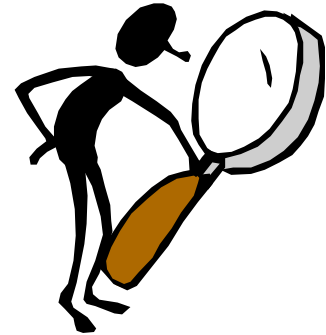


## ***Other Forms in ACRES***

**ACRES is awesome! What other type of forms are available in ACRES?**

Actually, there are several other forms available in ACRES; however, you may never need to use them depending on your status with Central Arizona College.



### **Learning Community Application**

If you want to set up a learning community, this is the form for you! The following is a form that you can use to gather information. After typing the information into the electronic form and saving it to your computer, you can simply cut and paste the information into the Learning Community Application Form. You may request a blank, electronic form from the Curriculum Office or download it from the CAC website at [http://www.centralaz.edu/Home/About\\_Central/Curriculum\\_Development/ACRES\\_Planning\\_Worksheets.htm](http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm) . If you wish to work with handwritten notes, you may make a copy of the blank form on page 289 and pencil in your answers.

### **Learning Community Application Form Planning Worksheet**

Required information:	Proposed information:
Department:	This should match the department that will be responsible for this learning community.
Instructors:	List the names and divisions of the instructors participating in the Learning Community/Innovative Teaching (LC/IT)

Courses:	List all of the courses to be included in the LC/IT.
Name or Theme of Learning Community:	Please limit the theme or name to 50 characters or less.
Semester:	When will the LC/IT be offered for the first time?
Academic Year:	What academic year will this learning community start?
Targeted Students:	Describe briefly the targeted students and how those students who participate in the LC/IT will benefit beyond those who do not.
Repeat Offerings:	Is this learning community a repeat offering? Yes or No.
If yes:	Explain how this learning community will be different from the previous offering.
Recruitment:	Describe the tactics to be used to recruit students in the LC/IT.
Number of Students:	Estimate the number of students who would participate in the LC/IT.
Enrollment Justification:	Justify your estimate in the number of students who would participate in the LC/IT.
Time Blocks:	Describe the time blocks needed each week for conducting the LC/IT.
Additional Costs:	Describe approximate additional costs to the student besides the tuition and fees. Please include textbooks, non-text materials, calculators, field trip fees, etc. that will impact this estimate.

Special Rooms/Equipment:	Other than traditional classroom with black/white boards, list any additional special rooms or equipment that will be needed to conduct the LC/IT.
Cost Analysis:	Indicate how many equated hours each participating instructor will have added to his/her load for the semester during which the learning community is offered.
Outside Resources:	Please list and describe the use of any outside paid resources. Use the following structure to report this area: Name:                      Function:                      Cost:
Support Staff:	List any CAC staff involved in the implementation of the LC/IT. If the LC/IT is to use the CLC, Library, and/or other support staff, list them here.
Estimated Number of Staff Hours:	Estimate the number of staff hours from each CAC Support group listed above. Use the following structure to report: Support Group:      Function:                      Estimate # Hours:
Instructional Supplies – Additional Costs:	Describe any additional costs to your respective departments beyond the usual and customary charges associated with teaching similar courses. This may include lab materials, fees for outside speakers, class sets of textbooks, travel, unusual evaluation or assessment activities, etc. Provide specific dollar amounts per line item. Please note that departments will need to pay for additional supplies as this is not a grant application.
Additional Funds Request:	All additional funds requested should include a detailed rationale explaining how the funds will be used and why they are crucial to the success of the LC/IT program.

Once you have all the information needed for the course(s), logon to ACRES and select the Learning Community Application.

