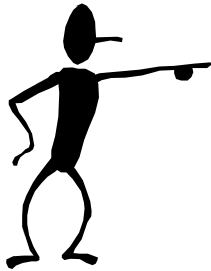


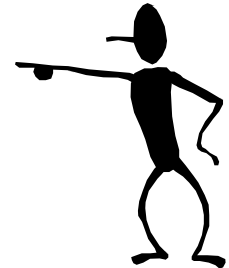
# ***Reviewing a Proposal in ACRES***

There are two types of reviews in ACRES:



The first review is the review performed by all interested parties when a Curriculum Bulletin is sent every Monday during faculty contract days. Please see page 163 for more information on this type of review.

The second type of review is when Division Chairs, Program Managers, Deans, Directors, Curriculum Committee, or the Curriculum Office staff is reviewing the proposal. They can choose to approve, disapprove, or send the proposal back for revisions. Curriculum Mentors may only approve or send back for revisions as long as comments are included.



Before actually completing the review, you as the reviewer, should take a moment and decide what changes need to be made. Are there only a few minor changes or are there several major issues that need to be addressed?

1. If there are a couple of misspelled words, please call the Curriculum Office and we will make the corrections for you without sending it back for revisions. You won't have to make any comments in ACRES.
2. If there is a small error or clarification that the proposer needs to make, you can make those comments in the Comments box on the review screen before sending the proposal back to the proposer.
3. If there are major revisions needed and it's going to take more than one sentence to explain, you should use the "Post Your Comments" feature before submitting your review. Please see page 167 for detailed information on how to post your comments.

Now back to reviewing the proposal... If you have been given reviewer rights in ACRES you will notice a link at the top of the home page in ACRES that tells you how many reviews you have waiting to be completed.

This number can be confusing if you are assigned more than one level of review in ACRES. For example, people who have rights to move proposals forward as a Division Chair or Dean will notice that they can't seem to move some proposals out of their review bins! That's because they are given permission to make comments as a "Commenter" like everyone else, AND permission to approve proposals. When this happens, there are actually two lists combined. This is where the confusion comes in. Please feel free to call the curriculum support analyst/ACRES administrator for a further explanation, if it's needed.



Click on the link and ACRES will take you to the list of proposals that need your attention.

ACRES - Windows Internet Explorer

https://ac.transfer.org/cgi-bin/WebObjects/acres.wso/13/wa/MC2mgV3ysciGCH02yU9w/2.9.1

File Edit View Favorites Tools Help

ACRES Microsoft Outlook Web ...

Reports | Download Data | Home | Logout

Create Subset | SQL Queries | Review Group | My Depts - In Process | My Depts - Approved

Summary:

Form Type:

Department:

Date Created:  to

Date Submitted:  to

Date Completed:  to

Form Owner:

