paquet

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

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

| View Detailed Adoption History |

Search by ISBN or Keyword

| gaddis |

9781564788375 Letters Of William Gaddis Gaddis

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

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

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

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

| View Detailed Adoption History |

Search by ISBN or Keyword

| 9781111111111 | 🔍 |

We're sorry, no textbooks were found matching your search criteria. Please try again.

Please try searching again. If you are still having problems, Contact the Bookstore
To add this title, click here

| Upload a File for This Course |

○ I'm not using any materials for this class

==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

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

○ I'm not using any materials for this class

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

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

Other/Related Sections   ☒

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

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

☐ Select/Deselect All

Other Sections:

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

CANCEL   SUBMIT

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

Click on Submit Adoptions.

Adoption Complete!

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

Courses Submitted   SUBMITTED ✓

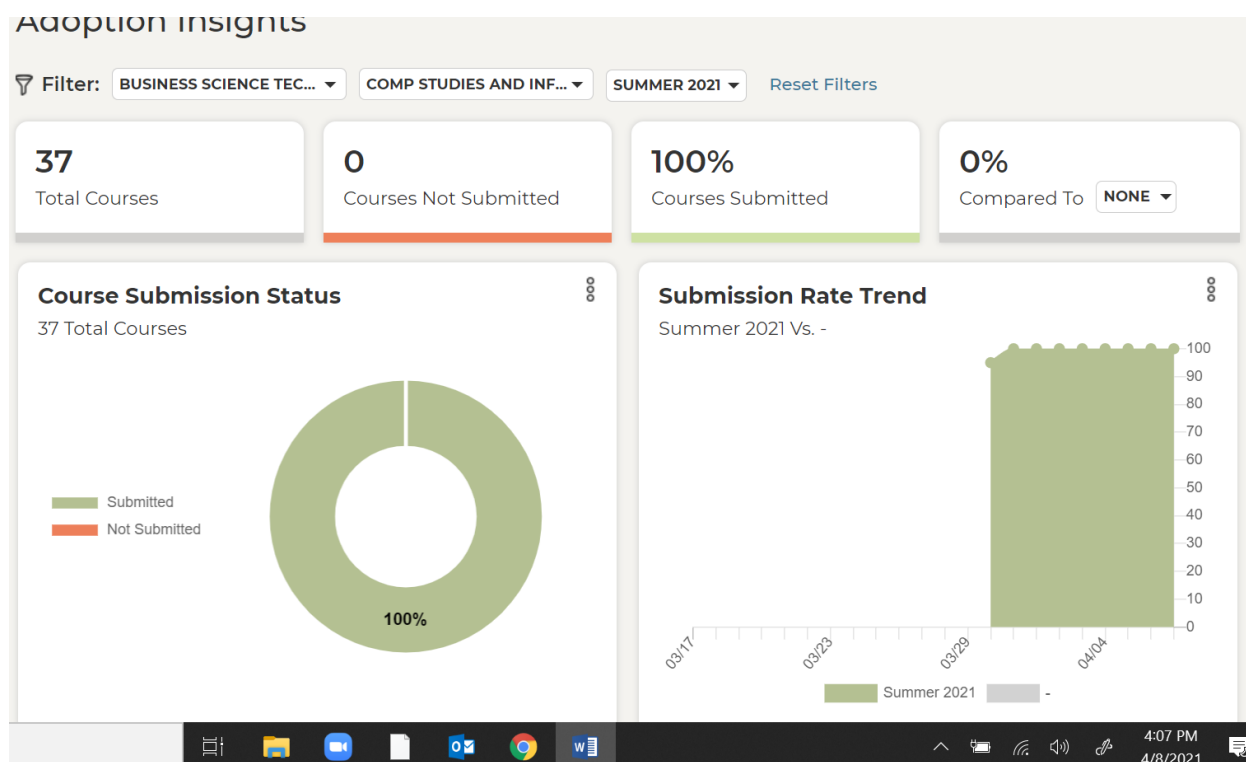COMI-1150-003 | Programming Concepts
Margaret Burke

9781792416088   Problem Solving With Python by Burke, Margaret ▾

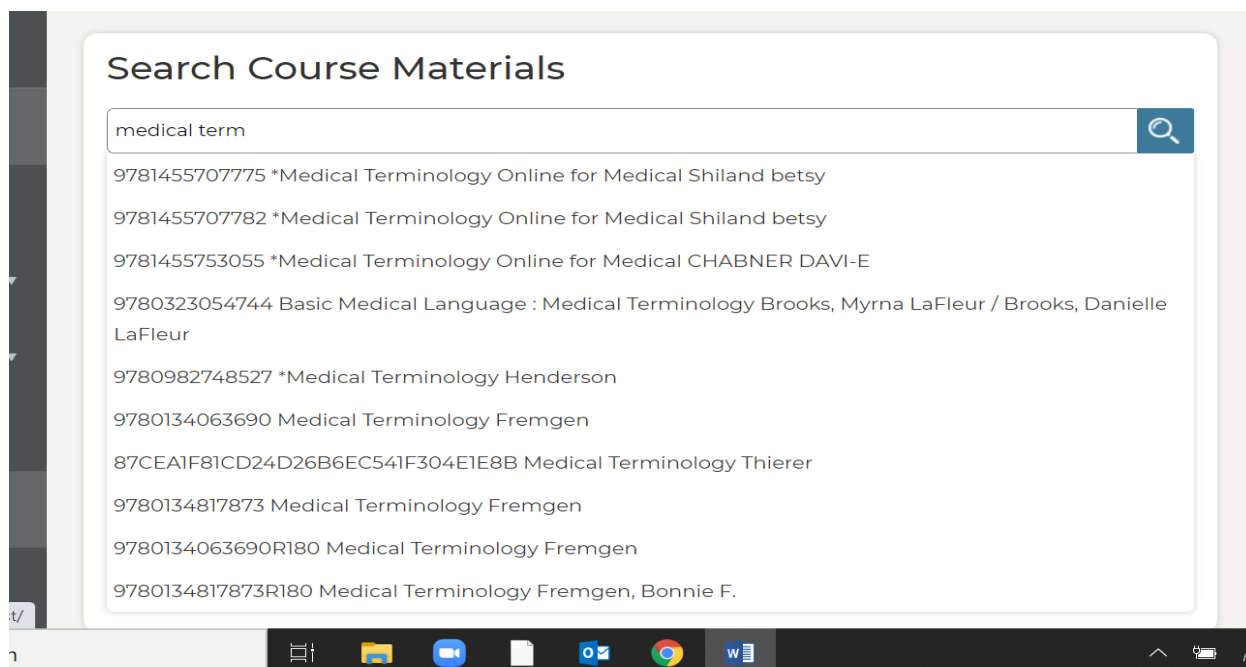Add Course Materials ▾   Delete Adoption ▾

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.

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 D
Your ado
overdue.
contact y
Bookstor
Manager
as possib

$
WE PRICE M
TO SAVE
STUDENTS $

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

SECTION III: FACULTY

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

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

The RF-1 form directions are listed below.

Accessing the Electronic RF-1 (Initiator)	
1.	To access the electronic RF-1, go to the CCRI Banner webpage https://www.ccri.edu/it/banner/
2.	Select Argos Web Viewer.
3.	Log in using your CCRI credentials.
4.	Select CCRI Workflows in the left side hierarchy.
5.	In the center panel, select CCRI Workflows
a.	In the first screen, click "SUBMIT." This will enable the user to initiate a new Position Request.
b.	Click "Position Request (RF1)."
c.	Follow the instructions below to initiate a request for a position.

