Small Class Report: Chair Approval
Quick Reference Guide

Browser Requirements

Through your Web browser, logging in provides full access to the application.

Supported Web Browsers

Windows computers: Internet Explorer, Firefox and Chrome

Macintosh Computers: Safari, Firefox and Chrome

Logging on to the Portal

1. Go to the report site: https://tim.txstate.edu/smallclassreport
   On the login page, enter your NetID (e.g. zzz99) and password.
2. Click Login.

Navigating the Home Screen

After you login successfully, you will see the **Home Screen**. Important messages regarding the Small Class Report application will be on the **Home Screen**.

To access the report, click the **Chair Justifications** link in the left-hand menu.

NOTE: From the Chair Justifications menu you will be able to not only submit classes for Dean approval, you can also view classes that are awaiting approval, or have already been approved or denied.

Submitting a class (or classes) to the Dean for approval

1. Use the dropdown menus to select a **Term** and **Status** by which to search.
2. Click **Get Small Classes** to view all classes meeting qualifications selected in the menus.
   (*see image at right*)

The most recent Term *and the status* Submitted to Chair *are selected by default.*

3. Choose a **Justification** using the dropdown menu.
   (*see image at left*)
4. Click the checkbox (or checkboxes) to the left of all classes you wish to submit.
5. Click **Submit to Dean** to submit all selected classes to the Dean using the **Justification** selected.
   (*see image below*)

Small Class Report: Dean Approval
Quick Reference Guide

Browser Requirements

Through your Web browser, logging in provides full access to the application.

Supported Web Browsers
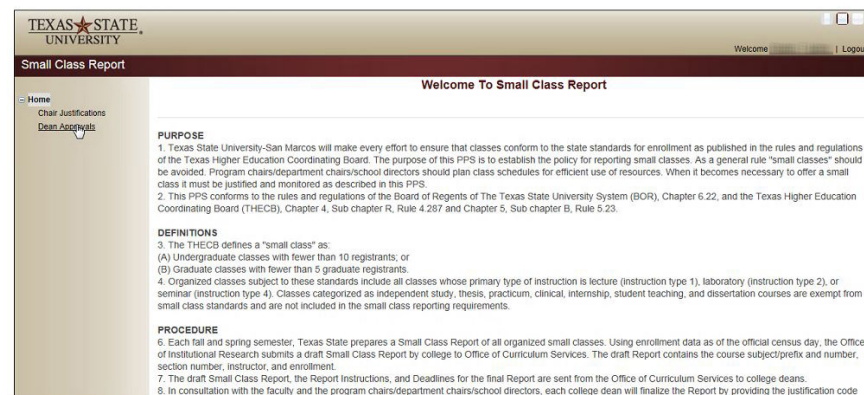*Windows computers*: Internet Explorer, Firefox and Chrome

Macintosh Computers: Safari, Firefox and Chrome

Logging on to the Portal

1. Go to the report site: https://tim.txstate.edu/smallclassreport
   On the login page, enter your NetID (e.g. zzz99) and password.
2. Click Login.

TEXAS STATE UNIVERSITY

| Login

* Net ID:
* Password:

Login

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

Texas State University | 601 University Drive, San Marcos, Texas 78666 | 512.245.2111
A member of The Texas State University System

Navigating the Home Screen

TEXAS STATE UNIVERSITY

Small Class Report

Welcome | Logout

- Home
  Chair Justifications
  Dean Approvals

Welcome To Small Class Report

PURPOSE
1. Texas State University-San Marcos will make every effort to ensure that classes conform to the state standards for enrollment as published in the rules and regulations of the Texas Higher Education Coordinating Board. The purpose of this PPS is to establish the policy for reporting small classes. As a general rule "small classes" should be avoided. Program chairs/department chairs/school directors should plan class schedules for efficient use of resources. When it becomes necessary to offer a small class it must be justified and monitored as described in this PPS.
2. This PPS conforms to the rules and regulations of the Board of Regents of The Texas State University System (BOR), Chapter 6.22, and the Texas Higher Education Coordinating Board (THECB), Chapter 4, Sub chapter R, Rule 4.287 and Chapter 5, Sub chapter B, Rule 5.23.

