

Course Load, Instruction, Funding and Modeling System (CLIFMS)

<http://clifms.ais.msu.edu>

What is CLIFMS? CLIFMS is a dynamic, longitudinal data base which:

- 1) Links course and instructor characteristics
 - 2) Stores faculty and graduate assistant effort distribution data, professional accomplishments data; and demonstrable contribution data
 - 3) Classifies courses and sections by method of instructional delivery
- CLIFMS data is entered via the Web, and the data is stored in tables on the MSUData server.

What is CLIFMS' Purpose? CLIFMS was developed to provide a repository of information in support of:

- Academic planning and evaluation
- Decision processes of unit and central administration
- The university's mandatory external reporting requirements at the state and federal level
- The Registrar's Office Instructor Systems (on-line grading, imaged class lists, the on-line schedule of courses), the D2L course management system.

Sources of Data:

- Course Data - Course, course enrollment, credit, and student credit hour data is obtained from the SIS database. The CLIFMS database is refreshed nightly. Official University reporting is usually done from 1/4 of semester data.
- Instructor Data - Biographical and funding data for faculty and graduate assistants is obtained from the on-line Budget Master, Academic Human Resources and Human Resources databases of the institution.
- Instructor-Course Linkages and **Effort Distribution Data** are obtained from the individual units via the Web data entry screens in the CLIFMS database.

Status and Report Screens: Available within the CLIFMS database are several screens which can be very useful for departments.

- Status Review - Provides screens which
 - 1) List SIS changes after data has been entered
 - 2) List overviews of faculty and graduate assistants (including course linkages, effort distributions, biographical data and funding information)
 - 3) Provide a list of all linked instructors who do not have a record in the Human Resources data base.
- Reports - Provides four views of CLIFMS data:
 - 1) Departmental Course Report - lists courses and instructors linked to those courses
 - 2) Instructor Report - lists either instructors in home department and courses linked or funded instructors and courses linked
 - 3) Section Report - lists courses and sections, authorized seats, enrollments and number of open seats
 - 4) Progress reports gives the status of entries in the CLIFMS system.

CLIFMS II EFFORT DISTRIBUTION UPDATE

1. Call up your Web Browser and type in the following URL: <http://clifms.ais.msu.edu>
2. From the CLIFMS Banner screen, click the **LOGON** button.
3. From the USER AUTHENTICATION screen, **enter** your User Name and Password. Click the **Logon** button on the button bar.
4. From the MAIN MENU screen:
 - a. select the **Term Code** for processing (pull-down term code box).
 - b. enter your 3 digit **Department Code** (click on LIST OF DEPTS for the DEPARTMENT FIND menu if you are uncertain of the department code.)
 - c. click on the **EFFORT** button.
5. From the EFFORT DISTRIBUTION screen, **select**:
 - a. list of instructors for entry (all instructors or only instructors with no reported effort).
 - b. screen format (primary effort categories, or expanded effort categories).
 - c. you may also limit the list of instructors by typing in one or more letters in the text box.
 - d. click on **ERList** on the button bar.
6. From the EFFORT REPORTING LIST screen, **select** the instructor to begin processing.
7. On the EFFORT REPORTING FORM (UPDATE) screen:
 - a. Enter whole numbers in the appropriate text boxes.
 - b. Click on **Update** button on the button bar.
 - c. Effort distribution percentages must sum to 100, or you will receive an error message.
Follow the instructions from the Error Message screen to continue processing.
8. After the update, the screen will redisplay the entry. To process the next instructor, click on **Next** on the button bar. The **Prev** button will display the previous record. **ERList** will take you back to the Effort Reporting List screen.
9. If processing is finished, click **Bye** on the button bar, which is the System Logoff button.

DESCRIPTIONS OF EFFORT CATEGORIES

1. SCHEDULED INSTRUCTION: Percentage of time spent teaching in or supporting regularly scheduled courses and sections (carrying University Curriculum Committee course numbers) or medical school residency programs during the current term, including independent study and variable credit courses where students are currently registered. Include time spent in direct contact with students, course preparation, course administration, and student evaluation for courses offered during the semester.

2. ADVISING AND COUNSELING: Percentage of time spent helping students to handle educational, financial, or personal problems that are related to their careers as students. Include advising on courses to take, course requirements for programs, scheduling, career counseling, writing recommendations, recruiting students, registering students, orientation programs and other student oriented non-course related activities.

3. COURSE AND CURRICULUM DEVELOPMENT: Percentage of time spent developing new or revising existing courses (including objective and instructional methods); curriculum or programs, materials and techniques to be used in future terms.. Include course or curriculum review and development of evaluation procedures.

4a. MSU-SPONSORED PROGRAMS GENERATING CEU'S: Percentage of time spent teaching in or supporting instructional activities for which participants may receive continuing education units (CEUs or CMEs) through MSU. Include courses, conferences, institutes, or programs sponsored by MSU continuing education services or academic units.

4b. OTHER: Percentage of time spent teaching in or supporting MSU-sponsored instructional activities that do not carry specific University Curriculum Committee course numbers, are not unique to any specific course, do not generate continuing education units credited to MSU, and for which only MSU-controlled remuneration is received. Such activities include on and off campus non-credit courses, remedial tutoring, and seminars given within the institution unrelated to on-going research projects. Include time spent in teaching, preparation, and administration of these instructional activities.

4c. THESIS ADVISING: Percentage of time spent on thesis advising if the thesis is not a component of your own formal sponsored research projects. Include time spent in reviewing materials, in meetings and in administration.

5a. RESEARCH - PROFESSIONAL DEVELOPMENT: Percentage of research time spent to maintain current knowledge and update skills needed for MSU employment.

5b. RESEARCH - SPONSORED/NON-SPONSORED: Percentage of time spent on activities related to sponsored and/or non-sponsored research projects. Include percentages of time not related to professional development.

6a. PATIENT AND DIAGNOSTIC SERVICES: Percentage of time spent on activities related to patient care or diagnostic services during which time no students are present. Include diagnostic consultation (in person, on telephone, or written reports) about patients for whom you do not have primary care responsibility. Exclude care of private patients not under MSU medical services plan.

6b. OTHER: Percentage of time spent on activities directed outside the university community including consulting, recitals, public lecture, showings, and presenting papers not related to on-going research projects. Exclude private consulting and non-professional community activities.

6c. OUTREACH AND COMMUNITY PUBLIC SERVICE PROGRAMS: Percentage of time spent on activities sponsored by MSU Extension or the previously excluded portion related to community public service.

7. UNIT ADMINISTRATION: General administrative activities, committee work and other activities related to general administration at the department, college, or university level not previously included. For unit administrator, this includes activities as administering personnel policies, budget management and preparation, writing and answering memoranda, escorting visitors, and recruiting faculty. Administrative and committee activities that can be specifically associated with instruction, research, or public service should be reported in one of those categories.