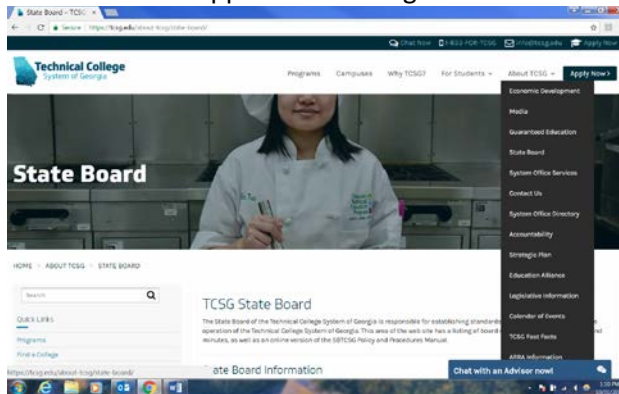


AA Staff KMS Training Agenda

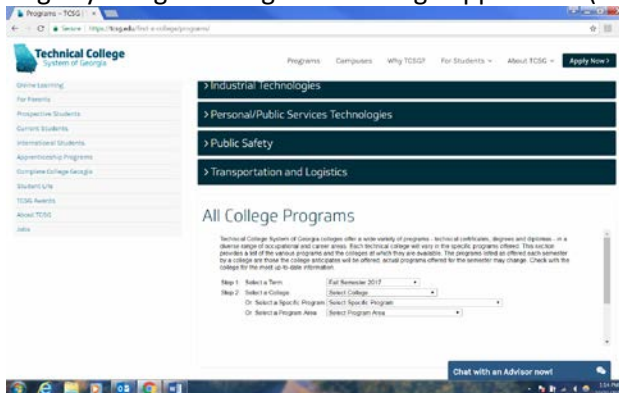
Overview of the day's schedule and attendee introductions

Part I - TCSG Links: www.tcsg.edu

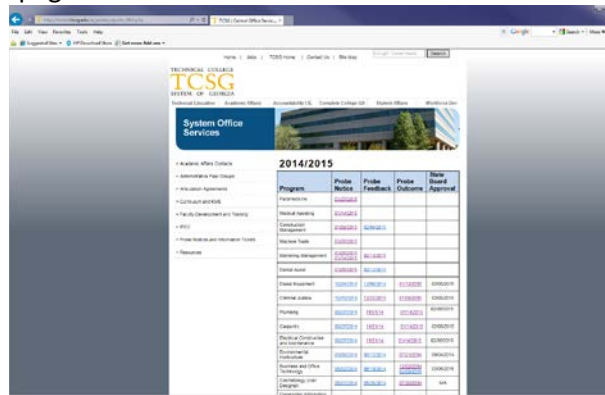
About TCSG → State Board → State Board Approved Meeting Minutes to access minutes files by year



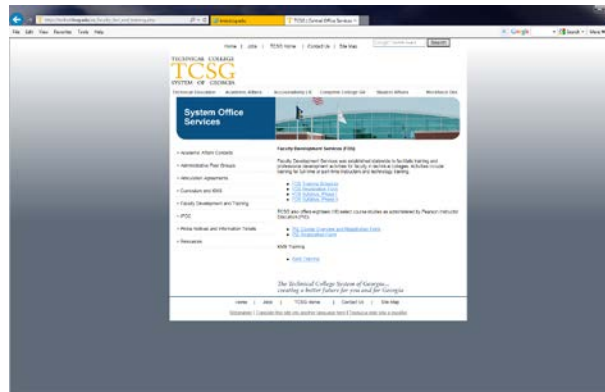
Programs → All College Programs to access program offerings the public sees and uses – colleges control display of these listings by using the Program Offerings Application (POA) in KMS



Probes link – AA documents explaining specific changes made to courses and programs in a PAS group significantly affecting structure/content so you know where to look when you go into the Program Management application to participate in the probe; recent postings are visible while 2012 archives are linked at the bottom of the page



Faculty Development and Training link – where new faculty can access training registration links and session information or syllabi



