

Annual Academic Program Reporting Platform

QUICK REFERENCE - Dean User Guide

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ANNUAL ACADEMIC PROGRAM REPORTING SYSTEM OVERVIEW

The Annual Academic Program Report (AAPR) Portal is CCRI's portal for generating and storing reports in support of CCRI's continuous improvement efforts. **It is recommended to use the Google Chrome browser when accessing the portal.**

LOG IN

- Go to the AAPR site: <http://ccriaapr.stonewallsolutions.com/>
- Log in with your username and password to be directed to the CCRI AAPR Portal.
- Your username and a temporary password will be sent to your email when your profile is first created. You will be prompted to change your temporary password. Keep your username and password in a place you can remember!

FORGOT PASSWORD

- On the login screen, click Forgot Password? link.
- Enter the username in the field and click Submit. A temporary password is sent to the associated email address that appears in the pop-up.
- Log in with username and temporary password.
- In the prompt, enter the temporary password, create a new password, and re-enter new password.
- If CCRI's spam filters trap your reset password email, please contact the AAPR Portal Administrator (Lauren Webb) who can reset your password from the admin account.

AAPR PORTAL

- Upon entering the AAPR Portal, the SharePoint Home page has a brief explanation of the Annual Academic Program Report.
- The Deans are assigned to review submitted reports from Department Chairs and/or their designated Surrogates.
- To enter the reporting portal, click the 'QA User Portal' or 'Dean Portal' button.

Community College of Rhode Island

CCRI

QA User Portal

Welcome to the CCRI
Annual Academic Program Report
Portal

This page is the entrance to the portal in which Annual Academic Program Reports are generated and stored in support of CCRI's continuous improvement efforts. The process of navigating this site begins by entering the Portal button in the top right of the screen. The login credentials used determine the role you take in the portal. There are six main roles: (1) Department Chair, (2) Dean, (3) Quality Assurance, (4) Admin, (5) Viewer, and (6) Surrogate.

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.

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.

- On the Program Evaluation Repository Page, there are 2 options:
 - View Reports to be Approved – review a submitted report
 - Search Reports – search completed reports

Program Evaluation Repository | Progressive Refinement Plan | Executive Dashboard | Back to Sharepoint | Dean User (Dean) ▾

View Reports to be Approved

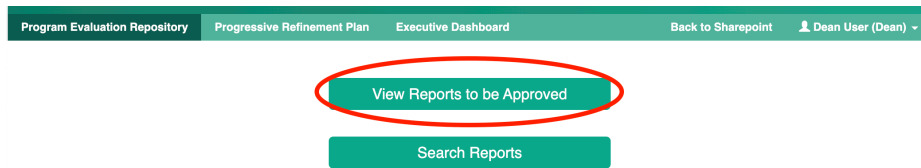
Search Reports

PROGRAM EVALUATION REPOSITORY

VIEW REPORTS TO BE APPROVED

REVIEW MISSION & STUDENT LEARNING OUTCOMES AND COURSE MAPPING SECTIONS

1. When a Department Chair or Surrogate submits a report, the QA User and Dean must review and approve the Mission & Student Learning Outcomes and Course Mapping sections before the user can work on the remainder of the report.
2. On the Program Evaluation Repository page, click View Reports to be Approved button.



3. Reports that are pending review will display in the summary. Use the Degree Granting Program and/or Academic Year dropdown to filter the results. The QA User must first review the report. Once approved by QA User, the Dean will have access to perform the same steps.
 - a. You can view the section title that is pending review in the Section column of the Pending Report summary.
4. In the Action column of the report you wish to view, click Review.

Pending Reports

Degree Granting Program: Academic Year:

Show entries Search:

Degree Granting Program	Academic Year	Section	Status	Submitted By	Modified By	Action
Administrative Office Technology	2018 - 2019	Assessments, Plan, and Schedule & Assessment Results & Measures of Student Success	Pending QA Review	Department User	Department User	Review
Administrative Office Technology	2018 - 2019	Assessments, Plan, and Schedule & Assessment Results & Measures of Student Success	Pending QA Review	Department User	Department User	Review
Chemical Technology	2018 - 2019	Mission, SLO and Course Mapping	Pending QA Review	Department User	Department User	Review

Showing 1 to 3 of 3 entries Previous Next

5. Review the information on the first page, then click 'Go to Course Mapping >>' button to move to the next page.

You will be prompted to submit for approval after Course Mapping are complete.

