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

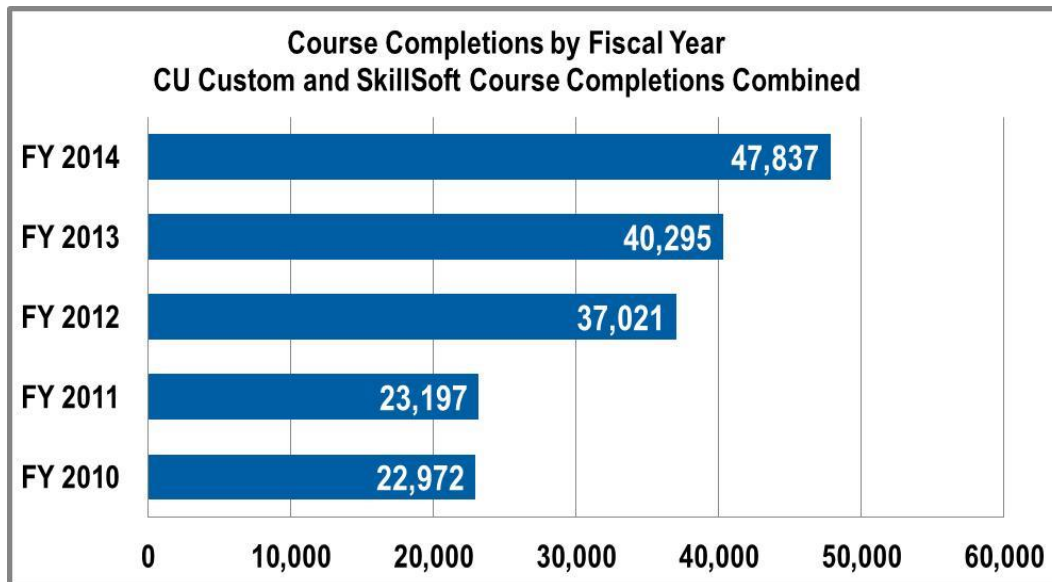## SkillSoft Utilization – UCCS Campus
Fiscal Year 2014 – Annual Report

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 shown consistent growth. 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 – UCCS 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	5	6	5	2	0	1	7	9	18
U00109	Advance Web-Nav and Reports		1		2	0	0	0	0	3
U00110	Advancement Gift Agreements					0	0	0	0	0
U00116	Advancement-Gift Handling					0	0	0	0	0
X00490	Asbestos Awareness [SkillSoft-SAH0403]			2	3	0	0	6	16	5
U00097	Assessment and Alignment					0	0	0	0	0
U00069	Bloodborne Pathogens		1	1	1	0	4	5	6	3
U20061	Budgeting Clinical Research					0	0	0	0	0
U00065	Cash Control			1	2	5	3	10	3	3
U00068	Chemical Waste Management	1	1		2	0	9	12	3	4
U00095	Clery Act Reporting	23	38	3	1	0	0	0	171	65
U00076	Clinical Trials Recruiting					0	0	0	0	0
U00085	Cognos Reporting System	2	1	1		0	0	11	9	4
U00113	Cognos: Running m-Fin				3	0	0	0	0	3
U00114	Cognos: Working with m-Fin				3	0	0	0	0	3
U00092	Concur-Booking Travel	1		2	3	0	0	0	5	6
U00093	Concur-Reconcile Proc Card	3	1	3	2	0	0	0	3	9
U00094	Concur-Reconcile Travel			2	2	0	0	0	4	4
U00088	Conflict of Interest NIH	4	9	3	4	0	0	0	12	20
U00081	CU Marketplace - Approver	2	4	5	2	0	0	46	16	13
U00091	CU Marketplace - Inv Approve	2	3	2	3	0	0	0	3	10
U00090	CU Marketplace - Receiver	3	3	3	2	0	0	0	4	11
U00084	CU Marketplace - Requester	13	6	11	3	0	0	27	45	33
U00080	CU Marketplace - Shopper	16	9	9	8	0	0	60	33	42
U00059	Direct Charging		2			1	0	1	1	2
S10007	Discriminarion & Harassment UCB	28	27	37	22	1	9	7	14	114
U00067	Discrimination & Harassment	200	146	116	91	216	408	500	547	553
U00055	ePER	9	13	13	11	43	58	44	51	46
U00112	Faculty Search Committee				1	0	0	0	0	1
U00049	FERPA	52	237	76	40	228	154	95	144	405
F00001	Fiscal Code of Ethics	26	23	16	19	63	47	153	111	84
F00002	Fiscal Code of Ethics-Officers	7	4	3	3	2	3	10	7	17
U00072	Form I-9	2	4	2		0	2	3	7	8
U00083	Gift Fund-Advanced	2	2	1	2	0	0	1	7	7
U00082	Gift Fund-Beginner	5	2	2	9	0	0	22	30	18
A00020	HIPAA Regulations	7	3	11	24	4	30	10	21	45
A00029	HRMS Fundamentals	18	8	8	6	22	13	33	38	40
A00030	HRMS Inquire/Reporting	14	8	7	5	21	13	30	39	34
U00074	HRMS Managing People	8	6	3	3	0	0	3	19	20
U00073	HRMS Managing Positions	10	5	3	2	0	0	5	22	20
U00075	HRMS Payroll Processing	8	6	3	3	0	0	4	23	20
A00031	HRMS Time Collection	13	7	7	5	17	9	29	39	32
U00118	IACUC Refresher Training					0	0	0	0	0
U00077	Identity Theft Prevention				2	0	0	2	3	2
U00063	Information Security	217	175	143	112	484	386	440	624	647
U00064	Information Security ITS	6	18	9	5	65	25	36	24	38
U10065	Intro to Export Controls			1	3	0	0	1	1	4
A00140	Introduction to ISIS	38	36	34	24	211	136	83	121	132
A00141	ISIS Campus Community	25	12	10	5	83	41	27	46	52
A00144	ISIS Student Financials	12	6	4	3	9	19	16	14	25
U00087	IT Confidentiality Agreement	8	4	15	4	0	0	0	18	31
U00050	Lab Safety	1	1	2	1	9	12	10	2	5
X00109	Laser Safety Training [SkillSoft-SAH449]					0	0	0	0	0
U10061	LASP Export Compliance					1	0	0	1	0