Status:  Filter: My Forms Only

Query

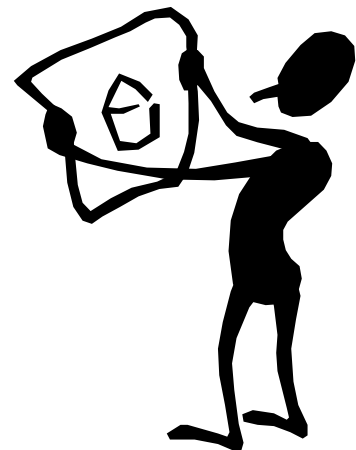
2 Record(s) Found

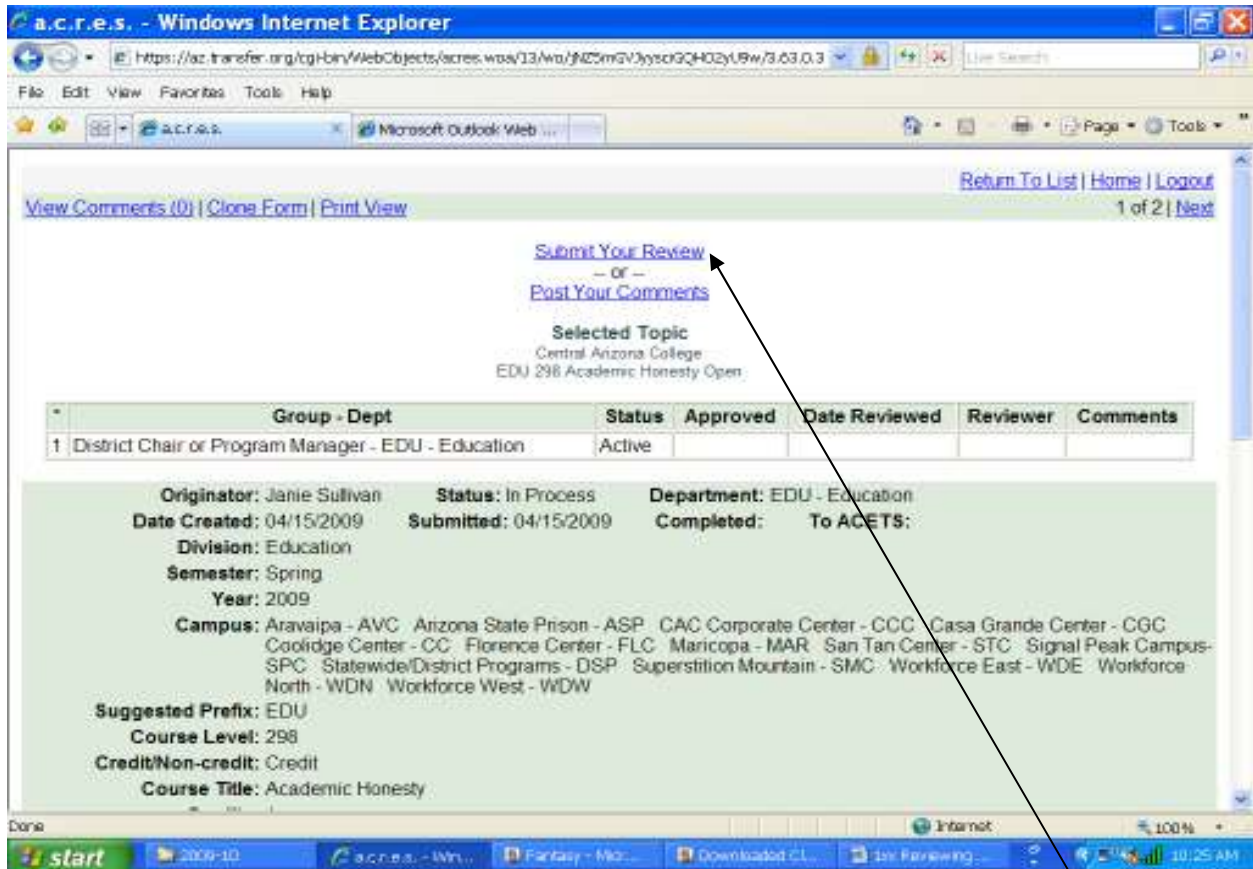
	Summary Owner	Status	Form Type Department	Created / Submitted Completed	A = Approved NR = Needs Revision X = Not Approved
<a href="#">View</a>	EDU 298 Academic Honesty Open By: Jamie Sullivan	In Process	Selected Topic EDU - Education	04/15/2009 / 04/15/2009	District Chair or Program Manager
<a href="#">View</a>	MAT 152 College Algebra Accelerated By: Kai Chuang	In Process	Delete Course Form MAT - Math	04/13/2009 / 04/13/2009	District Chair or Program Manager

Done

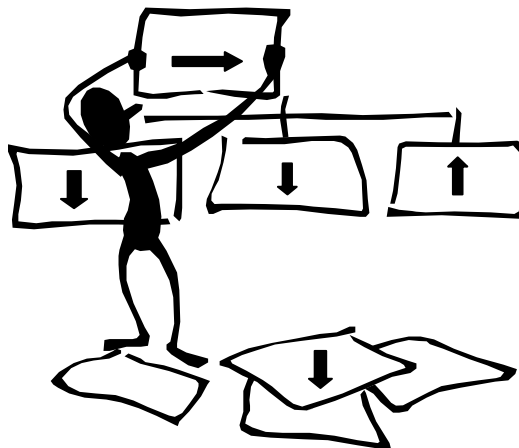
start 2009-10 ACRES - Wind... Fantasy - Mo... Downloaded CL... 1st Reviewing... 10:24 AM

As always, click on the blue “View” button to open the proposal and see the content. Read the proposal carefully and note any modifications you feel are necessary.





If there are no changes and you are ready to **approve** the proposal, click on “Submit Your Review.”



On the drop down menu choose "Approved."

Curriculum Review Form  
Central Arizona College

District Chair or Program Manager will review the proposal and approve, approve with changes, disapprove or return for more information.

Reviewed By: Admin Division Chair  
Date Reviewed: 04/17/2009  
Form Summary: EDU 298 Academic Honesty Open  
Review Group: District Chair or Program Manager

Approved:

Next Step:

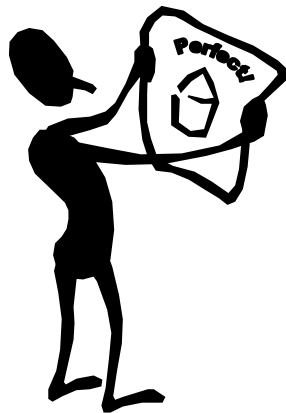
\* Route To:  (\*Not used if you selected Not Approved)

Comments:

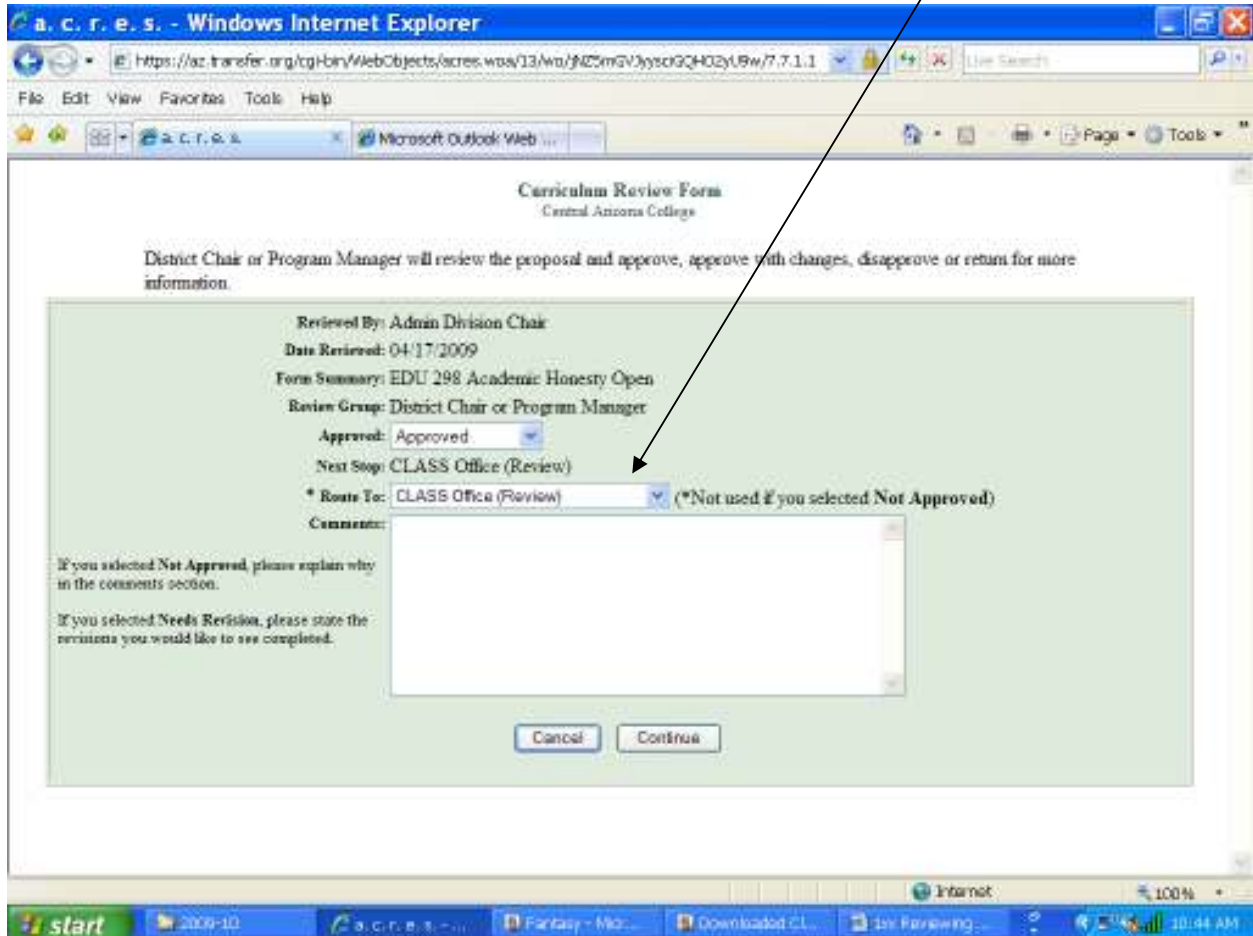
If you selected Not Approved, please explain why in the comments section.

If you selected Needs Revision, please state the revisions you would like to see completed.

