

# NAVIGATION OF COMMITTEE/SERVICE (SHACOMI)

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## TABLE OF CONTENTS

Revision History .....	2
Introduction and Purpose .....	2
Related Policies, Regulations, Guiding Principles, and Common Practices .....	2
Impacted Departments, Units, Programs, and Centers .....	2
Before You Begin.....	2
Pages.....	2
Procedures.....	3
How to Create a Committee (SHACOMI) .....	3
Key Block.....	3
Committee/Service Information .....	3
Committee/Service Members.....	4
Committee Query Pages .....	5

## REVISION HISTORY

Version	Date	Name	Description
2.0	9/12/18	Kara Oswood	Updates for Banner 9

## INTRODUCTION AND PURPOSE

The purpose of this document is to explain how committee information is recorded and viewed in Banner. After reviewing this information, users will be able to enter data, filter data, and understand all aspects of this page. SHACOMI contains information for graduate student related and other types of committees.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Graduate Council policies regarding committee membership will be enforced. Some committee types are available for department use.

**Only the Graduate Division Academic Affairs Office is permitted to create and make changes to the following committees:**

1. Oral Qualifying Exam Committee (ORAL) – PhD Students
2. Dissertation Committee (PHDDIS) – PhD Students
3. Thesis Committee (THESIS) – Master’s Students

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

The Graduate Division Academic Affairs Office will primarily use this page. Major Advisors for graduate students have authorization to create department specific committees and query committee information.

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

## PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SHACOMI	Committee/Service Information	Committee creation and member entry
SHICMBQ	Committee/Service Member Inquiry	Query based on committee/faculty members
SHICOMQ	Committee/Service Inquiry	Query based on committee type
SHICMID	Committee/Service by Person Inquiry	Query based on student

## PROCEDURES

### HOW TO CREATE A COMMITTEE (SHACOMI)

#### KEY BLOCK

1. **Committee/Service Type**
  - a. Determine the type of committee you would like to create.
  - b. If you know the code for the committee type, enter it here. If not, search the list for the correct code.
2. **Associated ID**
  - a. This is the SID of the student the committee is being created for.

Committee/Service: \* PHDDIS ... Dissertation (GD USE ONLY)  
Type

Associated ID: 860775934 ... Marygradesd H Littlelamb

#### COMMITTEE/SERVICE INFORMATION

1. **Date Initiated**
  - a. This date will fill automatically with the current date. It should reflect the date a committee was created.
2. **Status**
  - a. Active
    - i. Typically the status first chosen when a committee is created.
    - ii. For Graduate Division Academic Affairs Committees, active means:
      1. Oral Qualifying Exam nomination form processed and approved.
      2. First attempt at Oral Qualifying Exam was a fail, second attempt pending.
      3. Dissertation/Thesis Committee approved but final defense and/or graduation has not yet occurred.
  - b. Completed
    - i. Exam was completed and passed or
    - ii. Committee duties have been completed.
  - c. Inactive
    - i. Committee was approved, but is no longer needed. For example, the student has withdrawn from the university.
    - ii. Degree objective has changed and exam type is no longer appropriate.
  - d. Pending
    - i. Information about the committee membership has been received, the data has been entered, but the committee is not officially approved.
3. **Print on Transcript**
  - a. Do not check this box. Committees are not printed on the transcript.
4. **Dissolved/Date Dissolved**
  - a. *Date Dissolved* is used to record the date the exam took place.
  - b. Both the date and *Dissolved* check box must be populated.
  - c. Leave these fields blank until the exam is complete.

5. **District/Division**
  - a. This field is not being used, always leave blank.
6. **Home College**
  - a. The home college of the Associated ID in the key block.
  - b. Never use GD for the college in this field.
7. **Home Department**
  - a. The home department of the Associated ID in the key block.

