



# **Department Chairperson Resources**

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## 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)

The following system access needs to be added for the new chairperson:

**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:**

Under the Faculty tab:

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)

Under the Employees tab:

Travel requests – TR-1

Under the Finance tab:

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.'

**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 be subject to adjustment, in which case faculty and staff will be notified.**

**Please note the calendar dates and details are subject to change. Further updates will be provided as circumstances change with COVID-19.**

**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)
Jul. 1	Faculty submit sabbatical and graduate leave requests to Chair
Jul. 1	Chairs submit faculty evaluations to deans
Jul. 1	Effective date for promotions and tenure (Fall 2014 hires)
Jul. 8	Chairs submit payroll (Summer Session II) to deans
Jul. 10	Chairs submit teaching schedule and workload summary (Fall 2020) to deans
Jul. 10	Chairs submit release time requests (Fall 2020) to deans
Jul. 10	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.

**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 be subject to adjustment, in which case faculty and staff will be notified.**

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Jul. 13	Deans submit payroll (Summer Session II) to Payroll Office
Aug. 10	Chairs notify PTFA members of course assignments (Fall 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)

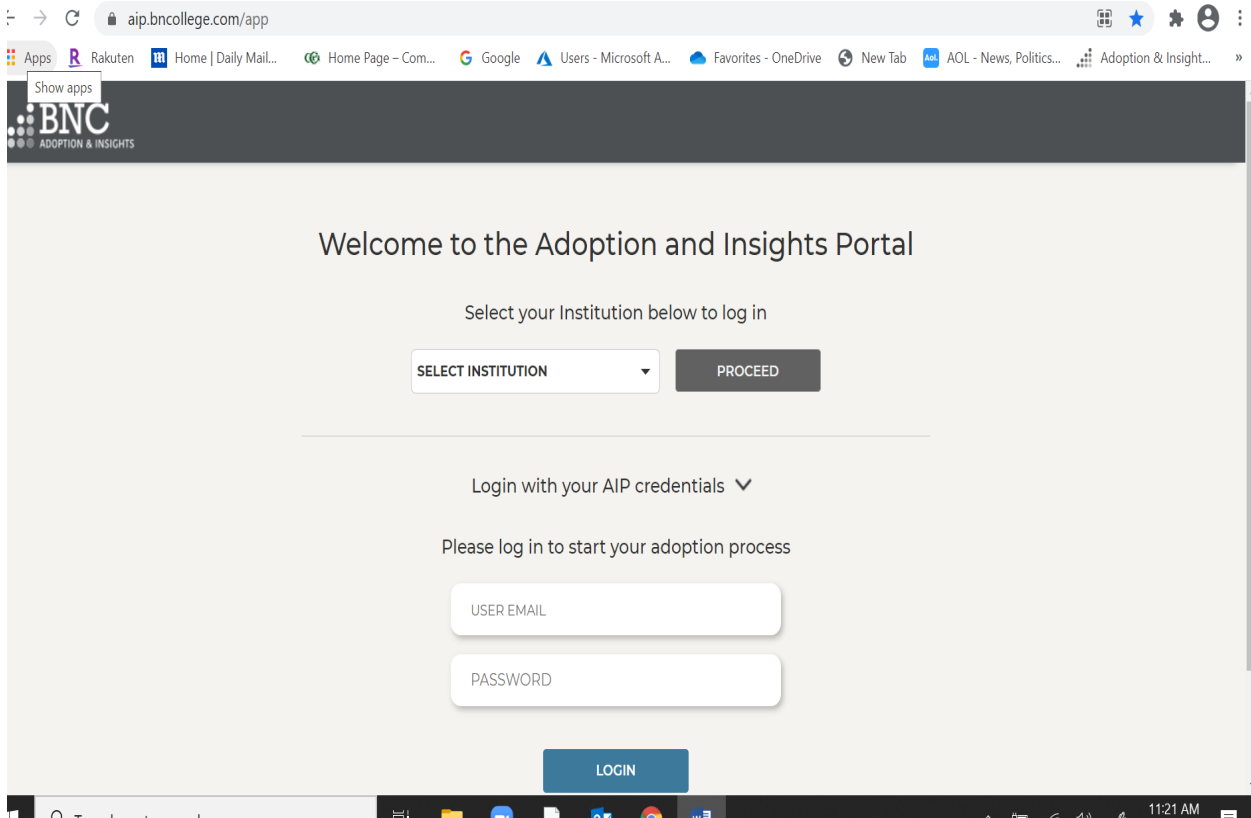
## TEXTBOOKS

Bookstore Process: Video from BNC

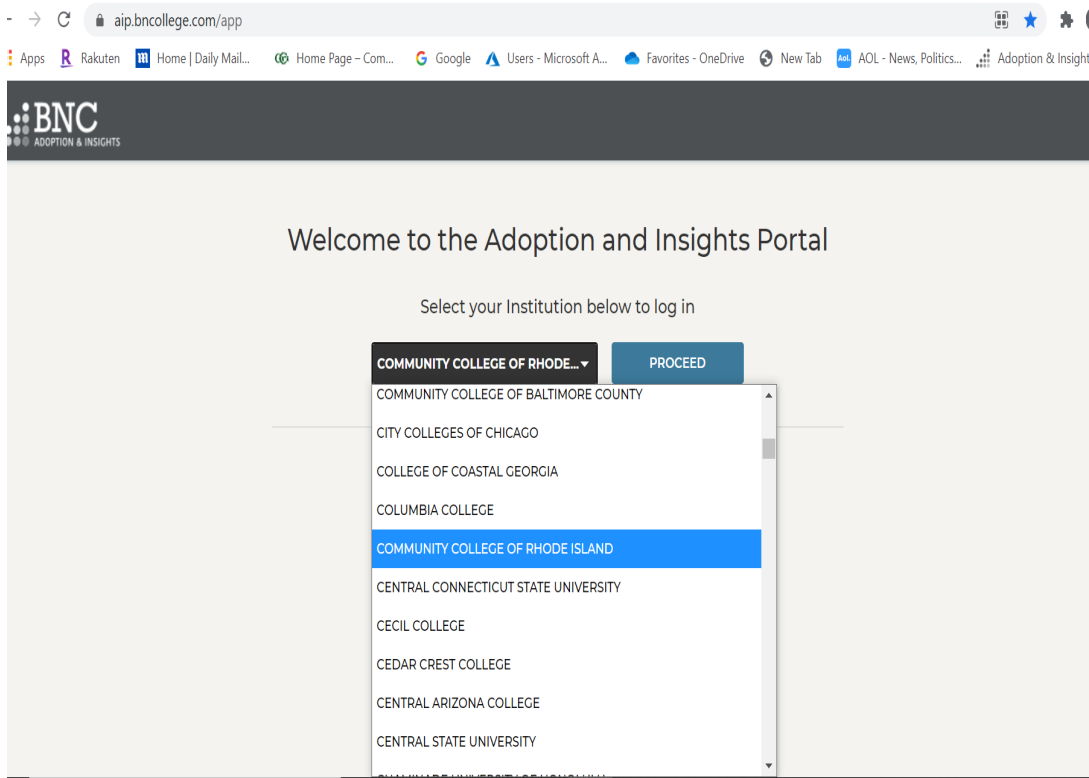
<https://www.youtube.com/watch?v=rTnuv7X63y8>

## DIRECTIONS FOR TEXTBOOK ADOPTIONS

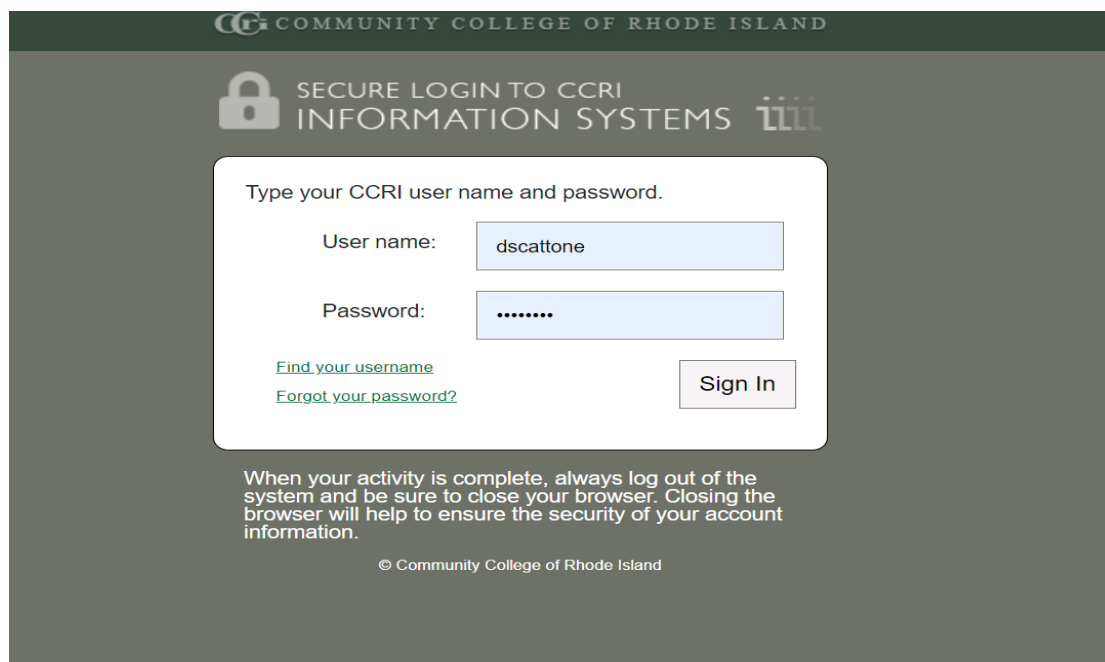
Login to the BNC Website here: <https://aip.bncollege.com/app>



Select our institution and then click on PROCEED.



Next, enter your CCRI login credentials.



COMMUNITY COLLEGE OF RHODE ISLAND

SECURE LOGIN TO CCRI  
INFORMATION SYSTEMS

Type your CCRI user name and password.