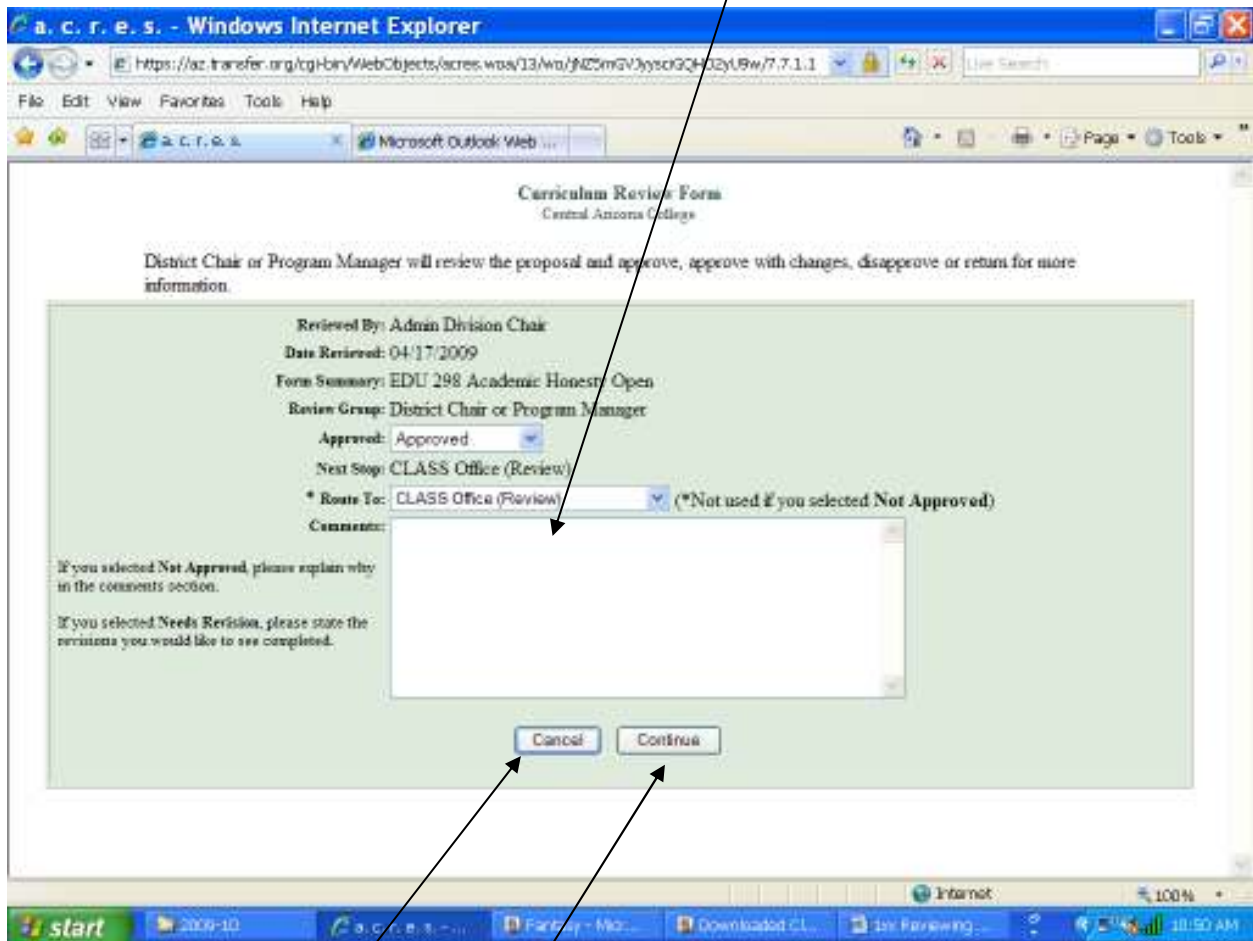
Cancel Continue



Since you are approving the proposal, you do NOT need to change the “Route to” field. ACRES automatically enters the next stop according to our pre-programmed routing chain. (Please see the chapter about the specific form type to see a particular routing chain.)