DEFINITIONS
3. The THECB defines a "small class" as:
(A) Undergraduate classes with fewer than 10 registrants; or
(B) Graduate classes with fewer than 5 graduate registrants.
4. Organized classes subject to these standards include all classes whose primary type of instruction is lecture (instruction type 1), laboratory (instruction type 2), or seminar (instruction type 4). Classes categorized as independent study, thesis, practicum, clinical, internship, student teaching, and dissertation courses are exempt from small class standards and are not included in the small class reporting requirements.

PROCEDURE
6. Each fall and spring semester, Texas State prepares a Small Class Report of all organized small classes. Using enrollment data as of the official census day, the Office of Institutional Research submits a draft Small Class Report by college to Office of Curriculum Services. The draft Report contains the course subject/prefix and number, section number, instructor, and enrollment.
7. The draft Small Class Report, the Report Instructions, and Deadlines for the final Report are sent from the Office of Curriculum Services to college deans.
8. In consultation with the faculty and the program chairs/department chairs/school directors, each college dean will finalize the Report by providing the justification code
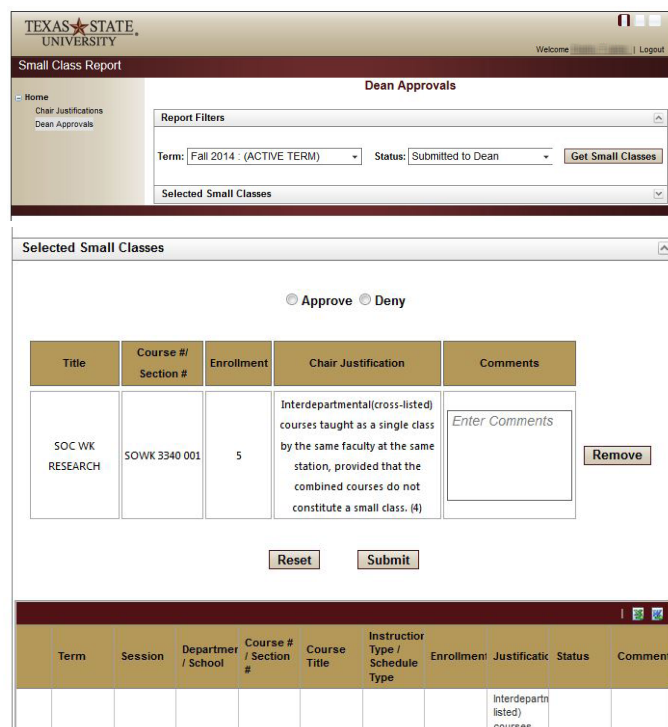
After you login successfully, you will see the **Home Screen**. Important messages regarding the Small Class Report application will be on the **Home Screen**.

To access the report, click the **Dean Approvals** link in the left-hand menu. From the Dean Approvals menu you can not only approve classes, you can also view classes that are have already been approved or denied

*NOTE: You will have access to both the **Chair Justifications** and **Dean Approvals** menus, make sure to click on **Dean Approvals**.*

Approving (or Denying) a Class (or Classes)

TEXAS STATE UNIVERSITY

Small Class Report

Welcome | Logout

- Home
  Chair Justifications
  Dean Approvals

Dean Approvals

Report Filters

Term: Fall 2014 : (ACTIVE TERM)   Status: Submitted to Dean   [Get Small Classes]

Selected Small Classes

Selected Small Classes

○ Approve ○ Deny

Title	Course #/ Section #	Enrollment	Chair Justification	Comments
SOC WK RESEARCH	SOWK 3340 001	5	Interdepartmental(cross-listed) courses taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class. (4)	Enter Comments [Remove]

[Reset] [Submit]

Term	Session	Department / School	Course # / Section #	Course Title	Instruction Type / Schedule Type	Enrollment	Justification	Status	Comments
							Interdepart... listed) courses		

1. Use the dropdown menus to select a **Term** and **Status** by which to search.
2. Click the **Get Small Classes** to view all classes meeting qualifications selected in the menus. (*see image at left*)

The most recent Term and the status Submitted to Dean are selected by default.

3. Select the **Approve** or **Deny** button before clicking the checkbox to the left of the class (or classes) to submit. A table will open above the class listing containing all classes selected. (*see image at left*)
4. Enter comments in the box provided for each class. To reset the comment box, click **Remove** to clear each individual box.
5. Click **Submit** to approve or deny the request.

Requests marked **Approve** will be included on the report with a status of *Approved by Dean*.

Requests that are marked **Deny** will be sent back to the *Chair for justification* and resubmittal.