2006 Sections by Course

34 courses, 164 sections conducted
2006 Participants by Course

1051 Participants
## Annual Comparisons

<table>
<thead>
<tr>
<th>Year</th>
<th>2006</th>
<th>2005</th>
<th>2004</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses/Demos</td>
<td>34 (+42%)</td>
<td>24 (+60%)</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>Sections</td>
<td>164 (+89%)</td>
<td>87 (+98%)</td>
<td>44</td>
<td>42</td>
</tr>
<tr>
<td>Participants</td>
<td>1,051 (+149%)</td>
<td>422 (+280%)</td>
<td>111</td>
<td>118</td>
</tr>
</tbody>
</table>
- Process changed to allow time at the end of session to complete evaluations rather than ‘mail back’
- Overall return rate improved by 20%
- Continued ‘thanks’ emails which include evaluation reminders
- All feedback consolidated and forwarded to respective instructor(s), usually within two business days
- Action taken for all requests for personal follow up and several individual training/work sessions arranged as result

*Began using evaluations May 17, 2005
New Offerings in 2006

- Budget Module 2006 (refresher & new user)
- Community College Strategic Planner
- Continuing Education Course Evaluations
- Continuing Education Course Section Entry Refresher
- Creating Part-Time Faculty Contracts
- Credit Course Instructor Evaluations
- Credit Course Section Entry Refresher
- Degree Audit Basics
- Fiscal Year End Close Basics
- GroupWise Calendar
- GroupWise 7.0 Overview
- Information Security Basics
- Payroll $en$e
- Using TracDat for KPI Updates
- Web Page Design Using MS FrontPage
Technical Training Program Support

The training program continues to grow thanks to the incredible support from various departments around the campus. Many of the new offerings in the program have been developed in conjunction with individuals willing to share their time and expertise by creating informative materials and training fellow employees.

- Accounting / DFS
- Budget Department
- Human Resources
- Payroll
- Procurement
- Registrar
- Outcomes Assessment & Research
- Information Management Team
- Information Technology Services
Technical Training Center - CC100A

In addition to the technical training program courses, many groups have utilized this valuable resource for various uses such as web or vendor on-site training and to meet departmental needs as well.

- TracDat (OAR)
- Image Now (ITS)
- FormPort / Easy Spooler Demo (ITS)
- Ad Astra (SCH)
- Project Management (IMT)
- Group Link (ITS Help Desk)
- Vertere chemical inventory system (BIO)
- Mailing System Software MM2010 (MAI)
- Raisers Edge (DEV/ADV)
- Report Exec (PSD)
- Software demos, consulting visits, meetings, departmental training (various groups)
Other Accomplishments

Several training sessions offered at other campuses:

- GroupWise Basics (LEON)
- GroupWise 7.0 Overview (PRIN, LEON)
- Advanced GroupWise with Emphasis on the Calendar (PRIN)
- Community College Strategic Planner (conference w/ PRIN, LEON)
- Degree Audit Basics (LEON, PRIN)
- Information Security Basics (2 PRIN)
- Introduction to Communications Management (LEON)
- Introduction to Query Builder (LEON)
- Information Technology Services (ITS) Overview (LEON)
- Payroll $en$e (2 LEON, 2 PRIN)
Other Accomplishments

In June, we began working in partnership with county agencies (through the training coordinator) to provide their employees with GroupWise training.

- CSM employees are given priority and vacant seats are available for the county.
- Training has been well received and many positive comments provided via the session evaluations.
- Attendance from the county has been as follows:
  - GroupWise Basics - 2
  - Advanced GroupWise - 4
  - Advanced GroupWise with Emphasis on the Calendar - 8
  - GroupWise Calendar - 2
  - GroupWise 7.0 Overview - 4
Other Accomplishments

Web site upgrades
- All new courses advertised via What’s New? on home page
- Detailed course descriptions created and posted for all new classes
- On-line registration utilized the entire year
- Majority of registrations received via the web

Training center upgraded with touch control screen
- Touch screen technology installed in the training center to control Smart Podium components and projector
- Provides consistent configuration with academic labs across the campus