

# ***ACRES and the Curriculum Bulletin***

### **What is the “Curriculum Bulletin” and why was it sent to me?**

Each Monday while faculty members are on contract, the Curriculum Office will send out a district-wide email listing all the proposals that have been submitted to ACRES and are awaiting review by Curriculum Committee.

By sharing this information, we hope to aid in communication, strengthen our curriculum, and avoid problems affecting student completion.

For example, let’s pretend the Mathematics Division decides to delete a course. Why do you need to be aware of the deletion when you’re in a different division? The course being deleted might be included in a degree or certificate your division is offering. If the course will not be offered in the future, how will your division’s student be able to complete their program of study?

By making this information available to you and your division, you will be aware of changes in curriculum and make changes to your division’s degrees, certificates, and courses appropriately and in a timely fashion.



Another reason everyone needs to be aware of curriculum changes deals with developing new programs of study or new courses. Let’s say you have been working on a program of study and it includes requiring courses from several different divisions. What impact would a deletion or modification of one of these courses have on the focus of your newly designed program of study? If you haven’t discussed your ideas with the other divisions, they are not aware you are planning for that course to be required in your new degree or certificate.

Another scenario may be that you have a friend who teaches at a nationally recognized college or university and they have shared information with you that is amazing and totally usable at CAC, but in a different division. When you see the list of courses, you realize that the proposer might be interested in the information you have. This would be an excellent time and way to share your information with the proposer.

Because there are so many difference scenarios and there's no possible way for the Curriculum Office to only contact the people who would be impacted by the change, we send out a "Curriculum Bulletin" each Monday for everyone to see.

### **Who is the Curriculum Bulletin sent to?**

As mentioned earlier, the Curriculum Bulletin is sent district-wide to ALL Central Arizona College employees. We believe all CAC faculty, staff, and administration have pertinent curriculum knowledge that could be used to aid in curriculum development. This stop in the ACRES routing chain is an invitation to all ACRES users to make suggestions or comments that will strengthen our curriculum offerings.



### **Why is the Curriculum Bulletin only sent while faculty are on contract?**

Central Arizona College prides itself in the fact that curriculum is "faculty driven." Faculty members are the experts in the various fields and their input is not only critical, but absolutely required during the development process. If faculty members are not available to review and comment on curriculum proposals, quality and credibility are lost.

### **What am I supposed to do when I receive the Curriculum Bulletin email?**

Open the email and peruse the list. Are there any proposals that affect your courses, degrees, or certificates? Are there any proposals you are concerned about? Do you see a deletion that is still required for the students in your discipline?

Do you see a course that is a prerequisite to one of yours? If the course is being modified, will the modifications make the course less appropriate to be the prerequisite for your course?

Do you see a course on the list that should be an AGECE that does not have the AGECE designation or the appropriate AGECE forms attached?

Do you see anything that raises questions in your mind? If you do, you need to share your thoughts by submitting comments in ACRES. You will have ten days in which to make the comments, so time is of the essence.

Logon to ACRES and query the proposal to see the course information. If you need help to query, please see page 117. For help in submitting your comments, please see page 167.

If you need more assistance with the Curriculum Bulletin than this guide provides, please contact the Curriculum Office:

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)



