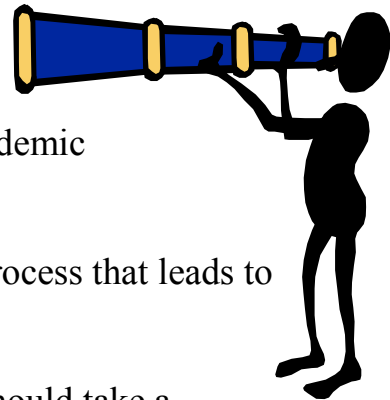


# ***Submitting Comments in ACRES***

## **Why am I being asked to make comments on everyone else's proposals?**

Faculty, staff, and administration have unique curriculum development perspectives. These tend to be specific to their viewpoints; however, each person's comments, whether incorporated or not, encourages academic discussions and adds quality to CAC's curriculum.



For more information on the curriculum development process that leads to this point, please see page 163.

Before actually submitting comments in ACRES, you should take a moment and decide what constructive suggestions you want to share with the proposer, Curriculum Office, Curriculum Committee, and administration. If the comments are very detailed, you may wish to type them in a word processing software and simply cut and paste your comments into ACRES. If the comments are short and to the point, you may type them directly into the comments field.

## **How do I submit my comments?**

The first step, of course, is to logon to ACRES (see page 7).

The second step is to query for the proposal in question (see page 117).

Click the "Post Your Comments" link at the top of the page. Some of you will have two options to choose from: "Submit Your Review" and "Post Your Comments." (See page 181 for more information.)

Click “Post Your Comments.”

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page from <https://lax.transfer.org/cgi-bin/WebObjects/acres.wso/11AvaJwK04TV5eTR0YypaR9J2/17.63.2.3>. The page title is "Delete Course Form" for Central Arizona College, SOC 240 Sociology of Education. At the top right, there are links for "Return To List", "Home", "Logout", and "3 of 6 | Previous | Next". Below these are links for "View Comments (1)", "Clone Form", and "Print View". A blue arrow points from the text "Click 'Post Your Comments.'" to a blue link labeled "Post Your Comments". Below the link is a table with the following data:

