University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

SkillSoft Utilization – CU Anschutz Medical Campus
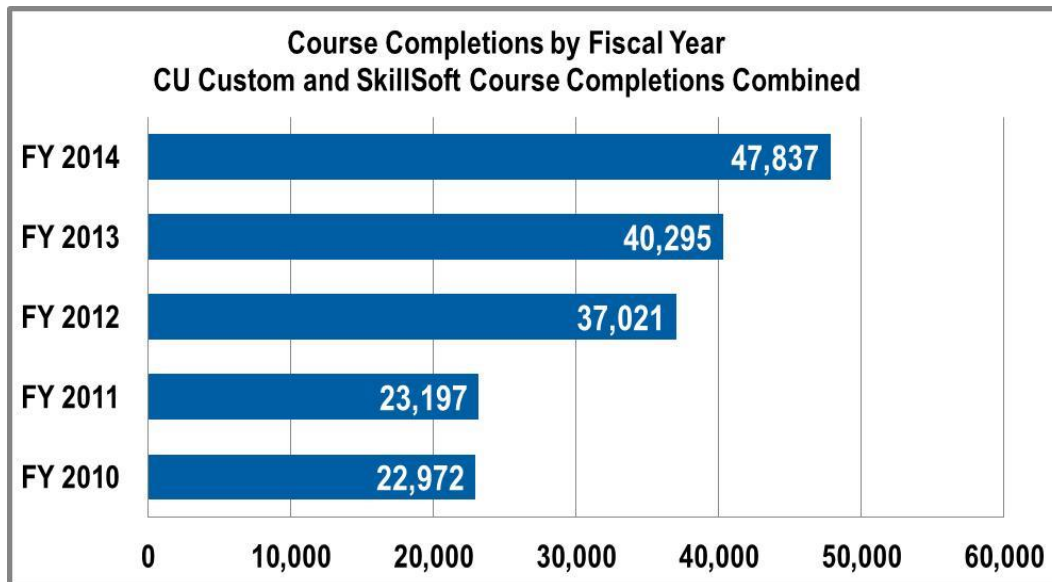# Fiscal Year 2014 – Annual Report

This report summarizes course completion data for University of Colorado (CU) faculty, staff and student employee training. SkillSoft is a purchased service that includes an extensive library of online learning resources and a catalog of 88 CU custom courses that meet compliance requirements. Also included in SkillSoft are:

- Books24x7, an online library, offering over 39,000 books and videos
- Self-registration for Instructor Led Training (ILT) courses
- Certification courses for project management (PMI), accountancy (NASBA) and more

Over the past five fiscal years, SkillSoft use by university employees has consistently increased. Campuses rely on these online courses to meet a variety of university, state and federal compliance requirements.

In fiscal year 2014:

- Faculty, staff, and student employees have completed over 47,000 on-line courses, a 15% increase in usage from last year. (See chart below)
- Employee Learning and Development (ELD) created 17 new custom online courses.
- Over 3,700 employees self-registered on SkillSoft to complete over 130 university Instructor Led Training (ILT) courses.

Course Completions by Fiscal Year
CU Custom and SkillSoft Course Completions Combined

Fiscal Year	Completions
FY 2014	47,837
FY 2013	40,295
FY 2012	37,021
FY 2011	23,197
FY 2010	22,972

University faculty and staff value the flexibility and efficiency of online learning and the diverse resources offered in SkillSoft. Managers rely on reports for required annual performance and compliance documentation. ELD continues to identify ways to support professional development opportunities through the many resources provided by SkillSoft.