Initiating a Position Request

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

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

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

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

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

8.	Work Schedule	Select anticipated work schedule for the new employee
9.	Position reporting and Timecard	If the information remains unchanged, skip to step 10, if change needed, enter CCRI ID# of person(s) responsible as needed

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

11.	Affiliation	If this did not auto-fill in step 2 or changes needed, select appropriate affiliation
12.	Position #	Leave blank, HR will complete
13.	E-Class	If this did not auto-fill in step 2 or changes needed, select appropriate E-Class[6]
14.	Grade	If this did not auto-fill in step 2 or changes needed, select appropriate grade *For a list of salary grades, [click here](#); select appropriate information based on affiliation (step 11)*
15.	Salary Range	The Salary Range will automatically populate
16.	Target Salary	Enter desired target salary *If salary exceeds the base salary, indicate reason in justification (step 18)*
17,	Funding information	Select proper funding source *Ex: If position is funded from a college department budget, funding is "unrestricted," if funded from a grant, funding is "restricted"* *If there is any need to change fields below, business office will manage (Fund/Orgn/Account/Program/Activity)*
18.	Justification	Complete the justification section by answering the questions with as much detail as possible as this will support decision making
19.	Advertising	If special requests, indicate 'yes' and identify desired locations
20.	Approvals	Set approval chain using ID lookup for appropriate approvals 1-3 as needed. * Approvals 4-7 are automatic. **If the person requesting position is a Dean/Department head, no Director/Chairperson approval is required.*

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

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

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

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

Accessing the Electronic RF-1 (Approver)

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

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

2. Click link to access CCRI Workflows

3. Log in using your CCRI credentials.

4. Click "My Outstanding Requests"

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

6. Click "Submit"

7. Review necessary information to determine action

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

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

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

CCRI Faculty Evaluation Process

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

Per Article XIV of the CCRIFA Contract:

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

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

The above responsibilities are completed annually by doing the following:

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

Timeline of Evaluation Action Items, per the Administrative Calendar:

Action Item	Approximate Date
Department Chairs submit faculty evaluation plans to the Faculty Evaluation Committee using the Faculty Evaluation Plan Template	Late September
15-week fall course Student Rating of Instruction (SRIs) are conducted	10th – 13th weeks of semester
Faculty conduct peer evaluations according to the departmental plan	Early November
Chairs submit a summary of 3-year faculty evaluations to Dean (this summary is a list of those faculty the Department Chair will be submitting evaluations for by July 1st)	Mid-February
Online evaluation procedure launches (faculty evaluation of Divisional Dean and Department Chairs, department chair evaluation of Divisional Dean, and Dean evaluation of Department chairs)	March 1st

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

FACULTY TENURE OR PROMOTION PROCESS

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

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

FACULTY TRAVEL PROCEDURES

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

Travel Procedures

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
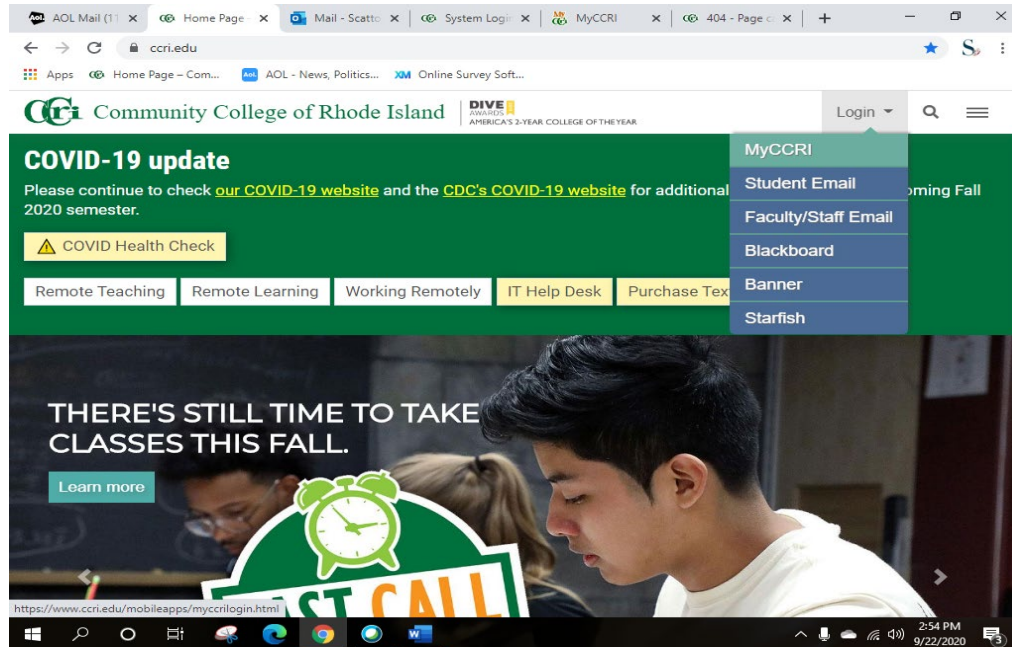
Log in to your MyCCRI account from the CCRI Home Page. Click on For Faculty Tab

FACULTY REGISTRATION TOOLS-STUDENT OVERRIDES

In MYCCRI, under Faculty Registration Tools, you can give students overrides using Registration Overrides

27
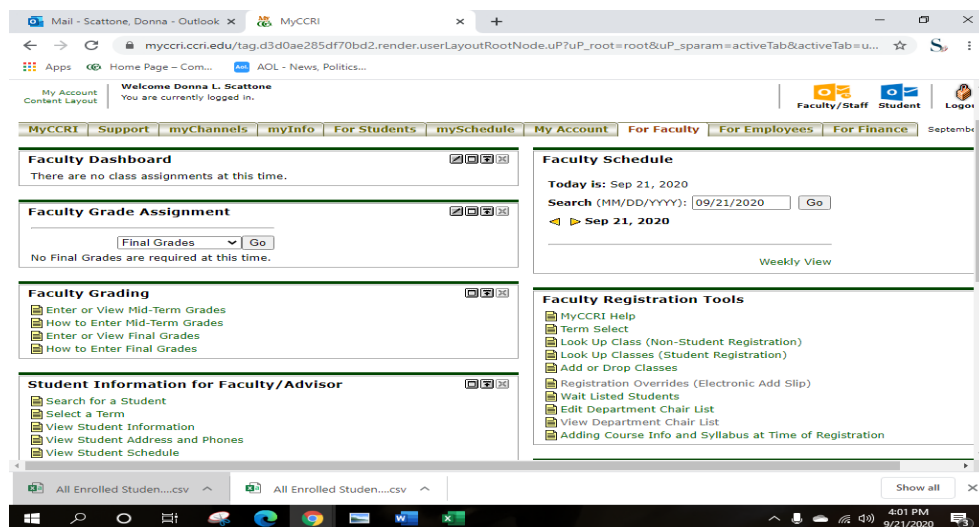
Next, enter the term and then click submit:

You must have the student's ID Number or their first name and last name to search. Enter the ID, then click on submit.

