

Developing Curriculum

Where do I begin?



Sometimes developing curriculum seems like a daunting task. Many might tell you “all curriculum processes at CAC begin with ACRES”.

Guess what? That’s just not true! It begins before you ever logon to ACRES!

You must organize your thoughts, gather information, perform a needs assessment, and then write it down for everyone to read and understand! To make it even more confusing, you sometimes need different information for different proposal forms. Sometimes, it just seems there are too many hoops to jump through to get your curriculum approved!

You are not alone! Others are going through the same process, feeling the same way you do. There is help and this guide will tell you how to get that help, where to find answers to your questions, and pointers on how to propose curriculum that will glide through the process.

First Step:

Decisions! Decisions! You’ve got to make them!



What do I want to accomplish?

What’s my ultimate goal?

Can I put my idea on paper?

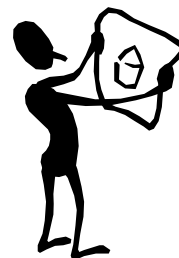
Once you have a general idea of your goal, discuss the idea with your colleagues, division chair, ATF representatives, community members, and dean. Performing a needs assessment will help you answer questions such as:

- Why am I proposing this curriculum?
- Who is the target audience?
- Will this teach marketable skills to our community members?
- Will there be sufficient interest from the community?
- How much will this cost to offer?
- What additional resources will be needed?
- Will this help CAC attain a strategic goal or operational goal?

During discussion of these questions with your dean and division chair, you should receive feedback that will help you determine the next step in the process. If they give you a positive response, you will need to determine which ACRES form best fits your needs.

Second Step:

Decide which ACRES form to use!



New Course Form:

Use the new course form if you want to propose a course that is NOT currently in the course bank. If you are not sure if the course exists in the active course bank, please call the curriculum office. They will verify if the course is active in the course bank and also let you know if there are any courses that closely resemble the one you are proposing. If you're certain this is the correct form for your goal, please turn to page 19 for more information to guide you during the development of this course.

If you want to teach this course as an experimental course, please see the "Selected Topic Form" on page 3 or page 53 of this guide.

Hint:

Propose your new idea as a selected topic for the first semester it is offered. Make modifications and adjustments as necessary and propose it as a selected topic AND a new course the second semester.

Modified Course Form:

Use the Modified Course Form if you are changing a course that is currently in the course bank. All changes must be submitted via ACRES for them to be made to the course bank and catalog. If this is the form you need to submit, please turn to page 33 for more detailed information.

Delete Course Form:

If you want to remove a course from the course bank, the Delete Course form is the correct form. It is a short form and can be completed in a few minutes. You will be asked to provide a reason for deleting the course. Please be aware that your deletion might affect other courses, certificates or degrees. In that case, your Delete Course form will be held until other faculty members have a chance to modify their courses, certificates or degrees. The Curriculum Office will contact all parties via email and encourage a timely response so the course is deleted in the current review period and removed from the next catalog.

If you are certain you want to delete a course from the course bank, please turn to page 45 in this guide for more detailed information.

Selected Topic Form:

Because it takes up to one year to develop and articulate a new course, you may want to consider using a Selected Topic form if you want to teach the course right away. Selected Topics do not go through the same review process as a New Course form. Therefore, Selected Topic forms can be reviewed and approved in approximately seven to ten working days from the date the Division Chair approves it in ACRES.

Don't forget:

You must submit a Selected Topic form for EACH section you want to offer. You may offer a course as a selected topic as many times as you deem necessary in a semester; however, you may only offer the course as



a selected topic for three semesters. Offering it more than three semesters as a selected topic requires additional approval from the Director of Curriculum and Student Learning Assessment or Curriculum Support Analyst.

Tip:

One of the nice features of the Selected Topic form is that you don't have to submit a Section Request form to Student Services. The ACRES form contains all the information the student services department needs to set up the section and assign a course registration number (CRN)!

If this is the correct form to attain your goal, please turn to page 53 for additional information.

New Certificate/Degree Form:

All new certificates or degrees must be submitted to ACRES on the New Certificate/Degree form. This form should only be used for certificates or degrees that have not been approved by the Curriculum Committee or the Governing Board. If you are unsure about the redundancy of the certificate or degree, please call the curriculum office. They will research the approved certificates and degrees currently being offered and let you know if there is one that mirrors your proposal. If a new certificate or degree is what you want to propose, please turn to page 65 in this guide for more detailed information.

Modified Certificate/Degree Form:

This is the form you must use to modify an active, approved certificate or degree. All changes must be submitted in ACRES and approved before changes can become effective and made in the catalog. If this is your goal, turn to page 77 for detailed information on this form.

Delete Certificate/Degree Form:

If you want to stop offering a certificate or degree or if there is no longer any student interest in a specific certificate or degree, please submit a Delete Certificate/Degree form. This form is very short, but you must give a reason for the deletion. If this is your goal, turn to page 87 for detailed information on this form.

Note:

As with a course deletion, be aware, your deletion may have an impact on others and every attempt will be made to clarify the need to modify any other courses, certificates or degrees within the review period.

