

ARIZONA WESTERN
COLLEGE
CURRICULUM MANUAL

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ARIZONA WESTERN COLLEGE
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.

The CC does not address the following:

- minor modifications. Minor modifications of existing curriculum are submitted in ACRES and are approved by the CC Rep, Division Administrator, 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

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 administrator and approved by the CAO.

Appointments represent the following entities:

- Two to three faculty from each Learning Services division (MESW, LAE, BSBS)
- One faculty from Nursing
- One faculty from Allied Health
- One faculty from CTE
- One faculty from Honors
- One faculty from the Writing Curriculum Committee (WCC)
- One faculty from the General Education Curriculum Committee (GECC)
- Vice President for Learning Services (VPLS)
- Director of Curriculum, Assessment, and Scheduling

- Member of Career and Advisement Services

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 administrator and faculty of requirements and timelines.
- serves in a consulting/advisory role to the division administrator and faculty throughout the review process.
- helps the division administrator review the technical and logistical aspects of each proposal.
- assists the division administrator 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 preliminary review of proposals with the VPLS, Director of Curriculum, Assessment, and Scheduling, and Vice Chair.
- convenes meeting where quorum is present.
- serves as liaison between faculty and VPLS office.
- conducts discussion/vote.
- approves and routes CC recommendations to the CAO.

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. A course or program may not be submitted for review by the CC more than one time per academic year.

1. Proposal Preparation by Originator

- Procedures:
- 1.1 In consultation with the CC Rep and/or the Director of Curriculum, Assessment, and Scheduling, 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. CC Representative

- Procedures:
- 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 administrator 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 Administrator

- Procedures:
- 3.1 Upon receipt of approved curriculum proposal from the CC Rep, division administrator the reviews the proposed curriculum development or modification documents.
- 3.2 In consultation with the CC Rep, the division administrator 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 administrator then the division administrator approves the form. The form is then automatically routed to the Curriculum Secretary.
- 3.5.1 If the proposal does not meet the division administrator'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.

5. Curriculum Committee Secretary

- Procedures:
- 5.1 Prepares preliminary agenda for review by the CAO, Director of Curriculum, Assessment, and Scheduling, 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 proposals 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, he/she approves forms and routing automatically notifies the originator and the Curriculum, Assessment, and Scheduling Office to implement such proposed new courses and major modifications according to the curriculum timeline.
 - 7.2.1.a New/modified courses in a program pending HLC and or DOE approval may not be implemented until the program receives all appropriate approvals.
 - 7.2.2 Approves new/modified/deleted certificate and degree program proposals, he/she approves forms and routing automatically notifies the originator and the Curriculum, Assessment, and Scheduling Office to implement such proposed certificates and programs according to the curriculum timeline.
 - 7.2.2.a If a new program consists of more than 50% new courses, a program submission form must be submitted to HLC by the Executive Director of Student Success & Retention.

The process time at HLC may take up to three months which may delay the program implementation.

7.2.2.b If a new degree/certificate consists of less than 50% existing courses, a program notification form must be submitted to HLC by the Executive Director of Student Success & Retention. Degrees under this category may be implemented following HLC notification.

7.2.2.bb New certificates of 16 credit hours or more must receive DOE approval after receiving the approval by HLC. These certificates may not be implemented until all approvals are received.

7.2.2.c If a modified program is changing by more than 25% (reduction/increase in credit hours, learning outcomes modifications, revising courses) a program submission form must be submitted to HLC by the Executive Director of Student Success & Retention. The process time at HLC may take up to three months which may delay the program implementation.

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 Curriculum, Assessment, and Scheduling

Procedures:

- 9.1. Receives notice of approval of new curriculum, modifications, or deletions from the CAO.
- 9.2. Processes curriculum as appropriate.
- 9.3 Tracks HLC and or DOE program/certificate submissions
- 9.4 On an annual basis, in concurrence with the catalog deadline, the Curriculum, Assessment, and Scheduling Office will check the course bank file for seldom used courses and distribute a list of courses to the divisions. Any course that is in the AWC catalog which has not been taught for three (3) consecutive academic years (six semesters) is to be reviewed by the division to determine if it is still a viable course that will be offered or if it is no longer needed and should be deleted. Any courses deemed no longer needed will have a deletion form submitted by the Curriculum, Assessment, and Scheduling Office.

