

# **CURRICULUM INVENTORY REPORTING**



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

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# CURRICULUM INVENTORY REPORTING

## PROCESS

The Office of the Registrar is responsible for collecting Curriculum Inventory Reporting data for the Health Science Campus. It records faculty effort in hours for a given semester. This information is referenced for budgeting inquiries, departmental faculty effort reports, and can also be used for many other data collection inquiries. Based on the effort entered in the CIR system, a teaching percent is calculated for USG data reporting. It is extremely important that CIR be submitted by the deadline.

## RESPONSIBILITIES

Curriculum Inventory Reporting is only for the Health Science Campus. CIR submission is the responsibility of the faculty person, but this is often delegated to a designated staff person. A staff person does not automatically have access to the system, so a request from a faculty member must be made to the Registrar's Office to add access.

## INSTRUCTIONS

An email is sent to each department notifying them that Curriculum Inventory Reporting has been opened. These are sent from the Registrar's Office shortly after schedule adjustment has ended each term. If you are no longer responsible for this data, please notify our office so we can reach out to the appropriate person. Access the CIR website by visiting the link below:

<https://apps.augusta.edu/ords/f?p=163:101:.....>

## SIGNING ON

Log in using your JagID and password.



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\*Please note you need access to Duo to access CIR. Any issues with logging on will need to be directed to IT for assistance.

## COURSE SECTIONS

Click on “Search” to see all available sections. Any courses you are currently assigned to in Banner will be available to you. If you are a departmental staff person responsible for entering CIR, any course in your assigned department will be available to you. If you would like to search through your available courses, keep it as general as possible. Enter the CRN or course prefix and select “Refresh”.

Please note: If you are missing classes, please contact the Registrar’s Office at [classes@augusta.edu](mailto:classes@augusta.edu).

Augusta University- CIR Data Management

Welcome: PATLEE Logout Help Security Home

**Search Criteria**

NOTE: Instructions are available in MS Word format.

Term:

School:

Department:

Campus:

CRN:

Subject Code:  Course Number:

Show:

## EDITING YOUR SECTIONS

Once you have selected the course and are ready to enter the hours, click the pencil icon on the left hand side in the “Edit” column next to the CRN number.

Please note: Only whole numbers can be entered in the hour fields.

Search Results					
Edit	CRN	Subject ▲	Course Number	Title	Campus
	16026	AGDR	7021	Adv General Dentistry Didactic	Main campus
	16027	AGDR	7022	Adv General Dent Clin-Pat Care	Main campus

## CONFIRMING SECTION INFORMATION

Confirm the course information at the top of the page is correct.



# CURRICULUM INVENTORY REPORTING

**Course Information**

< Cancel and Return to Course Selection

<b>Course</b> AGDR 7021	<b>Title</b> Adv General Dentistry Didactic, Section M
<b>Term</b> 201608(Fall 2016)	<b>Start - End Dates</b> 07/05/2016 - 12/18/2016
<b>Campus</b> Main campus	<b>Weeks Taught</b> 25 (Include Exam Week)
<b>School</b> 08 - Residents	<b>Credit Hours</b> 25
<b>Course Level</b> Professional (Board approved)	
<b>Department</b> 1260 - Restorative Dentistry	<b>Locked Credit Hours</b>
<b>Students/Residents Enrolled</b> 5	<b>Course Meets</b> On Campus, In Assigned Space

## ENTERING FACULTY HOURS

The faculty who are assigned to this course in BANNER, the student information system, should be reflected on this form. You must indicate the faculty hours here. Any faculty member associated with this course may add hours; however, only the primary faculty or assigned staff member can submit.

**Teaching Faculty**

Be sure to list all faculty teaching the course. Indicate clock hours of time for the entire term for each area noted.  
Contact Registrar

Course	Name	PULSE ID	Lecture Hrs	Seminar Hrs	Lab Hrs	Clinic Hrs	Other Hrs	Prep Hrs	Total Teaching Hrs	Teaching %	Remove
ANAT5002	*Pekson, William G	[REDACTED]	0	0	0	0	2	0	0	0	
ANAT5002	Bolag, Wendy B	[REDACTED]	0	0	12	0	0	0	12	100	Remove
Download to excel			0	0	12	0	2	0	12		

\* indicates Primary Instructor.

Submit to Registrar

## MISSING INSTRUCTOR

If faculty members associated with this course are not on this form, you may add them in the "Select Instructor" field. Enter the instructor's BANNER ID number or click the button to the right of the field to search by name.

**Teaching Faculty**

Be sure to list all faculty teaching the course. Indicate clock hours of time for the entire term for each area noted.

Select Instructor:

or Enter Instructor's Pulse ID:

Add as Primary Instructor?

Add Selected Instructor

Contact Registrar

Please refer to the guidelines below for entering and recording faculty effort.

Effort Type	Description
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# CURRICULUM INVENTORY REPORTING

Lecture	A presentation of instructional material involving minimal periods of student discussion or active participation.
Seminar	A presentation of instructional material in which students are expected to participate in discussion of the material.
Lab	Portion of a course devoted to performance or observation of experiments, application of principles or techniques, dissection of specimens, or demonstration and practice of procedural or clinical skills in an instructional (not patient care) setting.
Clinic	Includes clinic supervision, teaching rounds, delivery/operating room supervision, or teaching in any other clinical or patient care setting. Since the primary purpose of this time is patient care, an “allowance” for teaching time is one hour per half day or two hours per full day of clinical teaching
Other	Course related activities such as lecture/seminar contributor, grading, office hours, advising/counseling students, etc.
Prep Time	Developing course materials, evaluating student progress, coordinating participation by other faculty, etc.

## LOCKING THE COURSE/SUBMISSION

After all information is complete and verified, click “Save Changes”. Once you are ready to lock this course and submit the data to the Office of the Registrar, click “Submit to Registrar”.

Prep/Admin Hrs	Total Teaching Hrs	Teaching %		Remove
<input type="text" value="0"/>	0	50		
<input type="text" value="6"/>	0	50	Make Primary	Remove
	0			

## HOW TO MAKE CHANGES

If changes need to be made after you have locked the course and submitted to the Office of the Registrar, you will need to email [classes@augusta.edu](mailto:classes@augusta.edu) to reopen to make changes. Remember to resubmit after the changes have been made.

# CURRICULUM INVENTORY REPORTING

## TIMELINE

Spring term information is due by February 22, Summer term information is due by July 8, and Fall term information is due by October 7.

Please note: If the date falls on a Saturday, please submit Friday. If the date falls on a Sunday, please submit on Monday.

Term	Deadline
Fall	October 7
Spring	February 22
Fall	July 8

## NOTES

Additional information may be found on our website by visiting the link below:

<https://www.augusta.edu/registrar/cir.php>

## CONTACT

If you have any additional questions, please contact our office at [classes@augusta.edu](mailto:classes@augusta.edu).