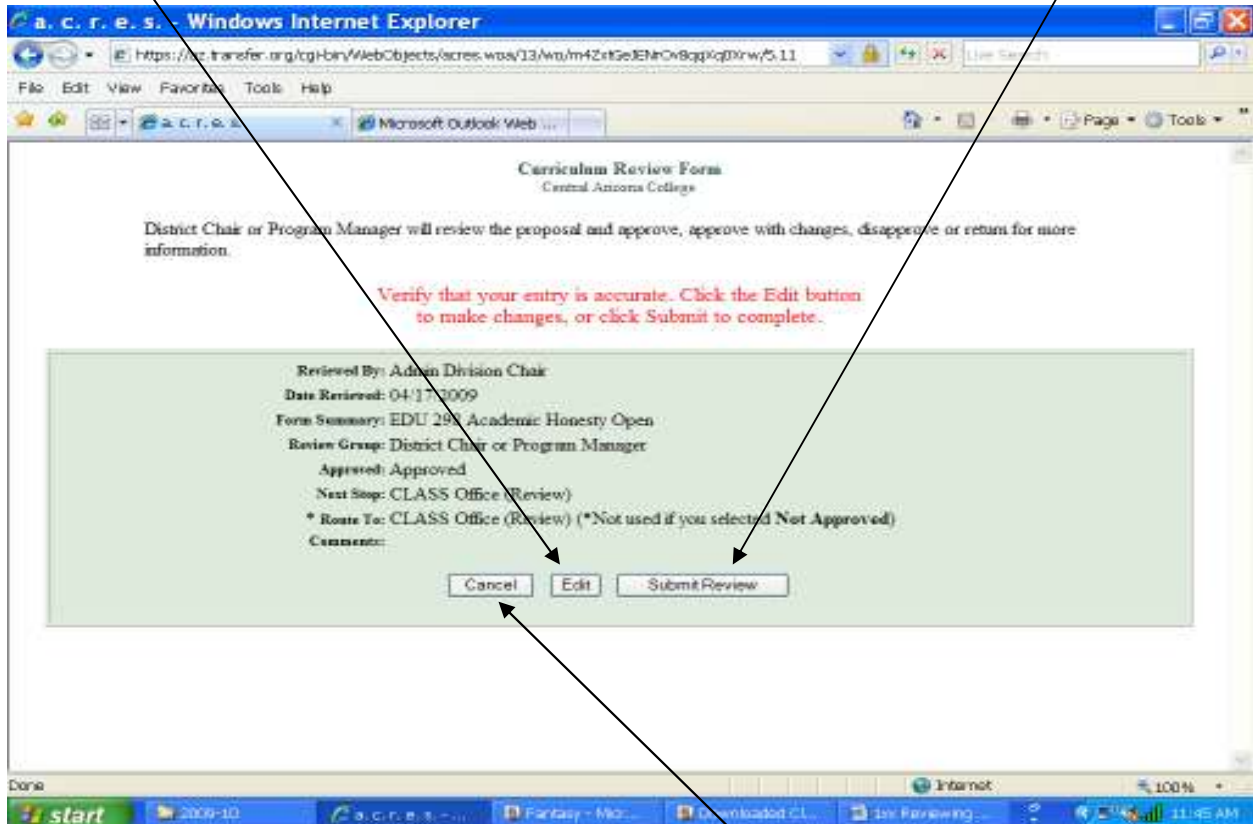


The next field is for comments you wish to include. Please be aware that these comments can be seen by anyone who logs on to ACRES and should be relatively short. If you want to leave a longer comment, please see page 167 for information regarding submitting comments. It is NOT required to include comments when **approving** a proposal, but you may if you wish.



The next step is to click on "Continue;" however, if you want to stop your review, click "Cancel."

Clicking on “Continue” will bring up a screen like this. This screen allows you to make sure the information is correct. If you need to change something, click on “Edit.” If you are ready for it to go forward in the process, click on “Submit Review.”

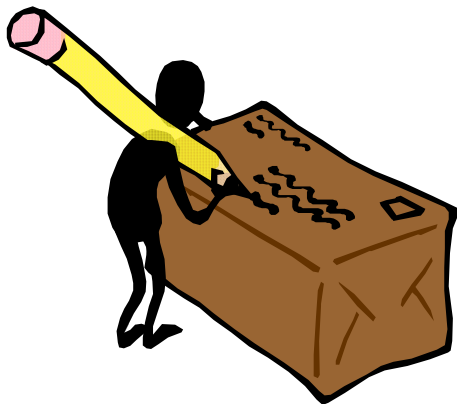


If you want to completely cancel your review, click “Cancel.”

### ***Be careful!***

Clicking on “Cancel” will completely remove your review as if you never started typing it. Make sure you want the review to completely disappear before clicking on “Cancel!”

Clicking on “Submit Review” will take you back to the proposal. If you are ready to review the next proposal, click “Next.”



When you approve the proposal, ACRES automatically sends the proposal to the next stop on the routing chain. ACRES also sends an email to the next person to let them know the proposal is ready for review. A copy of the email is sent to the proposer also to let them know the proposal has moved forward in the review process.

This email appears to be coming from the Curriculum Support Analyst personally; however, the emails are electronically generated. Here's the email for the previous proposal from when it was approved and moved forward in ACRES:

-----Original Message-----

From: Linda.Day@centralaz.edu [<mailto:Linda.Day@centralaz.edu>]

Sent: Friday, April 17, 2009 12:07 PM

To: Janie Sullivan; Jennie Voyce

Subject: ACRES - EDU 298 Academic Honesty Open

} first section

Proposal has been sent to the next level for review. If you have questions contact Linda Day Ext 5206. } Body

Form Type: Selected Topic

Course: EDU 298 Academic Honesty Open

Department: EDU - Education

Status: In Process

Current Review Group: CLASS Office (Review)

Comments:

} last section

From this short email you can glean some useful information. In the first section of the email, you can see the date and time the proposal was moved forward and you can also see the two people who received the email: the proposer and the next person on the routing chain.

In the body of text you can see that the proposal was approved and sent to the next level for review. You can also see who to call if you have any questions.

The last section gives you specific information regarding the proposal such as prefix and number, department, status, the review group the proposal was sent to, and comments the last reviewer made. FYI: The comments inserted in the email are the ones entered in the "Submit your Review" comments box NOT the comments from the "Post your Comments" text box.

Confused about which text box? Please call the Curriculum Office at 1-520-494-5591 or 1-520-494-5206 for an explanation.



## How do I mark a proposal “not approved?”

Find the proposal you want to review. Click on “Submit Your Review.”