CU Course Completions – CU Anschutz Medical Campus

HRMS Code	CU Courses in SkillSoft By HRMS Course Title	Q1 FY 2014	Q2 FY 2014	Q3 FY 2014	Q4 FY 2014	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
U00057	ADA	48	11	11	13	1	15	62	26	83
U00109	Advance Web-Nav and Reports		2	34	2	0	0	0	0	38
U00110	Advancement Gift Agreements			7	2	0	0	0	0	9
U00116	Advancement-Gift Handling				1	0	0	0	0	1
X00490	Asbestos Awareness [SkillSoft-SAH0403]	3	6	4	4	2	1	13	13	17
U00097	Assessment and Alignment					0	0	0	0	0
U00069	Bloodborne Pathogens	480	396	520	912	693	1,540	2,179	2,378	2,308
U20061	Budgeting Clinical Research	5	2	3	4	24	12	20	11	14
U00065	Cash Control	4	20	6	1	10	19	89	18	31
U00068	Chemical Waste Management	466	342	521	693	754	1,538	2,108	2,159	2,022
U00095	Clery Act Reporting	1	1		1	0	0	0	2	3
U00076	Clinical Trials Recruiting	4		2		0	5	10	11	6
U00085	Cognos Reporting System	11	4	2		0	0	29	24	17
U00113	Cognos: Running m-Fin			1	6	0	0	0	0	7
U00114	Cognos: Working with m-Fin			1	6	0	0	0	0	7
U00092	Concur-Booking Travel	17	9	13	12	0	0	0	22	51
U00093	Concur-Reconcile Proc Card	17	11	16	9	0	0	0	16	53
U00094	Concur-Reconcile Travel	15	8	16	7	0	0	0	17	46
U00088	Conflict of Interest NIH	25	16	7	12	0	0	0	39	60
U00081	CU Marketplace - Approver	15	12	12	11	0	0	173	59	50
U00091	CU Marketplace - Inv Approve	14	13	8	7	0	0	0	12	42
U00090	CU Marketplace - Receiver	15	13	13	16	0	0	0	21	57
U00084	CU Marketplace - Requester	56	52	40	45	0	0	245	194	193
U00080	CU Marketplace - Shopper	84	40	52	44	0	0	593	186	220
U00059	Direct Charging	33	15	21	18	36	36	55	59	87
S10007	Discriminarion & Harassment UCB	17	12	16	13	0	12	20	35	58
U00067	Discrimination & Harassment	525	214	580	566	198	414	496	1,860	1,885
U00055	ePER	44	28	34	32	93	74	84	104	138
U00112	Faculty Search Committee				1	0	0	0	0	1
U00049	FERPA	125	97	37	39	68	131	249	184	298
F00001	Fiscal Code of Ethics	145	129	100	101	300	286	856	497	475
F00002	Fiscal Code of Ethics-Officers	24	30	25	24	2	19	45	26	103
U00072	Form I-9	4	4	2	11	0	14	10	31	21
U00083	Gift Fund-Advanced	6	4	7	3	0	0	7	22	20
U00082	Gift Fund-Beginner	15	20	17	23	0	0	59	88	75
A00020	HIPAA Regulations	675	297	212	352	439	625	1,682	1,684	1,536
A00029	HRMS Fundamentals	18	15	9	14	42	55	53	61	56
A00030	HRMS Inquire/Reporting	18	14	8	12	41	52	47	59	52
U00074	HRMS Managing People	14	18	5	9	0	0	21	50	46
U00073	HRMS Managing Positions	14	18	6	10	0	7	27	51	48
U00075	HRMS Payroll Processing	15	18	7	10	0	0	21	50	50
A00031	HRMS Time Collection	19	12	5	6	34	45	48	46	42
U00118	IACUC Refresher Training					0	0	0	0	0
U00077	Identity Theft Prevention		1	2		0	3	15	3	3
U00063	Information Security	490	203	192	242	220	414	1,296	2,539	1,127
U00064	Information Security ITS	2	2	7	6	24	21	57	79	17
U10065	Intro to Export Controls			1		0	0	0	0	1
A00140	Introduction to ISIS	110	30	21	22	60	60	99	135	183
A00141	ISIS Campus Community	16	12	2	3	30	13	26	31	33
A00144	ISIS Student Financials	6	2		1	0	4	0	10	9
U00087	IT Confidentiality Agreement	3	4	7	9	0	0	0	29	23
U00050	Lab Safety	169	181	116	255	139	187	561	628	721
X00109	Laser Safety Training [SkillSoft-SAH449]	4	3	1	3	0	1	9	17	11
U10061	LASP Export Compliance					1	2	0	2	0

HRMS Code	CU Courses in SkillSoft By HRMS Course Title	Q1 FY 2014	Q2 FY 2014	Q3 FY 2014	Q4 FY 2014	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
U00111	New Emp Orientation Boulder					0	0	0	0	0
U40057	New Empl Orientation-UCCS	1	1			0	0	0	4	2
U00070	New Employee Orientation	6	4	7	1	5	26	31	21	18
U00098	New Faculty Orientation-UCD	1			2	0	0	0	0	3
U60007	OLAR Animal Program Orient	136	82	94	95	0	0	85	338	407
U60006	OLAR Disease Prev & Cont	144	96	103	116	0	0	117	400	459
U60005	OLAR Standard Opr Proc	139	97	101	114	0	0	122	395	451
U60004	OLAR WAO	43	31	28	45	3	59	80	114	147
U00096	PeopleAdmin/JobsatCU			12	6	0	0	0	0	18
A00106	Peoplesoft Fin: Journal Entry	9	17	5	9	39	54	55	57	40
A00105	PeopleSoft Finance: Inquiry	24	17	14	20	66	85	91	91	75
U00115	Perf Mgmt Classified UCB					0	0	0	0	0
U00062	Performance Management	9	7	7	11	24	29	37	41	34
A00025	Procurement Card Approving	12	13	14	7	39	28	50	35	46
U00053	Procurement Card Holder	85	82	80	68	265	247	262	275	315
A00109	Procurement Purchasing	90	89	71	76	271	272	538	299	326
U00100	Radiation Safety Refresher	18	76	40	149	0	0	0	0	283
U00089	Regulated Medical Waste	319	259	330	388	0	0	0	762	1,296
A00139	Research Administration for Faculty	27	17	20	18	32	45	57	65	82
U00101	Research Response Criteria			2		0	0	0	0	2
X00107	Respiratory Protection [SkillSoft-SAH0474]	25	17	19	24	7	34	44	63	85
U00066	Search Committee Training	32	28	75	58	64	160	157	183	193
U00117	Secure Application Development				1	0	0	0	0	1
C20003	Shipping Bio Materials	99	112	99	114	186	268	400	339	424
U00119	SODM-BloodBorne Pathogens				142	0	0	0	0	142
U00120	SODM-Chemical Waste Management				137	0	0	0	0	137
U60001	SubRecipient Monitoring				1	9	6	6	10	1
U10066	Summer Salary Limitations					0	0	0	0	0
U00071	Tenure Review	1	1			0	4	3	3	2
U00078	Travel and Travel Card	90	59	71	52	0	123	989	315	272
U10067	WHC Community Health					0	0	0	0	0
U10063	WHC HIPAA Review		2	1		0	2	5	2	3
U10064	WHC Infection Control		2	1	1	0	0	1	3	4
U10062	WHC Safety & Risk Mgmt		2	1		0	1	3	2	3
TOTALS		5,101	3,452	3,924	5,248	7,861	7,190	14,508	17,411	17,725

Anschutz Medical Campus Highlights:

- Environmental Health and Safety implemented a new *Radiation Safety Refresher* course.
- Anschutz Medical Campus (AMC) requires yearly online training to meet Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) requirements.
- Clinical Research uses SkillSoft for their Instructor Led Training registration and for custom online course requirements.