ARIZONA WESTERN COLLEGE

CURRICULUM MANUAL

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CURRICULUM DEVELOPMENT MODEL

RESPONSIBILITY: The Chief Academic Officer (CAO) is responsible for the overall curricula of the college.

CURRICULUM COMMITTEE: The Curriculum Committee (CC) (Procedure 204.2) recommends additions, deletions, and modifications of the curriculum to the CAO.

APPOINTMENT: In order to assure representation of college-wide interests and philosophy, specific entities are represented on the committee. Likewise, in order to encourage full participation by a diversified professional group, appointments are for three-year staggered terms allowing for new input and yet providing continuity among membership. A member may be considered for additional terms of membership but appointments must be recommended by the Division Chair/Dean and approved by the CAO.

Appointments represent the following entities: faculty members (representative of the academic divisions), the Vice President for Learning Services, the Director of Assessment, Program Review, Curriculum and Articulation, and a faculty member from NAU in Yuma who serves as an ex-officio member. If the immediate past chair's term as a representative on the CC has expired, that individual will remain on the CC in an ex-officio capacity. Appointments to the CC are recommended during the spring semester for the following academic year in order to accommodate coordination of schedules with CC meetings. The CC sets the schedule of meetings one year in advance so faculty may coordinate their teaching schedules.

ROLE: Criteria for selection of committee members are dependent on the following role and qualifications:

- understands the mission of a comprehensive community college.
- understands the curriculum development process.
- represents the interests of one or more departments or an academic division.
- communicates effectively between constituents and committee.
- follows up on assignments and pays attention to detail.
- makes objective and rational decisions (no vested interest).
- supports the decision of the committee once it is finalized.
- understands the impact of AWC curriculum changes on course transferability.
- maintains a professional demeanor in a leadership role.
- understands and follows parliamentary procedures (Robert's Rules).

- is a full-time employee of AWC.

Curriculum Committee Representative (CC Rep) functions are as follows:

- becomes familiar with the processes and procedures for review and approval of curriculum proposals.
- advises the Division Chair/Dean and faculty of requirements and timelines.
- serves in a consulting/advisory role to the Division Chair/Dean and faculty throughout the review process.
- helps the Division Chair/Dean review the technical and logistical aspects of each proposal.
- assists the Division Chair/Dean in assessing how the proposal fits into the college-wide curriculum.
- presents division-approved curriculum proposal at CC meeting.
- ensures that all appropriate forms are accurately completed prior to approval in ACRES.

PROCEDURE: The Curriculum Committee Chair (CC Chair) is elected from among the appointed members. At the beginning of each academic year, the vice chair is elected and automatically assumes the role of chair during the second year of term. Voting on all action items is as follows:

- the chair will vote.
- a simple majority vote is sufficient for a motion to pass.
- the presence of fifty percent of the voting members constitutes a quorum.

The chair's functions are as follows:

- participates in <u>preliminary review</u> of proposals with the Dean of Instruction, Curriculum and Articulation Coordinator, and vice chair.
- convenes meeting where quorum is present.
- serves as liaison between faculty and Dean of Instruction's office.
- conducts discussion/vote.
- approves and routes CC recommendations to the CAO.

The CC addresses new courses/programs, course/program deletions, and major course and program modifications*.* A course or program may not be submitted for review by the CC more than one time per academic year. The CC does not address the following:

- <u>minor modifications</u>. Minor modifications of existing curriculum are submitted in ACRES and are approved by the CC Rep, Division Chair/Dean, and the CAO. Minor modifications are listed on the CC agenda by the CC Secretary for information purposes.

- instructor qualifications to teach a course.

- teaching assignments or schedules.

- courses identified with the numbers 98 or 99.

- course or program costs.

- full-time and part-time salaries

CURRICULAR PROCESS: The CC evaluates and acts on proposals for change in the curriculum. The curriculum is processed through ACRES (Arizona Curriculum Review and Evaluation System). The Curriculum Development Model delineates this process:

1. <u>Proposal Preparation by Originator</u>

<u>Procedures</u>:   1.1   In consultation with the CC Rep and/or the Director of Assessment, Program Review, Curriculum and Articulation, the faculty member (originator) develops materials consistent with the following: effective course and/or program design, current developments in the field, expressed need for resources/support services, and other issues that pertain to the delivery of quality instruction.