10. Executive Director of Student Success & Retention

Procedures: 10.1. Submits program/certificates, as needed, to HLC for review and approval.

11. Director of Financial Aid

Procedures: 10.1. Submits certificates, as needed, to DOE for review and approval.

12. Director of Guided Pathways

Procedures: 10.1. Enters guided pathways in Colleague and on program web pages

ACRES User Guide

(Arizona Curriculum Routing and Evaluation System)

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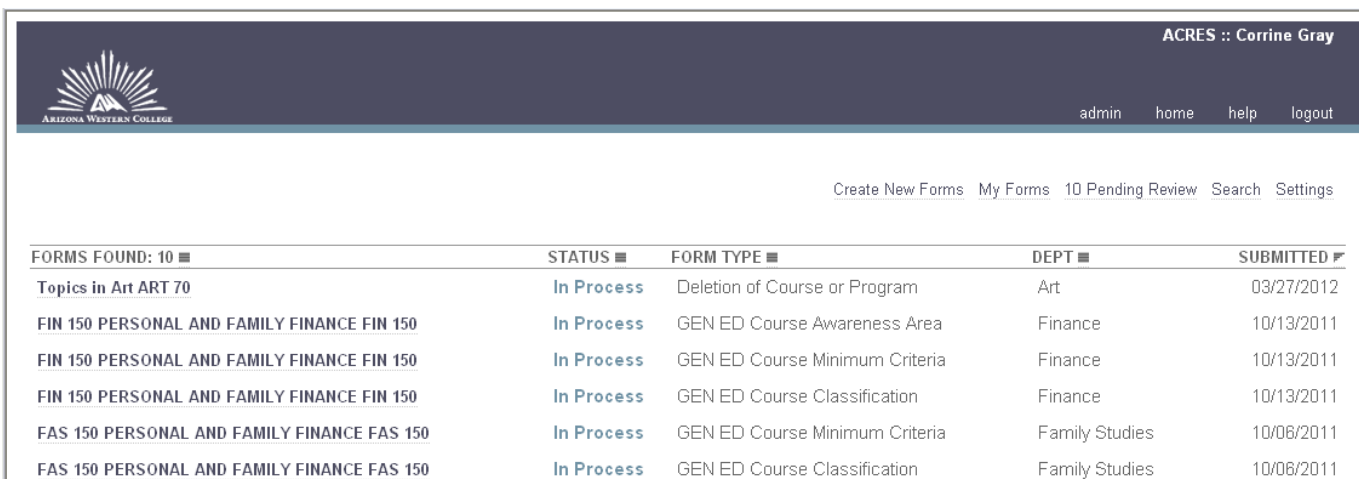
How to Get Started

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 Scheduling Office. The ACRES usernames and passwords are not tied to AWC username and passwords and therefore are not updated when an AWC user changes his/her password.

ACRES Home Page

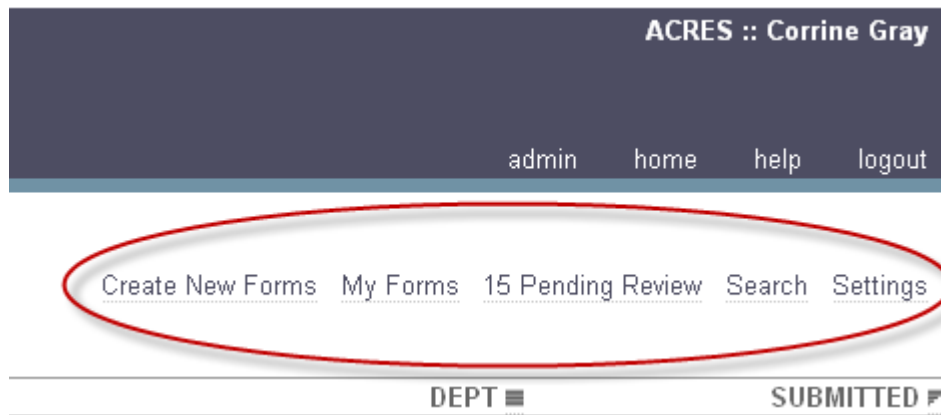
When you log into ACRES you will be taken directly to your ACRES screen. This screen will be empty, except for the basic menu options, or you will see a list of forms pending your review (review leaders) or needing your revisions. The screen shot below is an example of what your ACRES screen will look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