View Comments (0) | Clone Form | Print View

[Submit Your Review](#)  
- or -  
[Post Your Comments](#)

Selected Topic  
Central Arizona College  
EDU 298 Academic Honesty Open

	Group - Dept	Status	Approved	Date Reviewed	Reviewer	Comments
1	District Chair or Program Manager - EDU - Education	Active				

Originator: Janie Sullivan    Status: In Process    Department: EDU - Education  
Date Created: 04/15/2009    Submitted: 04/15/2009    Completed: To ACETS:  
Division: Education  
Semester: Spring  
Year: 2009  
Campus: Aravaipa - AVC   Arizona State Prison - ASP   CAC Corporate Center - CCC   Casa Grande Center - CGC  
Coolidge Center - CC   Florence Center - FLC   Maricopa - MAR   San Tan Center - STC   Signal Peak Campus - SPC  
Statewide/District Programs - DSP   Superstition Mountain - SMC   Workforce East - WDE   Workforce North - WDN   Workforce West - WDW  
Suggested Prefix: EDU  
Course Level: 298  
Credit/Non-credit: Credit  
Course Title: Academic Honesty

Not approved! Why not??



Select “Not Approved” in the drop down box.

Curriculum Review Form  
Central Arizona College

District Chair or Program Manager will review the proposal and approve, approve with changes, disapprove or return for more information.

Reviewed By: Admin Division Chair  
Date Reviewed: 04/17/2009  
Form Summary: EDU 298 Academic Honesty Open  
Review Group: District Chair or Program Manager  
Approved: Not Approved  
Next Step: CLASS Office (Review)  
\* Route To: CLASS Office (Review) (\*Not used if you selected Not Approved)  
Comments:  
If you selected Not Approved, please explain why in the comments section.  
If you selected Needs Revision, please state the revisions you would like to see completed.

Cancel Continue



You do not need to change the routing because once you submit the “Not Approved” review, it will no longer route due to the “Not Approved” status. It becomes an inactive proposal! Carefully determine if you really want to mark the proposal as “Not Approved.” Please don’t make a rash decision as it could cause a lot of work for the proposer if you inaccurately mark it “Not Approved” instead of “Needs Revision.”



The only way to revive a proposal that has been marked as “Not Approved” is to clone it, make the appropriate changes, and resubmit it.

Please remember the “Not Approved” designation MUST have an explanation in the comments box. Again, please remember that the comments can be seen by everyone who has an ACRES username and password. Please keep your comments professional and constructive.

If the explanation is long and detailed, please use the “Post Your Comments” feature discussed on page 167. Then add “See detailed comments” in the comments field of your review. This will alert anyone looking at this form that there are comments behind the scenes.

Curriculum Review Form  
Central Arizona College

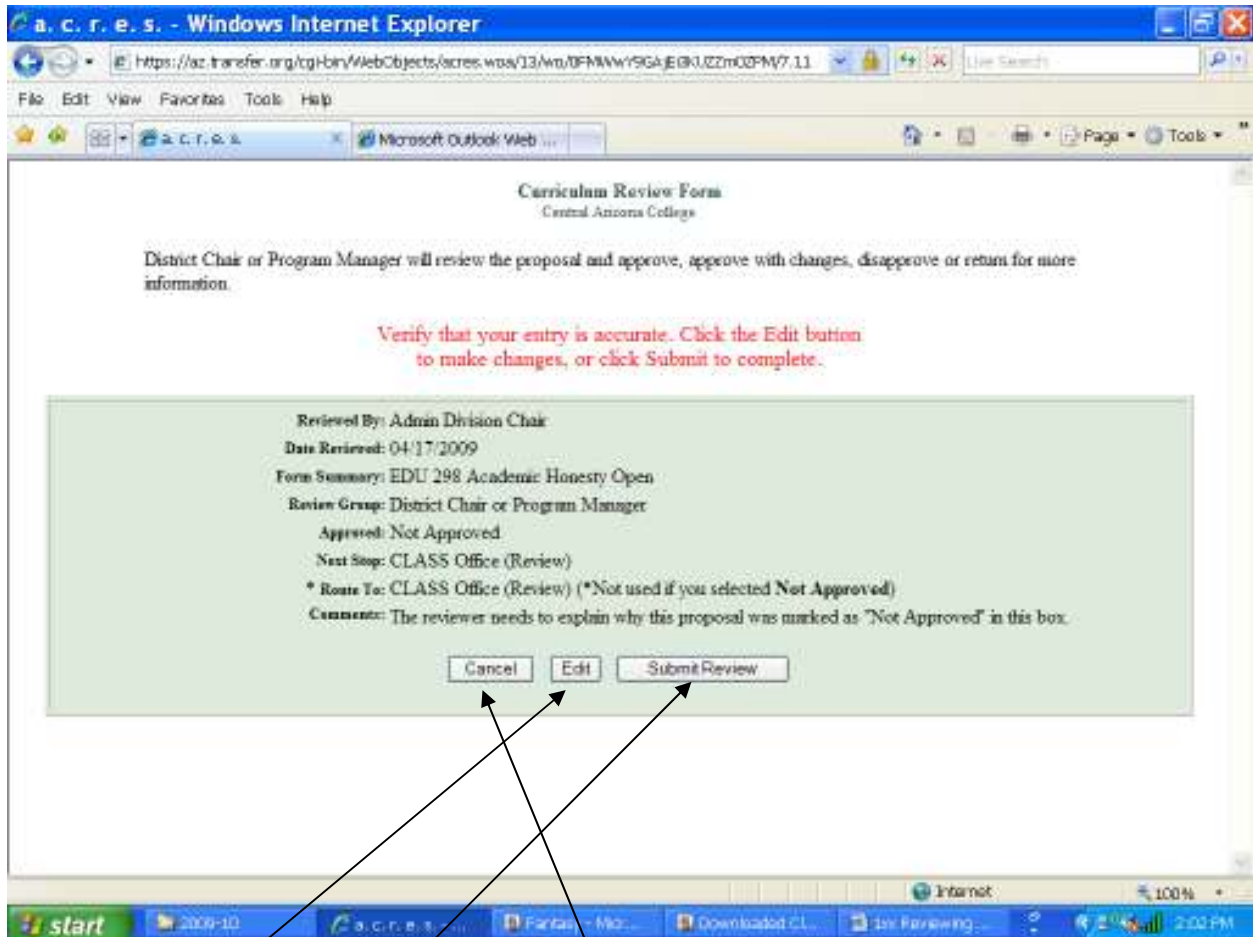
District Chair or Program Manager will review the proposal and approve, approve with changes, disapprove or return for more information