Department Chair Resources

==Verify their name and click on submit.==

==Next, choose the type of override.==

Next, choose what course you want to override and click on submit. This will now allow students to register.

VIEWING STUDENT'S DEGREE AUDIT

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

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

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

Find Students

| Student ID | First/middle name | Last name |

Curriculum ∧

| Level ∨ | Catalog year ∨ | Major (0/42) ∨ |
| Specialization (0/0) ∨ | Concentration (0/219) ∨ | Program (0/61) ∨ |

Clear   CANCEL   **SEARCH**

Find Students

Curriculum ∨

Clear   CANCEL   SEARCH

Students found: 1

☑	ID	Name ↑	Degree	Major	Level	Classification
☑	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:==

Unmet 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**
⊘ Composition I or Technical Writing	ENGL 1010	Composition I	B	3	Spring 1992	
○ Mathematics for Liberal Arts Students or Collge Algebra	**Still needed:**	**3 to 5** Credits in **MATH** 1139☑ or 1200☑				
⊘ Oral Communication I or Oral Interpretation	SPCH 1100	Oral Communication I	A	3	Spring 1992	
○ Humanities Elective	ENGL 1400	Business Writng-Secret	A	3	Fall 1990	
	ENGL 2100	Tech Report Writing	A	3	Spring 1995	
	Still needed:	3 Credits with attribute HUMN. Click here for course listing.				
⊘ 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:==

Student Ratings of Instruction:

Select Term and click on Submit

Select Course

Department Chair Resources

EMPLOYEES TAB: TR-1 INSTRUCTIONS:

Directions to view and print Requisitions and Purchase orders in MyCCRI:

<mark>Under the Finance tab click on view documents.</mark>

Department Chair Resources

Choose what type of Document you want to view in the pull-down menu, then tab to Document number and enter document number, then click on view document on the bottom left.

Highlight the document with your mouse and then right-click to print document:

Budget Transfers: Banner Self-Serve Budget Transfer Procedures

Directions to transfer from one account to another:
https://www.ccri.edu/financeandstrategy/businessoffice/pdfs/Banner_Self_Serve_Budget_Transfer_Procedures_020520a.pdf#search=Banner%20Self%20Serve%20Budget%20Transfer%20Procedures

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Open MyCCRI by signing in with your domain username and PW

Click on For Employees Tab , Then Emploee Dashboard in the lower left-hand corner.

Click on My Team

You should see your employees listed.

My Team

Search on ID or Name	🔍

Arruda, Paula C.
92142096
Information Services Technician II

Hatzberger, Mary Ann
92095322
Technical Staff Assistant

Jones, Tiffany D.
92054111
Information Services Technician II

Click on their name and Approve Leave Report. Review timecard, then approve or send back to them for changes.

Department Chair Resources

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.
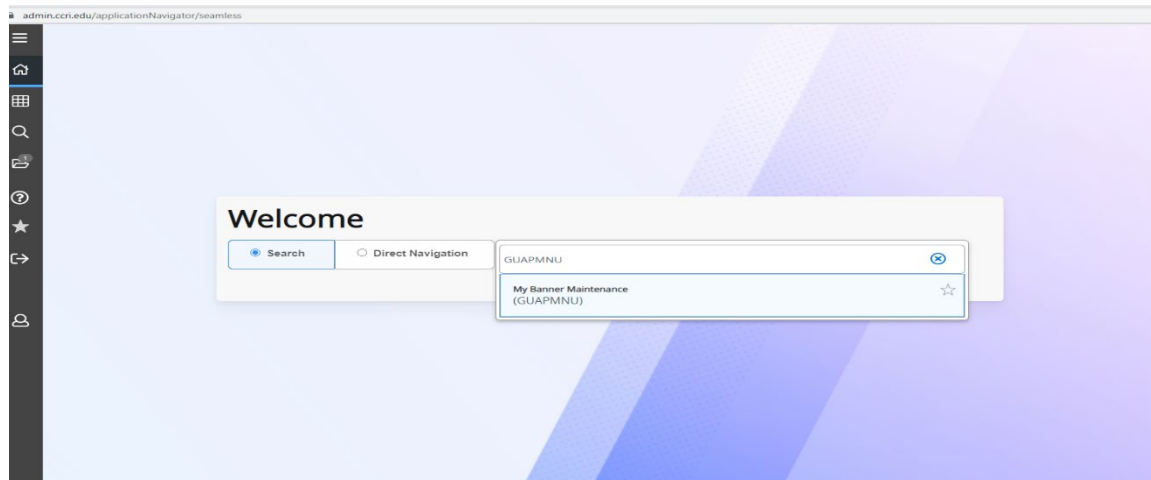
You can scroll through each page and double-click on the form then insert a selection. Make sure you save at the bottom right before leaving My Banner Maintenance Screen.
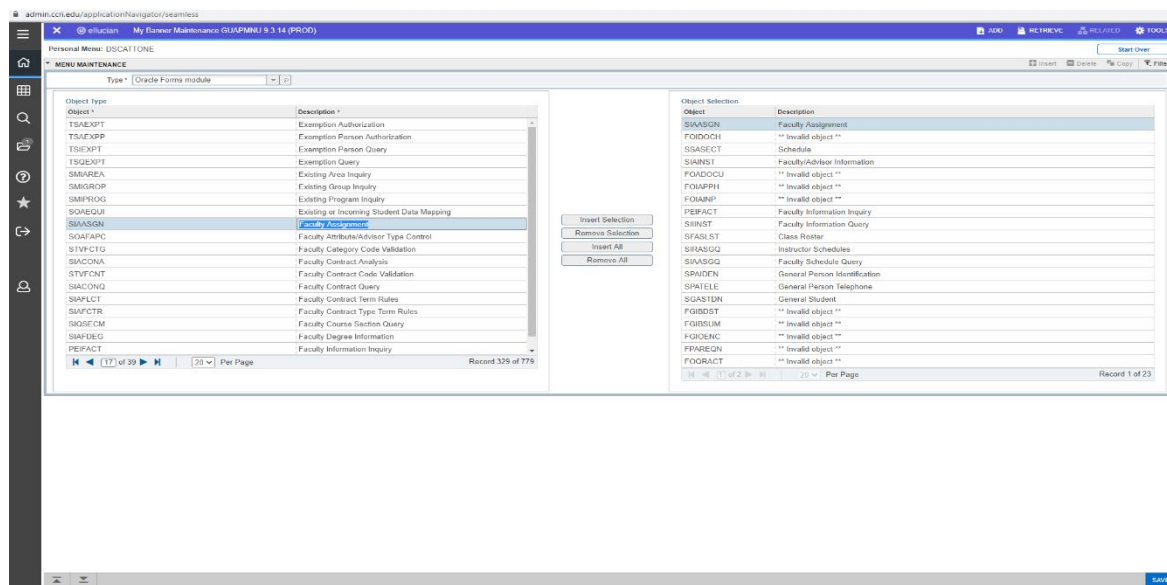
Student Information Screens	Description	Information Retrieved or Specific Screen Function
SFASLST	Class Roster	Class roster using CRN # (Shows ID#, Name and Status
SCASRCH	Course Search	Search for course by subject (i.e., COMI) and then by number
SSASECT	Course Section Information	Used for course detailed information.
SGASTDN	General Student	General Information

Faculty Information

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

General Information

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

Payroll

SZRAUTX	Overload reports	Used to process Faculty Overload Report

Finance/Budget Information

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

Chart of Screens:

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

==PLEASE NOTE: If you need to change an instructor's status, i.e., they are no longer a visiting lecturer, adjunct, or have been hired as a full-time faculty member, you must make changes to this screen, or they will be paid incorrectly. Also, you should update them every semester.==
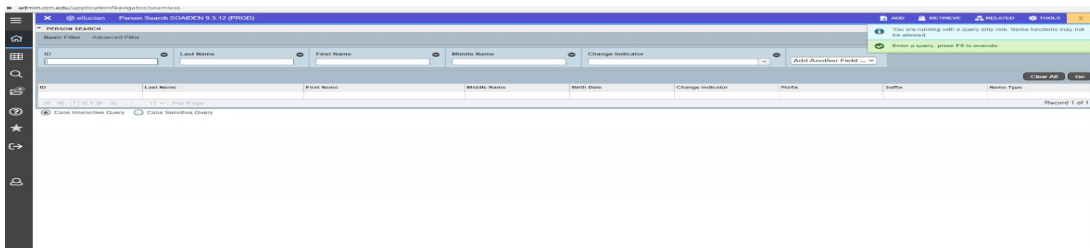
==Sign into Banner and Enter SIAINST in the search field. You will see Faculty/Advisor Information. Highlight it and hit enter.==
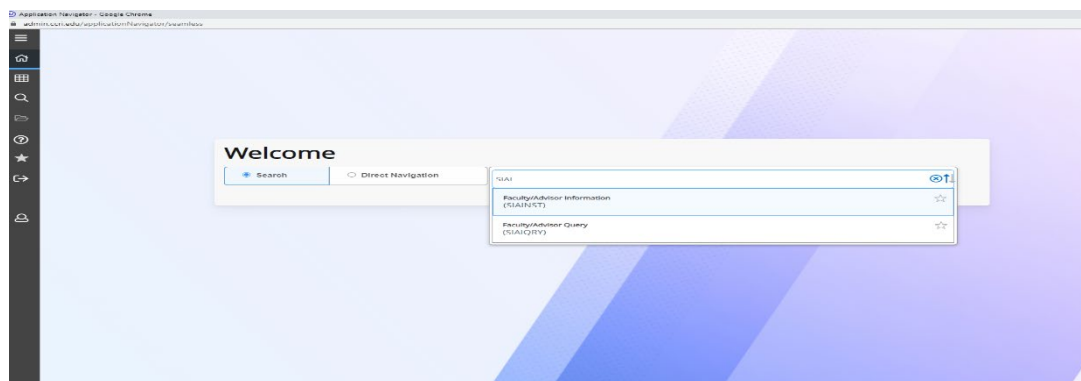
==The screen will open for you to enter your faculty Id number, or you can search by clicking on the three dots next to the ID field. You can search for a faculty member by clicking on Pearson Search.==
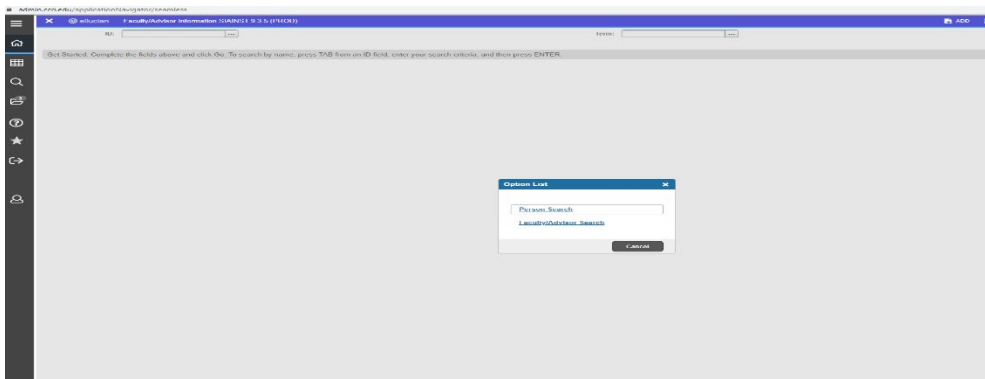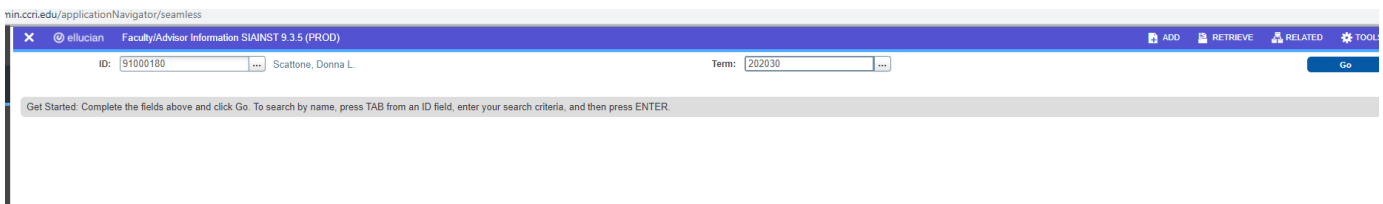
Next, double-click on the ID number or choose select in the lower right-hand corner.

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

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

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

Department Chair Resources

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

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

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

In the **Workload Rule field**:

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

Example of a VL

Go to the next section by clicking on the lower left-hand arrow.
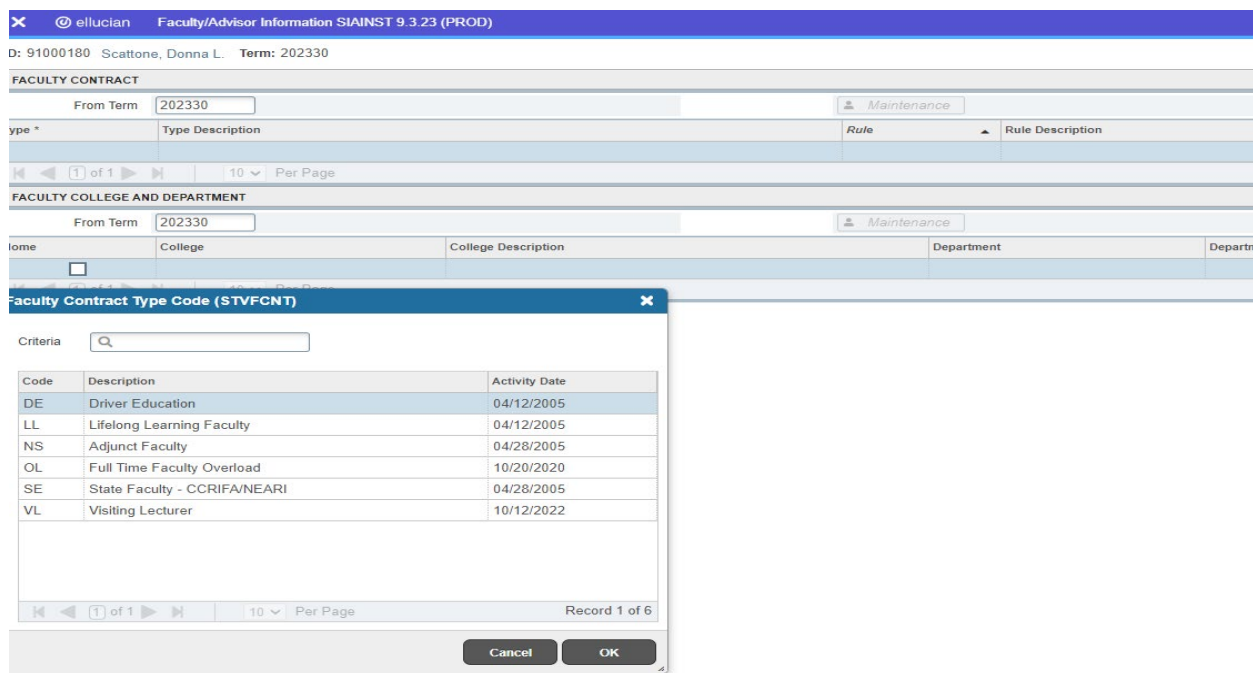
Faculty Contract Type Field:
For full-time faculty, use SE under Type Field. next use FT under Rule, then click on the default indicator button.
Then use your arrow down key to go to the next line, enter NS in the Type field, and enter FT for the Rule field.