CU Course Completions – UCCS 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	24	15	18	8	0	0	0	65	65
U00070	New Employee Orientation	4	2			1	15	18	15	6
U00098	New Faculty Orientation-UCD					0	0	0	0	0
U60007	OLAR Animal Program Orient					0	0	0	0	0
U60006	OLAR Disease Prev & Cont					0	0	0	0	0
U60005	OLAR Standard Opr Proc					0	0	0	1	0
U60004	OLAR WAO					0	0	0	0	0
U00096	PeopleAdmin/JobsatCU			7	1	0	0	0	0	8
A00106	Peoplesoft Fin: Journal Entry	4	5	6	4	13	9	22	24	19
A00105	PeopleSoft Finance: Inquiry	6	6	8	3	26	20	31	30	23
U00115	Perf Mgmt Classified UCB				1	0	0	0	0	1
U00062	Performance Management	4	2	4		19	28	9	8	10
A00025	Procurement Card Approving	5	5	4	3	5	8	6	8	17
U00053	Procurement Card Holder	20	11	12	12	29	28	57	50	55
A00109	Procurement Purchasing	21	18	13	9	38	24	99	66	61
U00100	Radiation Safety Refresher					0	0	0	0	0
U00089	Regulated Medical Waste				2	0	0	0	1	2
A00139	Research Administration for Faculty					1	0	1	1	0
U00101	Research Response Criteria					0	0	0	0	0
X00107	Respiratory Protection [SkillSoft-SAH0474]			1	1	0	0	1	1	2
U00066	Search Committee Training	27	39	23	36	1	4	116	94	125
U00117	Secure Application Development					0	0	0	0	0
C20003	Shipping Bio Materials					0	1	1	1	0
U00119	SODM-BloodBorne Pathogens					0	0	0	0	0
U00120	SODM-Chemical Waste Management					0	0	0	0	0
U60001	SubRecipient Monitoring		1			1	0	0	1	1
U10066	Summer Salary Limitations					0	0	0	0	0
U00071	Tenure Review	1				0	3	0	4	1
U00078	Travel and Travel Card	19	16	13	20	0	28	226	83	68
U10067	WHC Community Health		1			0	0	0	0	1
U10063	WHC HIPAA Review				1	0	0	0	1	1
U10064	WHC Infection Control					0	0	0	2	0
U10062	WHC Safety & Risk Mgmt					0	0	0	1	0
TOTALS		926	959	688	554	1,975	1,606	2,364	2,781	3,127

UCCS Campus Highlights:
- UCCS continues to require new employees to complete *New Employee Orientation, Discrimination and Harassment* and *Information Security* training.
- SkillSoft utilization at UCCS increased year-to-year.