New Program Development Study and Survey:

The New Program Development Study and Survey form is used to propose an entirely new area of study or collaboration with another department. For example, this form was used when the Sports and Fitness Division partnered with the Business Division

Tip:

Much of the information on this form will be used in the new course and new degree proposal forms!

to create the Sports Management degree. Again, if you have questions about using this form, please call the curriculum office. If a new program of study is what you want to propose, please turn to page 97 for more detailed information. This form does NOT take the place of the New Certificate/Degree Form.

Still confused?



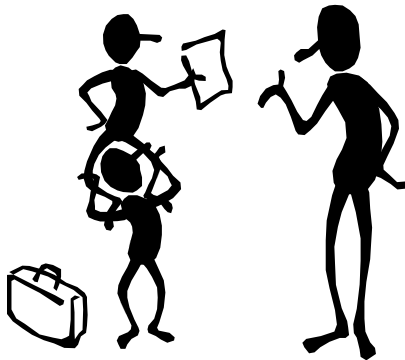
Additional help is available when deciding which form to use. Turn to page 235 and start with question number 1. Follow the directions until you have determined which form you should submit in ACRES.

No matter which form you submit in ACRES, you may have additional questions. Please look through the Index for topics that might help answer your questions. If you can't find the answers you need in this guide, please contact the curriculum office at 1-520-494-5591, 494-5206, or 494-5215.

Third Step:

Needs Assessment

You may have completed this step previously (step 1); however, some proposers like to wait until they have the information typed into ACRES so everyone can see exactly what is being proposed. The choice is yours, but you must complete this step – either here or in step one.



The needs assessment is when you discuss your idea for a new course, certificate or degree with your colleagues, advisory group, division chair, dean, other pertinent personnel, and stakeholders. You should discuss why the course, certificate, or degree should be created; what you expect the outcome to be; and who will enroll in this particular course. Is there a need for the course? Is there evidence there will be sufficient interest and enrollment?

When all stakeholders agree to move forward, you should proceed to the fourth step in this process.

Fourth Step:

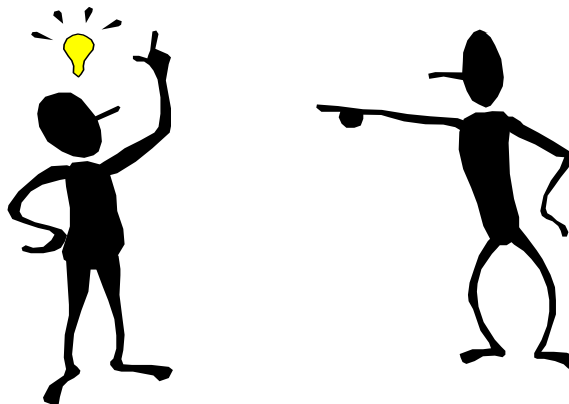
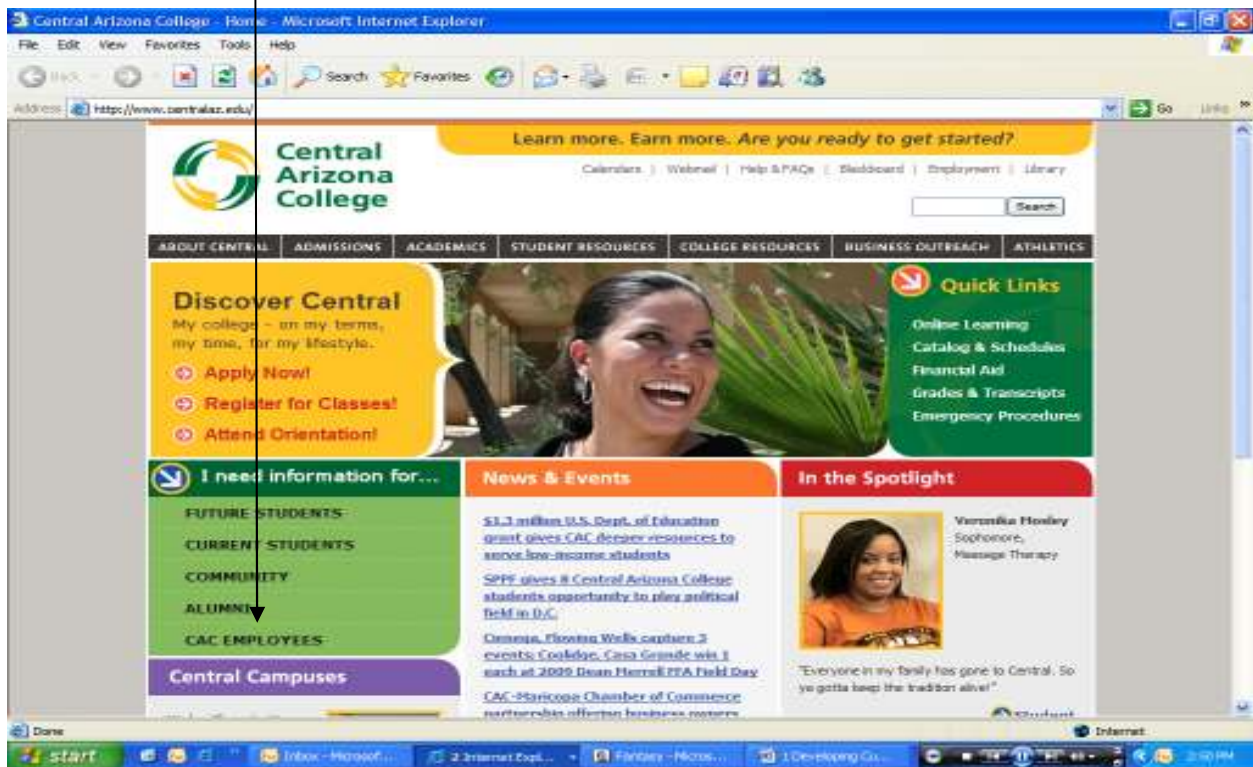
**Logon to ACRES,
Key in your proposal,
and submit it!**