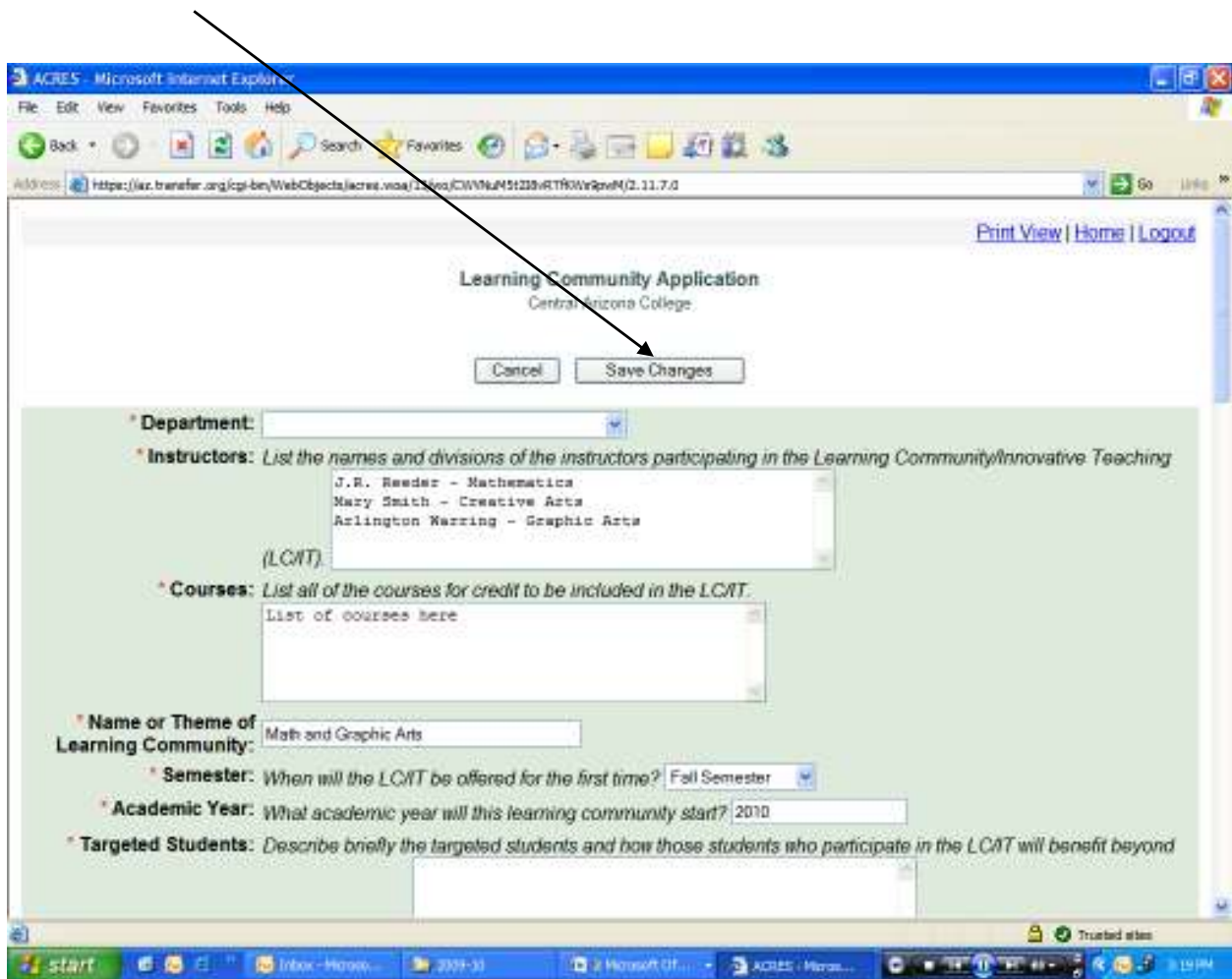


Type in the information or cut and paste from the planning worksheet, but remember to save often!

**Q & A:**

How do I save my document?

Save by clicking on the “Save Changes” button anytime (and frequently).



ACRES will time out after 60 minutes if you are not moving from page to page or saving on a regular basis. If you don't save, you take the risk of losing all your work! This is why typing and saving the information in the electronic form provided by the Curriculum Office can be a great time and sanity saver if you are timed out!