1.2   Selects, prepares, and submits essential forms in ACRES (see ACRES User Guide for specific form criteria).

2. <u>CC Representative</u>

<u>Procedures</u>:   2.1   Upon receipt of completed curriculum proposal from originator, the CC Rep reviews the proposed curriculum development or modification documents.

2.2   If the proposal meets the approval the CC Rep approves the form. The form is automatically routed to the appropriate Division Chair/Dean via ACRES.

2.2.1   If the proposal does not meet the CC Rep's approval the form is marked as "Needs Revision". The originator is automatically notified via email of the need to revise their form. *(see the ACRES User Guide for additional approver guidelines)*

*Forms marked as "Needs Revision" will automatically resume routing in ACRES after the form has been revised and re-submitted by the originator.

3. Division Chair/Dean

Procedures: 3.1 Upon receipt of approved curriculum proposal from the CC Rep, the Division Chair/Dean reviews the proposed curriculum development or modification documents.

3.2 In consultation with the CC Rep, the Division Chair/Dean determines whether the proposal meets technical requirements, i.e., credit or noncredit, lecture/lab requirements, course number, format of syllabus, transfer requirements, prerequisites or corequisites, and accuracy and completeness of proposed form and documents.

3.3 Completes an assessment of the proposal's impact on other academic departments/divisions and determines the effect of the proposal on other courses and programs, including staffing and resources.

3.4 Facilitates an open forum with faculty at an academic department/division meeting to seek comments and feedback. Proposal is reviewed in relation to courses and programs already in existence, including demand, materials, supplies, space, budgetary needs, and teacher availability.

3.5 If the proposal meets the approval of the Division Chair/Dean then the Division Chair/Dean approves the form. The form is then automatically routed to the CAO for consideration. A minimum of two weeks between initial routing of the proposal to the Dean of Instruction's level and scheduling of the item on the agenda should be allowed.

3.6.1 If the proposal does not meet the Division Chair/Dean's approval the form is marked as "Needs Revision". The originator is automatically notified via email of the need to revise their form. *(see the ACRES User Guide for additional approver guidelines)*

*Forms marked as "Needs Revision" will automatically resume routing in ACRES after the form has been revised and re-submitted by the originator.

3.7 On an annual basis, in concurrence with the catalog deadline (refer to the curriculum timeline section), the Curriculum and Articulation Office will check the course bank file for seldom used courses and distribute a list of courses to be submitted for deletion. Any course that is in the AWC catalog which has not been taught for three (3) consecutive academic years (six semesters) should be submitted for deletion from the upcoming catalog.

- an identified course not submitted for deletion by October 15th by the responsible academic department/division, may be submitted for deletion through the Curriculum and Articulation Office.
- an identified course scheduled for deletion may be postponed for one semester if the following conditions are met:
  - o a written request to offer the course the following semester is submitted to the Dean of Instruction
  - o the course is offered the following semester **and**
  - o the course section offered satisfies the requirements of an active section (is not cancelled; meets at least the minimum enrollment)
- a course section that has been offered but failed to achieve active status for the semester it was assigned to may be submitted for deletion by the Curriculum and Articulation Office.

If an academic department/division wishes to offer a course after it has been deleted a new course proposal form will need to be submitted following the guidelines contained in the Curriculum Development Model.

4. CAO- First Review

Procedures:
4.1 Upon receipt of approved curriculum proposal the CAO reviews the proposed curriculum development or modification documents.

4.2 If the proposal meets the approval of the CAO then he/she approves the form. The form is then automatically routed to the CC Secretary in preparation to be placed on the CC agenda.

4.2.1 If the proposal does not meet the CAO's approval the form is marked as "Needs Revision". The originator is automatically notified via email of the need to revise their form. *(see the ACRES User Guide for additional approver guidelines)*

4.3 If the proposal received is a minor modification the CAO will review and approve the form which will be routed to the CC Secretary for addition to the CC agenda as an information item. The CC Secretary will then approve the form so it will be routed to the CAO for final review and approval.

4.3.1 If the proposal does not meet the CAO's approval or if the proposal does not meet the criteria of a minor modification the form is marked as "Needs Revision".

5. Curriculum Committee Secretary

Procedures: 5.1   Prepares preliminary agenda for review by the CAO, Director of Assessment, Program Review, Curriculum and Articulation, CC chair, and vice chair.

5.2   Edits and prepares CC agenda with list of approved items from preliminary agenda.

5.3   After the CC review and approval all agenda items that have been approved will be revised, if needed, then approved by the CC Secretary and routed to the CC chair for approval.