**SAVE** then navigate down into the Committee/Service Members block to add that information.

Committee/Service Type: PHDDIS Dissertation (GD USE ONLY) Associated ID: 860775934 Marygradesd H Littlelamb Confidential Deceased

COMMITTEE/SERVICE INFORMATION	
Date Initiated *	08/27/2018
Date Dissolved	
District/Division	
Home Department	ANTH
<input type="checkbox"/> Dissolved	
Status * A ...	
Home College HS ... Humanities, Arts, and Soc Sci	
<input type="checkbox"/> Print on Transcript	

## COMMITTEE/SERVICE MEMBERS

1. **Member**
  - a. ID for the committee member.
2. **Participation From-To**
  - a. The period of time a committee member participated in the committee.
  - b. Active committees should have a *To* date of December 31, 2099 (aka “The End of Time”).
  - c. When the exam or committee service is complete and the committee dissolved, the *To* date must be updated to match the *Date Dissolved*.
3. **Role**
  - a. Choose the appropriate role for that committee member.
  - b. Available roles are:
    - i. Advisor
    - ii. Chairperson
    - iii. Co-Chairperson
    - iv. Member
    - v. Outside Member
    - vi. Proxy
    - vii. Removed
4. **Status**
  - a. Status for each member must match the status in the Committee/Service information block above.
    - i. Unless a committee member is *Removed*, then the status for that member will be *Inactive*.
5. **District/Division**
  - a. This field is not being used, always leave blank.
6. **Home College**
  - a. Home college of the committee member.
  - b. If the member is not affiliated with UCR, use 00 – No College Designated
  - c. Never use GD for the college in this field.

7. Home Department

- a. Home department of the committee member.
- b. If the committee member is not affiliated with UCR, use 0000 – Undeclared.

8. When removing a member, update their role to *Removed* and status to *Inactive*. If a record of committee member changes is not needed, a member may be completely removed from the committee.

Member ID	Name	Participation From *	Participation To *	Role	Role Description	Status	Status Description	District/Division	District/Division Description	Home College	Home College Description	Home Department	Home Department Description
61136801	Erlenn Tuncel	08/27/2018	12/31/2099	CH	Chairperson	A	Active			EN	Bourne Engineering	ELEN	Electrical Engi
30340242	Shaun Bowler	08/27/2018	12/31/2099	ME	Member	A	Active			HS	Humanities, Arts, and Soc	POSC	Political Scien
51251662	Emma Wilson	08/27/2018	12/31/2099	ME	Member	A	Active			MD	School of Medicine	BMSC	Biomedical Scie

9. Comments

- a. Click the **down arrow** on the bottom left for the additional comment page within SHACOMI.
- b. The Graduate Division Academic Affairs Office will use the comment section to record information regarding remote participation, proxy approval, and non-UCR committee member details.
- c. Comments should be brief and use standardized text or key words. Keeping the comments standard will assist a report searching for a particular type of comment is needed. For example, all comments regarding a proxy will include the word “proxy.”

X
Committee/Service SHACOMI 9.3 (PPRDXE)

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**Committee/Service Type:** PHDDIS **Dissertation (GD USE ONLY)**    **Associated ID:** 860775934    **Marygradesd H Littlelamb**

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**Comment**

Remote participation approved for Bowler

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Nugent approved to proxy for Wilson

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Tuncel from UCLA

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◀ ◁ 1 of 1 ▷ ▶    10 Per Page

COMMITTEE QUERY PAGES

There are three pages related to SHACOMI. All three allow you to find similar information. What you’re looking for and how you prefer to view the data will determine which page to use.

**SHICMBQ – Committee/Service Member Inquiry**

1. Searching by committee member ID or name is the most common way to use this form.
  - a. When entering a name it should be formatted **LAST NAME, FIRST NAME%**.
  - b. Information about the committees that person has been on will populate in list form.
  - c. Scroll to the right to see the additional information that was entered in SHACOMI.
  - d. Status on the left side indicates the committee status. Member status is located on the right side.

Active Filters: Member Name: Tuncel, Ertem's Clear All

ID	Member Name	Status	or Service Description	From Date	To Date	Member Role *
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	01/22/2004	04/11/1997	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/10/2003	01/06/2004	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/10/2003	12/18/2003	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/10/2003	01/05/2004	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	03/09/2009	03/12/2009	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/10/2003	12/05/2003	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/02/2003	12/10/2003	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/10/2003	01/05/2004	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	09/10/2004	05/09/2003	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/10/2004	01/03/2005	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	12/02/2003	12/06/2003	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	03/08/2005	03/24/2005	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	05/16/2005	06/02/2005	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	09/10/2004	09/21/2004	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	05/16/2005	06/02/2005	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	08/24/2006	09/25/2006	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	08/30/2004	09/18/2004	ME
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	05/20/2005	06/08/2005	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	05/27/2005	09/29/2005	OM
N61136801	Tuncel, Ertem	C	Exam (GD USE ONLY)	08/26/2004	08/05/2004	ME