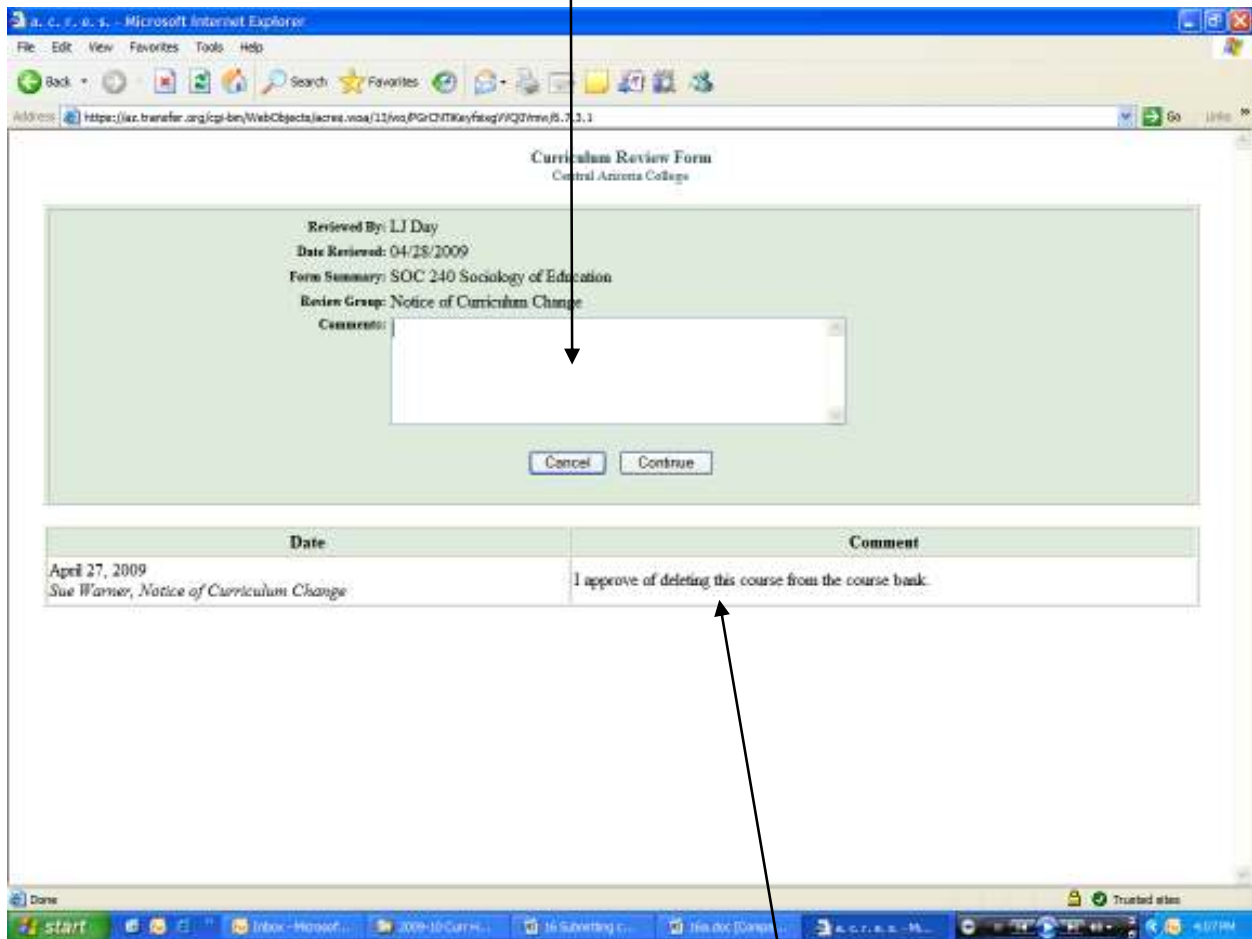
*	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments
1	District Chair or Program Manager - SOC - Sociology	Completed	Approved	04/22/2009	Lee Fournet	
2	CLASS Office (Curriculum Bulletin) - SOC - Sociology	Completed	Approved	04/27/2009	Kim Toscano	Curriculum Bulletin 4/27/2009
3	Notice of Curriculum Change - SOC - Sociology	Active				

Below the table, there is a green box containing the following information:

**Originator:** Lee Fournet    **Status:** In Process    **Department:** SOC - Sociology  
**Date Created:** 04/22/2009    **Submitted:** 04/22/2009    **Completed:** To ACETS:  
**Division:** Social/Behavioral Science  
**Course Prefix:** SOC  
**Course Number:** 240  
**Credit Hours:** 3  
**Course Title:** Sociology of Education  
**Effective Semester:** Fall  
**Effective Year:** 2009  
**Rationale for Deletion:** Course has not been taught in years. No requests from students or Education Program.  
**Impacted Programs:** None