NEXT STEP: [Go to Course Mapping >>](#)

6. Review the information on the Course Mapping page.
7. Select Revise or Approved in the Reviews and Approvals section.
 - a. If there are changes that are required to the Mission & Student Learning Outcomes and/or Course Mapping sections, select the 'Revise' radio button, provide any comments about required changes in the Comments field, and click Submit.
 - i. The Department Chair/Surrogate user will receive a notification that they must update the sections and resubmit. When the user resubmits, you can follow the same steps as above.
 - ii. There is a limit on the length of the comment -- if you have a long comment, it is recommended that you email your comment outside the platform.
 - b. If there are no required changes to the Mission & Student Learning Outcomes and/or Course Mapping sections, select the 'Approved' radio button, provide any comments in the Comments field, and click Submit.
 - i. Upon Dean approval, the Department Chair/Surrogate user will receive a notification that they can edit the remainder of the report. The Mission & Student Learning Outcomes and Course Mapping sections will no longer be editable to the user.

Reviews and Approvals

Review:
Please review the submission, then submit if the report needs to be revised, comments must be included. An email will be sent to the submitter, including the comments.

Approved
 Revise

Comments:

[View Report History](#)

[Close](#) [<< Back](#) [Submit](#)

REVIEW ASSESSMENTS PLAN, ASSESSMENTS RESULTS, EXTERNALLY ACCREDITED PROGRAMS, MEASURES OF STUDENT SUCCESS SECTIONS

1. When a Department Chair or Surrogate saves an incomplete report, the QA User and Dean have the option review and provide feedback on the Assessments Plan, Assessments Results, Externally Accredited Programs, and Measures of Student Success sections, even as the Department Chair/Surrogate continues to edit the report.
2. On the Program Evaluation Repository page, click View Reports to be Approved button.

[View Reports to be Approved](#)

[Search Reports](#)

3. Reports that are pending review will display in the summary. Use the Degree Granting Program and/or Academic Year dropdown to filter the results.
 - a. You can view the section title that is pending review in the Section column of the Pending Report summary.
4. In the Action column of the report you wish to view, click Review.

Pending Reports

Degree Granting Program: Academic Year:

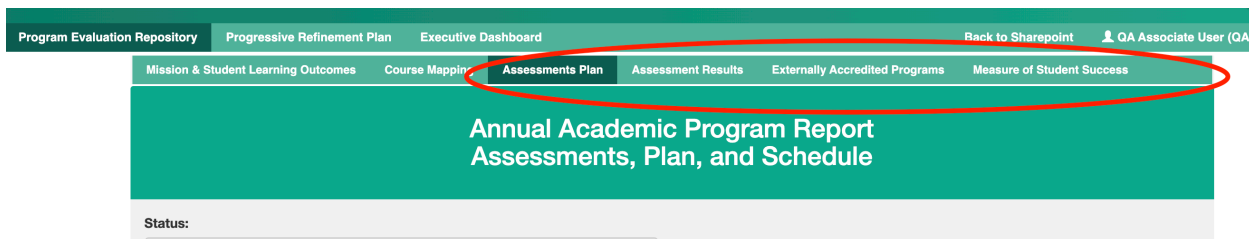
[Search](#) [Clear](#)

Show entries Search:

Degree Granting Program	Academic Year	Section	Status	Submitted By	Modified By	Action
Business Administration	2020 - 2021	Assessments, Plan, and Schedule & Measures of Student Success	Pending Dean Review	TEST DepartmentUser	QA Associate User	Review
Underwater Basketweaving and Theories of Fiber Art	2020 - 2021	Assessments, Plan, and Schedule	Pending Dean Review	Department User	QA Associate User	Review

Showing 1 to 2 of 2 entries Previous Next

5. Review one or multiple sections by using the section tabs at the top of the report to navigate to each section.
 - a. Sections that have not yet been started by the Department Chair/Surrogate will appear grayed out and are not clickable.
 - b. Note: Once approved, the Mission & Student Learning Outcomes and Course Mapping sections are view only and feedback can no longer be added to these pages.