User name:

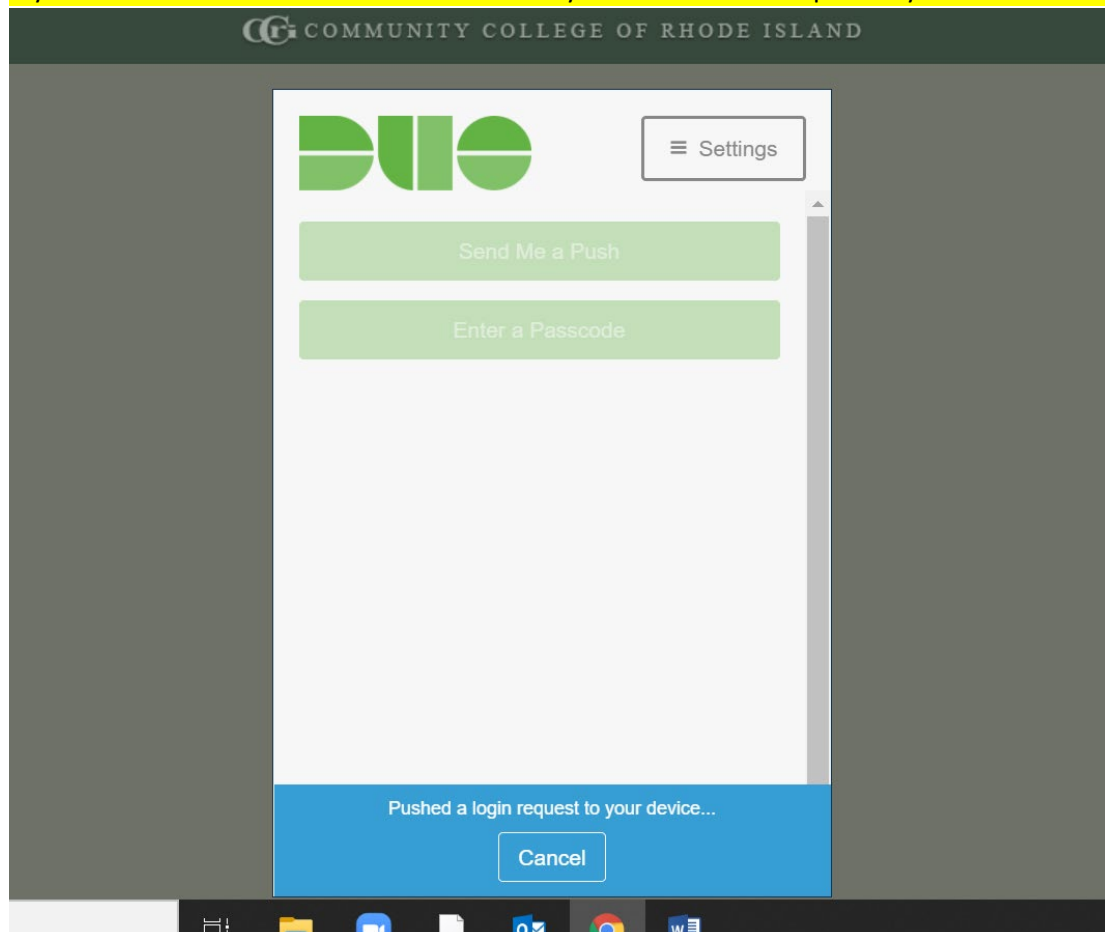
Password:

[Find your username](#) [Forgot your password?](#)

When your activity is complete, always log out of the system and be sure to close your browser. Closing the browser will help to ensure the security of your account information.

© Community College of Rhode Island

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



COMMUNITY COLLEGE OF RHODE ISLAND

**DUO**

Pushed a login request to your device...

Next, the Adoptions Overview screen will appear.

Adoptions Overview

Schools: ALL SCHOOLS Department: ALL DEPARTMENTS Term: SUMMER 2021

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

Reset Filters

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 Due!**  
Your adoptions are overdue. Please contact your Bookstore Manager as soon as possible.

**WE PRICE MATCH TO SAVE STUDENTS \$**

- Against Amazon, BN.com & local competitors
- For the exact textbook – same edition, format & rental term
- Available for new, used and used rentals

[LEARN MORE](#)

**FIRST DAY™ INCLUSIVE ACCESS**  
93% of Polk State College students would...

Next, choose the term to adopt texts.

Adoptions Overview

Schools: ALL SCHOOLS Department: ALL DEPARTMENTS Term: SUMMER 2021

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

Reset Filters

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

# Adoptions Overview

Schools:

Department:

Term:

ALL SCHOOLS

ALL DEPARTMENTS

SUMMER 2021

ALL SCHOOLS

ACADEMIC AFFAIRS

ARTS HUMANITIES SOC SCIENCES

BUSINESS SCIENCE TECH. & MATH

HEALTH REHABILITATIVE SCIENCE

LEARNING RESOURCES/LIB SCIENCE

STUDENT AFFAIRS

Show:

ALL COURSES

2 3 4 5 ... 71 Next

## Introduction 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

Schools:

Department:

Term:

ALL SCHOOLS

ALL DEPARTMENTS

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

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

Using the same materials as: NONE

No available academic sessions to display

UPLOAD SPREADSHEET

NOT YET SUBMITTED

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

## Adoptions Overview

Schools:  Department:  Term:

Filter By:    Show:

[Reset Filters](#)

1 2 3 4 5 ... 71 Next

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

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

## Adoptions Overview

Schools:  Department:  Term:

Filter By:    Show:

[Reset Filters](#)

1 2 3 4 5


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

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

Using the same materials as:




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 SUBMIT

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 ▲



**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

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

**Other/Related Sections** [X]

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.

You Added:

9780136928963 - MyLab IT 2019 Access Card for Skills for Success 2019 and Tech in

### Other/Related Sections

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

☐ No thanks, just submit my original course

☒ Yes, submit for all selected sections Selected 21 / 21

☒ Select/Deselect All

Other Sections:

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

### Other/Related Sections

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

☐ No thanks, just submit my original course

☒ Yes, submit for all selected sections Selected 2 / 21

☐ Select/Deselect All

Other Sections:

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

Click on Submit Adoptions.

250 characters max - plain text only

☐ New Only ☒ Recommended

☒ Digital Only ☐ 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

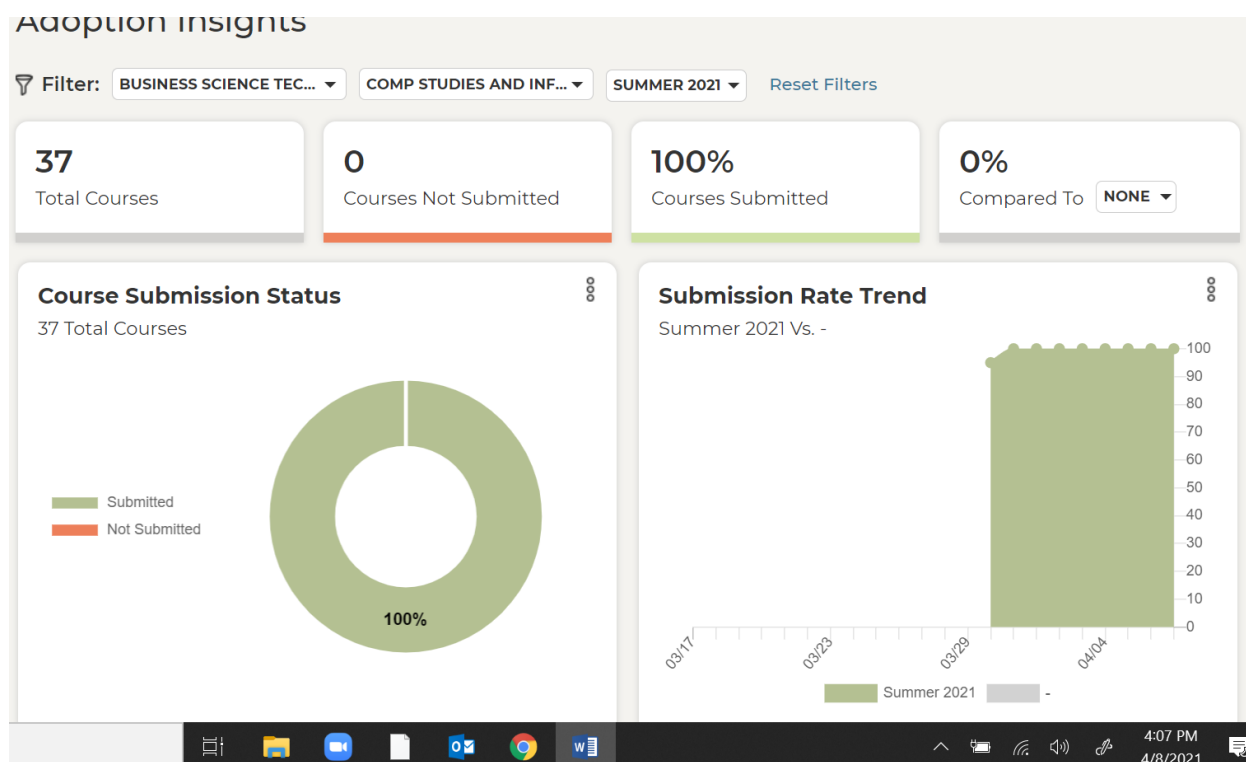
9781792416088 Problem Solving With Python by Burke, Margaret ▼

Add Course Materials ▼ Delete Adoption ▼

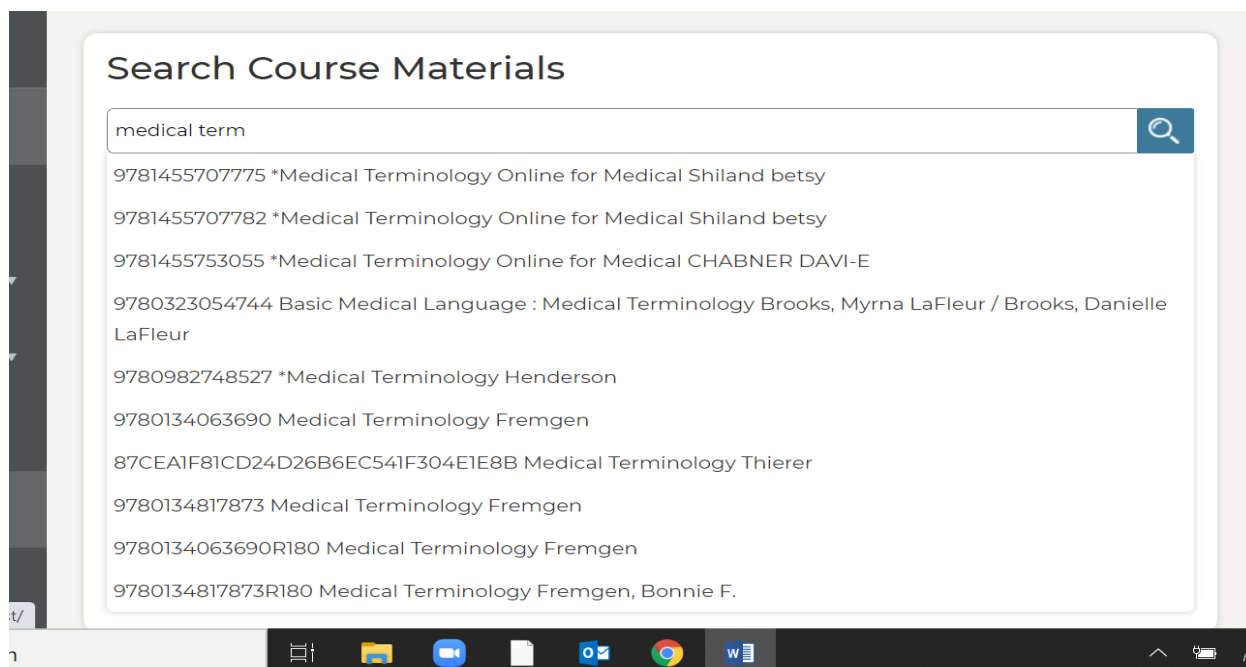
If you want to check what courses have been submitted, not submitted or all courses then go back to the course list.



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.



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

## SECTION III: FACULTY

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

An RF-1 form is used to hire a new faculty position or when a visiting lecturer is 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>	<p>Enter your CCRI ID#</p> <p><i>This will automatically fill other fields including:</i></p> <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> <p><i>*All fields named above may be edited as necessary</i></p>
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	Select a start date <sup>3</sup> that preferably coincides with the start of a pay period <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>
----	---------------------	--

<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.</p> <p>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</li> </ul> <p>cancel without saving</p> <ul style="list-style-type: none"> <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.