5.4   If the proposal received is a minor modification the CC Secretary will review and add the form to the CC agenda as an information item. The CC Secretary will then route   the form to the CAO for review and approval.

6. Curriculum Committee

Procedures: 6.1   The CC reviews the curriculum proposals to insure the academic integrity of the course and/or program.

6.2   Considers deletion of inactive courses or programs.

6.3   Reviews minutes from previous meetings and/or curriculum summary to ascertain whether course or program meets one year waiting period prior to resubmission.

6.4   Vote to approve/disapprove/ or table curriculum (any CC member has the right to call for a revision of a proposal).

6.5   If curriculum is approved the CC chair approves and routes the proposal's to the CAO recommending approval with comments noted, as appropriate.

6.5.1   If curriculum is disapproved or tabled, respective representative contacts originator with comments/questions. Curriculum form is then revised by the CC Secretary or the originator and submitted to the CC for another review.

7. Chief Academic Officer

Procedures: 7.1   Reviews CC's recommendations.

7.2   If the CAO:

7.2.1 Approves proposed new/modified/deleted courses, then he/she approves forms and routing automatically notifies the originator and the Curriculum and Articulation Office to implement such proposed new courses and major modifications according to the curriculum timeline.

7.2.2 Approves new certificate and degree program proposals, then he/she approves forms and routing automatically notifies the originator and the Curriculum and Articulation Office to implement such proposed certificates and programs according to the curriculum timeline.

7.3. If the CAO disapproves of any proposals the form is marked as "Needs Revision". The form should be routed back to the CAO with comments/suggestions. The originator is automatically notified via email of the need to revise their form. *(see the ACRES User Guide for additional approver guidelines)*

7.4 Presents a list of new and deleted certificate and degree programs to the District Governing Board (DGB) as information items.

9. Director of Assessment, Program Review, Curriculum and Articulation

<u>Procedures</u>: 9.1. Receives notice of approval of new curriculum, modifications, or deletions from the CAO.

9.2. Coordinates implementation.

ACRES User Guide

(Arizona Curriculum Routing and Evaluation System)

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How to Get Started

Getting into the ACRES System

- Request a user account at:
  https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/RequestAccount

- Receive an email from the ACRES System Administrator verifying establishment of account

- ACRES log on page:
  https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres
  (set the above web site address in the Favorites section of your web browser)

- Enter username and password
  If you forget your password contact the Curriculum and Articulation Office.

ACRES Home Page

When you log into ACRES you will be taken directly to your ACRES screen. This screen will be empty, except for the basic menu options, or you will see a list of forms pending your review (review leaders) or needing your revisions.
The screen shot below is an example of what your ACRES screen will look like if you have forms pending your review and/or revision.

FORMS FOUND: 10 ■	STATUS ■	FORM TYPE ■	DEPT ■	SUBMITTED ☞
Topics in Art ART 70	In Process	Deletion of Course or Program	Art	03/27/2012
FIN 150 PERSONAL AND FAMILY FINANCE FIN 150	In Process	GEN ED Course Awareness Area	Finance	10/13/2011
FIN 150 PERSONAL AND FAMILY FINANCE FIN 150	In Process	GEN ED Course Minimum Criteria	Finance	10/13/2011
FIN 150 PERSONAL AND FAMILY FINANCE FIN 150	In Process	GEN ED Course Classification	Finance	10/13/2011
FAS 150 PERSONAL AND FAMILY FINANCE FAS 150	In Process	GEN ED Course Minimum Criteria	Family Studies	10/06/2011
FAS 150 PERSONAL AND FAMILY FINANCE FAS 150	In Process	GEN ED Course Classification	Family Studies	10/06/2011

From this screen you decide whether you want to create a new form, review pending forms, revise forms pending revisions, search for a form, or query your forms. Just click on the appropriate link or form in the queue.

If you want to create a new form just click on the 'Create New Forms' link and you will be taken to the list of curricular forms.
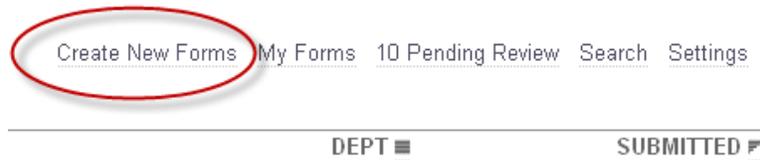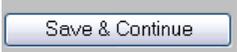

Select the form you need to fill out to begin.