6. In each section, you can provide approval or request revisions at the bottom of the page by selecting the appropriate radio button and adding comments. Once Approved or

Revised is selected and comments are added to the Comment field, click 'Submit' to provide the Department Chair/Surrogate with your feedback.

- a. NOTE: To allow the Department Chair/Surrogate to continue editing the report, the Dean must select Submit. On the Measures of Student Success page, the Dean should **not** select the Submit and Lock button unless it is the final approval (see following section for details).
- b. The Department Chair/Surrogate will receive a notification with your feedback, but they can continue to update each section and save their changes.

Reviews and Approvals

Review:
Please review the submission, then select an option below and click **Submit**. If the report needs to be revised, comments must be included. An email will be sent to the submitter, including the comments.

Approved
 Revise

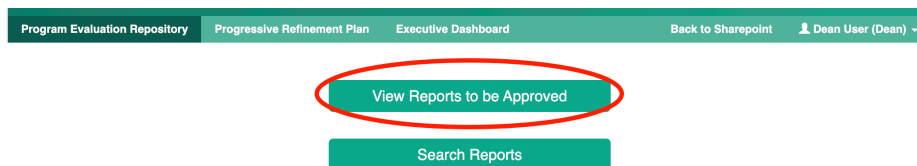
Comments:

[View Report History](#)

Close Submit

FINAL APPROVAL OF FULL REPORT (DEAN ONLY)

1. When a Department Chair or Surrogate submits a complete report, the Dean will complete a final review of the report and lock it from further edits.
2. On the Program Evaluation Repository page, click View Reports to be Approved button.



3. Reports that are pending review will display in the summary. Use the Degree Granting Program and/or Academic Year dropdown to filter the results.
 - a. You can view the section title that is pending review in the Section column of the Pending Report summary.
4. In the Action column of the report you wish to view, click Review.

Pending Reports

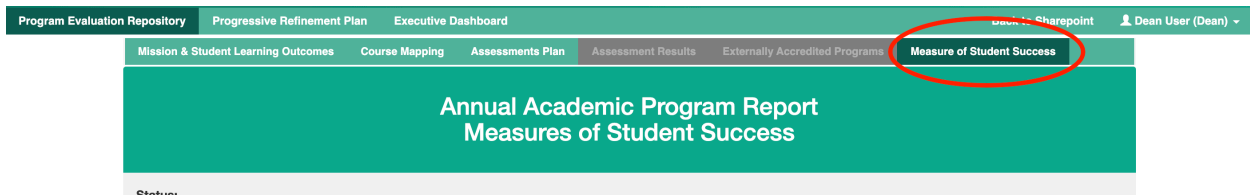
Degree Granting Program: Academic Year:

Show entries Search:

Degree Granting Program	Academic Year	Section	Status	Submitted By	Modified By	Action
Business Administration	2020 - 2021	Assessments, Plan, and Schedule & Measures of Student Success	Pending Dean Review	TEST DepartmentUser	QA Associate User	Review
Underwater Basketweaving and Theories of Fiber Art	2020 - 2021	Assessments, Plan, and Schedule	Pending Dean Review	Department User	QA Associate User	Review

Showing 1 to 2 of 2 entries Previous Next

5. Navigate to the Measures of Student Success page by using the section tabs at the top of the report.



6. On the Measures of Student Success section, the Dean will provide final approval at the bottom of the page by selecting the Approved radio button and clicking the 'Submit and Lock' button.
7. In the confirmation pop up, select Yes to lock the report from further edits. The report will now save and generate in PDF form.

Section 4: Reviews and Approvals

Approval:
Please review the submission, then select an option below and click **Submit**. If the report needs to be revised, comments must be included. An email will be sent to the submitter, including the comments.