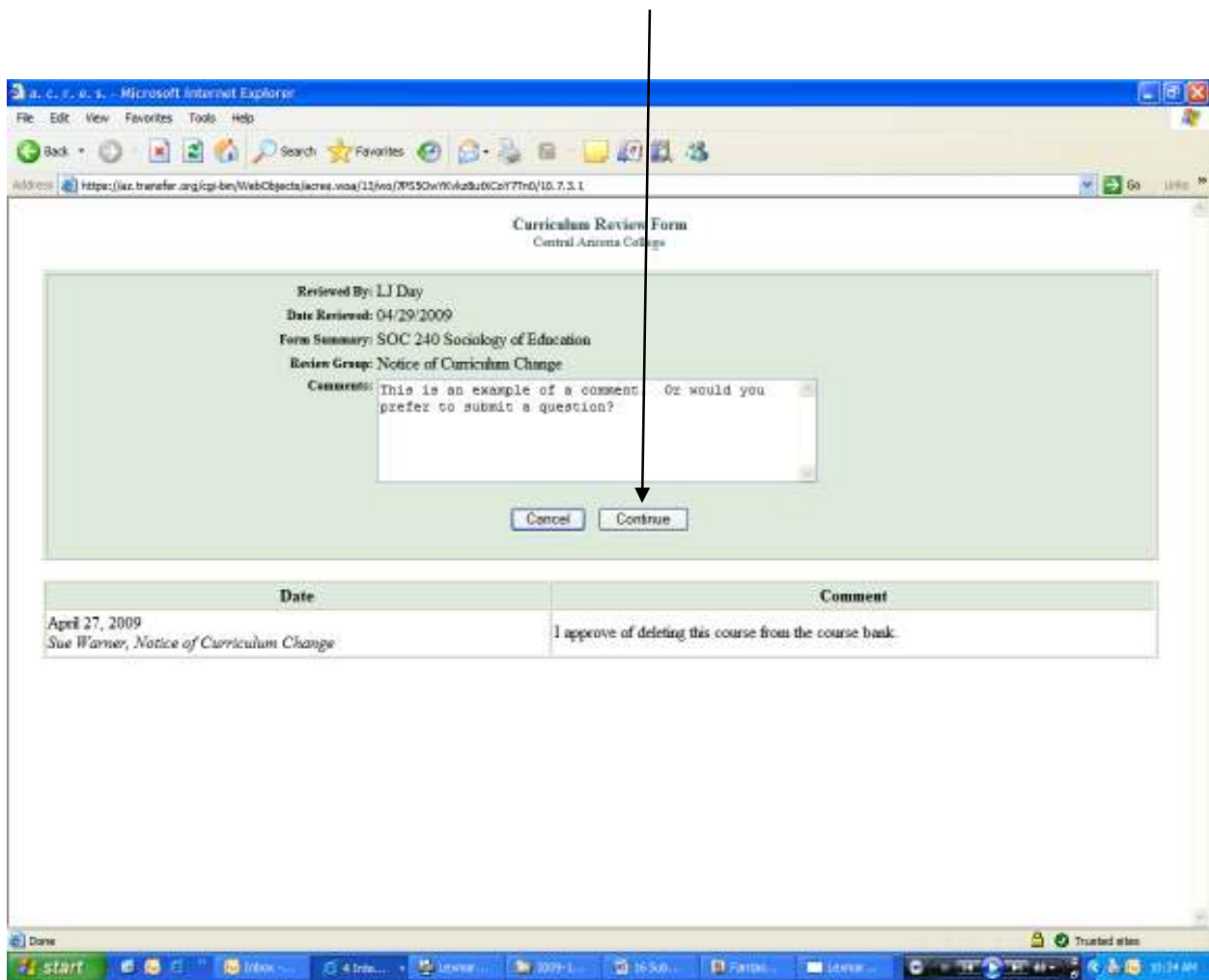
Clicking on “Post Your Comments” will bring up a screen with a text box.

In this text box you may submit as many comments as you wish. You may be as detailed as you wish, because this text box will continue to expand with the length of your comments. Please remember to keep the comments constructive, professional, and focused on curriculum enhancement. All CAC users may view your comments.



The current version of ACRES shows all the previous comments at the bottom of the page. Because of this feature, you can see the other comments without clicking on the “View Comments” link on the proposal’s first page.

Once you have typed in your comments or questions, click “Continue.”



