Overview of the day’s schedule and attendee introductions

**Part I - TCSG Links:** [www.tcsg.edu](http://www.tcsg.edu)
About TCSG → State Board → State Board Meeting Minutes to access minutes documents

Colleges → Programs to access program offerings the public sees and uses – colleges control display of these listings by using the Program Offerings Application in KMS
TCSG Academic Affairs Links:
TCSG Intranet ➔ Technical Education ➔ Academic Affairs to access our TCSG team’s page

IFCC ➔ Meetings Schedules and Agendas link – official posting site for IFCC meetings (dates, location, agendas)

Probe Notices and Information Tickets ➔ Information Change Tickets link – AA documents explaining course/program changes and edits that do not change program structure significantly. Current years are visible while 2012 or earlier are at the bottom.
Probes link – AA documents explaining specific changes made to courses and programs in a PAS group so you know where to look when you go into the Program Management application to participate in the probe; current postings are visible while 2012 archives are accessed at the bottom of the page.

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

**Part II - KMS Applications and Reports:** [https://kms.tcsg.edu](https://kms.tcsg.edu)

When using KMS make sure IE is your browser, make sure you are using a PC (no Apple or mobile device), make sure you allow pop ups in the tools options, and make sure you set compatibility view for this site in tools options. Log in using this format: dpr\yourusername followed by yourpassword.
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 submit NPRs and Program Terminations/Continuations.

As well, several Curriculum Database (C Db) applications and screens are now accessed from the tabs at the top such as Courses, Program Probes and Program Standards.
When working in NPR, selecting an existing program is pretty straightforward. Requesting a program that does not exist anywhere 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 ID program entry is needed, the CPS will have to help facilitate the new courses creation in the CDb since colleges do not have this ability.

Fast Track NPRs do not require board approval and therefore can be processed quicker than regular ones.

To be Fast Track the proposed program must meet at least one of three criteria:

1. The program might be offered at one campus successfully and now you want to offer it on another campus - option (1)
2. The program might be embedded in a longer program already offered by the college - option (5)
3. All the courses in the program are already taught by the college and you are proposing a new combination 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.
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 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 the NPR tool. 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 selects programs having no enrollment for 2 straight years and no awards, 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 pulling up 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 only deal directly with the changes made to the courses or programs and not something else. Other more in depth comments should be directed to the CPS for further study and evaluation.

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 Standard Review.
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 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. Hover over Application Support → Program Offerings → Go

Select the term in the first drop down box you want to check or process. All programs active for each campus’ APL should display. Check the Program Offered Box if you want the program to display on the search tool. Check the Offered Online boxes and Offered GVTC boxes only if appropriate for each program. These need to be accurate for reporting purposes. Check the Adult Friendly box if the program should be included for GBMA advertising and reporting.

The Curriculum Database (CDb) has two separate applications; courses/programs searches and courses/programs creations and reviews. The Search Semester Curriculum function can be accessed using any KMS log on and is the place to find, see, save or print course or program standards. The Curriculum Database Application is the function to use when you must enter further information in institutionally developed programs. Different KMS user logons have different capabilities.

1. Base level allows probe reviews and access to the voting box
2. Mid-level allows edits to institutional courses and programs when needed
3. High level allows probe voting and comments to be submitted to TCSG.

For CDb searches hover over Application Support → Program Management → Search Semester Curriculum → Go.
Careful selection of your filters in the drop down boxes controls how much breadth you see for either courses or programs searches. But remember, anything visible through searches must be “locked” and/or “approved” by TCSG or they will not be seen.

CDb Semester Curriculum Search notes:
For CDb program data entry hover over Application Support → Curriculum Database Application → Go.

With a mid-level logon you can access your college’s programs that may be under development. Courses are completed and ready for use once they have been reviewed by the college and the TCSG CPS and then locked by the CPS as well. Programs are ready for use only after they have had all 3 CDb approval steps completed; CPS/College Submit, Admin (Steve Conway) submit, and finally State Board Approval submit.

CDb Application notes:
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 academy committee. It is comprised currently of 7 board members. On state board days this committee will meet in a boardroom and review agenda items (both motions and discussions) created by Dr. Hornsby and her academic affairs staff. In general this is where the program requests and terminations colleges submit through Program Management get approved. The AA committee members, and then later all of the state board members (about 20), see an agenda document generated by the KMS NPR application that was refined by me about three weeks before the meeting. This document lists the program names as well as the college and the campuses where it will be offered. 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 program justifications and the projected enrollments. It is from reading these background documents that questions are often formed by the board members. No AA committee meeting goes without some questions and it is up to the TCSG AA staff and college staff to answer these questions. The more the program justification 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 AA office also sends out letters to each college president after each meeting noting the particular program approvals and terminations from that board meeting. These letters are very important for SACSCOC and the US DOE.

Other topics or questions before adjourning??