General Course Form
General Program Form
Deletion of Course or Program
General Education (GE) Course Form
Writing Intensive Course Checklist
Group Minor Modification
Credit by Examination

Curriculum Forms – Which One?

Below is a list of the curriculum forms in ACRES. Each form includes information on: what the form is used for, what parts of the form should be filled out for new courses and/or modified courses, most commonly missed or forgotten information, how to save a form to work on at a later time and how to submit a form.

General Course Form

- For new courses or to modify existing courses:
    - course number to a different level
    - editing of course title or course description
    - changes in pre-requisites or co-requisites, credits, lecture-lab-recitation-clinical distributions
    - moving "Special Topic" courses [98, 99, 197, 297] to permanent status

The General Course Form consists of two pages. Fill out the first page, click on the [Save & Continue] button and then fill out the second page.

General Course Form

* Department : [▼]
* Course Curriculum Proposal : [▼] Specify Modification : [▼]
Brief Description of Changes : [   ]

* Effective Term : [▼]
* Effective Year : [   ]
Initiated by : [   ] Date : [   ]

NOTE: If this course will be a General Education course (for inclusion in an AGEC) you must also complete and submit the GENED forms.

Fill in the fields below for a new or existing course.

Prefix : [▼] New Prefix : [   ] What's this?
* Course Number : [   ] * Course Title : [   ]
* Frequency of Offering : [▼]
* Credit Hours : [   ] Lecture : [   ] Lec/lab Combo : [   ] Lab : [   ] Recitation Hours : [   ] Clinical : [   ]
* Instructor Load Hours : [   ]
Awareness Areas : ☐ Cultural (C) ☐ Global (G) ☐ Historical (H)
GE Focus Areas : ☐ Civic Discourse ☐ Digital Literacy ☐ Quantitative Analysis ☐ Scientific Literacy ☐ Communication
* Course Description : [   ]

The only modifications that need to be listed are the actual changes. If you are not changing the prerequisite do not enter prerequisite information in the proposed modification section.

Fill in proposed modifications below. Enter only the information that is being modified.

Prefix : [v]

Course Number : [   ] Course Title : [   ]

Credit Hours : [   ] Lec/lab Combo : [   ] Lecture : [   ] Lab : [   ] Recitation : [   ] Clinical : [   ]

Instructor Load Hours : [   ]

Awareness Areas : ☐ Cultural (C) ☐ Global (G) ☐ Historical (H)

GE Focus Areas : ☐ Civic Discourse ☐ Digital Literacy ☐ Quantitative Analysis ☐ Scientific Literacy ☐ Communication

Course Description : [   ]

Prereqs or Coreqs : [   ]

Use the Course Equivalency Guide (CEG) to look up existing and/or possible course equivalencies to fill in the information requested for course equivalencies at the three state universities. It's easy, go to https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG and click on Arizona Western College and then on the desired department.

Enter the intended equivalency for this course to transfer to ASU, NAU, and U of A.
Use the Course Equivalency Guide (CEG) to look up existing and/or possible course equivalencies to fill in the information requested for course equivalencies at the three state universities. Click on Arizona Western College and then on the desired department.

ASU : [   ] What's this?

NAU : [   ] What's this?

U of A : [   ] What's this?

Be sure you include the following information:
- the division/department vote.
- attach a syllabus (attach the revised syllabus for a course modification).

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

NOTE: Once you do the Final Submit, your form will no longer be editable.

[Final Submit]
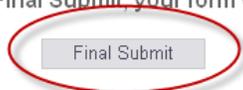
If your submission was successful you will see the following note at the top of your form:

Your form has been successfully submitted.

General Course Form

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

General Program Form

- new programs (degrees and certificates)
- modifications of existing programs
  - complete this form if you have made any changes to courses (major or minor) which impact the program

The only modifications that need to be listed are the actual changes. If you are not changing the program description do not enter the information in the modified program description field.

General Program Form

Department: [   ]
Curriculum Proposal: [   ] Specify Modification: [   ]
Brief Description of Changes: [   ]
Effective Term: [   ] Effective Year: [   ]
Initiated by: [   ] Date: [   ]

Fill in the fields below for a new or existing certificate or program.