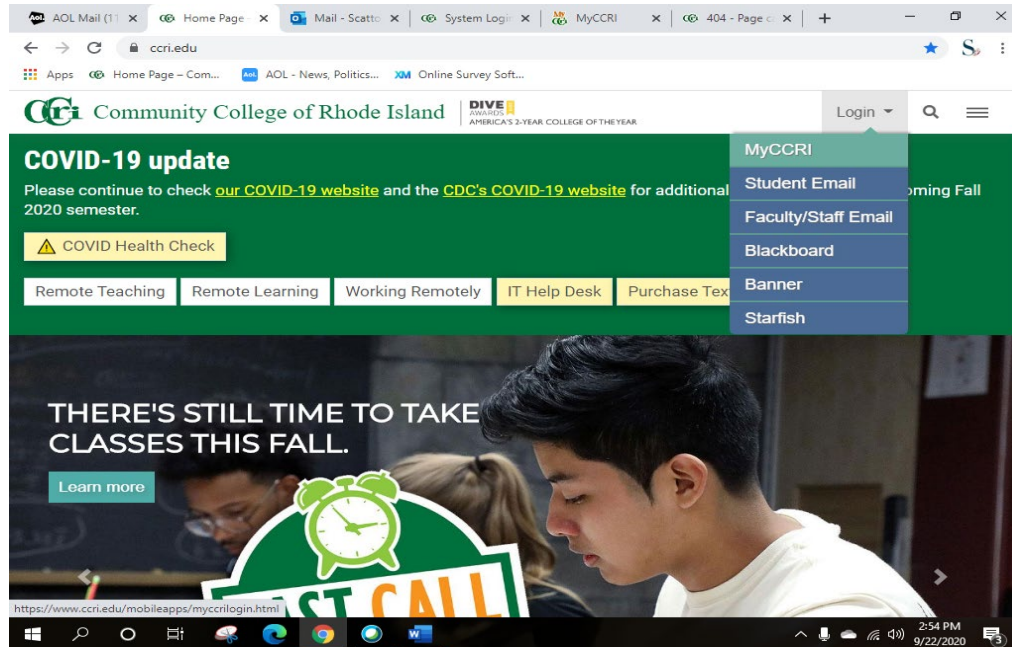
The Surrogate role is used when a Department Chair authorizes a person in the department or a Program Director to complete the Annual Academic Program Report.

## GENERAL EDUCATION INFORMATION

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

RIBGHE Transfer Guide: [RIBGHE Website](#)

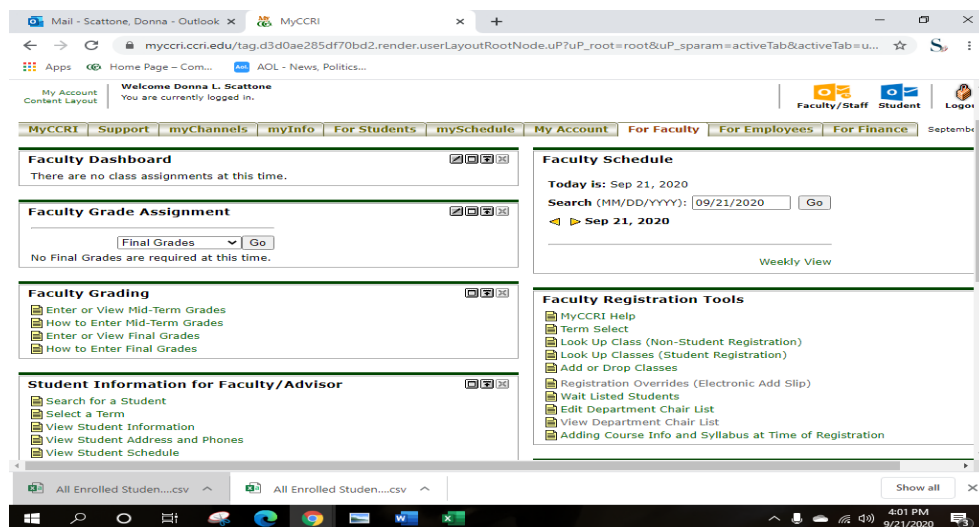
## SECTION V: MYCCRI



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



Next, enter the term and then click submit:

Mail - Scattone, Donna - Outlook x MyCCRI x +

myccri.ccri.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=https://bannerweb.ccri.edu/ssomanager/c/SSB%3Fpk...

Apps Home Page - Com... AOL - News, Politics...

**MyCCRI**

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
Sep 21, 2020 04:05 pm

### Select Term

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

Select a Term: Fall 2020 . . . . . Aug 31, 2020 - Dec 21, 2020

Submit

RELEASE: 8.7.1

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

Mail - Scattone, Donna - Outlook x MyCCRI x +

myccri.ccri.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=https://bannerweb.ccri.edu/ssomanager/c/SSB%3Fpk...

Apps Home Page - Com... AOL - News, Politics...

**MyCCRI**

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
Fall 2020  
Sep 21, 2020 04:06 pm

### ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID: 92144891

OR

**Student and Advisee Query**

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

Submit Reset

RELEASE: 8.7.1

All Enrolled Studen....csv All Enrolled Studen....csv Show all x

4:07 PM 9/21/2020

Verify their name and click on submit.

Mail - Scattone, Donna - Outlook x MyCCRI x +

myccri.ccri.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=https://bannerweb.ccri.edu/ssomanager/c/SSB%3Fpk...

Apps Home Page - Com... AOL - News, Politics...

**MyCCRI**

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
Sep 21, 2020 04:08 pm

### Student Verification

Verify your selection is correct by clicking OK.

**Francis J. Whitworth** is the name of the student or advisee that you selected.

Submit

[ ID Selection ]

RELEASE: 8.7.1

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https://bannerweb.ccri.edu/pls/DORA/bwlkoids.P\_FacIDSel

All Enrolled Studen....csv All Enrolled Studen....csv Show all x

Windows taskbar: 4:08 PM 9/21/2020

Next, choose the type of override.

Mail - Scattone, Donna - Outlook x MyCCRI x +

myccri.ccri.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=https://bannerweb.ccri.edu/ssomanager/c/SSB%3Fpk...

Apps Home Page - Com... AOL - News, Politics...

**MyCCRI**

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
Fall 2020  
Sep 21, 2020 04:10 pm

### Faculty Registration Permits/Overrides

Information for Francis J. Whitworth

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

**Registration Overrides**

Override	Course
None	None
None	None
Capacity and Preq Override	None
Capacity/Instructor Approval	None
Co-req & Pre-req Override	
Instructor Approval Only	
Major Restriction Override	
Pre-requisite Override	
Time Conflict Override	

**Current Student Overrides**

Override	Course	Activity Date Entered by
Capacity/Instructor Approval	30810 - MEDL 2350 103	Sep 11, 2020 WWW2_USER

Windows taskbar: 4:10 PM 9/21/2020

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

MyCCRI

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
Fall 2020  
Sep 21, 2020 04:10 pm

Faculty Registration

Information for Francis J. W...

Welcome to the Faculty Regi...

If the word "Confidential" appear...

You may click on the student's na...

Registration Overrides

Override

Capacity/Instructor Approval

None

None

None

Submit

Current Student Overrides

Override	Course	Activity Date Entered by
Capacity/Instructor Approval	30810 - MEDL 2350 103	Sep 11, 2020 WWW2_USER

## VIEWING STUDENT'S DEGREE AUDIT

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

Banner

Main Environments

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

Test Environments

- Banner CTRN
- Banner SSB
- Workflow CTRN
- Degree Works
- Transit
- 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:

dw.ccri.edu/Dashboard/

WORKSHEETS PLANS

Donna L. Scattone

Worksheets

Student ID

Advanced search

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

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

<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

System Login - CCRI MyCCRI Mail - Scattone, Donna - Outlook

myccri.ccri.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=https://bannerweb.ccri.edu/ssomanager/c/558%3Fpk...

MyCCRI

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
Sep 23, 2020 08:31 am

### Select Term

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

Select a Term: Spring 2020 Jan 21, 2020 - May 11, 2020

Submit

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Select Course

System Login - CCRI MyCCRI Mail - Scattone, Donna - Outlook

myccri.ccri.edu/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=https://bannerweb.ccri.edu/ssomanager/c/558%3Fpk...

MyCCRI

Back to For Faculty Tab

Faculty/Staff Student Logout Help

91000180 Donna L. Scattone  
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

RELEASE: 6.7.1

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Allen, Karen (10229:COMI-1150-002)  
Allen, Karen (10230:COMI-1150-003)  
Allen, Karen (10232:COMI-1150-600)  
Allen, Karen (11292:COMI-1100-608)  
Allen, Karen (15931:COMI-2036-601)  
Basilico, Anthony D. (10205:COMI-1100-012)  
Basilico, Anthony D. (11125:COMI-1840-600)  
Basilico, Anthony D. (11125:COMI-1840-600)  
Basilico, Anthony D. (12319:COMI-1225-600)  
Basilico, Anthony D. (12436:COMI-1225-001)  
Basilico, Anthony D. (12556:COMI-2225-600)  
Bello, Lorraine E. (11294:COMI-1510-600)  
Bello, Lorraine E. (13471:COMI-1510-601)  
Burke, Margaret S. (11575:COMI-2040-600)  
Burke, Margaret S. (12320:COMI-1240-600)  
Burke, Margaret S. (12697:COMI-1150-002)  
Chavez, Victoria C. (12082:COMI-2036-001)  
Chavez, Victoria C. (12327:COMI-2510-600)  
Chavez, Victoria C. (12368:COMI-1210-001)  
Chavez, Victoria C. (15081:COMI-2510-601)

Choose instructor and course then click on submit for results.



## EMPLOYEES TAB: TR-1 INSTRUCTIONS:

MyCCRI

Providing resources and tools for students, faculty and staff.

My Account  
Content Layout

Welcome Donna L. Scattone  
You are currently logged in.

Faculty/Staff

Student

Logout

Help

MyCCRI | Support | myChannels | myInfo | For Students | mySchedule | My Account | For Faculty | For Employees | For Finance

September 28, 2020

**Employment Details**

Time Sheet

Leave Reporting

Request Time Off

Leave Details

View Leave Balances

Travel & Expense Reporting

Enter or Update Your Campus Address

Employee Directory

Tuition Waiver Request

Salary Planner (Budget Office Use Only)

Grant Effort Certification

CCRIPSA Overtime Request Form

**Time Approval**

Update Approval Proxies

**Time Reporting**

No Records Found at this time.

**OES Staff Links**

Financial Aid Measures and GPA (OES Staff Use)

Student SnapShot

Add/View Comments on Web Admission Applications

Student Tracker

Managed Graduation Application

Phone-A-Thon

Student Registration Checklist

Registration Checklist Access List

Paper/Microfiche Transcript Conversion Process

Edit Department Chair List

**Employee Resources**

Paystub RI - Full Time State Employee Payroll Viewer

Benefits

Educational Assistance

Facilities Work Order Requests - NEW!

How to register, login and track Work Order Requests (Password-protected - CCRI employee username & password required.)

FAQs

Forms

Office of Human Resources

If you have any questions about the information you find, or do not find information about which you have a question, please email us at [humanresources@ccri.edu](mailto:humanresources@ccri.edu) or call us at the Knight Campus at (401) 825-2311.