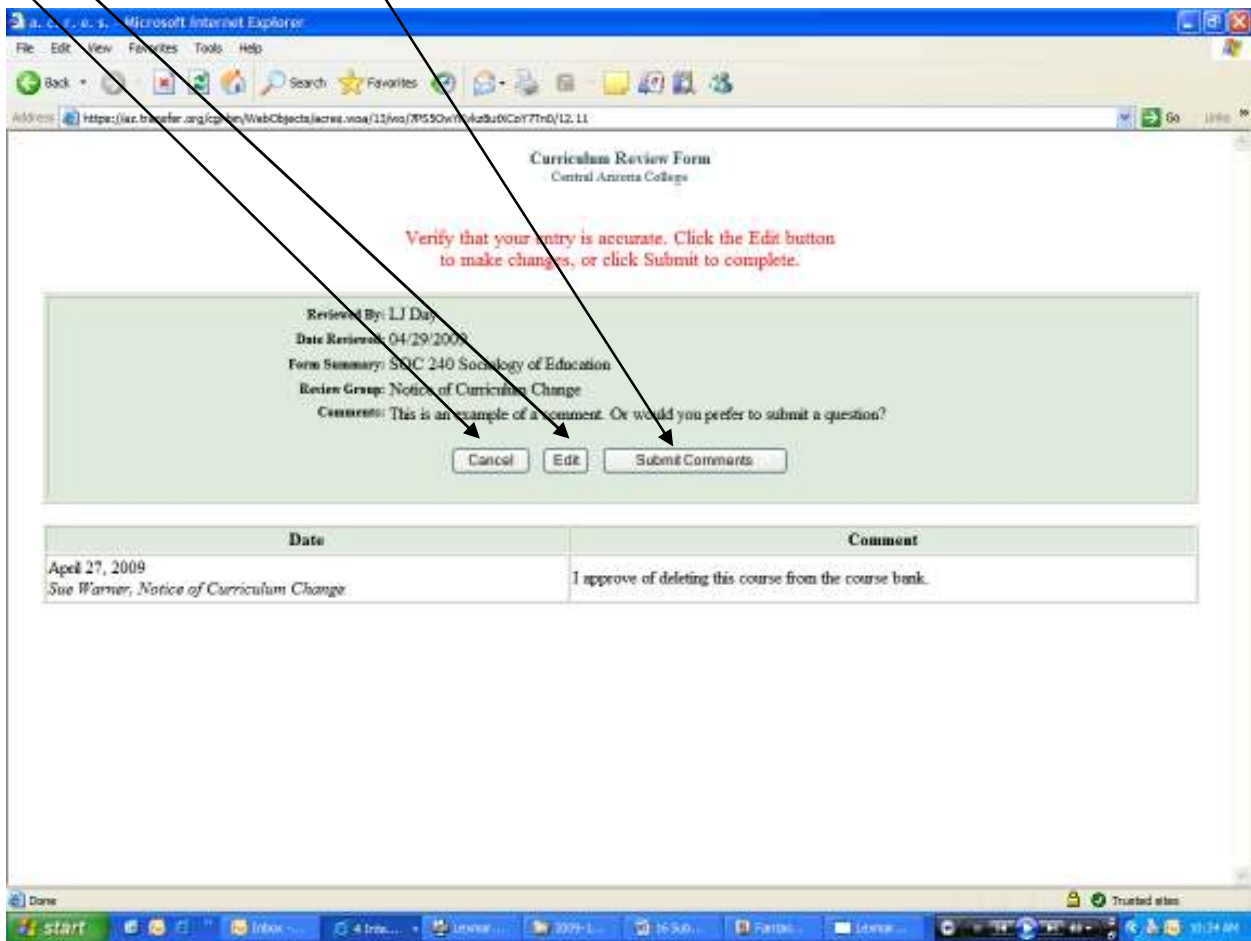
ACRES will allow you to review your comments before submitting them.

You have three options from which to choose:

“Cancel” will erase all the comments you just made and take you back to the proposal.

“Edit” will allow you to go back to the text field and change any of the verbiage in the box.

“Submit Comments” records the comments with the proposal for all to see.