Part II - KMS Applications and Reports: <https://kms.tcsg.edu>

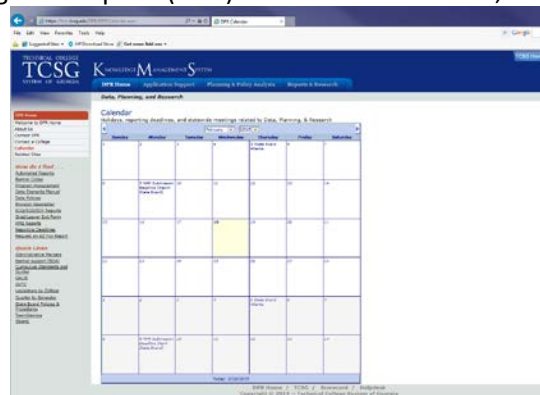
When using KMS most browsers now work but a PC still displays the best page image. You want to make sure you “allow pop ups” and set “compatibility view” for this web site in the browser tools options as applicable. Log in to KMS using this format:

dpr\yourusername
yourpassword

Different level KMS user logons have different capabilities.

1. Base level (1) allows basic searches and probe reviews
2. Mid-level (2) allows NPR creation and edits to institutional courses when needed
3. High level (3) allows NPRs, terminations and probe voting to be “submitted” to TCSG

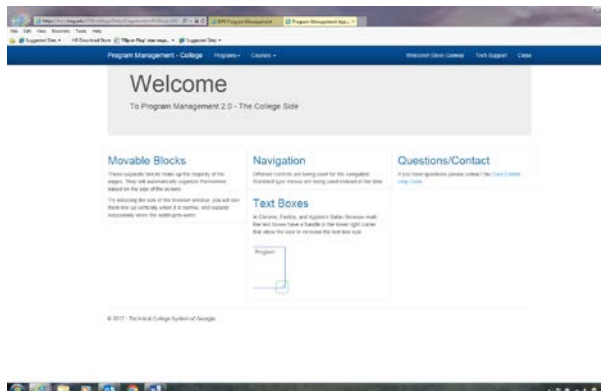
DPR Home → Calendar – to view KMS calendar with state board meetings and other system wide meetings as well as New Program Request (NPR) submission deadlines; note also DC graphs of the week!



Application Support → Program Management → Program Management Application → Go - provides access to the NPR application to enter NPRs and Program Terminations/Continuations.



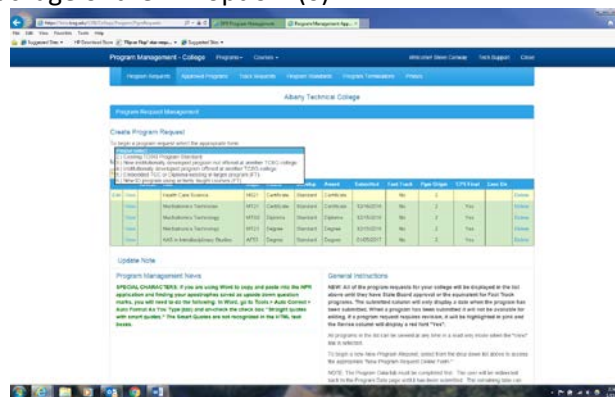
A user first comes to the Welcome screen below. At the top you have the Programs drop down and the Courses drop down menus. These two menus provide full access to the request, management and search functions used predominantly by AA staff at any given college. The Search Semester Curriculum link seen earlier is for low level users and we will discuss later.



When working in Program Requests (NPR), selecting an existing TCSG program (options 2, 4 or 5) is pretty straightforward. Requesting a program that you believe does not exist anywhere in TCSG first requires a thorough search of the CDb and verification with the TCSG Curriculum Program Specialist (CPS) who handles the particular program area that no similar program exists. If a new institutionally developed (ID) program entry is needed, the CPS will first have to help facilitate the new courses creation in the CDb since college users do not have this ability. Then ALL the NPR tabs (including CD ones) must be entered by the college user after selecting option 3 in the drop down.

Fast Track (FT) NPRs (options 5 and 6) do not require full board approval and therefore can be processed quicker than regular ones. To be Fast Track status the proposed program must meet at least one of two criteria:

1. The program is embedded in a longer program already offered by the college - option (5)
2. All the courses in the program are already taught by the college and you are proposing a new combination or package of them – option (6)