Purchasing Home Page

Purchasing Instructions

Schedules & Calendars

Travel Request

FY19 AND FY20 REQUISITIONS

**Institutional Effectiveness Resources**

RI Promise Student Status Check

Signal Vine Old Platform Login

Signal Vine New Platform Login

Signal Vine - Effective Communications Checklist

Signal Vine - SIMPLER Framework and Text Ed

Signal Vine - Text Messaging Guidelines

Starfish Login

Starfish Powered Help Center

Data Request Form

Survey Request Form

Overall Enrollment, Credits, FTE, and Awards

Fall Enrollment Profile

Real-time Term Comparison Enrollment Reports

CLSS Login

Copyright © SunGard Higher Education 1998 - 2011.

Top Community College of Rhode Island

courseproo.doc

course cancellatio....doc

Address by Maior ....csv

OES Graduates List....csv

Email Address bv....csv

REOforEXNon FAC....d...

Show all

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

Under the Finance tab click on view documents.

MyCCRI

Providing resources and tools for students, faculty and staff.

My Account  
Content Layout

Welcome Donna L. Scattone  
You are currently logged in.

Faculty/Staff

Student

Logout

Help

MyCCRI | Support | myChannels | myInfo | For Students | mySchedule | My Account | For Faculty | For Employees | For Finance

September 28, 2020

**Req's and PO's**

Create a Requisition

Budget Query

View Documents

Approve Documents

Encumbrance Query

Purchasing Instructions

**Finance Alerts Grants**

No Grants are scheduled to end in selected time period

**Approval Alerts**

You have no documents pending approval

**Financial Advisor**

\$1.00

\$0.75

\$0.50

\$0.25

1

2

3

4

5

Legend Fund

Orign

Adjusted Budget

YTD Activity / Commitments

Available Balance

Percent Spent

Percent Available

1		0.00	0.00	0.00	
2		0.00	0.00	0.00	
3		0.00	0.00	0.00	
4		0.00	0.00	0.00	
5		0.00	0.00	0.00	

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Top Community College of Rhode Island

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.

**View Document**

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: **Requisition** | Document Number: | Change Seq#: | Reference Number: |

Submission#: |

Display Account: **Yes** |

Display Document/Line Item Text: **Printable** | None | All | **Printable** | None |

Display Commodity Text: **Printable** | None | All | **Printable** | None |

**View document** | Approval history

[ Budget Queries | Encumbrance Query | Requisition | Purchase Order | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer ]

RELEASE: 6.7.0.2

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

**View Document**

**Requisition Header**

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0058480	Jul 02, 2019	Jul 02, 2019	Aug 01, 2019		499.00

Origin: BANNER  
Complete: Y  
Approved: Y  
Type: Procurement  
Requester: Scattone, Donna  
Phone Number: 401-825-2155  
E-mail: dscattone@ccri.edu  
Accounting: Document Level  
Ship to: Community College of RI  
400 East Ave  
Warwick, RI 02886  
Contact: Donna Scattone  
Phone Number: 401-825-2155  
Vendor: 01001873 Microsoft Corporation  
PO Box 843908  
Dallas, TX 75284-3906  
Phone Number: 214-752-8439  
Fax Number: 214-752-8439

**Requisition Commodities**

Item	Commodity Description	U/M	Qty	Unit Price	Ext Amount

Back | Forward | All | Right Arrow | Reload | Save as... | Copy... | Translate to English | View page source | View frame source | Reload frame | Inspect

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](https://www.ccri.edu/financeandstrategy/businessoffice/pdfs/Banner_Self_Serve_Budget_Transfer_Procedures_020520a.pdf#search=Banner%20Self%20Serve%20Budget%20Transfer%20Procedures)

## CLASSIFIED TIMESHEETS

Open MyCCRI by signing in with your domain username and PW

CCRI > System Login

### Secure Login

### Related Links

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

myCCRI Support myChannels myInfo For Students Registration mySchedule Health Records myAccount For Faculty For Advisors **For Employees** For Finance

#### Employee Dashboard

CCRI has launched **Employee Self Service** to make key personnel information readily available.

CCRI Employees can now find HR and Payroll information in one simple place.

**Use the employee dashboard for:**

- submitting time and leave reporting
- viewing available leave balances
- viewing and maintaining your employee profile
- submitting tuition waivers and remote work agreements

**Employee Dashboard**

#### Work Order

CCRI employees can submit a Facilities Work Order Request for assistance with:

- equipment and appliance repairs
- mechanical issues such as HVAC and lighting
- custodial, grounds keeping and other general maintenance needs

**Work Order Request**

#### Help Desk

CCRI employees can utilize TeamDynamix for all of their technology needs:

#### Institutional Effectiveness Resources

- Vaccination Verification Lookup
- COVID Recovery Status Check
- RI Promise Student Status Check
- Signal Vine Platform Login
- Signal Vine - Effective Communications Checklist
- Signal Vine - SIMPLER Framework and Text Ed
- Signal Vine - Text Messaging Guidelines
- Starfish Login
- Starfish Powered Help Center
- Data Request Form
- Survey Request Form
- CLSS Login
- CIM Bridge
- College Scheduler Admin
- Create Perfect Class Schedule
- Schedule Planner Registration Cart
- College Scheduler Resource Hub
- EasySoft Login
- PrecisionCampus Login
- EAB Analytics Login

#### OES Staff Links

- Financial Aid Measures and GPA (OES Staff Use)
- Student Snapshot
- Add/View Comments on Web Admission Application
- Student Tracker

Click on My Team

You should see your employees listed.

My Team

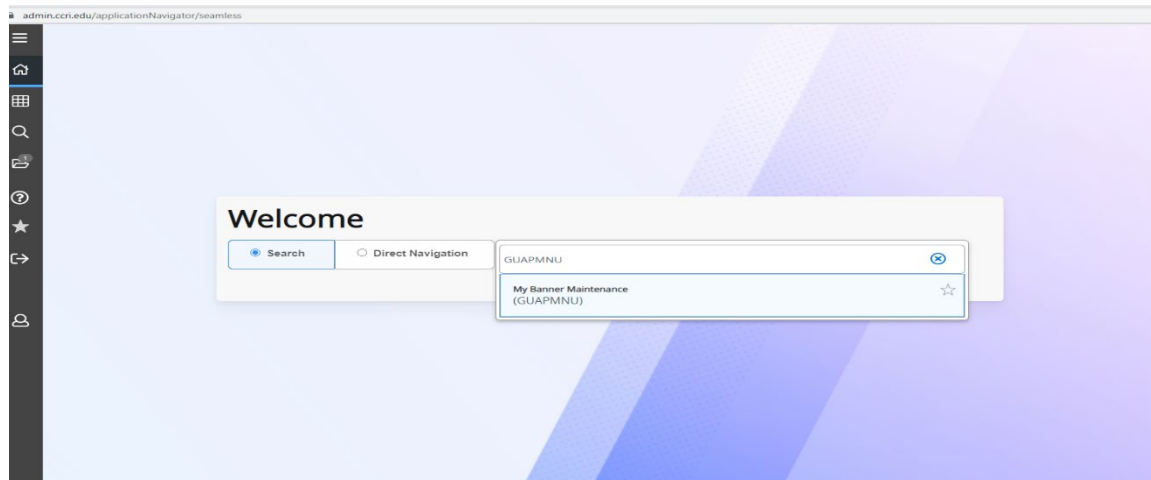
<div>Search on ID or Name</div> <div>Q</div>	
<div>Arruda, Paula C.</div> <div>92142096</div>	Information Services Technician II
<div>Hatzberger, Mary Ann</div> <div>92095322</div>	Technical Staff Assistant
<div>Jones, Tiffany D.</div> <div>92054111</div>	Information Services Technician II

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

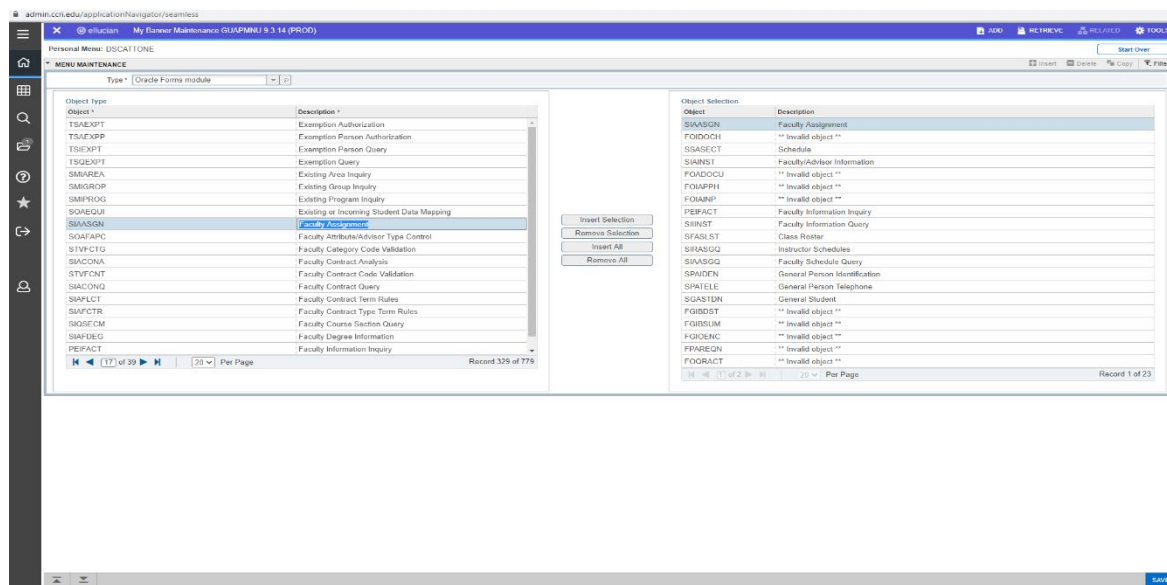
## SECTION VI: BANNER SYSTEM

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

<b><u>Student Information Screens</u></b>	Description	Information Retrieved or Specific Screen Function
SFASLST	Class Roster	Class roster using CRN #
SCASRCH	Course Search	(Shows ID#, Name and Status 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
<b><u>Faculty Information</u></b>		
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.
<b><u>General Information</u></b>		
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
<b><u>Payroll</u></b>		
SZRAUTX	Overload reports	Used to process Faculty Overload Report
<b><u>Finance/Budget Information</u></b>		
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)

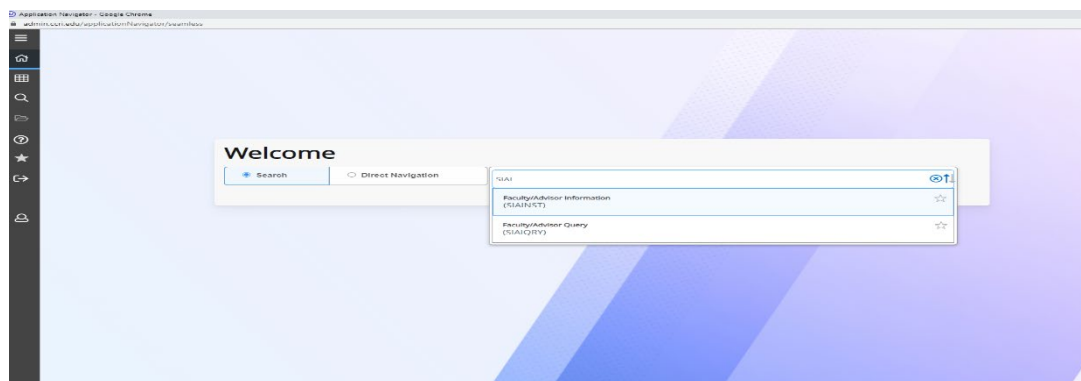
## [Adding/Changing Instructors in Banner \(SIANST\):](#)