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!

Visiting Lecturer example:

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

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

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

Click Save in the lower right-hand corner.

ASSIGNING INSTRUCTORS TO A COURSE:

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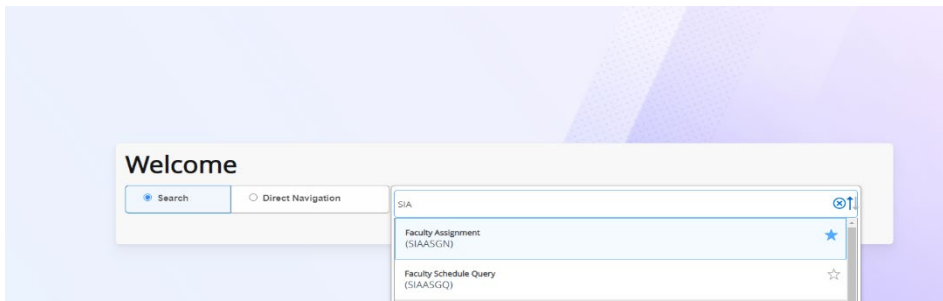
Enter the Instructor's ID and tab to term and then click on Go.

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

Department Chair Resources

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

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

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

You will see this on our screen:

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:

```
Process: SZRAUTX  Faculty Payroll Authorization   Number: 15160678   File Name: szrautx_15160678.lis   Beginning Date Saved:        Lir

 SAVED OUTPUT REVIEW


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


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


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

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

 TOTAL FOR:     Cheryl A. Amantea                                                            3.00     $4,


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

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

-

<mark>Next, click on yes.</mark>

<mark>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.</mark>

PURCHASING PROCESSES

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

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

THE DEPARTMENT ACCOUNT CODES FOR ORDERING IS LISTED HERE:
https://www.ccri.edu/financeandstrategy/COA/newstructure.html

SECTION VII: ARGOS

PAYROLL REPORTS

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

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

+-*
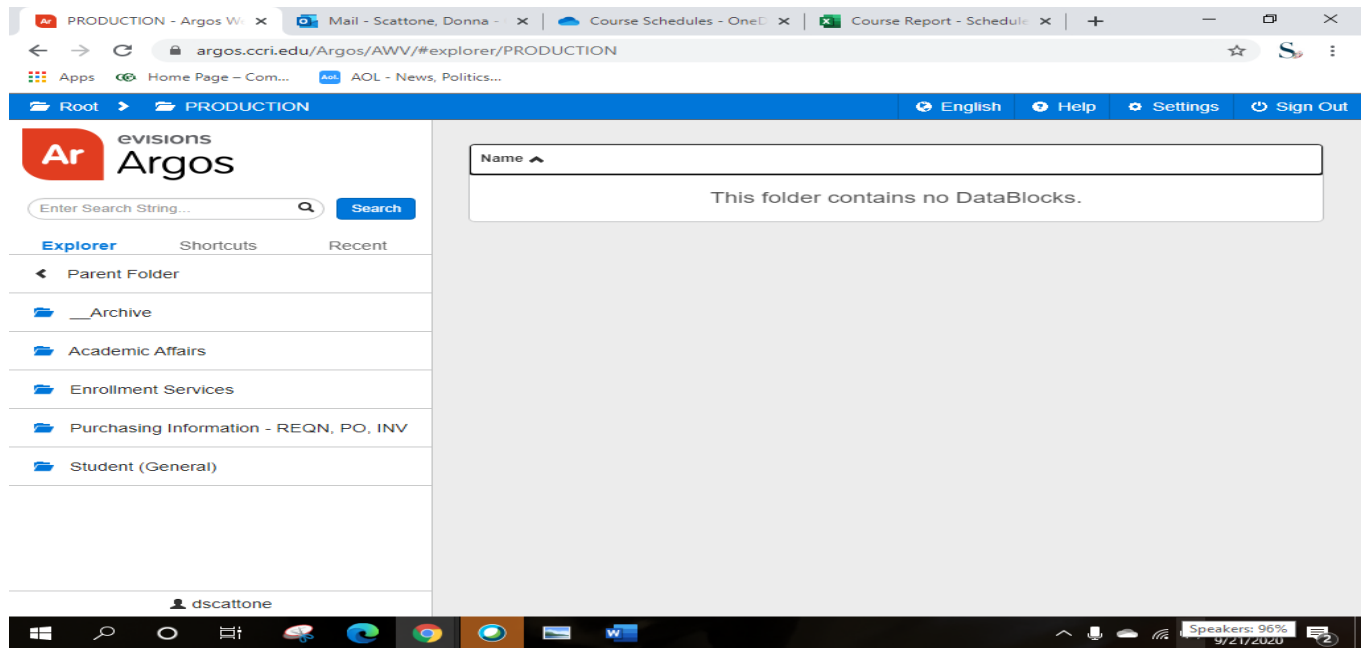
Select the Academic Affairs Folder:
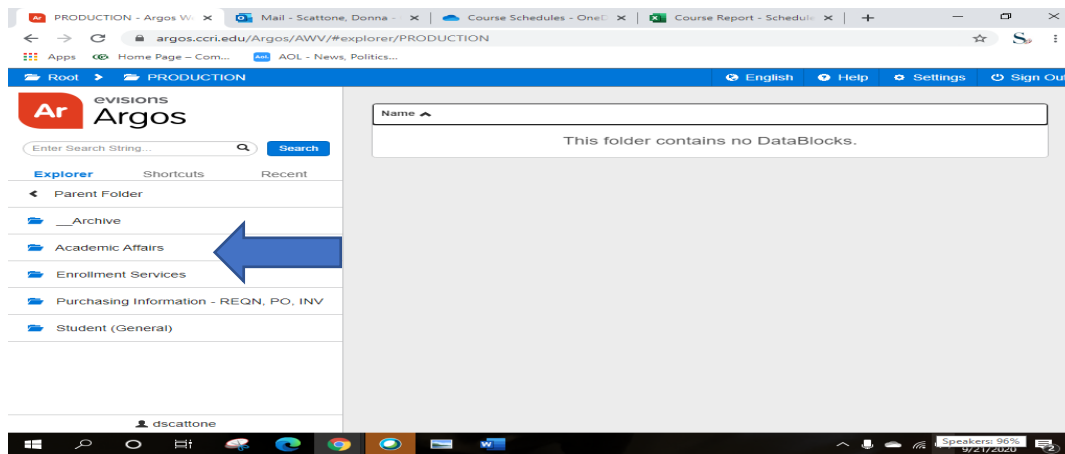
Next, choose AA-Faculty Load Banner
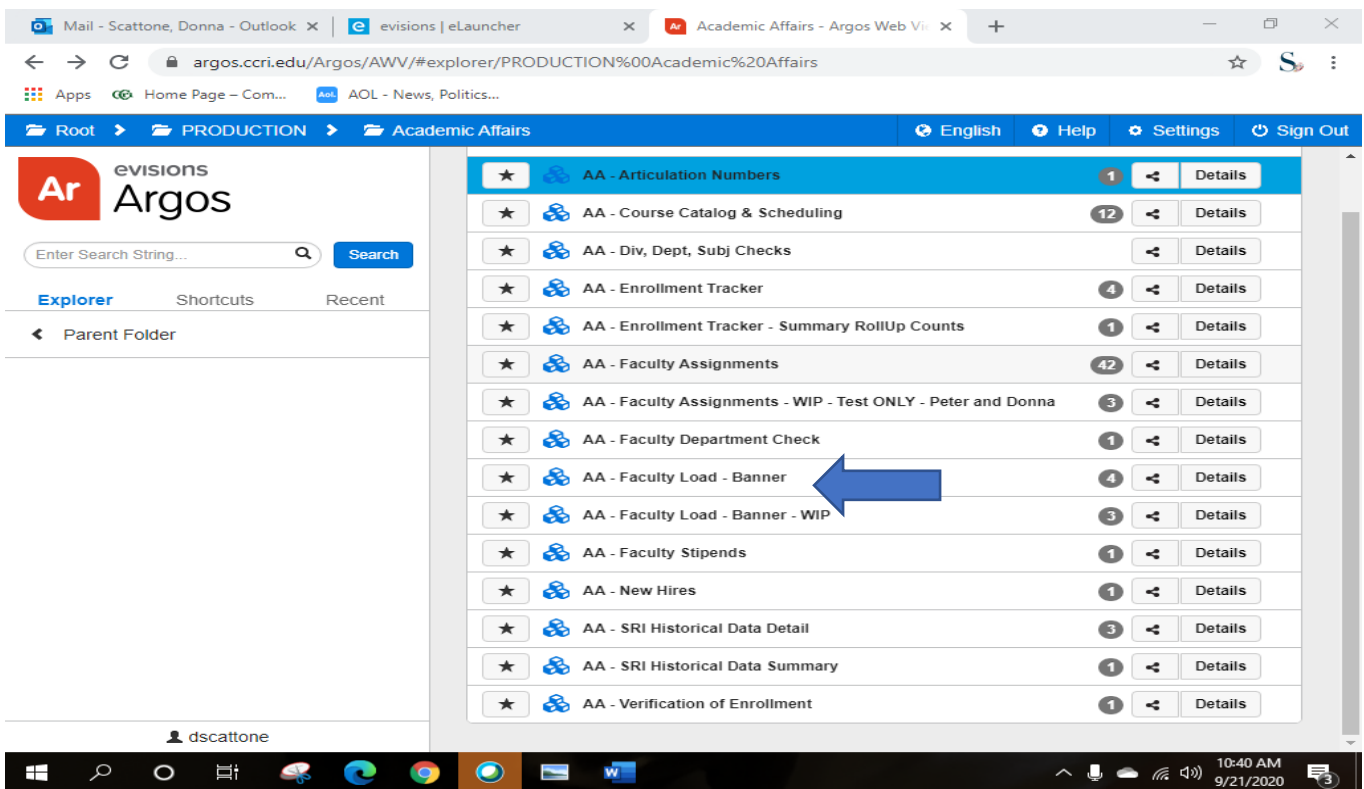
Next, Choose Academic Term, Division, and Department, and under the Pull-down Reports choose Faculty Courses Sort by Employee then click Run

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

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

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

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ACCESSING COURSE REPORTS. CLICK ON THE STUDENT (GENERAL) FOLDER
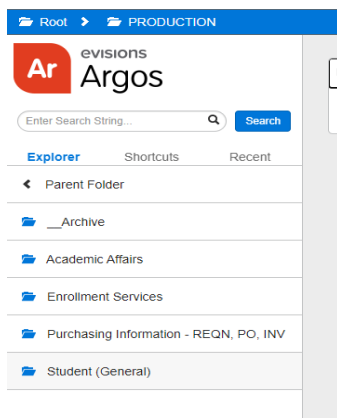
Next, you will see this list of reports:
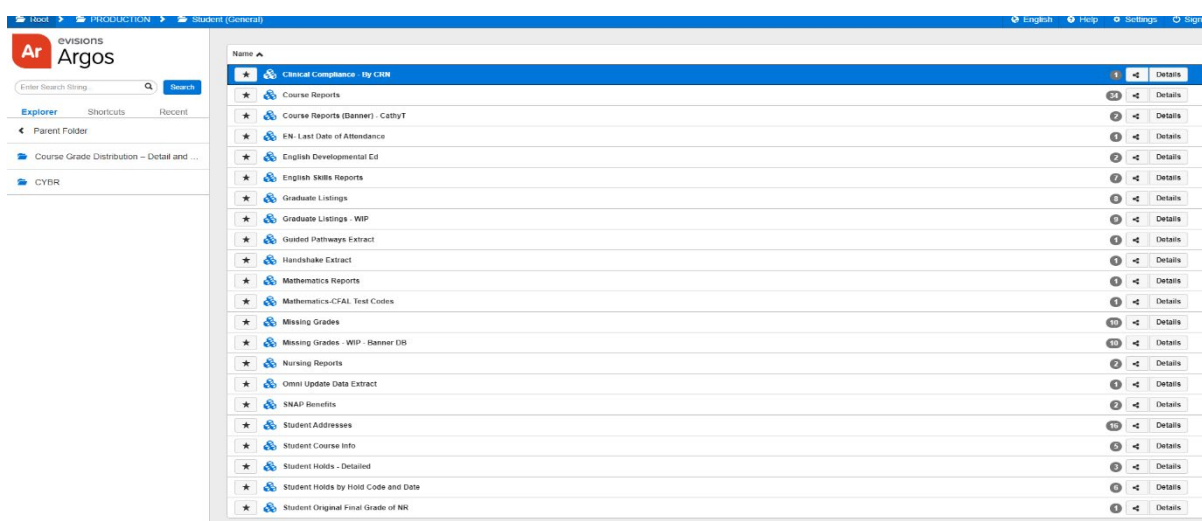
Next, click on course reports. Enter the term, Division, Department and Campus. To request reports, click on Reports and choose the report you want to run. Once you click on the report then click on run.
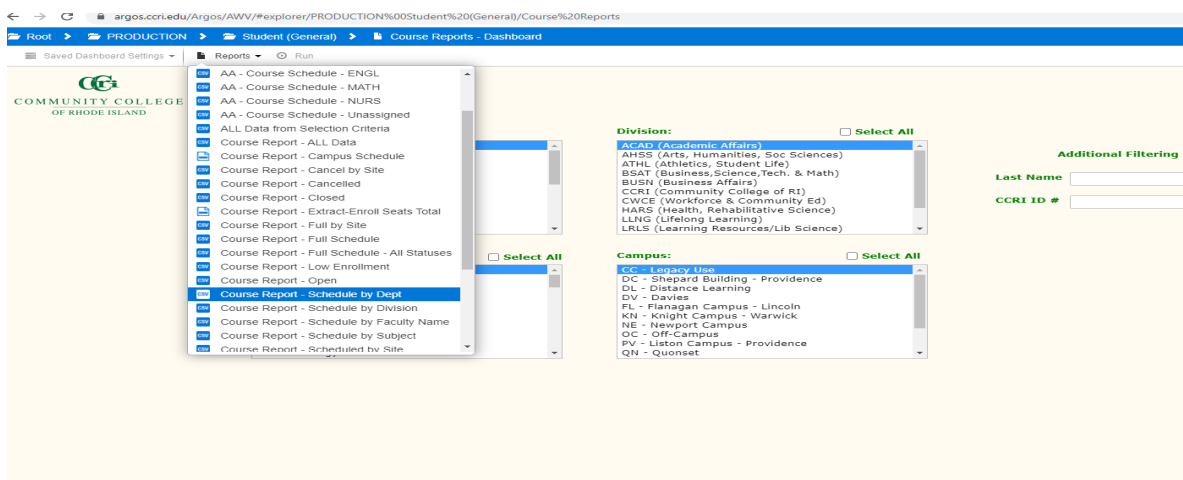
Next, you will see the excel file on the bottom left and you can open it by clicking on the arrow and open. You can save or print the file.

ACCESSING STUDENT INFORMATION

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

Department Chair Resources

SECTION VIII: WORKFLOW

ADJUNCT (USED TO ADD ADJUNCTS OR REINSTATE ADJUNCTS)

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

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

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

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

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