Approved
 Revise

Comments:

[View Report History](#)

Measures of Student Success

Are you sure you want to continue Submit and Lock?

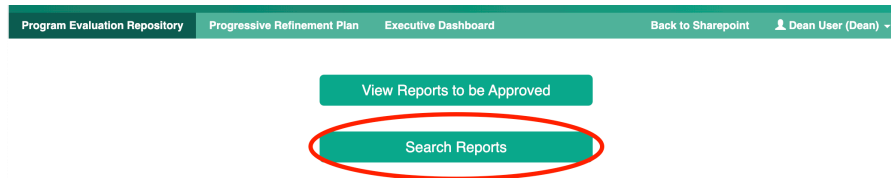
ALERTS

The QA User/Dean will receive a number of alerts during the process of completing a report. The email alert scenarios are listed below:

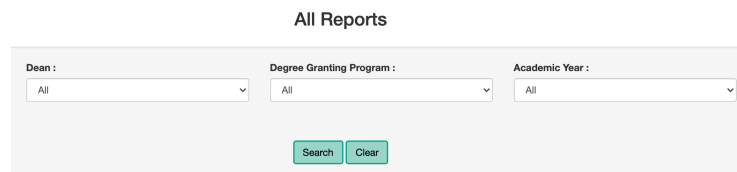
- Notification received by QA User when Department Chair/Surrogate has submitted a report for review.
- Notification received by Dean when QA User has approved a report and it's now pending Dean review.
- Notification received when a user's password has been reset, using either Forgot Password link or when it has been manually reset by an Admin.

VIEW COMPLETED REPORTS

1. To view a completed/approved report, select Search Reports on the Program Evaluation Repository page.



2. Use the search criteria to filter your results by Dean, Degree Granting Program, or Academic Year.

A screenshot of the search filters for reports. The title is 'All Reports'. There are three dropdown menus: 'Dean :', 'Degree Granting Program :', and 'Academic Year :'. Each dropdown menu has 'All' selected. Below the dropdown menus are two buttons: 'Search' and 'Clear'.

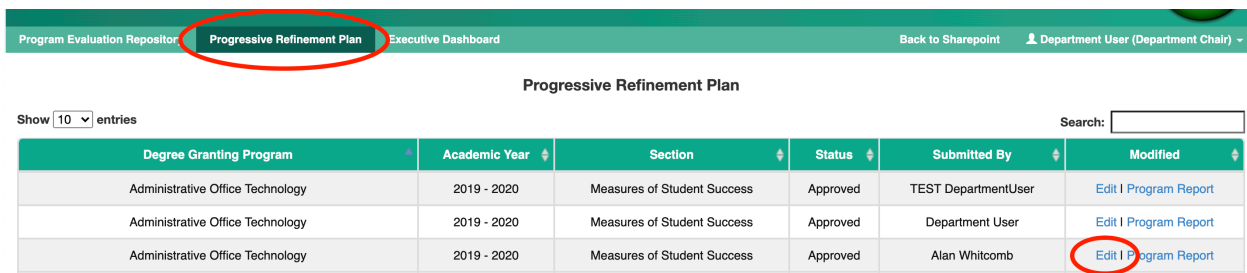
3. In the Action column:
 - a. Click 'View' to view the report in the top navigation format in which it was edited.
 - b. Click 'Program Report' to view a PDF version of the report.