### Chart of Screens:

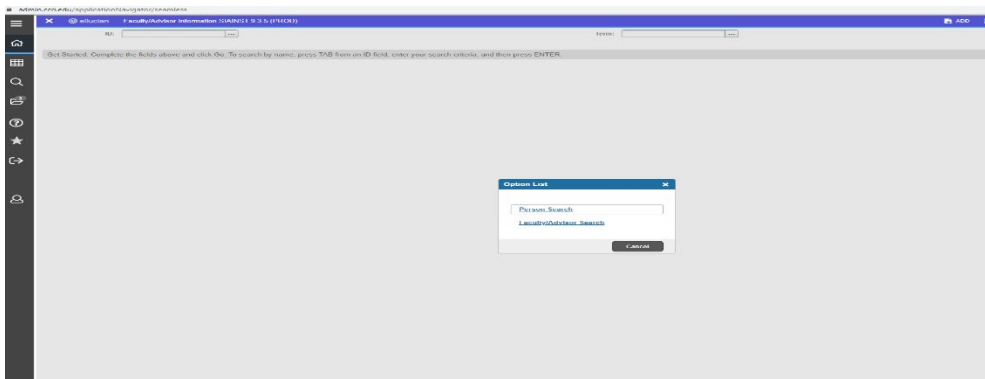
<b>BANNER SIAINST</b>	<b>Full-Time Professors</b>	<b>Adjuncts</b>	<b>Full-time Employee Teaches as an adjunct</b>	<b>Visiting Lecturers</b>
<b>FACULTY MEMBER BASE DETAILS CATEGORY FIELD</b>	Status should be changed by HR unless they are retired and come back as an adjunct. Adjuncts should only be changed if they become full-time or a Visiting Lecturer	LECT	LECT	VSLECT
<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.

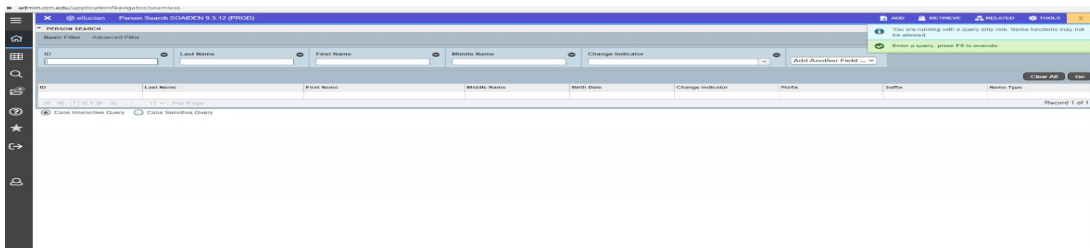
Sign into Banner and Enter SIAINST in the search field. You will see Faculty/Advisor Information. Highlight it and hit enter.



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.

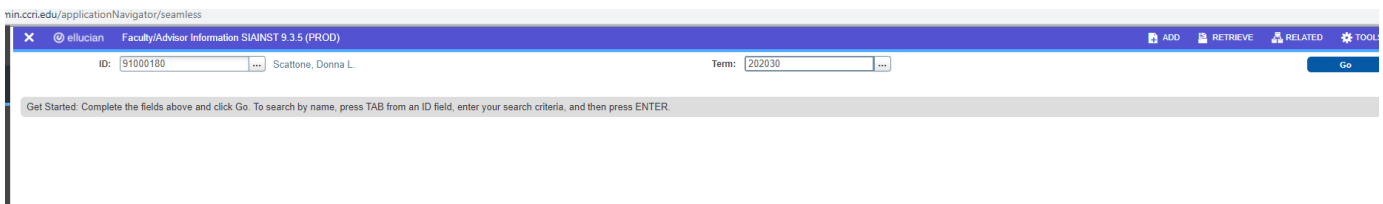


Next, tab over to last name to enter the person's last name and then enter first name. Click on Go.



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 shows the 'Faculty/Advisor Information SIAINST 9.3.23 (PROD)' window. The main form is titled 'FACULTY MEMBER BASE DETAILS' and contains fields for 'From Term' (202330), 'Status' (AC), 'Status Date' (03/31/2005), 'Appointment Date', and checkboxes for 'Faculty', 'Advisor', and 'Override Process Rule Security'. On the right, there are fields for 'Override User ID', 'Override Activity', 'Date', 'Category', 'Staff Type', and 'Workload Rule'. A 'Maintenance' button is visible. Overlaid on this is the 'Faculty Category Validation (STVFCTG)' dialog box, which displays a table of faculty categories and their activity dates.

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.

The screenshot shows the 'Faculty/Advisor Information SIAINST 9.3.23 (PROD)' window. The main form is titled 'FACULTY MEMBER BASE DETAILS' and contains fields for 'From Term' (202330), 'Status' (AC), 'Status Date' (03/31/2005), 'Appointment Date', and checkboxes for 'Faculty', 'Advisor', and 'Override Process Rule Security'. On the right, there are fields for 'Override User ID', 'Override Activity', 'Date', 'Category', 'Staff Type', and 'Workload Rule'. A 'Maintenance' button is visible. Overlaid on this is the 'Faculty Staff Type Validation (STVFSTP)' dialog box, which displays a table of staff types and their activity dates.

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

In the **Workload Rule field:**

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

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

ID: 91000180 Scatlone, Donna L. Term: 202330

FACULTY MEMBER BASE DETAILS

From Term: 202330 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

Record 1 of 5

Cancel OK

Activity Date 03/31/2005 12:00:00 AM

Example of a VL

Faculty/Advisor Information SIAINST 9.3.23 (PROD)

ID: 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.

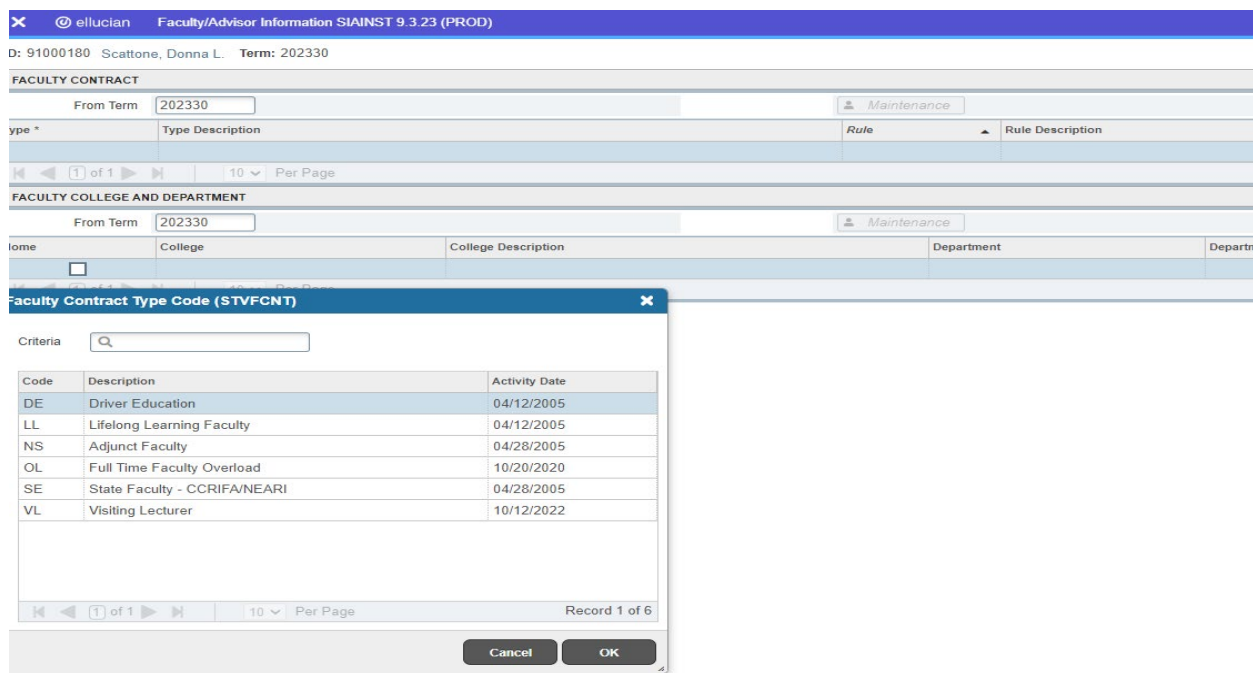
**Faculty Contract Type Field:**

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!**



The screenshot displays the 'Faculty/Advisor Information SIAINST 9.3.23 (PROD)' interface. The main window shows the 'FACULTY CONTRACT' section with fields for 'From Term' (202330) and 'Maintenance'. Below this is a table with columns 'Type \*', 'Type Description', 'Rule', and 'Rule Description'. The 'FACULTY COLLEGE AND DEPARTMENT' section is also visible, with fields for 'From Term' (202330) and 'Maintenance'. A pop-up window titled 'Faculty Contract Type Code (STVFCNT)' is open, showing a table of codes and descriptions. The table has columns 'Code', 'Description', and 'Activity Date'. The data rows are: 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), and VL (Visiting Lecturer, 10/12/2022). The pop-up window also includes a search criteria field, a pagination bar (1 of 1, 10 Per Page), and 'Cancel' and 'OK' buttons.

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

Visiting Lecturer example:

Faculty/Advisor Information SI/INST 9.3.23 (PROD)

ID: 92064494 Fenner, Cheryl A Term: 202230

▼ FACULTY CONTRACT

From Term: 202230 To Term: 202330

Type \* Type Description Rule Rule Description Default Indicator \*

VL Visiting Lecturer TT Full Time Temps

NS Adjunct Faculty TT Full Time Temps

▼ FACULTY COLLEGE AND DEPARTMENT

From Term: 202230

Home College College Description

CC Community College of RI

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

Record 1 of 6

Cancel OK

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.

U: 91000396 CRAWFORD, KEVIN P Term: 202030 Start Over

FACULTY NON-INSTRUCTIONAL ASSIGNMENT

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

Description Department Chairman

Compensation Applied

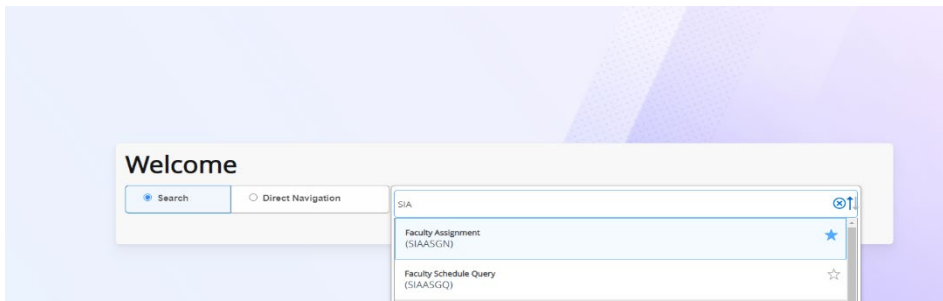
Compensation Extracted

Record 1

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](#)

## 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.

The 'Welcome' screen features a search bar with the text 'SZRAUTX' and a dropdown menu showing 'Faculty Payroll Authorization Procedure (SZRAUTX)'. There are also buttons for 'Search' and 'Direct Navigation'.