1 of 9 Per Page

2. The second way to use the page is to search by any field or combination of fields, excluding Associated ID. You can also use the Advanced Filter to see more options.
  - a. For example, you can narrow your search to all PhD Dissertation committee chairpersons in the department of Anthropology with an active status.
  - b. A list of committee members that match your query will populate the list below.
  - c. Use the scroll to the right to see additional information that was entered in SHACOMI.

X Committee/Service Member Inquiry SHICMBQ 9.3.6 (PPRDXE)

Basic Filter    Advanced Filter

ID

Member Name

Committee or Service

From Date

To Date

Member Role

Member Department

3. The third way to filter is to use additional fields for more focused results. For example, choose an ID, then *Active* for member status. That will bring up only committees that member is currently on.

### SHICOMQ – Committee/Service Inquiry

1. The available fields on this page are similar to SHICMBQ. One major difference is this page allows you to view all members of the same committee.
  - a. The **Committee or Service Identification Data** section allows you to filter on any field from SHACOMI.

- b. Once data is filtered, the page will show committees that meet the criteria entered. The members for the highlighted line will show on the bottom of the page.
- c. Scroll to the right to see all data about each committee.
- d. As with SHICMBQ, you can filter off multiple fields on the page.

COMMITTEE OR SERVICE IDENTIFICATION DATA								
Active filters: ID: 860775934 <a href="#">Clear All</a>								
Committee or Service Type	ID	Associated Name	District/Division Code	District or Division	College Code	College	Department Co	
ORAL	860775934	Littlelamb, Marygradesd H			HS	Humanities, Arts, and Soc Sci	ANTH	
PHDDIS	860775934	Littlelamb, Marygradesd H			HS	Humanities, Arts, and Soc Sci	ANTH	
1 of 1 Per Page								
COMMITTEE OR SERVICE MEMBERS								
ID	Member Name	From Date	To Date	Member Status Code	Member Status	Member Role Code	Member Role	District/C
861252655	Bishin, Benjamin	08/27/2018	12/31/2099	A	Active	ME	Member	
861251747	Esterling, Kevin	08/27/2018	12/31/2099	A	Active	CH	Chairperson	
N61251258	Nieri, Tanya Ann	08/27/2018	12/31/2099	A	Active	ME	Member	
1 of 1 Per Page								

### SHICMID – Committee/Service by Person Inquiry

- 1. This page is very similar to and offers the same functionality as SHICOMQ. The main difference is SHICMID has a key block and gives information for only one Associated ID. Whereas SHICOMQ gives information for multiple IDs.
  - a. All committees for the Associated ID in the key block will display.
  - b. Once the data is filtered, the bottom of the page will show all committee members for the committee service type selected above.
  - c. View additional information about the highlighted committee by scrolling right.
  - d. As with the two previous pages, data can be filtered off multiple fields.

Committee/Service by Person Inquiry SHICMID 9.3 (PPRDXE)								
Associated ID: 860775934 <a href="#">Marygradesd H Littlelamb</a> Confidential Deceased								
COMMITTEE/SERVICE IDENTIFICATION DATA								
Committee Service Type	ID	Name	District/Division	District/Division Description	College	College Description		
ORAL	860775934	Littlelamb, Marygradesd H			HS	Humanities, Arts, and So...		
PHDDIS	860775934	Littlelamb, Marygradesd H			HS	Humanities, Arts, and So...		
1 of 1 Per Page								
COMMITTEE/SERVICE MEMBER DATA								
ID	Name	From	To	Status	Status Description	Role	Role Description	District/ Divis
861252655	Bishin, Benjamin	08/27/2018	12/31/2099	A	Active	ME	Member	
861251747	Esterling, Kevin	08/27/2018	12/31/2099	A	Active	CH	Chairperson	
N61251258	Nieri, Tanya Ann	08/27/2018	12/31/2099	A	Active	ME	Member	
1 of 1 Per Page								