When you click on “Submit,” ACRES will take you back to the proposal, but how do you know your comments are there? You can’t see them! ACRES shows you that there are two comments now.

[View Comments \(2\)](#) | [Clone Form](#) | [Print View](#) [Return To List](#) | [Home](#) | [Logout](#)  
3 of 6 | [Previous](#) | [Next](#)

[Post Your Comments](#)

**Delete Course Form**  
Central Arizona College  
SOC 240 Sociology of Education

*	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments
1	District Chair or Program Manager - SOC - Sociology	Completed	Approved	04/22/2009	Lee Fournet	
2	CLASS Office (Curriculum Bulletin) - SOC - Sociology	Completed	Approved	04/27/2009	Kim Toscano	Curriculum Bulletin 4/27/2009
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**Originator:** Lee Fournet    **Status:** In Process    **Department:** SOC - Sociology  
**Date Created:** 04/22/2009    **Submitted:** 04/22/2009    **Completed:**    **To ACETS:**  
**Division:** Social/Behavioral Science  
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**Effective Semester:** Fall  
**Effective Year:** 2009  
**Rationale for Deletion:** Course has not been taught in years. No requests from students or Education Program.  
**Impacted Programs:** None

To see the two comments, click on “View Comments (2).”

[View Comments \(2\)](#) | [Clone Form](#) | [Print View](#) [Return To List](#) | [Home](#) | [Logout](#)  
3 of 6 | [Previous](#) | [Next](#)

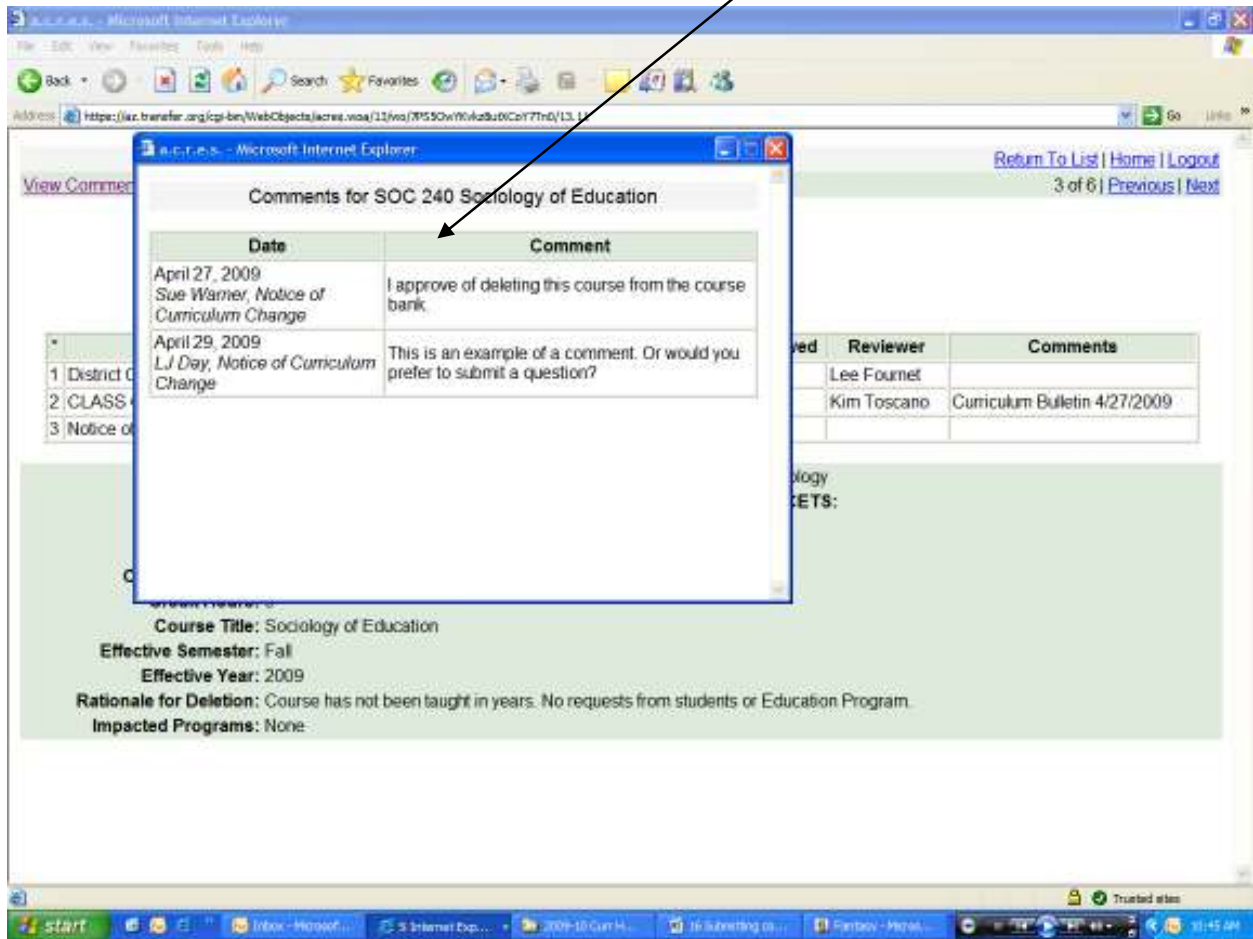
[Post Your Comments](#)

