



SkillSoft Utilization – CU Denver Campus Fiscal Year 2014 – Annual Report

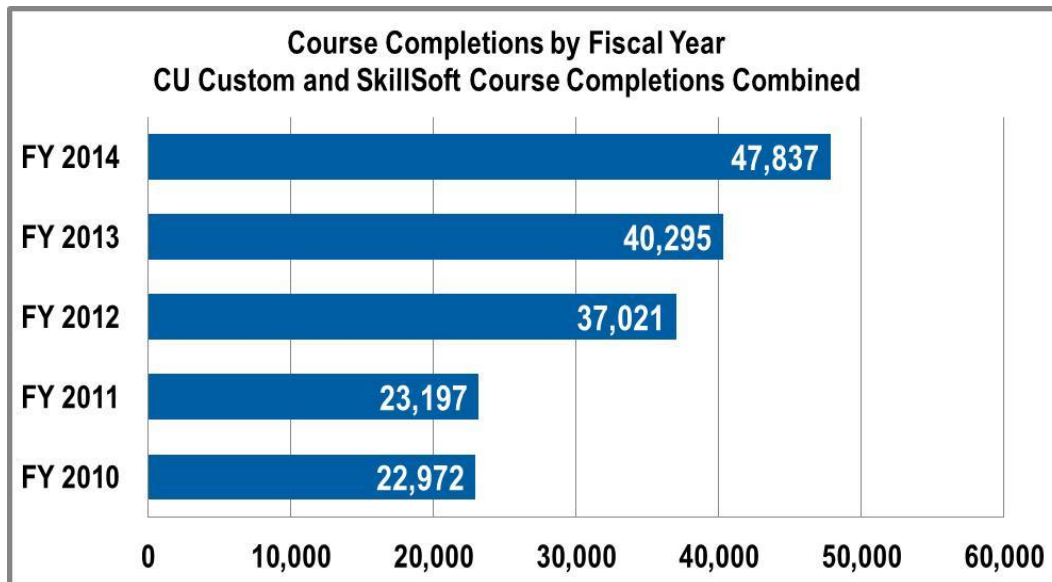
This report summarizes course completion data for University of Colorado (CU) faculty, staff and student employee training. SkillSoft is a purchased service that includes an extensive library of online learning resources and a catalog of 88 CU custom courses that meet compliance requirements. Also included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



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 Denver 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	9	9	19	26	1	9	4	7	63
U00109	Advance Web-Nav and Reports			12		0	0	0	0	12
U00110	Advancement Gift Agreements			1		0	0	0	0	1
U00116	Advancement-Gift Handling					0	0	0	0	0
X00490	Asbestos Awareness [SkillSoft-SAH0403]	5	5	2	5	0	3	5	8	17
U00097	Assessment and Alignment	3	8	11	17	0	0	0	0	39
U00069	Bloodborne Pathogens	58	31	44	65	27	70	157	171	198
U20061	Budgeting Clinical Research		1	1		4	3	6	7	2
U00065	Cash Control	1	2	3	1	2	7	12	6	7
U00068	Chemical Waste Management	98	36	56	58	42	109	216	242	248
U00095	Clery Act Reporting	9			3	0	0	0	3	12
U00076	Clinical Trials Recruiting			1		0	0	1	1	1
U00085	Cognos Reporting System	4	8	3		0	0	18	19	15
U00113	Cognos: Running m-Fin			2	2	0	0	0	0	4
U00114	Cognos: Working with m-Fin			2	2	0	0	0	0	4
U00092	Concur-Booking Travel	5	4	2	5	0	0	0	5	16
U00093	Concur-Reconcile Proc Card	7	4	3	2	0	0	0	10	16
U00094	Concur-Reconcile Travel	6	3	2	4	0	0	0	6	15
U00088	Conflict of Interest NIH	2	1	2	3	0	0	0	4	8
U00081	CU Marketplace - Approver	7	9	5	7	0	0	75	28	28
U00091	CU Marketplace - Inv Approve	4	7	3	4	0	0	0	3	18
U00090	CU Marketplace - Receiver	8	5	7	7	0	0	0	2	27
U00084	CU Marketplace - Requester	17	12	11	19	0	0	57	65	59
U00080	CU Marketplace - Shopper	20	15	23	26	0	0	167	65	84
U00059	Direct Charging	2	5	4	10	15	13	13	17	21
U00067	Discrimination & Harassment	136	123	119	227	75	193	195	492	605
S10007	Discrimination & Harassment UCB	11	5	12	13	0	15	12	21	41
U00055	ePER	3	3	4	11	14	11	10	13	21
U00112	Faculty Search Committee			4		0	0	0	0	4
U00049	FERPA	173	248	95	107	368	246	295	371	623
F00001	Fiscal Code of Ethics	62	69	37	78	111	114	265	210	246
F00002	Fiscal Code of Ethics-Officers	12	8	14	25	12	7	7	7	59
U00072	Form I-9	6	2	2	2	0	10	7	3	12
U00083	Gift Fund-Advanced		3		7	0	0	5	10	10
U00082	Gift Fund-Beginner	4	11	5	17	0	0	28	53	37
A00020	HIPAA Regulations	76	43	24	52	37	50	194	335	195
A00029	HRMS Fundamentals	26	13	12	18	29	41	32	42	69
A00030	HRMS Inquire/Reporting	28	13	12	17	29	39	28	39	70
U00074	HRMS Managing People	21	6	9	12	0	0	9	23	48
U00073	HRMS Managing Positions	20	6	8	16	0	5	12	24	50
U00075	HRMS Payroll Processing	20	7	10	14	0	0	10	23	51
A00031	HRMS Time Collection	23	7	7	13	21	37	16	23	50
U00118	IACUC Refresher Training					0	0	0	0	0
U00077	Identity Theft Prevention	1		1		0	1	3	0	2
U00063	Information Security	103	67	82	95	130	174	391	817	347
U00064	Information Security ITS	4	2	6	3	37	17	43	60	15
U10065	Intro to Export Controls		1			0	0	1	0	1
A00140	Introduction to ISIS	133	56	52	68	351	194	245	300	309
A00141	ISIS Campus Community	40	28	22	18	235	89	60	111	108
A00144	ISIS Student Financials	13	13	8	9	7	24	13	39	43
U00087	IT Confidentiality Agreement	3	7	6	6	0	0	0	23	22
U00050	Lab Safety	51	24	29	35	59	54	113	140	139
X00109	Laser Safety Training [SkillSoft-SAH449]	5	3	6	2	0	1	9	8	16
U10061	LASP Export Compliance		1			0	0	0	0	1