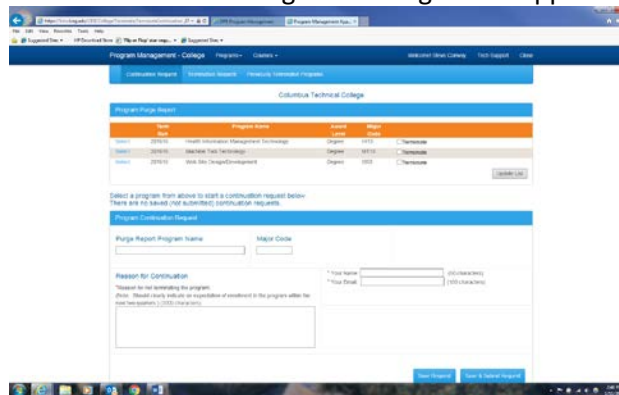
NPR Notes:

Getting a program code on the Approved Program Listing (APL) can happen 3 ways:

1. If Fast Track NPR, the code will appear when Dr. Hornsby approves it on behalf of the board.
2. If the program exists somewhere and it is a regular NPR then it will appear the day after the state board meeting has occurred.
3. If the program is totally new it will appear the day after the state board meeting occurred as long as the CDb version has been submitted by the CPS for review as well.

Getting a program code to be inactive (terminated) will occur the day after the state board meets since these final approvals are executed only in Program Management. The end term appears in red on the APL. When the end term has passed terminated programs no longer show on the APL, but will show on the terminated programs report.

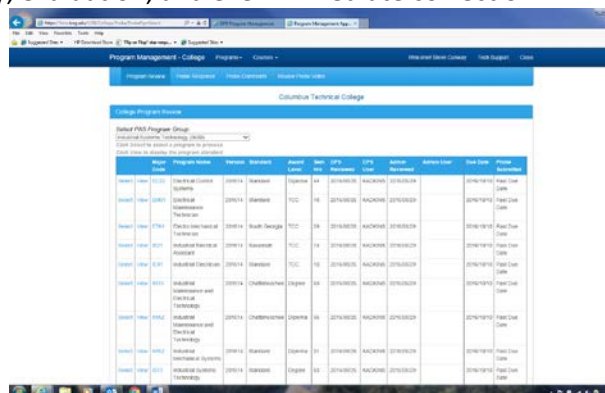
Program Termination is also a function of the Program Management Application.



Programs can be selected for termination or continuation from purge reports run automatically by the data center, or they can be manually selected by college staff. Since purge reporting only displays programs having no enrollment and no awards for 2 straight years, a good practice would be to monitor program enrollments each semester and create teach out plans as downward trends become apparent and irreversible.

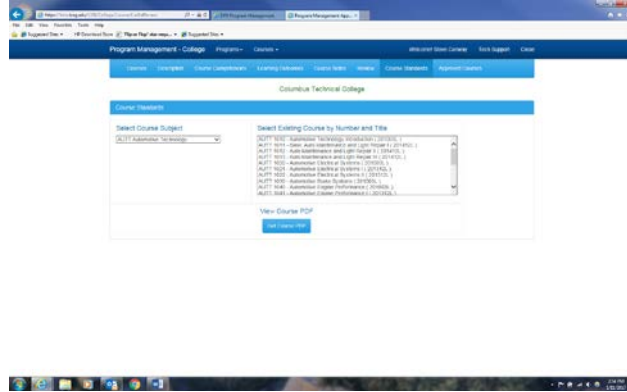
Program Termination Notes:

The Program Probe tab is used to view the program standards revised during probes. By selecting a program standard a user can open a vote box to make comments. The college's actual vote and comments can only be submitted to TCSG by a user with the presidential log on. A good practice here is to have the Probe Ticket handy that you accessed on our TCSG AA webpage so you know exactly what changes to look for and where they can be found. Votes that will include comments should ensure that the comments deal directly with the changes made to the courses or programs and not something else. In depth comments or simple mistakes should be directed to the TCSG CPS for further study, evaluation, and even immediate correction.

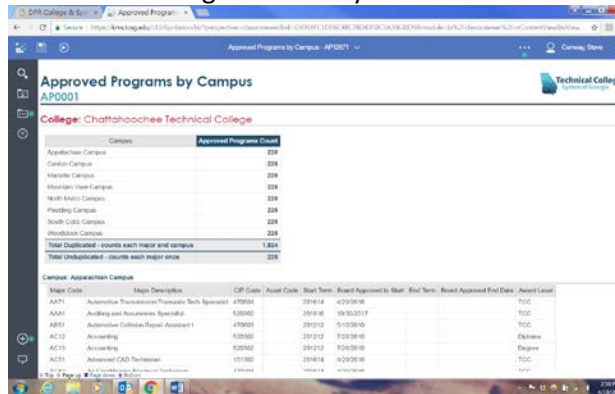


Probe Notes:

The Courses tab can be used to access and edit institutional courses under development already created by the CPS as well as to access the existing courses in the CDb under Course Standards.