Program Title: [   ]
Type of Degree or Certificate: [   ] New Program Title: [   ]
Major Code: [   ] What's this? Total Credits: [   ]
Existing or New Program Purpose: [   ]

Existing or New Program Description: [   ]

Fill in the proposed modifications below.

Modified Program Purpose: [   ]

It is not necessary to list all of the individual course outcomes in the Outcomes field. Describe the program outcomes overall.

Be sure to include the department/division vote and attach the program check sheet.

Program check sheet templates are available on the Curriculum and Articulation website under Forms, Templates and FAQs. If you would like to modify an existing program check sheet contact the Curriculum and Articulation Office.

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.
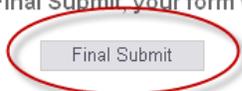
If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Deletion of Course or Program

- discontinue an existing course or program

Be sure you include the following information:

- the division/department vote.

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

General Education Course Form
- for inclusion on the AGEC and/or AAS GE course lists
  - course must have an elective or better rating at all three state universities before submitting the course proposal
    - existing courses, that have received an Elective (E) or better rating at the three state universities, will be elevated to a GE course status during an in-progress academic year *(curricular form needs to be submitted and approved under the current established curriculum process; course status change will be added to the online addendum)*

General Education Course Form *(full form not displayed)*
- existing course information
- the degree type the course is proposed for (AAS/Transfer)
- the category in which the course will be placed (Arts, Humanities, etc)
- how the course meets the breadth of scope for a GE course
- the awareness area (C,G,H)
  - how the course meets the awareness area criterion

General Education (GE) Course Form

Effective Year: [   ]

* Department: [▼]

Prefix: [   ] * Number: [   ] * Course Title: [   ]

* Course Description: [   ]

* Prerequisite(s): [   ]

Has any of the information above (prefix, number, title, description, or prerequisite) been modified for this GE course proposal?

If yes, what?: [   ]

NOTE: a course proposal must be for an existing course that has been evaluated and accepted as being transferrable as an elective (E) or better course at all three Arizona state universities.

Course intended to be Writing Intensive: *(ENG 101 is a required prerequisite for all WI courses)* ☐ Yes   ☐ No

* Course to be Included in the following degree(s): ☐ AAS   ☐ Transfer (AA, ABUS, AS)

In the following category (select one):

☐ Arts   ☐ Humanities   ☐ Social and Behavioral Sciences   ☐ Physical and Biological Sciences   ☐ Additional Courses

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

NOTE: Once you do the Final Submit, your form will no longer be editable.

Final Submit
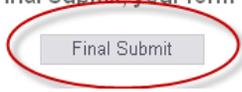
If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Writing Intensive Course Checklist *(full form not displayed)*

The Writing Intensive Course Checklist Form is to be filled out and submitted to request an existing GEN ED course be elevated to a Writing Intensive course. *Any course modifications (title, number, description, outcomes) must be submitted on the appropriate curriculum form.*

Be sure you attach the required documentation.

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.
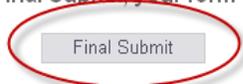
If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Group Minor Modification Form
- moving a department from an old prefix to a new prefix, for example: FCS to FAS
- one form may be used for each department

The Group Minor Modification form allows users to list multiple **minor** course modifications on one form. Minor modifications are limited to change to the following fields:
- prefix
- course number (within the same level)
- title (minor editing)
- course description (minor editing)

Group Minor Modification

Department: [_____] [v]

Multiple courses, under one department, may be submitted on one form.

Prefix: [_____]

Course Numbers: [_____]

Titles: [_____]

Rationale: [_____]

Department/Division Vote: [_____]

Be sure you include the following information:
- the division/department vote.
- syllabus

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

NOTE: Once you do the Final Submit, your form will no longer be editable.

[Final Submit]

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Credit by Examination Form

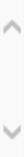- addition, deletion, or modification of IB, AP, CIE, CLEP, and DSST exams
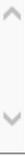
Credit by Examination

Use this form to process any changes or additions for the following examinations: **IB, AP, CIE, CLEP and DSST.**
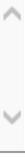
* Department: [▼]

* Exam: [▼] * Exam Title: [   ]

* Select all that apply: ☐ Delete exam ☐ Modify credit granted ☐ Modify exam course ☐ Modify exam score ☐ New exam
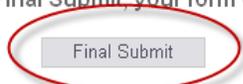
Current score(s) and course(s): [   ]

* Proposed score(s) and course(s): [   ]

* Rationale: [   ]

* Division/Department vote: [   ]

[Cancel] [Save Changes]

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

NOTE: Once you do the Final Submit, your form will no longer be editable.