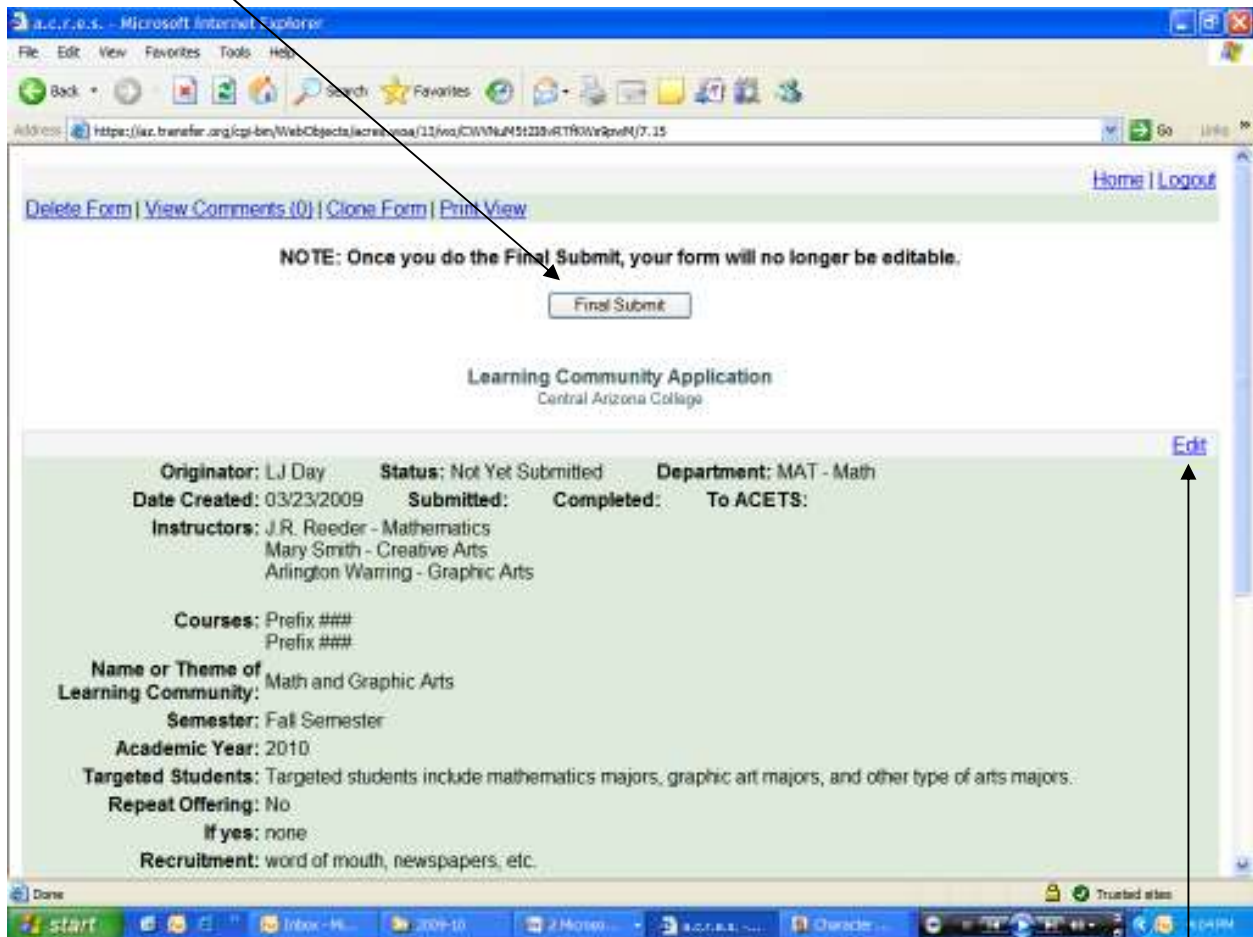


If you do not see a “Final Submit” button at the top of the page, information in a required field marked with a red asterisk must be missing. This is what the message in red is telling you.