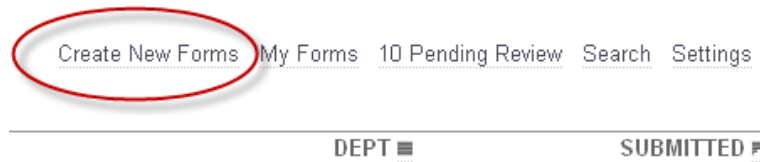
The screenshot shows the ACRES Home Page interface. At the top left is the Arizona Western College logo. At the top right, it says "ACRES :: Corrine Gray" and has links for "admin", "home", "help", and "logout". Below the header, there are navigation links: "Create New Forms", "My Forms", "10 Pending Review", "Search", and "Settings". The main content area displays a table of pending forms.

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  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 AGECE) 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 :

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?

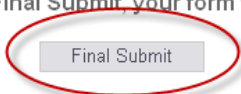
U of A : What's this?

Be sure you include the following information:

- the division/department vote.
- attach the course 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.



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)
 - New programs consisting of 50% or more courses will require HLC approval.
- modifications of existing programs
 - complete this form if you have made any changes to courses (major or minor) which impact the program
 - Program changes of 25% or more will require HLC approval. The program modifications that must be tracked for percent of change are:
 - Increases/decreases in program credits
 - Modifying the program purpose
 - Modifying program learning outcomes
 - Adding/deleting courses

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:

List the five program learning outcomes (PLO's) in the Competencies field. **Do not list** the individual course outcomes.

1. Statement of need:

2. Curriculum:

3. Competencies:

4. Rationale:

Be sure to **include the department/division vote** and attach the degree/certificate **check sheet** and the **degree/certificate recommended pathway(s)**.

Department/Division Vote:

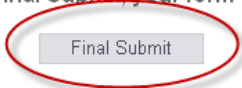
Attachments:

Document	Document Name	File Type	*
<input type="button" value="Cancel"/> <input type="button" value="Save Changes"/>			

Program check sheet and pathway templates are available on the Curriculum and Scheduling [website](#) under ‘Which Curriculum Form Should You Use?’ If you would like to modify an existing program check sheet contact the Curriculum and Scheduling Department form the editable sheet.

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.



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

Deletion of Course or Program

Department:

Enter the appropriate information below for the program or course to be deleted.

Program Title: Major Code:

Prefix: Number: Course Title: Credit Hrs:

Reason for deletion:

Last Term Offered: What's this? Last Year Offered: What's this?

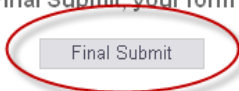
Department/Division Vote:

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.

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



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 AGECE 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

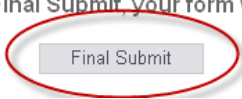
* Course to be Included in the following degree(s): AAS Transfer (AA, ABUS, AS)

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.



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.

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.*

* Department:

* Division: * Course: What's this?

* Approval Date and Vote:

Will any of the course information (prefix, number, title, description, or prerequisite) be modified for this WI course proposal?
ENG 101 is a required prerequisite for all WI courses.

If yes, what?:

* Implementation Year:

* Course Offered: Fall Spring Summer What's this?

* Delivery Mode: Hybrid In-person ITN Online What's this?

* Campus Offerings: AWC Main Campus Parker Quartzsite San Luis Campus(es) Somerton Wellton What's this?

Essential Elements of a Writing Intensive Course
 Please complete the following items (checklist) and then submit with the requisite attachments for approval by the Writing Curriculum Committee (WCC). You will be notified when your course has been approved by the WCC, at which time your approved checklist & materials will automatically be sent to the Curriculum Committee for final course approval.

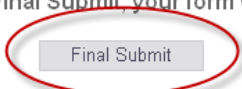
1): *The proposed WI course syllabus should include student learning outcomes that are reflective of and constituent with those of the GE Writing Intensive program, but it need not address all of the outcomes outlined. WI student learning outcomes for improving writing in the discipline skills encompass knowledge and skills in four areas: rhetorical knowledge; critical thinking, reading and writing; processes; and knowledge of the discipline-specific outcomes. See the WI website for a complete description of the WI student learning outcomes. Please upload the revised proposed WI course syllabus here.*

Document	Document Name	File Type	*
* 2): <i>Per the description above, please explain how the proposed WI course's student learning outcomes reflect WI outcomes.</i>			

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.