[Final Submit]

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Other Curriculum Information

Generic Numbers

Courses created using generic course numbers may not be treated the same as standard courses. See the generic course numbers below to determine if a curricular form needs to be submitted.

98, 99 Special Topics:
- require faculty vote and Division Chair/Dean approval; electronic syllabi must be submitted to CAO
- does not appear in catalog
- offered for a maximum of 3 semesters then must be submitted for a permanent number

189, 289 Cooperative Education
- require faculty vote and Division Chair/Dean approval; electronic syllabi must be submitted to CAO
- does not appear in catalog

197, 297 Special Topics
- **must be submitted as a new course** using the General Course Form
- does not appear in catalog

198, 199 Field Trips:
- if prefix is already established, just add a section
- **if new, must be submitted as a new course** using the General Course Form

298, 299 Independent Studies:
- faculty recommends to Division Chair/Dean; Division Chair/Dean recommend to CAO
- does not appear in catalog

Outcomes

What if you want to change only the outcomes? Use the following guidelines:

- If the outcomes and/or the course goal are modified in a manner that **does not** modify the course content, course description, title, credits, prefix, number, pre-requisites, or co-requisites, then the syllabus (course) does not have to be reviewed by the Curriculum Committee.
    - An approved revised syllabus must be submitted by the academic department or division to the office of the CAO. The revised syllabus, upon approval, will be posted online effective immediately. *If a revised syllabus is not submitted the last CC approved syllabus will remain in effect.*
- If changes in the outcomes and/or course goals leads to necessary changes in the course description, title, credits, prefix, number, pre-requisites, or co-requisites then the syllabus (course) must be submitted to the CC via ACRES, on the appropriate form.

Curriculum Approval Routing Chain

Below is the routing chain for all curriculum forms, except where noted otherwise:

- Curriculum Committee Representative (CC Rep)
- Division Chair/Dean
- Chief Academic Officer (CAO) – first review
- Curriculum Committee Secretary
- Curriculum Committee (CC)/ CC Chair
- Chief Academic Officer (CAO)

Minor Modifications (courses and programs)
(originator, CC Rep, Division Chair/Dean, CAO- first review, CC Secretary, CAO)

Timing Out of the System

It is very important to be aware of the time when you are working on the ACRES System. ACRES has an automatic "time-out" function that will shut the system down if there is no activity on a form for more than <u>30 minutes</u>. **"Activity"** is defined by web page actions such as saving or changing pages; typing is not recognized as an activity. The time-out function prevents the server from being overwhelmed and slowing down when ACRES users are not actually working on forms.

If you are working on a form, **you must remember to save your work before closing the form**. If the system times out before you save the information that has been input into the data fields, you will loose everything after the last save. A form can be saved more than once so… save your work often.

Once you have saved your work, before submitting the form, you can query the system and pull the document up to work on it at any time.

SAVE YOUR WORK!

Special Functions of ACRES

Query Function in ACRES

Need to find a form you submitted find a form that someone else submitted? How can you tell where your course is in the routing process?

Click on 'Search' from your ACRES home page:

Create New Forms   My Forms   10 Pending Review   Search   Settings

	DEPT ≣	SUBMITTED ⚑
se or Program	Art	03/27/2012
Awareness Area	Finance	10/13/2011

Then you have a couple of options. You can enter some basic information:

Course: [Subject] [Number] [Title]
Form Type: [▼]
Department: [▼]

[Search]   Advanced Search   Custom Search

Or click on 'Advanced Search' next to the Search button and enter more specific criteria to narrow your search:

Course: [Subject] [Number] [Title]
Form Type: [▼]
Department: [▼]
Summary: [   ]
Form Status: [▼]
Form Owner: [   ]
Date Created: [   ] to [   ]
Date Submitted: [   ] to [   ]

[Search]   Custom Search

If you need to find a form you saved and did not submit change the Form Status to 'Not Yet Submitted'.

Search Results Table

The results of your search will appear in a table format like you see below.

To open and view a form just click on the form title:

The **Status** column allows users to see where the form is in the approval process.
The **Submitted** column displays the date the form was submitted into the system for review.

When viewing the form the user is able to see the details of approval dates and any comments associated with the approvals by clicking on the 'View History' link at the top of the page:

The approval screen will open in another window to display the approval history and comments.