Reviewed By: Admin Division Chair  
Date Reviewed: 04/17/2009  
Form Summary: EDU 298 Academic Honesty Open  
Review Group: District Chair or Program Manager  
Approved: Not Approved  
Next Step: CLASS Office (Review)  
\* Route To: CLASS Office (Review) (\*Not used if you selected Not Approved)  
Comments: The reviewer needs to explain why this proposal was marked as "Not Approved" in this box. |

If you selected Not Approved, please explain why in the comments section.  
If you selected Needs Revision, please state the revisions you would like to see completed.

Cancel Continue

When you have your explanation entered in the “Comments” box as you want it, click “Continue.” ACRES will give you a chance to proof your review.

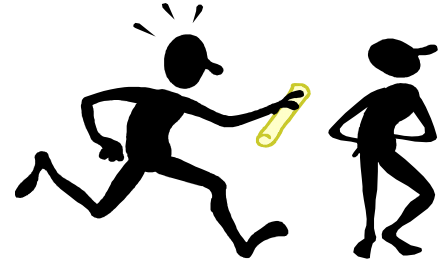


Please click "Submit Review" after confirming the completeness of your response, click "Edit" if you want to make changes; or click "Cancel" to stop your review. Clicking "Cancel" will not delete the proposal; it will merely stop your review and the proposal will remain in your review bin to be completed at a later date or time.



## How do I send a proposal back to the proposer for revision?

After reviewing a proposal, you may realize that it needs some minor revisions or a major rewrite. In this instance, you will need to change the routing chain. It's a little confusing, but once you understand ACRES language, it becomes very easy to understand and complete.



First of all, you need to determine how long your explanation might be. If the explanation of corrections or modifications will be only one sentence, please continue with the review as described below. If the corrections are going to take a couple of paragraphs, you must submit those comments by using the “Post Your Comments” feature. Please see page 167 for detailed discussion of this feature. Once you’ve posted your comments, come back and follow these steps to finish the review.

View the proposal you want to review and click on “Submit Your Review.” Choose “Needs Revision” from the drop down menu.

Curriculum Review Form  
Central Arizona College

District Chair or Program Manager will review the proposal and approve, approve with changes, disapprove or return for more information.