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



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:

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

Prefix:

Course Numbers:

Titles:

Rationale:

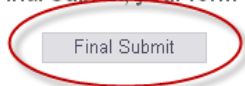
Department/Division Vote:

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.



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 administrator 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 administrator 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:

- **must be submitted as a new course** using the General Course Form
- 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 Administrator
- Curriculum Committee Secretary
- Curriculum Committee (CC)/ CC Chair
- Chief Academic Officer (CAO)

Minor Modifications (courses and programs)
(CC Rep, Division Administrator, 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 30 minutes. “**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 lose 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:

[Create New Forms](#)

Course:

Form Type: ▼

Department: ▼

[Advanced Search](#) [Custom Search](#)

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

Course:

Form Type: ▼

Department: ▼

Summary:

Form Status: ▼

Form Owner:

Date Created: to

Date Submitted: to

[Custom Search](#)

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

Course: Subject Number Title

Form Type: ▼

Department: ▼

Summary:

Form Status: **Not Yet Submitted** ▼

Form Owner:

Date Created: to

Date Submitted: to

[Custom Search](#)

Search Results Table

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

FORMS FOUND: 9	STATUS	FORM TYPE	DEPT	SUBMITTED
ENT 100 Entrepreneurial Venture	Not Yet Submitted	General Course Form	Entrepreneurial Education	
MUS 241 Music History to 1750	Not Yet Submitted	General Course Form	Music	
ESL 91L Workshop 1: Vocabulary in Action	Not Yet Submitted	General Course Form	English as a Second Language	
070 Special Topics: Spanish	Not Yet Submitted	General Course Form	Spanish	
ENG 197 SPECIAL TOPICS: MECHANICS IN USE FOR PROFESSIONALS	Not Yet Submitted	General Course Form	English	

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

FORMS FOUND: 9	STATUS	FORM TYPE	DEPT
ENT 100 Entrepreneurial Venture	Not Yet Submitted	General Course Form	Entrepreneurial Education
MUS 241 Music History to 1750	Not Yet Submitted	General Course Form	Music

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:

ARIZONA WESTERN COLLEGE AWC

Print View | **View History** | More...

General Course Form

PER 70 Topics in Fitness

Page

Originator: Jane Peabody **Status:** Approved **Department:** Physical Education Recreation

Date Created: 10/17/2010 **Submitted:** 10/17/2010 **Completed:** 12/12/2010 **To ACETS:**

Course Curriculum Proposal: Initiate a new course [Edit](#) **Specify Modification:** Other [Edit](#)

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
5	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.

Implementation Term: Spring [Edit](#)

Initiated by: Jane Peabody [Edit](#)

Implementation Year: 2011 [Edit](#) **Date:** 10/15/2010 [Edit](#)

Prefix: PER [Edit](#) **New Prefix:** [Edit](#)

Course Number: 70 [Edit](#) **Course Title:** Topics in Fitness [Edit](#)

Frequency of Offering: Every semester [Edit](#)

Credit Hours: 5-3 [Edit](#) **Lecture:** 0-1 [Edit](#) **Recitation Hours:** [Edit](#) **Clinical:** [Edit](#)

Instructor Load Hours: 5-3 [Edit](#)

Course Description: Workshops for individual exploration in fitness. Designed for the enrichment needs of the student who is n transferable credit. CR/NC [Edit](#)

Prereqs or Coreqs: None [Edit](#)

Non Course Corequisites/Note: None [Edit](#)

Frequency of Offering: [Edit](#)

Document	Document Name	File Type
Review Document	PER 70 - 2010-11-22 00:29:57 Etc/GMT Delete	application/msword