#	Group / Dept / Status	Reviewer / Date	Comments
1	Curriculum Committee Rep / Physical Education Recreation / Completed	BLAD CC Rep for EFHS, SSC, WPE 10/20/2010	Approved
2	Associate Dean/Dean / Physical Education Recreation / Completed	Mat Anderson 10/24/2010	Approved
3	Dean of Instruction / Physical Education Recreation / Completed	Linda Elliott-Nelson 10/28/2010	Approved
4	Curriculum Committee Secretary / Physical Education Recreation / Completed	Corrine Gray 11/06/2010	Approved
	Curriculum Agenda Items / Physical Education	Corrine Gray	

Syllabi, and any other attachments, can be viewed by clicking on the Review Document link at the bottom of the form.

Cloning a Course – When, how, why?

> Do **not** clone a course as a safety measure in case you lose your original course. This puts duplicates in the system that must be deleted.

ACRES has a time-saving feature built into the system. If you have a course entered into the system that is similar to a new course or if you want to make revisions to a current course you can query the system and clone the existing course into any of the curriculum forms and make the necessary changes. This cloning feature will not delete the original form but it will give you a form with most of the information already entered into the data fields. Edit the form and then submit.

Follow these simple steps:

Open the form you want to clone; click on the 'More' link.
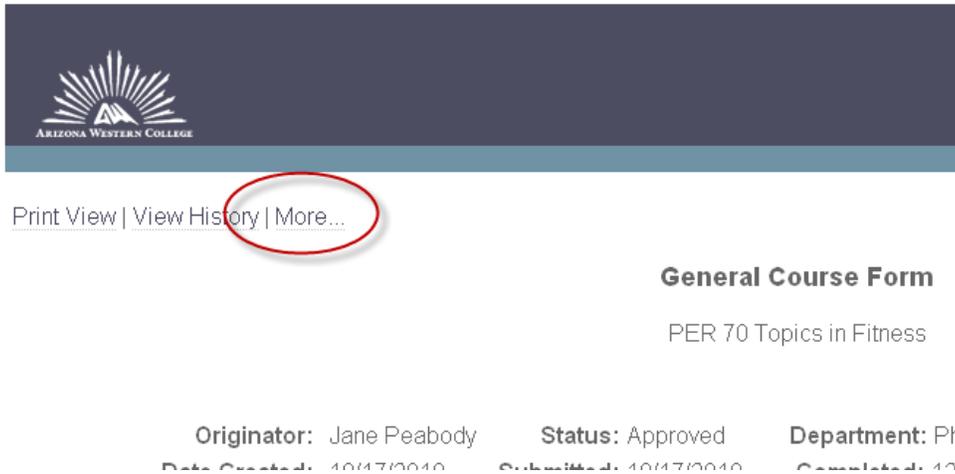
You will see a list of options. Click on Clone Form.
(attachments are not cloned)

Click on the Clone Form button to clone the form.

Cloning Course - PER 70 Topics in Fitness

NOTE: Attachments related to this course will not be cloned. All other mapped data elements will be copied to the new form.

Cancel   Clone Form

Originator: Jane Peabody   Status: Approved   Department: Physical Education
            Recreation
Date Created: 10/17/2010   Date Submitted: 10/17/2010
Summary: PER 70 Topics in Fitness

If your clone was successful, you will receive a message as you see below. Click on the link to view and edit the cloned form.

Cloning Course - PER 70 Topics in Fitness

NOTE: Attachments related to this course will not be cloned. All other mapped data elements will be copied to the new form.

Record cloned successfully!

Click here to view the new cloned record.

The form will be in edit mode. Edit the information, attach a syllabus if required, and submit the form. If you decide you do not want the cloned form click on 'Delete Form' in the upper left-hand corner.

Delete Form   Print

General Course Form

Department: Physical Education Recreation
Course Curriculum Initiate a new course   Specify Modification: Other
Proposal:
Brief Description of PER 70
Changes:

Effective Term: Spring
Effective Year: 0
Initiated by: Jane Peabody   Date: 10/15/2010

NOTE: If this course will be a General Education course (for inclusion in an AGEC) you must also complete and submit the GENED forms.

Fill in the fields below for a new or existing course.

Frequently Asked Questions

Can I attach a pdf. or txt. file?
YES. Attachments can be in Microsoft Word (.doc) or Excel (.xls) format.