**Delete Course Form**  
Central Arizona College  
SOC 240 Sociology of Education

*	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments
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**Effective Year:** 2009  
**Rationale for Deletion:** Course has not been taught in years. No requests from students or Education Program.  
**Impacted Programs:** None

You will see the previous message and the message we just added.



By viewing the comments, you will be assured that your comments are there and waiting for processing.

## **Once I submit my comments or questions, what happens? Does anyone look at my comments?**

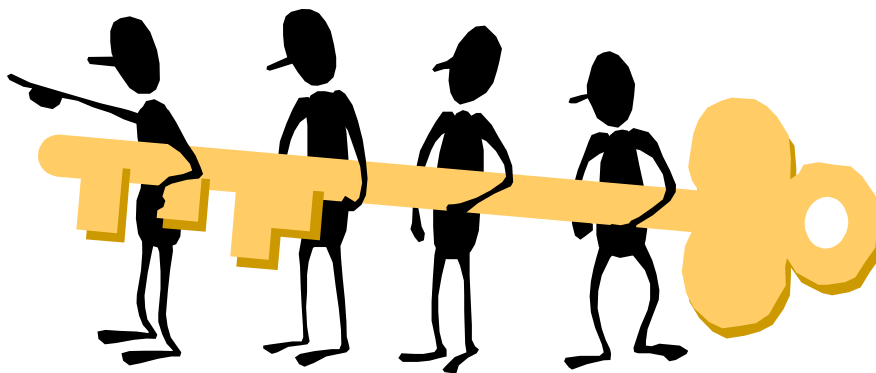
ABSOLUTELY!! After the 10<sup>th</sup> day of the course being on the Notice of Curriculum Change (Curriculum Bulletin), the Curriculum Office staff reads all the comments. If the comments are relatively benign such as "OK," "Yes," or "I have no comments," the Curriculum Office will move the proposal forward.

However, if there are comments regarding issues in the proposal, the Curriculum Office will send the comments to the proposer, the commenter, the division chair or program manager, and the director of the Curriculum Office. The email asks the parties to begin academic discussions of the issue and provide the Curriculum Office with a final determination of the solution. Most of the time, the solution is a relatively easy fix with minimal discussion.



On rare occasion, others may have to be involved in the discussion. Those people are invited into the discussion according to their knowledge or their level of decision-making.

The bottom line is that ALL comments are read and considered!



If you are confused or just need questions answered, 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)

**We will be happy to assist you!**