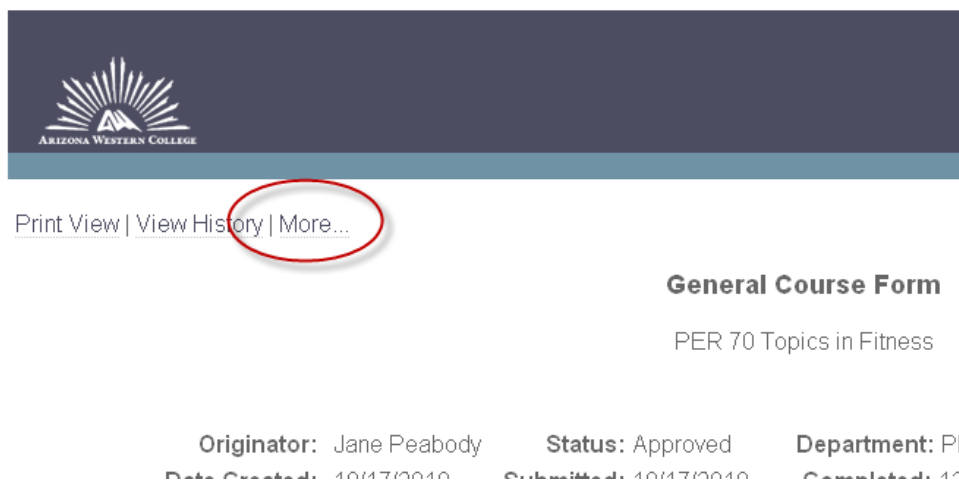
Cloning a Course – When, how, why?

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)

- MORE FORM ACTIONS** [Close](#)
- [Short Print](#)
- [Delete Form](#)
- [Clone Form](#)
- [Send To ACETS](#)
- [Update Status](#)
- [View Log](#)
- [Add Comment](#)
- [Check Missing Fields](#)
- [Refresh Summary](#)
- [Show/Hide Routing Path](#)
- [Send Email](#)
- [Email Log](#)

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.

Originator: Jane Peabody Recreation **Status:** Approved **Department:** Physical Education
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.

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 AGECE) 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?

No. Use Microsoft Word (.doc) for course syllabi and pathways, and Excel (.xls) for program/certificate check sheets.

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 Scheduling Department to 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 Scheduling Department or your division's CC Rep.

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 Administrator, CC Secretary, CC Chair, and the Chief Academic Officer.

ACRES 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.



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.

Reviewed By: Corrine Gray
Date Reviewed: 07/03/2012
Form Summary: Initiate a new course MUS 226 Keyboard
Review Group: Curriculum Committee Secretary

Approved:
Next Stop: Curriculum Agenda Items
* Route To: Curriculum Agenda Items (*Not used if you selected **Not Approved**)

Comments:

If you selected **Not Approved**, explain why in the comments section.
If you selected **Needs Revision**, state the revisions you would like to see completed.
If you selected **Review Changes**, let the routing group know why the form needs another review.

Cancel Continue

Select your decision in the “Approved” drop down menu. All forms have a default routing process so the “Route To” field should not be changed.

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.

Review Form

Verify that your entry is accurate. Click the Edit button to make changes, or click Submit to complete.

Reviewed By: Corrine Gray
Date Reviewed: 07/03/2012
Form Summary: Initiate a new course MUS 226 Keyboard
Review Group: Curriculum Committee Secretary
Approved: Approved
Next Stop: Curriculum Agenda Items
* Route To: Curriculum Agenda Items (*Not used if you selected **Not Approved**)
Comments:

Cancel Edit Submit Review

Curriculum Timeline for Submissions and Inclusion in Catalogs

Additions, modifications, and or deletions to the College curriculum will be implemented the following catalog year if the curriculum forms are submitted by November 15th and receive all necessary approvals by February 1st of the following year. Please note:

- If a new program consists of more than 50% new courses, a program submission form must be submitted to HLC by the Executive Director of Student Success & Retention. The process time at HLC may take up to three months which may delay the program implementation.
 - New certificates of 16 credit hours or more must receive DOE approval after receiving the approval by HLC. These certificates may not be implemented until all approvals are received which could postpone implementation.
- If a new degree/certificate consists of less than 50% existing courses, a program notification form must be submitted to HLC by the Executive Director of Student Success & Retention. Degrees under this category may be implemented following HLC notification.
- If a modified program is changing by more than 25% (reduction/increase in credit hours, learning outcomes modifications, revising courses) a program submission form must be submitted to HLC by the Executive Director of Student Success & Retention. The process time at HLC may take up to three months which may delay the program implementation.

New/modified courses/programs that are time-sensitive (grant-funded or governed by outside agencies) will be implemented as soon as possible following approval by the Curriculum Committee, VPLS, DGB, HLC, and or DOE.