Action
View
View
View Program Report

PROGRESSIVE REFINEMENT PLAN

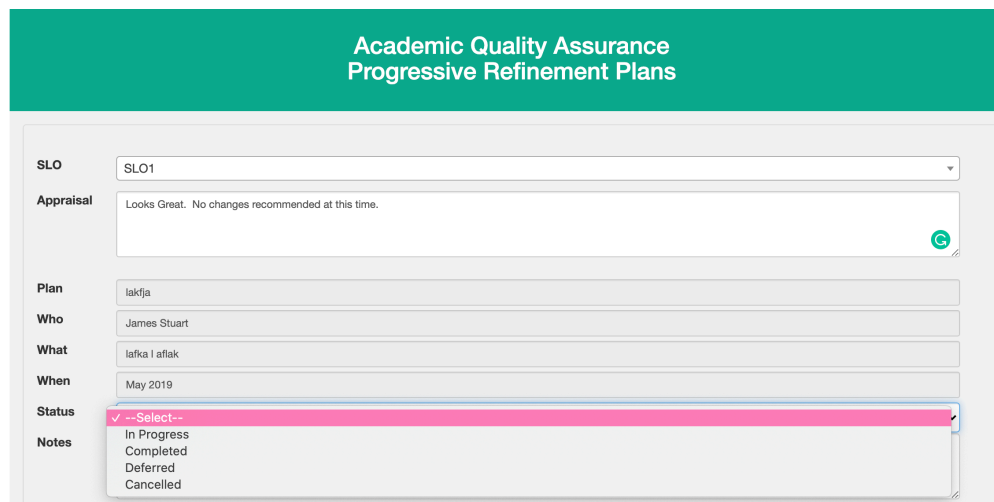
As Department Chairs/Surrogates create reports, they are required to create a Progressive Refinement Plan for the different Student Learning Outcomes. The Department Chair/Surrogate is required to update the plans on a yearly basis to provide a status on the progress of each plan. QA Users/Deans can also provide status updates and notes on the Progressive Refinements Plans. To update the Progressive Refinement Plans, follow the below steps:

- Select the Progressive Refinement Plan tab.
- Use the search filter or page number navigation to find the report you wish to update.
- In the Modified column, click 'Edit'.



Degree Granting Program	Academic Year	Section	Status	Submitted By	Modified
Administrative Office Technology	2019 - 2020	Measures of Student Success	Approved	TEST DepartmentUser	Edit Program Report
Administrative Office Technology	2019 - 2020	Measures of Student Success	Approved	Department User	Edit Program Report
Administrative Office Technology	2019 - 2020	Measures of Student Success	Approved	Alan Whitcomb	Edit Program Report

- In the SLO dropdown, select the Student Learning Outcome you wish to review/update.
- In the Status column, select the progress status of the SLO.
- Add any notes regarding the status in the Notes section.



**Academic Quality Assurance
Progressive Refinement Plans**

SLO: SLO1

Appraisal: Looks Great. No changes recommended at this time.

Plan: lakfja

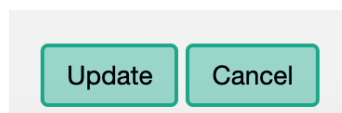
Who: James Stuart

What: lafka | aflak

When: May 2019

Status: --Select--
In Progress
Completed
Deferred
Cancelled

- Click Update to save the information. The notes will continue to save with each update.



Update Cancel

EXECUTIVE DASHBOARD

The Executive Dashboard displays a pie chart of the status of all Progressive Refinement Plans.

- Click the Executive Dashboard on the top navigation.
- Use the dropdown filters to sort by Dean, Degree Granting Program, and/or Academic Year, then click Generate Report.
- Select the color/section on the pie chart to view the details of each status. The details include the Student Learning Outcome, the Plan title, the Faculty Member assigned, the Due Date, any updated notes, the Dean, and the Academic Program.
- Click the 'Back' arrow on the report navigation bar to return to the pie chart.

Program Evaluation Repository Progressive Refinement Plan **Executive Dashboard** Back to Sharepoint Department User

Annual Academic Program Report Executive Dashboard

Dean: Degree Granting Program: Academic Year:

1 of 1 Find | Next

Progressive Refinement Plan Status


Note: Click the different sections of the pie chart to view the details of each status.

1 of 1 Find | Next

Progressive Refinement Plan Summary

Status: Completed

Plan	Faculty Member	Due Date	Update Notes	Dean	Academic Program
SLO1	Title	who	August 2019	DepartmentUser	Fire Science/Emergency Medical Technician (EMT)

Note: Use the back arrow  in the report tool bar to navigate back to the pie chart.