CU Course Completions – CU Denver Campus – continued

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				0	0	0	0	1
U00070	New Employee Orientation	5	3	1	3	3	5	15	6	12
U00098	New Faculty Orientation-UCD	5	12	10	20	0	0	0	0	47
U60007	OLAR Animal Program Orient	6	7	20	16	0	0	9	26	49
U60006	OLAR Disease Prev & Cont	7	9	20	14	0	0	8	27	50
U60005	OLAR Standard Opr Proc	7	8	17	15	0	0	8	24	47
U60004	OLAR WAO	1	1	7	4	0	2	2	10	13
U00096	PeopleAdmin/JobstatCU			10	8	0	0	0	0	18
A00106	Peoplesoft Fin: Journal Entry	8	8	7	7	25	25	27	27	30
A00105	PeopleSoft Finance: Inquiry	14	15	13	17	31	39	42	49	59
U00115	Perf Mgmt Classified UCB					0	0	0	0	0
U00062	Performance Management	5	7	5	13	22	18	16	28	30
A00025	Procurement Card Approving	11	8	3	5	20	18	16	15	27
U00053	Procurement Card Holder	32	47	21	29	74	81	79	94	129
A00109	Procurement Purchasing	43	50	28	40	86	89	180	111	161
U00100	Radiation Safety Refresher	5	6	6	8	0	0	0	0	25
U00089	Regulated Medical Waste	20	22	27	36	0	0	0	42	105
A00139	Research Administration for Faculty	2	4	3	13	9	17	10	24	22
U00101	Research Response Criteria					0	0	0	0	0
X00107	Respiratory Protection [SkillSoft-SAH0474]	6	22	45	14	8	82	112	53	87
U00066	Search Committee Training	42	59	38	38	58	86	173	125	177
U00117	Secure Application Development					0	0	0	0	0
C20003	Shipping Bio Materials	5	9	7	7	5	14	14	29	28
U00119	SODM-BloodBorne Pathogens				2	0	0	0	0	2
U00120	SODM-Chemical Waste Management				2	0	0	0	0	2
U60001	SubRecipient Monitoring	1	2	1		1	3	3	2	4
U10066	Summer Salary Limitations	1				0	0	0	0	1
U00071	Tenure Review					0	0	1	1	0
U00078	Travel and Travel Card	44	31	33	55	0	39	370	138	163
U10067	WHC Community Health					0	0	0	0	0
U10063	WHC HIPAA Review		1	1		0	0	0	0	2
U10064	WHC Infection Control					0	0	0	0	0
U10062	WHC Safety & Risk Mgmt					0	0	0	0	0
TOTALS		1,510	1,265	1,128	1,497	2,557	2,165	3,863	4,713	5,400

CU Denver Campus Highlights:

- CU Denver implemented two new courses to support faculty development: *New Faculty Orientation* and *Assessment and Alignment*.
- New employees are required to complete *Discrimination and Harassment* and *Information Security* training.
- *FERPA* is also required of employees that have access to the Student Information System (ISIS).