

## **VPAA, Academic Dean and Other AA Staff KMS Training Options**

### **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. KMS training has often been through trial and error. A two day set of virtual two hour training sessions 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. As well, academic deans and VPAAAs also have the option to view on-line KMS training modules via the KMS Training Org housed in BlackBoard at any time. This AA KMS training is NOT Banner focused and likely would not benefit staff working outside of the AA division in a college. All KMS training sessions will be virtual again this year as attendance has never been higher than using this format. Participants should 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, program offerings)
- TCSG AA web links to monitor (IFCC meetings, Change Tickets, Probe Notices, Faculty Dev.)
- KMS – the calendar function for NPR deadlines and state board meetings
- The NPR application – 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 state 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= automatic, standard=board)
- KMS – reports you cannot live without checking regularly (POA, 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 (revision related and NPR related)
- The state board program approval process, questions often asked, viewing results

### **AA KMS Webex Training Dates for CY 2025:**

February 11-12

May 6-7

August 5-6

November 4-5

### **AA KMS Webex Training Registration:**

Attendees can register for each webex session as it is announced a few weeks prior to each training date by responding to the announcement email. There is no registration fee and no limit to the number of attendees for these webex sessions.

**AA KMS Training Org Directions:**

All VPAA's and academic deans should be able to log into BlackBoard and access the AA KMS Training Org. The BlackBoard URL is

<https://tcsq.blackboard.com>

Your user id is your employee ID number and the password is the same unless you created a new one. Click on forgot password link if you need to reset your password. Once logged in to BlackBoard if you do not have access to the KMS Training Org please contact Steve Conway [sconway@tcsq.edu](mailto:sconway@tcsq.edu) to get added to the roster.