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

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

SECTION IX: COURSELEAF SYSTEM

CATALOG YEARLY REVISION PROCESS:

WHERE TO GO:

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

WHAT TO DO: Click on "Edit Page" in the top left corner of the page you want to review/edit.
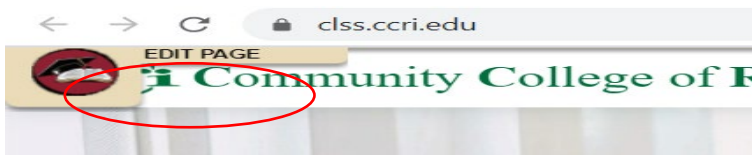
If the page needs revisions, click the pencil icon on the top right of the page content text and make edits using the Page Body Editor tools.

Once the page is ready for review, click the Green "Start Workflow" button in the lower right corner of the page.
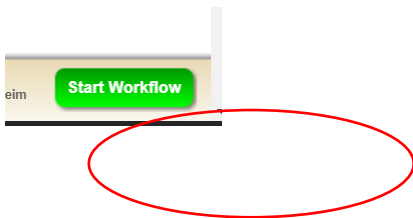
HELP:

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

COURSELEAF　　　　　　　　　　Help　**User:** Lauren Webb　Log Out

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

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

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

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

Course Information Management System: How to enter Curriculum Proposals: CIM Training Video
Additional Courseleaf Resources: Courseleaf Resources for CCRI

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

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

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

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

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

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

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

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

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

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

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

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

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PROGRAM PROPOSALS

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

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

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

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

Department Chair Resources

Export to PDF 📄

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-dboggess

Catalog Pages Using this Program

Magnetic Resonance Imaging - Certificate

Radiography - Associate in Applied Science

Related Programs

Effective Catalog Edition	2023-2024
Proposal Type	Program Revision

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

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

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

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

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

Go to https://clss.ccri.edu/programadmin/
Click on the program you want. Scroll down until you see the Learning Outcomes Display table. You don't need to click "Edit Program."

1. Click on the little box with the pencil under each of the courses listed in the left column. A popup box will come up
2. Using the assessment report provided to you, click in the checkboxes next to all of the PLOs that align with the course you have selected.

3. Click on the little box with the pencil under each of the courses listed in the left column. A popup box will come up:

4. Click "Save changes" and it will save it to the program and you will see your selections checked off in the table.
5. Do that for all of the programs you are editing.

SECTION X: VPAA FORMS

The following forms are also found on the VPAA site:

GENERAL:

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