What happens if I mistakenly hit the Final Submit button before I'm ready?
Clone the form, make your final revisions and submit the form. Then contact the Curriculum and Articulation Office. The system administrators can remove the first form from the system.

What happens if I just can't figure out how to use this system?
 If you run into problems contact the Curriculum and Articulation Office. We will be happy to help you.

I typed everything into the form and it wasn't there when I went back. What happened?
One of two things: the information entered was not saved before logging off of the system or the system timed out before you saved that information.

Approvals

Responsibilities, how-to's, and what not to do.

Review leaders in the ACRES system are responsible for the review and approval of curriculum actions. The Review Leaders include: CC Rep, Division Chair/Dean, CC Secretary, CC Chair, and the Chief Academic Officer.

The ACRES System will trigger an e-mail message to the appropriate Review Leader when he/she has a form to review. The message will typically say "Reviewer- The following form is ready for your comments…" It serves solely as a trigger to let you know that you need to log into the system.

The forms pending your review will be displayed when you log into ACRES. The total count of pending forms for review and/or revision will be listed in the menu in the top right corner of the screen.

		Create New Forms	My Forms	15 Pending Review	Search	Settings

FORMS FOUND: 9 ≡	STATUS ≡	FORM TYPE ≡	DEPT ≡	SUBMITTED ⚑
PER 70 Topics in Fitness	Approved	General Course Form	Physical Education Recreation	10/17/2010
PER 099 Dance: Basic Belly Dance	Approved	General Course Form	Physical Education Recreation	10/16/2008
PER 264 Advanced Scuba	Approved	General Course Form	Physical Education Recreation	10/15/2008

Click on a form's title to review that form.

FORMS FOUND: 12 ⚑	STATUS ≡	FORM TYPE ≡	DEPT ≡	SUBMITTED ≡
REL 220 The Christian Scriptures (New Testament)	In Process	General Course Form	Religious Studies	08/12/2011
REL 210 The Hebrew Scriptures (Old Testament)	In Process	General Course Form	Religious Studies	08/12/2011
Modify an existing course ENG 100X ENG 100X INTRODUCTION TO COMPOSITION FOR BILINGUAL STUDENTS	In Process	General Course Form	English	01/05/2012

After reviewing the form you can submit your approval, post comments, or place a form on hold.

Submit Your Review
-- or --
Post Your Comments
-- or --
Place On Hold

General Course Form

Initiate a new course MUS 226 Keyboard

Submit Your Review – use this link to approve/disapprove a form.

Post Your Comments- use this link to post comments on the form but not approve/disapprove of the form. The form will remain at your level.

Place On Hold- use this feature to place a form on hold for further review. This allows other users to see that the form has been reviewed and is not sitting idle waiting for a review. The form will remain at your level. To remove the hold, simply click on Remove On Hold.

Once a form is approved it will be routed to the next appropriate Review Leader. The ACRES System Administrator has pre-established the routing chain according to the Curriculum Committee's guidelines.

After selecting "Approved", click on the drop down menu for **"Route To" and choose the appropriate approver.**
The system has a default routing chain however some forms follow different routing chains. Refer to the section on routing chains to select the appropriate reviewer.

Once you have made a determination on the form and added comments, if any, click on Continue.

On the next screen you will have the opportunity to review your approval and if the appropriate position is listed in the 'Route To' field. If you need to edit your review, click on cancel and you will be taken back to the form. Follow the steps above to submit your review again.

Curriculum Timeline for Submissions and
Inclusion in Catalogs

Modifications to existing courses and existing programs (to include additions of new courses or the removal of courses) will be implemented the <u>following catalog year</u> if:

- Modifications are submitted by October 15th and approved by the curriculum committee no later than December 1st.

Modifications that are submitted and approved after December 1st may not be included in the next academic catalog. If the modifications are not approved by Dec. 1st the changes will not be effective until the following catalog year.

- Example: If a modification is submitted on November 14, 2016 and is not approved until January 23, 2017 then the modification may not be effective until the 2018-2019 academic year and catalog.

New/modified courses/programs that are time-sensitive (grant-funded or governed by outside agencies) will be implemented the semester following approval by the Curriculum Committee.

New courses that are <u>not</u> time-sensitive will be effective the following semester as long as they are approved by the curriculum committee.

New programs and/or certificates that are <u>not</u> time-sensitive will not be effective until approved by the curriculum committee and the District Governing Board (DGB).