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

The 'Parameter Values' screen displays a table with 5 rows of parameters and their values. The table has columns for 'Number', 'Parameters', and 'Values'. The values are: 202030, Summer Session, BUSN, Banner ID, and Preliminary or Final Email. Below the table, there is a 'SUBMISSION' section with a 'Save Parameter Set as' checkbox and a 'Submit' button.

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:

The 'Process Submission Controls' screen shows the 'SZRAUTX' process and a 'Parameter Set' dropdown. It includes a 'Save Parameter Set as' checkbox and a 'Submit' button. The screen also displays a message: 'Saving current parameter values as user level defaults.' and a log file path: 'Log file: szrautx\_15160678.log List file: szrautx\_15160678.xls'.

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

ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD)

ADD RETRIEVE RELATED TOOLS 2

Process: SZRAUTX Parameter Set:

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

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

Your screen will look like this:

ellucian Saved Output Review GJIREVO 9.3.11 (PROD)

ADD RETRIEVE RELATED TOOLS

Process: SZRAUTX Faculty Payroll Authorization Number: 15160678

File Name: Beginning Date: Saved

Go

Lines:

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.

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.

ellucian Saved Output Review GJIREVO 9.3.11 (PROD)

ADD RETRIEVE RELATED TOOLS

Process: SZRAUTX Faculty Payroll Authorization Number: 15160678

File Name: Beginning Date: Saved

Go

Lines:

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.

Available Files

Criteria

Output File Name	Record Count	Date Saved
szrautx_15160678.lis	767	09/29/2020 12:30:53 P
szrautx_15160678.log	20	09/29/2020 12:30:53 P

Record 1 of 2

Cancel 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 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).

The screenshot shows the 'Saved Output Review' window with the 'Tools' menu open. The 'Show Document (Save and Print File)' option is highlighted. The window displays the same data as the previous screenshot, including the instructor information and the session details table.

Next, click on yes.

The screenshot shows the 'Saved Output Review' window with a confirmation dialog box open. The dialog box asks: 'You have selected to Show File (szrautx\_15160678.lis) in a browser. Do you wish to continue?'. The 'Yes' button is highlighted. The window displays the same data as the previous screenshot, including the instructor information and the session details table.

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.



## 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.ccric.edu/financeandstrategy/toolsandresources.html)

THE DEPARTMENT ACCOUNT CODES FOR ORDERING IS LISTED HERE:

<https://www.ccric.edu/financeandstrategy/coa/newstructure.html>

## SECTION VII: ARGOS

### 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 \(RF-1\)](#)

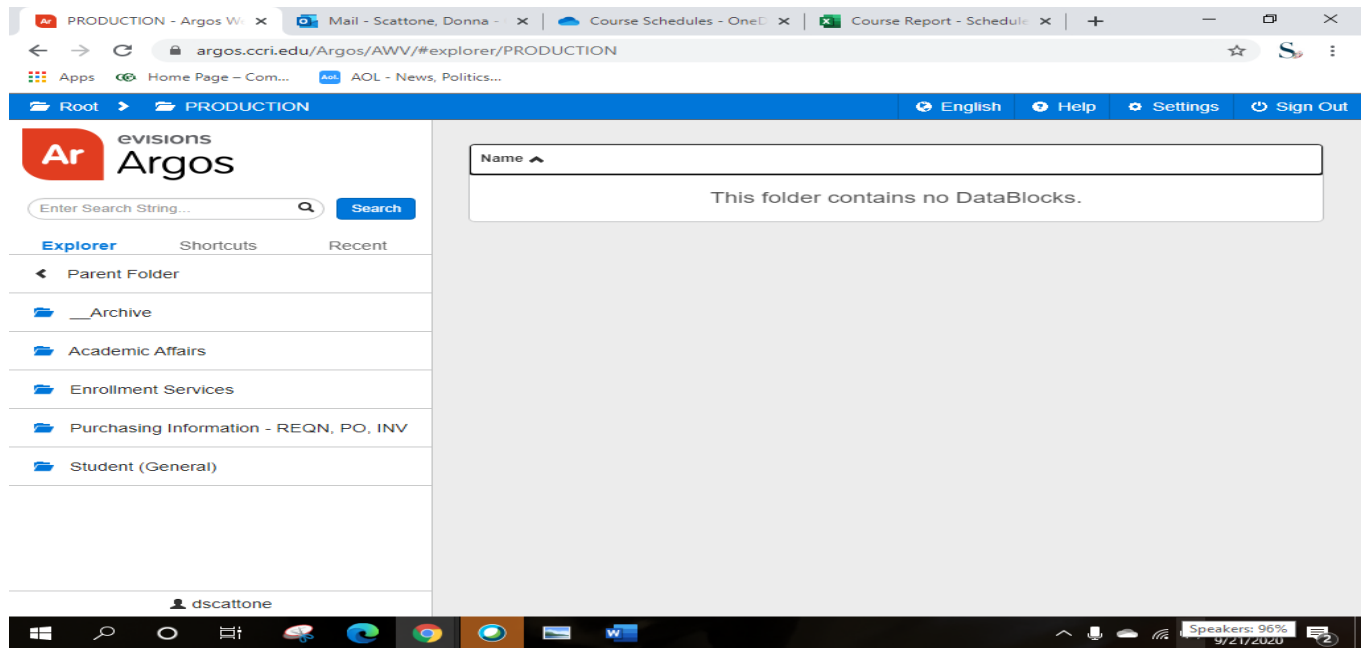
##### Test Environments

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

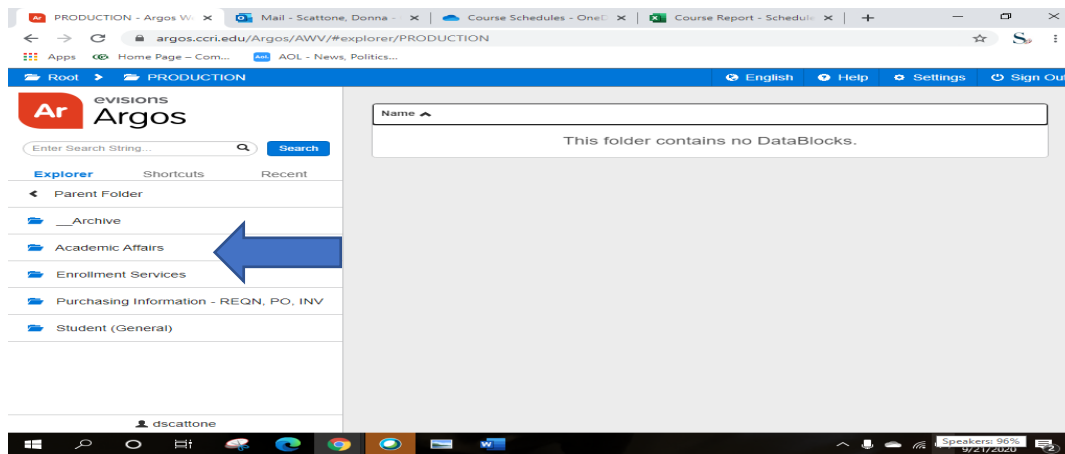
#### IT Links

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

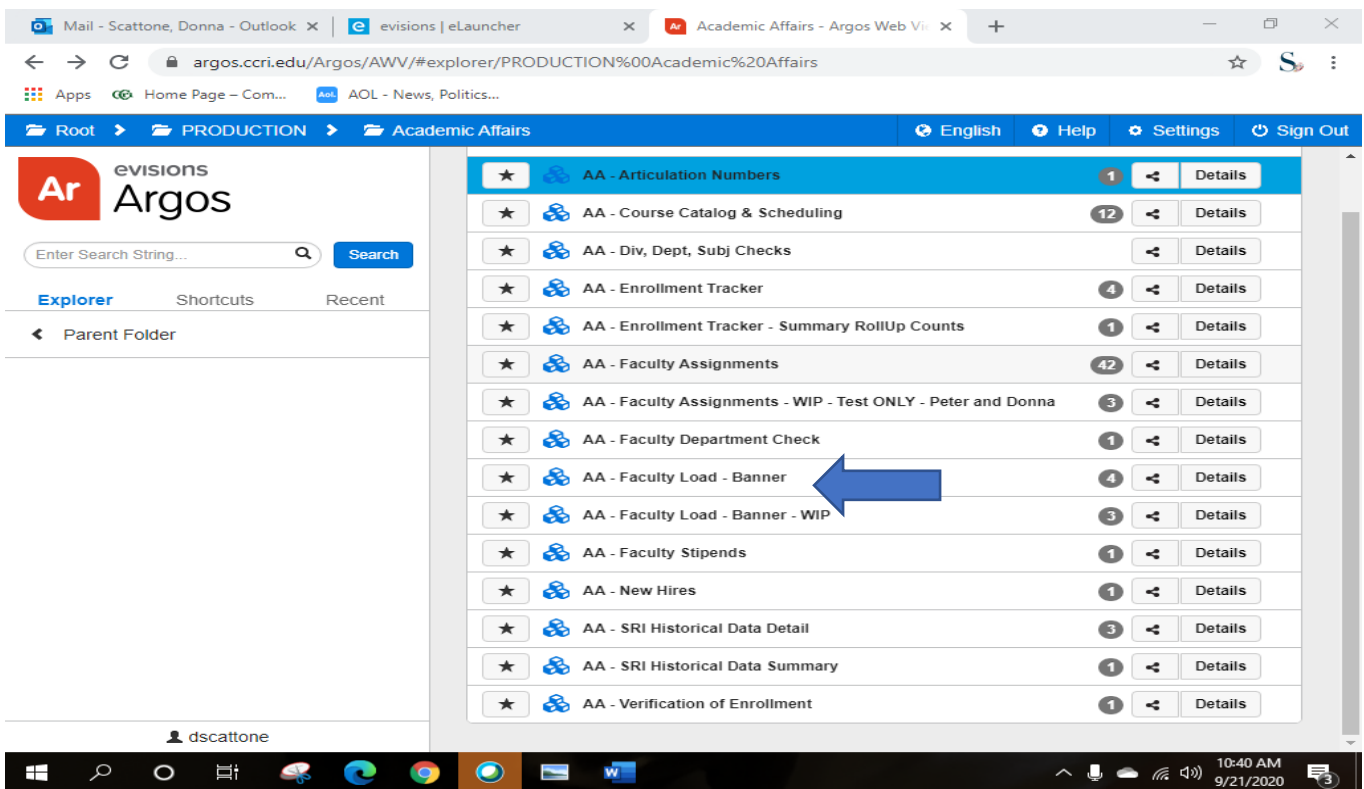
Argos should be on Production Parent Folder Screen once you log into the system, if not click on Production folder on the left.



## 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

Mail - Scattone, Donna - Outlook x | evisions | eLauncher x | AA - Faculty Load - Banner - Arg... x

argos.ccri.edu/Argos/AWV/#explorer/PRODUCTION%00Academic%20Affairs/AA%20-%20Faculty%20Load%20-%20%20Ba...

