

# VP, Dean and AA Staff KMS Training

Updated: 12/14/2016

## Description and Purpose:

Key Academic Affairs (AA) personnel at colleges perform a significant amount of work in various KMS platforms to keep program listings current and to bring new programs on line or terminate obsolete programs. Until recently though no system-wide training sessions have been available for AA staff to learn about these different key KMS tasks. Training has often been in house and very often through trial and error. A one day training session provided by TCSG will help any AA staff person competently and efficiently process new programs in both the NPR and CDb tools as well as come to a better understanding of the many approval processes taking place at the system level for program revisions and creations. This training is NOT Banner focused and likely would not benefit staff working outside of the AA division in a college. The training session will be approximately 5 hours in length (10 – 3) and will include lunch for a modest \$15 registration fee. A computer lab will be reserved for this training and participants will be actively accessing and viewing screens in KMS. Therefore participants must have college log on information and basic functional skills in KMS before attending this training.

## KMS and CDb Training Content Highlights:

- TCSG web links to update and monitor (state board, programs)
- TCSG AA web links to monitor (IFCC meetings, Change Tickets, Probe Notices, Faculty Devel.)
- KMS – the calendar function for NPR deadlines and state board meetings, DC graphs
- The NPR tool – How to propose and enter an acceptable NPR that can be approved with little or no edits and what text is cut and paste for board documents
- NPR approval processes – both standard and Fast Track
- Program Termination Requests – how to monitor and not rely on purge reporting
- NPRs and their impact on the APLs of all campuses (FT= auto, standard=board, CDb=manual)
- KMS – reports you cannot live without checking regularly (courses, programs, APLs)
- The CDb search tool – how to find your programs, standard programs, or institutional programs at any college
- The CDb creation functions – Programs and Courses (how to access and enter these properly)
- The CDb approval processes for courses and programs (probe related and NPR related)
- The state board program approval process, questions often asked, viewing results

## Training Dates for CY 2017:

February 8 – Central Georgia Tech

May 2 – Central Georgia Tech

August 16 – Central Georgia Tech

November 14 – Central Georgia Tech

## Registration:

Please register for each session as it is announced about 1 month prior to each training date by using the registration link provided in the announcement email and then mailing Tania Phillips the registration fee. A college may plan to send more than one representative at a time. Each session is limited to 25 registrants.