Using the KMS Program Management Application is essentially the only way you control your college's approved program list (APL). Since the accuracy of this list has so many ramifications (financial aid, SACSCOC, MIS errors) it is worth monitoring about every month.

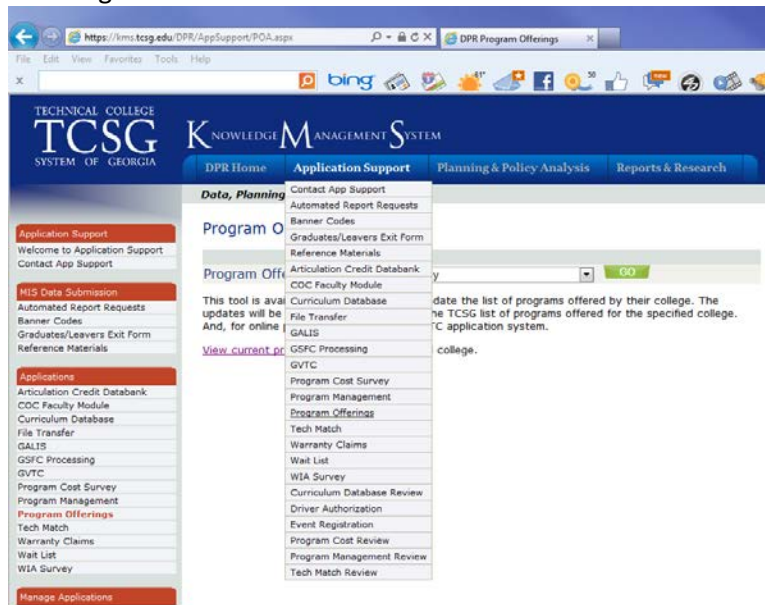


Hover over Reports & Research → Approved Programs → Approved Programs again → Approved Programs by Campus (AP01) → View Report to see your college's current APL.



Notes:

Getting your approved programs to show to the general public on the main TCSG webpage is managed by each college for each semester using another KMS application called POA. Hover over Application Support → Program Offerings → Go



Select the term in the drop down box you want to check or process. All programs offered by your college should display. Click the Program Code link if you want to edit a program's campus or on line designations. Check the Offered Online box and Offered GVTC box only if appropriate for each program. The POA needs to be accurate for various reporting purposes (i.e. campus activity, IPEDS, CCA, PAR). The Search Semester Curriculum link has two separate functions; Courses or Programs. The Search Semester Curriculum link can be accessed using any KMS log on and is the main place for faculty to find, see, save or print course or program standards.

For CDb searches hover over Application Support → Program Management → Search Semester Curriculum → Go.



Part III – State Board Explanations

State Board Approval Processes - The TCSG state board typically meets the first Thursday of every month excluding January and July. There are several committees associated with state board functions and oversights. The one pertinent to academic affairs is appropriately called the academic affairs and college and career academies committee. It is comprised currently of 7 board members. On state board days this committee will meet in a conference room and review agenda items (both motions and discussions) created by Dr. Hornsby and her technical education staff. In general this is where the program requests and terminations colleges submit through Program Management get approved. The committee members, and then later all of the state board members (about 20), see an agenda document generated by the KMS Program Management application that was refined by the academic affairs coordinator and executive director about three weeks before the meeting. The agenda lists the program names, codes, and credits. Supporting documents sent out 2 weeks prior to the meeting in an e-book also include cut and paste fields from the NPRs that show the executive summary and the projected enrollments for each campus location. It is from reading these background documents that questions are often formed by the committee members. No committee meeting goes without some questions and it is up to the TCSG Tech Ed staff and college staff to answer these questions. The more the executive summary makes sense, typically the fewer questions are asked.

The final meeting on a state board day is the TCSG state board meeting. It is at this meeting that formal motions are made to the entire group to approve and terminate programs. The minutes of this meeting are what are posted on the TCSG main webpage two months after each meeting. The TCSG Tech Ed office also sends out letters to each college president after each meeting noting their particular program approvals and terminations from that board meeting. These letters are very important documentation for SACSCOC and the US DOE.

Other topics or questions before adjourning??