Apps Home Page - Com... AOL - News, Politics...

Root > PRODUCTION > Academic Affairs > AA - Faculty Load - Banner - Dash English Help Settings Sign Out

Saved Dashboard Settings Reports Run Share Close

COMMUNITY COLLEGE OF RHODE ISLAND

Academic Term  
202030 - Fall 2020  
202020 - Summer 2020  
202010 - Spring 2020  
201930 - Fall 2019  
201920 - Summer 2019  
201910 - Spring 2019  
201830 - Fall 2018  
201820 - Summer 2018

Division  
\*\* SELECT ALL \*\*  
ACAD (Academic Affairs)  
AHSS (Arts, Humanities, Soc Sciences)  
BSAT (Business Science, Tech. & Math)  
HARS (Health, Rehabilitative Science)  
LRLS (Learning Resources/Lib Science)  
STUD (Student Affairs)

Department  
\*\* SELECT ALL \*\*  
BIOL (Biology)  
BUSN (Business/Professional Studies)  
CHEM (Chemistry)  
CSIP (Comp Studies and Infmrtn Proc)  
EET (Engineering/Engineering Tech)  
ETEK (Physics and Engineering)  
INDC (Industrial Studies)

Optional Search C

Banner ID  
Last Name

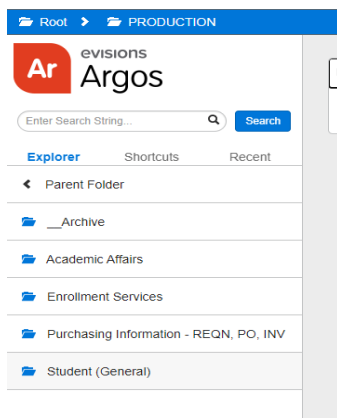
10:44 AM  
9/21/2020

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

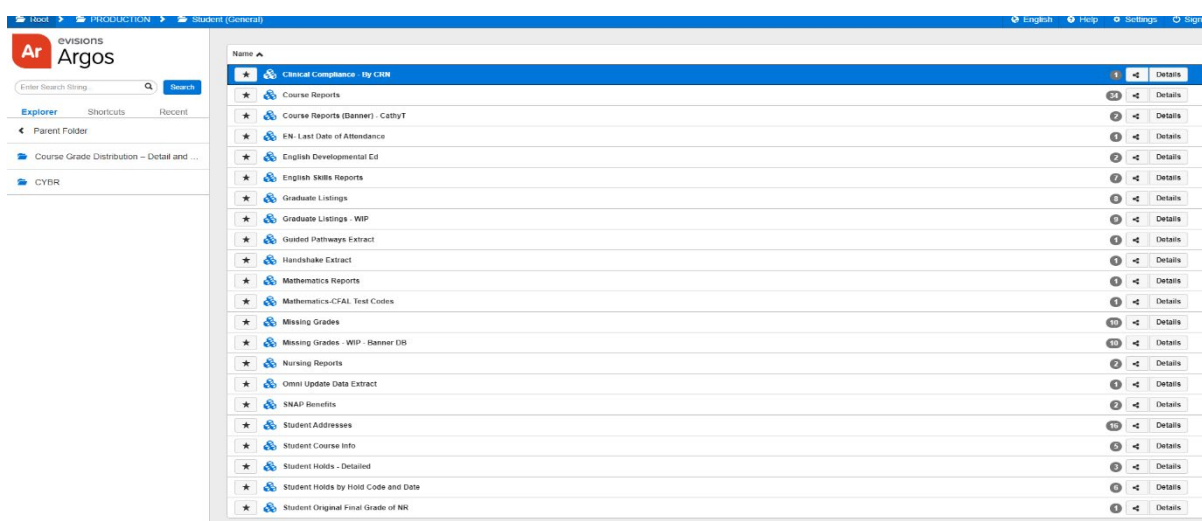
Click on the file to open the pdf file. If you want to see where it is located click on the folder instead. It should be located in our downloads.

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

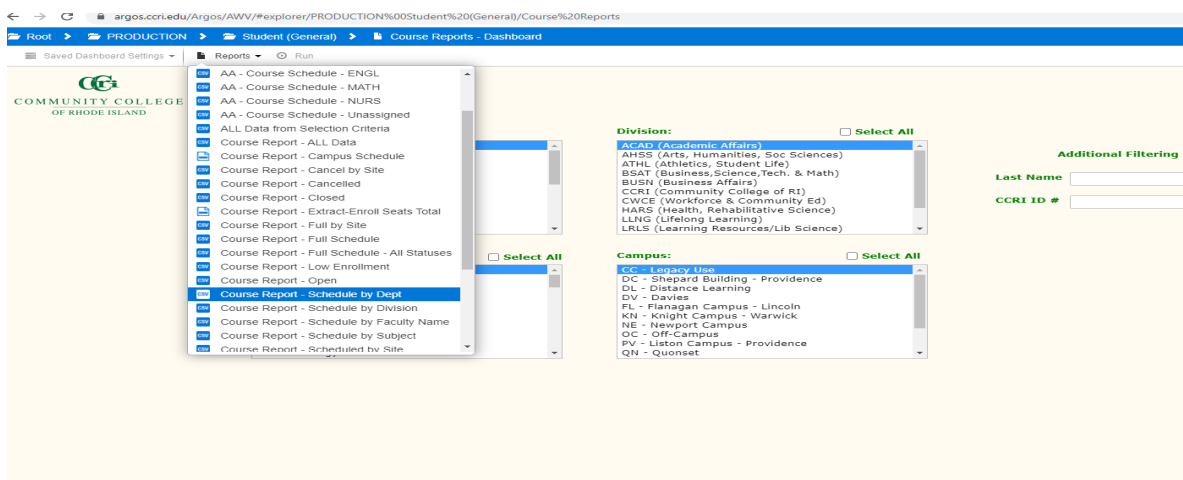
## ACCESSING COURSE REPORTS. CLICK ON THE STUDENT (GENERAL) FOLDER



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.



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.

Root > PRODUCTION > Student (General) > Course Reports - Dashboard

Saved Dashboard Settings | Course Report - Schedule by Dept | Run

**COMMUNITY COLLEGE OF RHODE ISLAND**

**Term Selection:**  
 Default: 202030 - Fall 2020  
 202230 - Fall 2022  
 202220 - Summer 2022  
 202210 - Spring 2022  
 202130 - Fall 2021  
 202120 - Summer 2021  
 202110 - Spring 2021  
 202030 - Fall 2020  
 202020 - Summer 2020  
 202010 - Spring 2020

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

**Additional Filter:**  
 Last Name:   
 CCRI ID #:

**Department:** ☐ Select All  
 ACAD - Academic Management  
 ACAF - Academic Affairs  
 ACCS - Access to Opportunity  
 ADMIN - Administrative  
 ADN - AD Nursing  
 AHPG - Allied Health Program  
 ARSC - Arts and Sciences  
 ART - Art, Art History and Design  
 ATHL - Athletics  
 BIOL - Biology

**Campus:** ☐ Select All  
 CCRI (Campus Use)  
 DC - Shepard Building - Providence  
 DL - Distance Learning  
 DV - Davies  
 FL - Flanagan Campus - Lincoln  
 KN - Knight Campus - Warwick  
 NE - Newport Campus  
 OC - Off-Campus  
 PV - Liston Campus - Providence  
 QN - Quonset

**DORA** **Argos Production**

Course Report - Sc...csv

## ACCESSING STUDENT INFORMATION

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

Root > PRODUCTION > Student (General) > Student Addresses - Dashboard

Saved Dashboard Settings | Reports | Run

**COMMUNITY COLLEGE OF RHODE ISLAND**

**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

**Major Selection** ☐ Select All  
 0000 - Undeclared  
 ACCT - Accounting  
 ACTC - Accounting  
 ACTD - Activities Director  
 ADAD - Admin Assistant/Secretary  
 ADAS - Admin Assistant/Secretary  
 ADAT - Admin Assistant/Secretary  
 ADNU - Associates Degree Nursing  
 ADOT - Administrative Office Tech

**Concentration** ☐ Select All  
 NONE - No Concentration

**Subject** ☐ Select All  
 ACAD - Academic Management  
 ACAF - Academic Advisory Council  
 ACCT - Accounting  
 ACCU - Accuplacer Preparation  
 ACTO - Act Open Enrollment On-L  
 ADAS - Administrative Assistant  
 ADLT - Adult Education  
 ADNU - AD Nursing  
 AIBC - Community Services

**Course Number (No Section)**

**Course Number (With Section)**

**Special Instructions**  
 To generate a report for a SINGLE COURSE, please enter only the course ID (e.g. ENGL0500)  
 - the input is NOT Case sensitive.  
 To generate a report for a SPECIFIC COURSE SECTION, please enter the course ID WITH the section number (e.g. ENGL0500101)  
 - the input is NOT Case sensitive.

## 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>

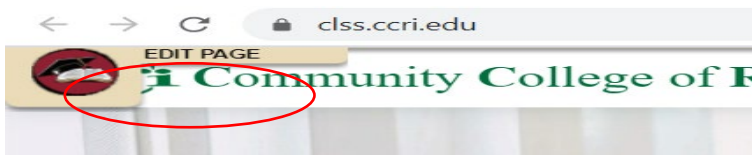
## SECTION IX: COURSELEAF SYSTEM

CATALOG YEARLY REVISION PROCESS:

**WHERE TO GO:**

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

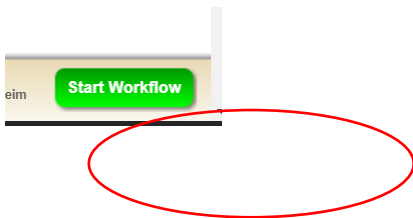
**WHAT TO DO:** Click on “Edit Page” in the top left corner of the page you want to review/edit.



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.

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 wfl=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: wfl=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' page of the Community College of Rhode Island. The page has a header with the college's logo and name. Below the header, there is a section titled 'Course Inventory Management' with a sub-header 'Search, edit, add, and inactivate courses.' and instructions on using wildcards and quick searches. A search bar is present with a 'Search' button, and a 'Propose New Course' button is also visible. A table lists several courses with columns for Course Code, Title, Workflow, and Status. The table is scrollable, and a 'Quick Searches...' dropdown menu is located at the bottom right of the search area.

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.

☐ Archive ☐ History - OR - 

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

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	

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

Proposal Type 

Select...  
 Experimental Course  
 Permanent Course

Developed by  by

Subject Code

Course Number

Department

Division

College

CIP Code

Short Title 

30 characters remaining

Course Title 

100 characters remaining

Developmental? ☐ Yes ☒ No

Course level

Is there a preferred course sequence? ☐ Yes ☒ No

**Calculations Based on 15 Week Semester**

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

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

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

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

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

The screenshot shows the 'Miscellaneous Request Management' page. At the top, there's a search bar with a 'Search' button and a 'Propose New Miscellaneous' button. Below this is a table with the following columns: Request Code, Request Type, Title, Workflow, and Status. The table contains one row with the following data: Request Code: 1, Request Type: New Subject Code, Title: Court Reporting Certificate, Workflow: dscattone, Status: added. Below the table, there's a 'New Proposal' button. To the right of the button, there's a 'Viewing: Court Reporting Certificate' label. At the bottom right, there's a 'In Workflow' section with a list: 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.