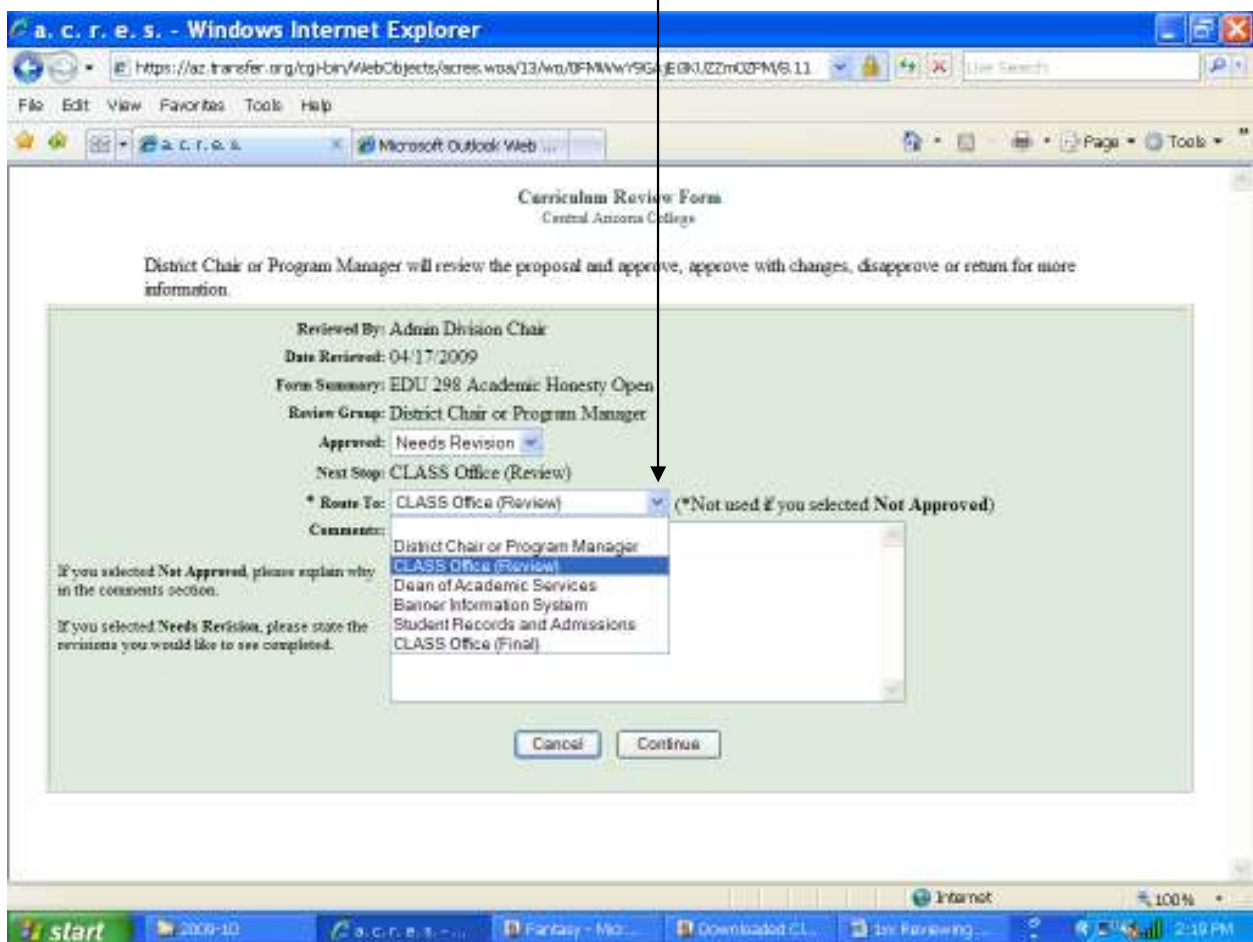
Reviewed By: Admin Division Chair  
Date Reviewed: 04/17/2009  
Form Summary: EDU 298 Academic Honesty Open  
Review Group: District Chair or Program Manager  
Approved: Needs Revision  
Next Step: CLASS Office (Review)  
\* Route To: CLASS Office (Review) (\*Not used if you selected Not Approved)

Comments:

If you selected Not Approved, please explain why in the comments section.  
If you selected Needs Revision, please state the revisions you would like to see completed.

Cancel Continue

The next thing you need to do is change the routing. To change the routing, you must click on the drop down box by “Route to.”



As you can see there are several options for you to choose from. **ALWAYS** choose the first option no matter who is listed.

***Rule of Thumb:***

*When sending a proposal back for revisions ALWAYS choose the first person or group on the drop down list.*

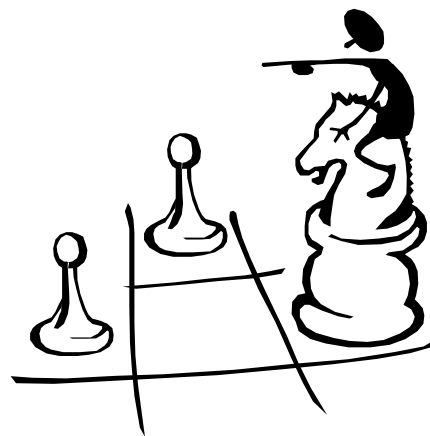
## **This seems to be an error. You just finished the review. Why would you send it back to yourself?**

In actuality, you are not sending it back to yourself.

Think of it this way: ACRES is actually asking the question,  
Once the proposer revises the proposal, who should look at it next?

ACRES already knows who to send the proposal back to because only the proposer can make the changes. Once the changes are made, ACRES needs a little help. From there should it go to the person who sent it back or to the next person on the review chain? CAC made the decision that the proposal **always** goes back through the entire routing chain, thus you select the first person or group listed on the drop down menu.

Also, when you change the routing, you are telling ACRES exactly who should see it after it is revised. If you send it back to the first person or group on the drop down list, everyone who has already reviewed it will be able to review it again with the changes and make sure that the new changes are proper. If you do not change the routing, once the changes have been made and submitted, ACRES will send it to the next stop on the routing chain **AFTER** you! You won't be able to review and approve the changes. This is problematic for future reviewers, because they will not know if the changes were made per your request or not. This will lead to confusion for the Curriculum Office and the next reviewer.



The Curriculum Office tries to catch these when they happen; but we don't always catch them. When they are caught, the Curriculum Office will send them back just to correct the routing chain. Your help in making sure the routing is correct is greatly appreciated.

**Please remember: We are here to help you! If you need help while reviewing a proposal, 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)