TEACHER AVAILABILITY FORMS:

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

EVALUATION FORMS:

- Chair

TEACHING LOAD AUTHORIZATION FORMS:

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

SABBATICAL FORMS:

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

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

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

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

EAB

We help schools support students from enrollment to graduation and beyond

ROOTED IN RESEARCH

7,500+ Peer-tested best practices

500+ Enrollment innovations tested annually

ADVANTAGE OF SCALE

1,500+ Institutions served

4 M+ Students supported by our SSMS

WE DELIVER RESULTS

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

> Find and enroll your right-fit students

> Support and graduate more students

ENROLLMENT SUCCESS

STUDENT SUCCESS

INSTITUTIONAL SUCCESS

INSIGHTS

EXPERTISE

> Prepare your institution for the future

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Logging In

https://reports.eabanalytics.com/

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

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

The Value of the APS Partnership

APS Platform

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

**Departmental
Peer Benchmarks**

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

Structured Analytics

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

National Collaborative

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

Source: Academic Performance Solutions.

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EAB — Academic Performance Solutions

Matching Section Offerings with Demand

Background

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

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

Fill Rates: What's Normal?

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

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

Fill Rate	Percentage
<50%	24%
50-75%	18%
76-80%	4%
81-85%	4%
86-90%	6%
91-95%	8%
96-100%	26%
>100%	10%

Low-fill sections with excess capacity (<50%, 50-75%, 76-80%)

Bottleneck courses that could benefit from additional instructional resources (91-95%, 96-100%, >100%)
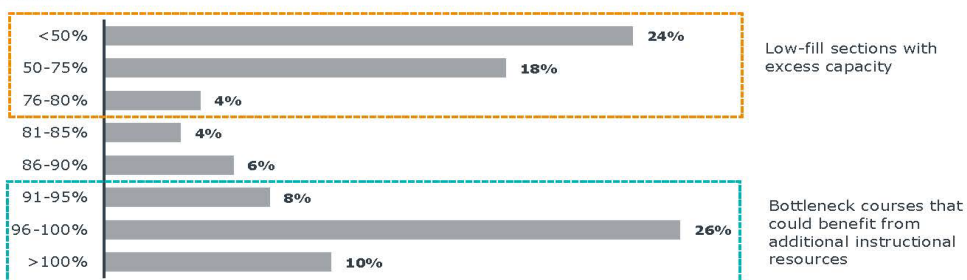
Not all sections outside of the target fill rates can or should be adjusted. Departments should focus on repurposing resources from low-demand courses that are not course or major requirements, and consider if these resources can instead be used in high-demand courses that are required for majors.

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

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

Source: Academic Performance Solutions.

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

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

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

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

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

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

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

⑥ Optional: Download and Share the Data

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

⋯

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

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

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

▸ METRICS & FILTERS

Download As... ⌃

PDF (Portrait)

PDF (Landscape)

XLSX...

CSV (formatted)

CSV (raw data)

ed.