The screenshot shows the 'Miscellaneous Request Management' page with the 'New Record' form. The form has the following fields: Request Type (New Subject Code), Title (New Subject Code), Department (Select...), Division (Select Division...), and Course (Code, Title). Below these fields is a 'Request Details' section with a large text area. At the bottom, there's an 'Attach File' button and an 'Uploaded Files' section with a 'Files To Be Uploaded' section.

## PROGRAM PROPOSALS

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

clss.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.

☐ History - OR -

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 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 -

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.cc.ri.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&\_id=1663250163902

### Community College of Rhode Island

### Program Management

New Program Proposal

Effective Catalog Edition

Department

Division

College

Program Code

Copy Program - Google Chrome  
clss.cc.ri.edu/courseleaf/courseleaf.cgi?page=/programadmin/index.html&step=editrecord&cmd=new&\_id=1663250163902

Select Program...

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
- 110: 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.

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 30Will 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 **MIAMI**, and **MIAMI** everything that contains **MIAMI**. The system searches the Program Code, title, workflow step and chair status.

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

☐ 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

**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

## New Program Proposal

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

Viewing: **115 : Court Reporting Certificate**

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

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.

Course Code	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PLO 6	PLO 7	PLO 8	PLO 9	PLO 10	PLO 11	PLO 12	PLO 13
BUSN 1010													
ENGL 1010													
MATH 1005													
MATH 1015													
MATH 1240													
MATH													

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:

**Outcome Request Management**

Program Code: 11 - Business Administration, Accounting – Associate in Science in Business

Course Code: BUSN 1010 - Introduction to Business

Learning Outcomes Relationships

- ☐ PLO 1: Demonstrate an understanding of the general nature, structure, and resources and operations of business and or organizations.
- ☐ PLO 2: Describe and/or explain basic accounting, finance, management, and marketing functions.
- ☐ PLO 3: Communicate business ideas and information effectively.
- ☐ PLO 4: Apply problem-solving and decision-making techniques to business situations.
- ☐ PLO 5: Prepare complex financial statements.
- ☐ PLO 6: Use accounting information to make informed decisions about the internal operations of a company.
- ☐ PLO 7: Use accounting software.
- ☐ PLO 8: Prepare personal income tax returns.
- ☐ PLO 9: Identify personal financial issues of individuals.

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.

Home Page – Community | Home :: PolicyStat | Online Survey Software | AOL - News, Politics, Spo... | +

ccri.policystat.com/home/

Welcome dscatlone | Community College of Rhode Island | Help | Logout | My Account | What's New | Notifications (0)

COMMUNITY COLLEGE OF RHODE ISLAND

RLDatix

Home | Title | Area | Owner | References | PolicyStat Beta

Search policies by typing here | Search Policies

**Home**

RLDatix (PolicyStat's parent company) has created a COVID-19 Resource Library that will be regularly updated to help you navigate this global pandemic. It includes links to COVID-19 updates, free COVID-19 incident form templates and much more. Visit the link to gain access: <https://www.rldatix.com/covid-19>

**Policies Requiring Your Approval (0)**

**Policies Due For Review (0)**

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

**Policy Management**

- Drafts (0)
- My Policies
- Recently Revised
- Duplicates
- Scheduled
- Pending Approval

**Policy Reviews**

- View Committees

**Policies Awaiting Acknowledgment (0)**

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Help

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 – Community | PolicyStat :: PolicyStat | Online Survey Software | AOL - News, Politics, Spo... | +

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

Home | Title | Area | Owner | References | 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

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Help

<https://ccri.policystat.com/policy/7178290/latest/?z=eyJlpljogMH0>

## APPENDICES

### APPENDIX A

#### A.1 - EAB SOFTWARE



## Academic Performance Solutions

*Community College of Rhode Island*

*November 2020*

### Your EAB Team



**Erin Scallen**  
*APS Strategic Leader*  
*Academic Performance Solutions*  
[escallen@eab.com](mailto:escallen@eab.com)



**Harrison Greer**  
*Director*  
*Academic Performance Solutions*  
[hgreer@eab.com](mailto:hgreer@eab.com)

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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:

Number of actual students enrolled in a term

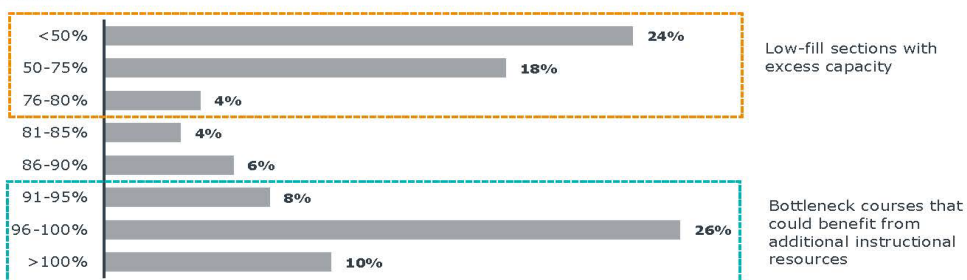
Maximum capacity in a term

### 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.



#### 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 Code	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.

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)

Source: Academic Performance Solutions.

## 7 Compare Bottlenecks and Collapsible Sections

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

**Impact of Course Bottlenecks on Course Completion (Fill Rate  $\geq$  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.



### 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

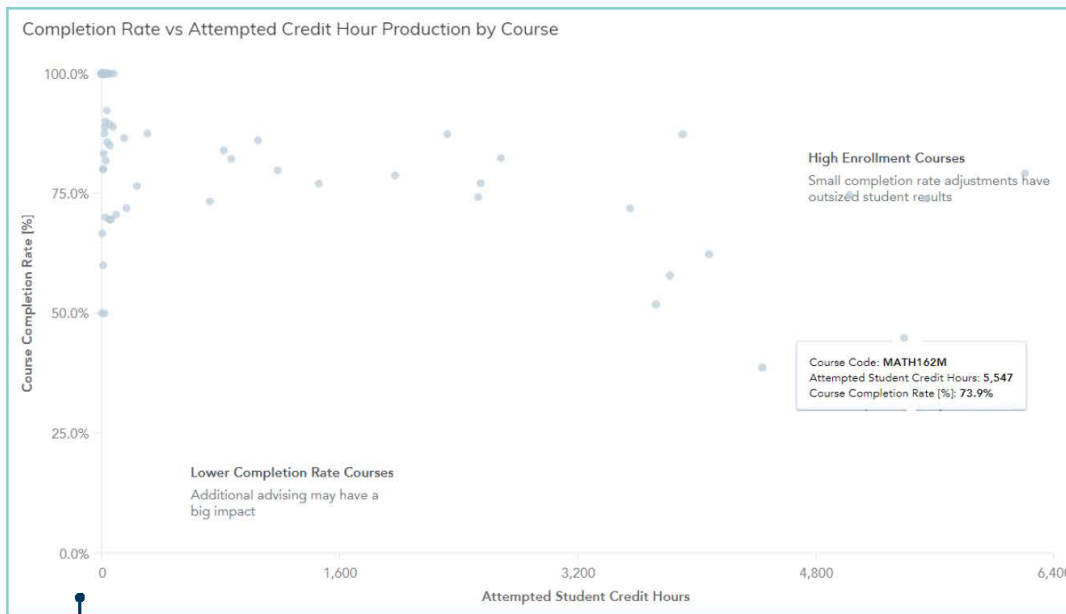
*Note: Filters in the APS Benchmarks dashboard contain standard values*

## 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.

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(s)' 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	# 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	84.0%	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.

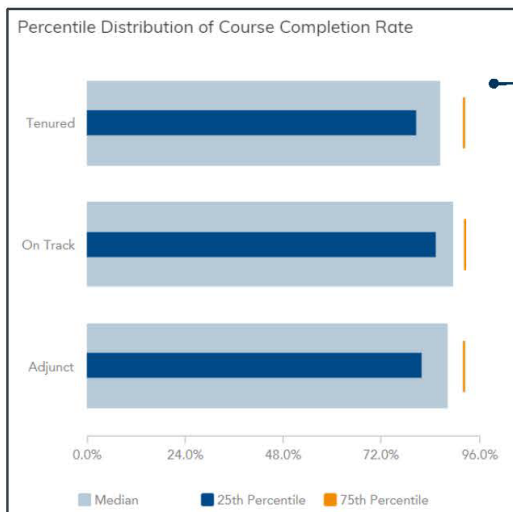
## Identify Course Completion Opportunities cont.

### 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

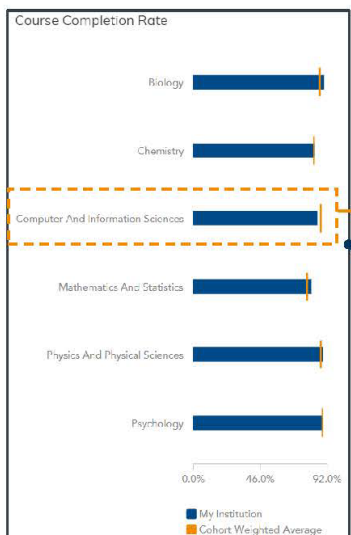
Which instructor types have course completion rates lower than the median?

### 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.



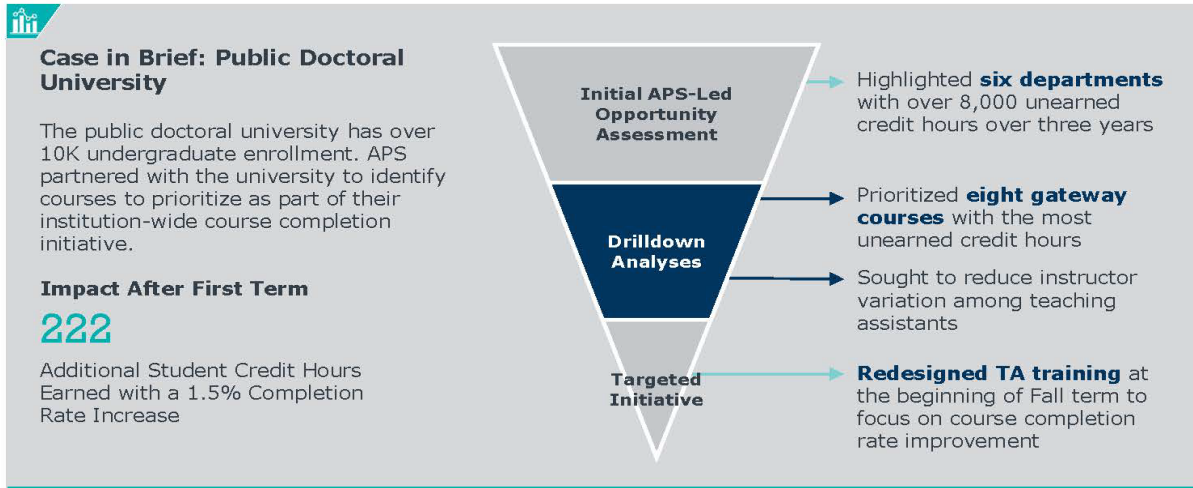
Institution vs Cohort | Completion Rate | Computer And Information Science | ...

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?

## Best Practice Resources



### 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.