The screenshot shows a web browser window with the address bar displaying a URL from 'https://ac.transfer.org'. The page title is 'Delete Form'. A red error message is displayed in the center: 'Your form has been saved! You may return to your work at any time. However, fields with a \* on this form are mandatory. You must complete these fields before the Final Submit.' Below the message is the title 'Learning Community Application' and 'Central Arizona College'. A 'Save Changes' button is visible. The form fields include: 'Department' (MAT - Math), 'Instructors' (a list box containing J.R. Reader - Mathematics, Mary Smith - Creative Arts, and Arlington Warring - Graphic Arts), 'Courses' (an empty list box), 'Name or Theme of Learning Community' (Math and Graphic Arts), 'Semester' (Fall Semester), and 'Academic Year' (2010). A red asterisk is next to the 'Courses' label. A 'Print View | Home | Logout' link is in the top right corner. The Windows taskbar is visible at the bottom.

Look at all the fields carefully and verify all required fields have information in them. When you've found the one needing additional information, enter it, and click “Save Changes” again.

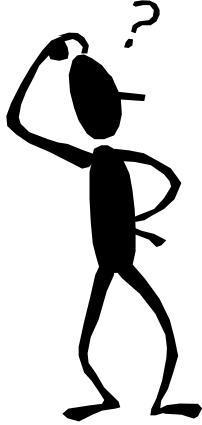
The “Final Submit” button should be at the top of the next screen. If you do not see the “Final Submit” button, you will need to repeat the last step until all required fields are populated with information.



When all information is entered in ACRES, review the form for typos and additional corrections or missing information. If you are completely satisfied with the information, click the “Final Submit” button and ACRES will automatically route the form to the next group or person for review.

Before submission, if you need to make a correction, click on the blue “Edit” button on the right hand side of the screen. It will take you back to the page where you can edit any of the information in any of the fields.

Once all the information is correct, click on “Save Changes,” then click “Final Submit” to begin the review process.



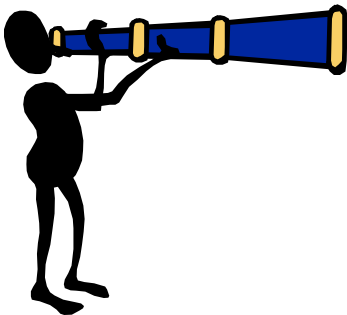
## Where does my learning community application go when I click “Final Submit?”

The following table is taken directly from ACRES and shows the path your proposal will follow to be reviewed and approved. Each line lists the name of the group or person reviewing the proposal. The “Help Text” gives you a short description of what that named group or person will be doing with the proposal.

### Learning Community Application Routing Chain

Order ≡	Name ≡	Help Text
1	District Chair or Program Manager	District Chair or Program Manager will review the proposal and approve, disapprove, or return for more information.
2	Dean of Academic Services	Approve for scheduling and funding.
3	CLASS Office (Final)	CLASS Office information. Review any curriculum changes that might need to take place due to the development of the LC.

I see there are two other forms in ACRES:



## Employee Development Form Institutional Degree/Certificate Form

When should I use these forms?  
Typically, you won't use these forms at all.

## **Employee Development Form**

The Employee Development Form is reserved for use by the Human Resources Office to propose and prepare employee development training sessions.

## **Institutional Degree/Certificate Form**

The Institutional Degree/Certificate will only be used by the Curriculum Office to modify the basic format of a degree or certificate. For example, when the state transfer and articulation team decides to change the requirements for an Associate of Science degree, the Curriculum Office will use this form to make those changes in the catalog. Also, when there are modifications to one of the AGEC certificates, the Curriculum Office will use this form to change the information in the catalog.

### **Please remember!**

If you have specific questions, please call or email:

Jennie Lee Voyce at 1-520-494-5591 or [jennie.voyce@centralaz.edu](mailto:jennie.voyce@centralaz.edu)

Linda Day at 1-520-494-5206 or [linda.day@centralaz.edu](mailto:linda.day@centralaz.edu)

Mary Menzel at 1-520-494-5215 or [mary.menzel@centralaz.edu](mailto:mary.menzel@centralaz.edu)