Source: Academic Performance Solutions.

3

7 **Compare Bottlenecks and Collapsible Sections**

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

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

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

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

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

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

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?

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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:

$$\frac{\text{\# Earned Student Credit Hours}}{\text{\# Attempted Student Credit Hours}}$$

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

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How to: Identify Course Completion Opportunities

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.

Completion Rate vs Attempted Credit Hour Production by Course

High Enrollment Courses
Small completion rate adjustments have outsized student results

Course Code: **MATH162M**
Attempted Student Credit Hours: **5,547**
Course Completion Rate [%]: **73.9%**

Lower Completion Rate Courses
Additional advising may have a big impact
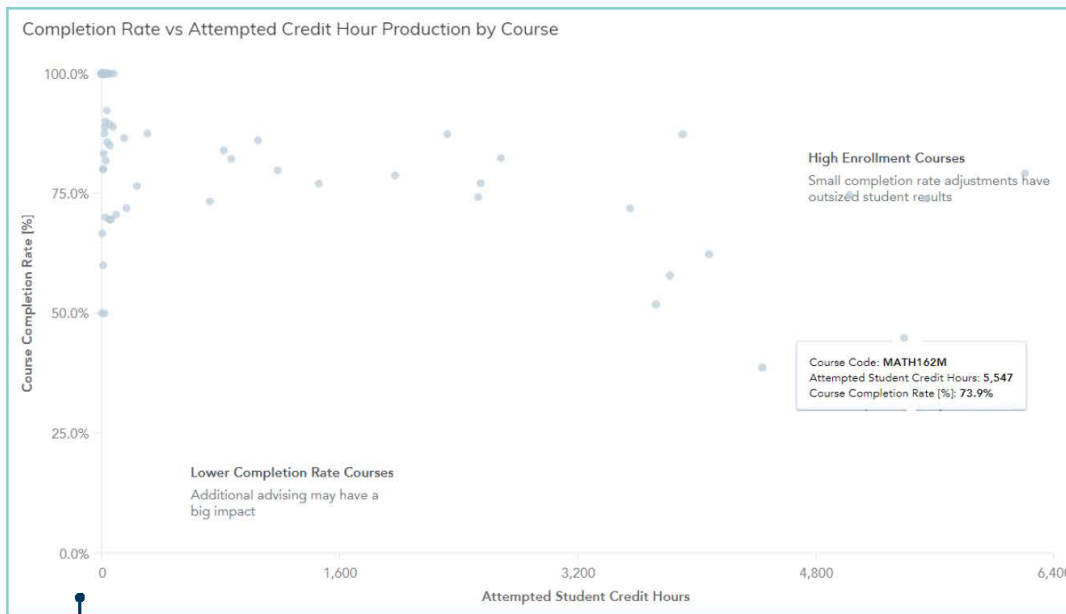
Focus on Courses That Affect the Most Students
Which courses have both high enrollment and low course completion rates?

Source: Academic Performance Solutions.

Department Chair Resources

Identify Course Completion Opportunities cont.

2 **Courses with Highest Unearned Credit Hours**

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

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

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

Courses with the Highest Unearned Credit Hours
And the projected impact on SCH completed (SCH Recovery) when improving Course Completion Rates by 1-5%.

Course Code	Attempted Credits	Unearned 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.

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

COURSE CODE: All

FINAL GRADE: D, D-, F, W

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

Pinpoint Courses with Poor Student Outcomes

- Which courses have the highest percentages of DFW rates?
- Does the course have multiple sections?
- Is there a high range by section (%)?

Source: Academic Performance Solutions.

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Department Chair Resources

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.
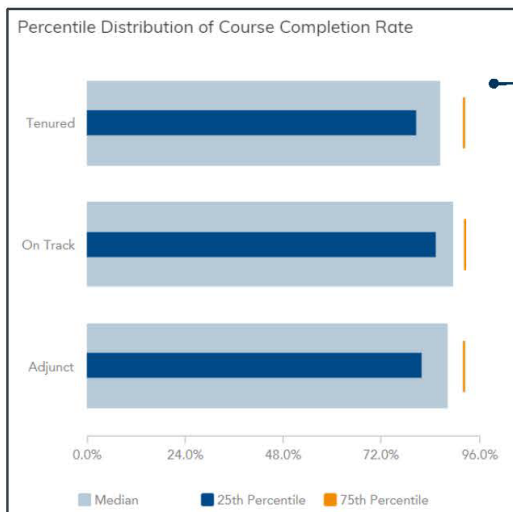
Understand How Instructor Types Affect Student Outcomes

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.
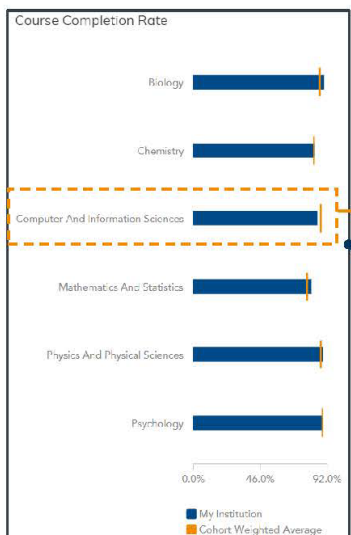
Focus on Departments That are Below the Benchmark

Which departments have course completion rates below the cohort median?

Source: Academic Performance Solutions.

Department Chair Resources

Best Practice Resources

Case in Brief: Public Doctoral University

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

Impact After First Term

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

Initial APS-Led Opportunity Assessment
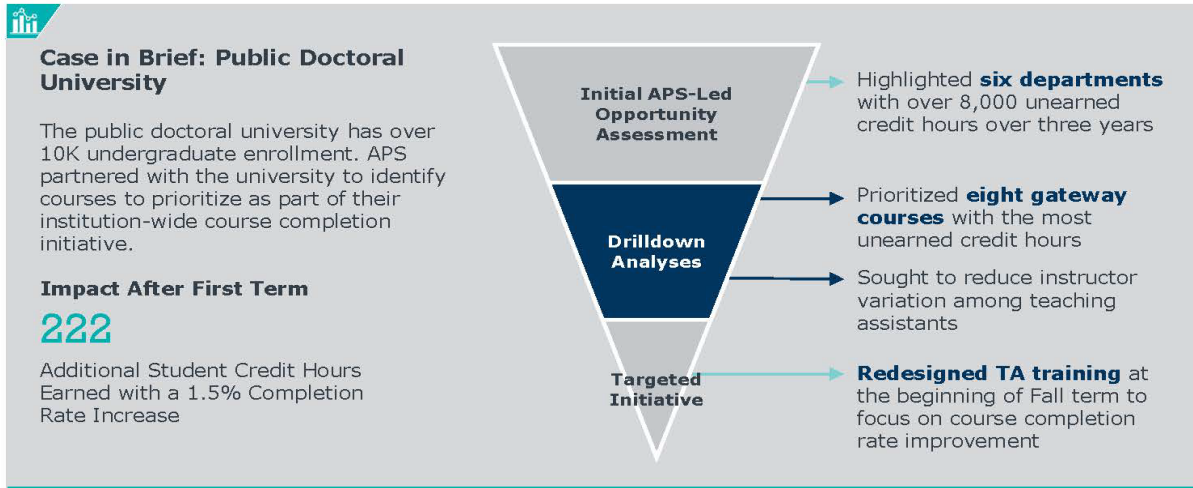→ Highlighted **six departments** with over 8,000 unearned credit hours over three years

Drilldown Analyses
→ Prioritized **eight gateway courses** with the most unearned credit hours
→ Sought to reduce instructor variation among teaching assistants

Targeted Initiative
→ **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.

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Department Chair Resources