To logon to ACRES, you must have a username and password. If you need an ACRES account, please call the curriculum office and set up a time for training. You will receive your username and password during that training which will take approximately thirty minutes to one hour depending on how many questions you may have. If you have a username and password and have forgotten them, please call the curriculum office. We will be able to tell you how many spaces are in your password or assign a new password.

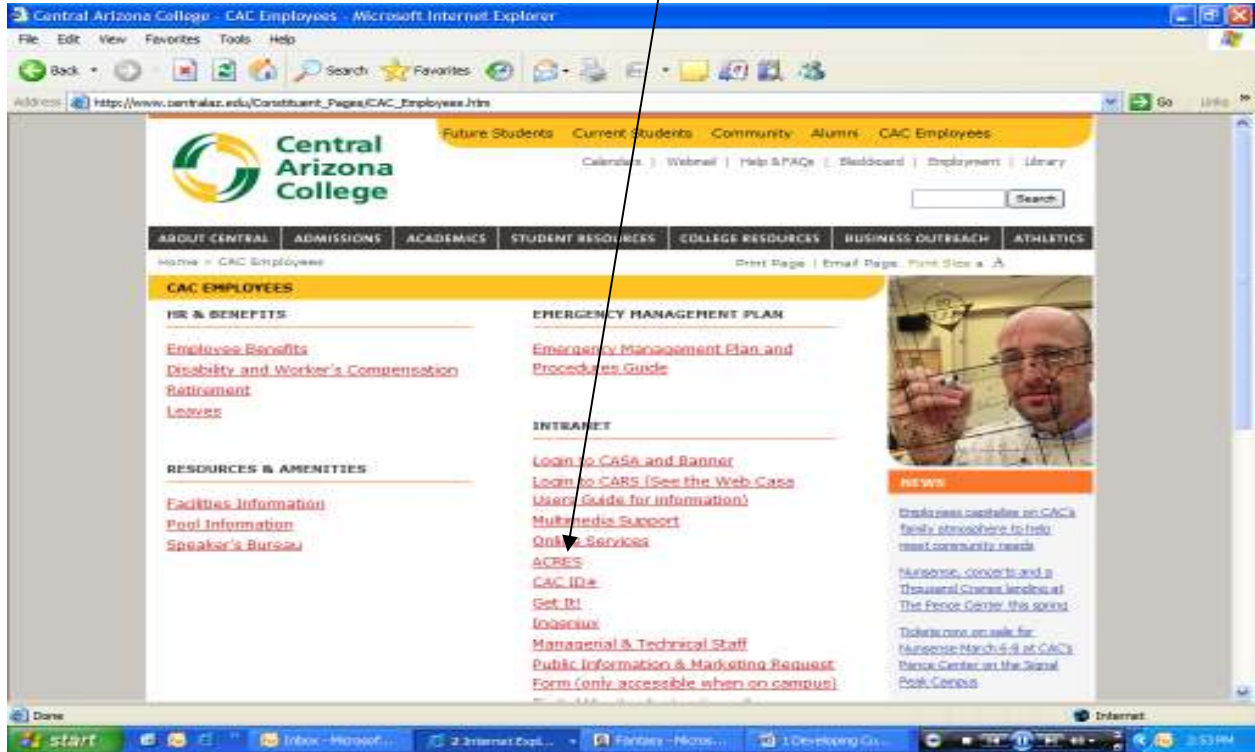
How do I find ACRES?

The easiest way to navigate to the ACRES login screen is to go to the CAC homepage and click on “CAC Employees.”

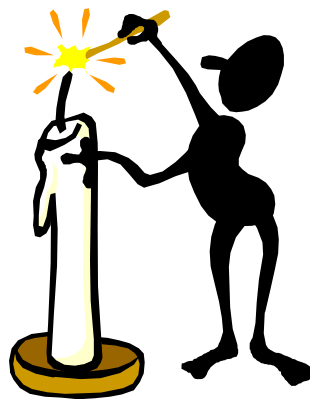


Under “Intranet” you will find a link for “ACRES.”

Please don't let the word “Intranet” confuse you. ACRES is internet (not intranet) based and can be accessed from any location with internet access.



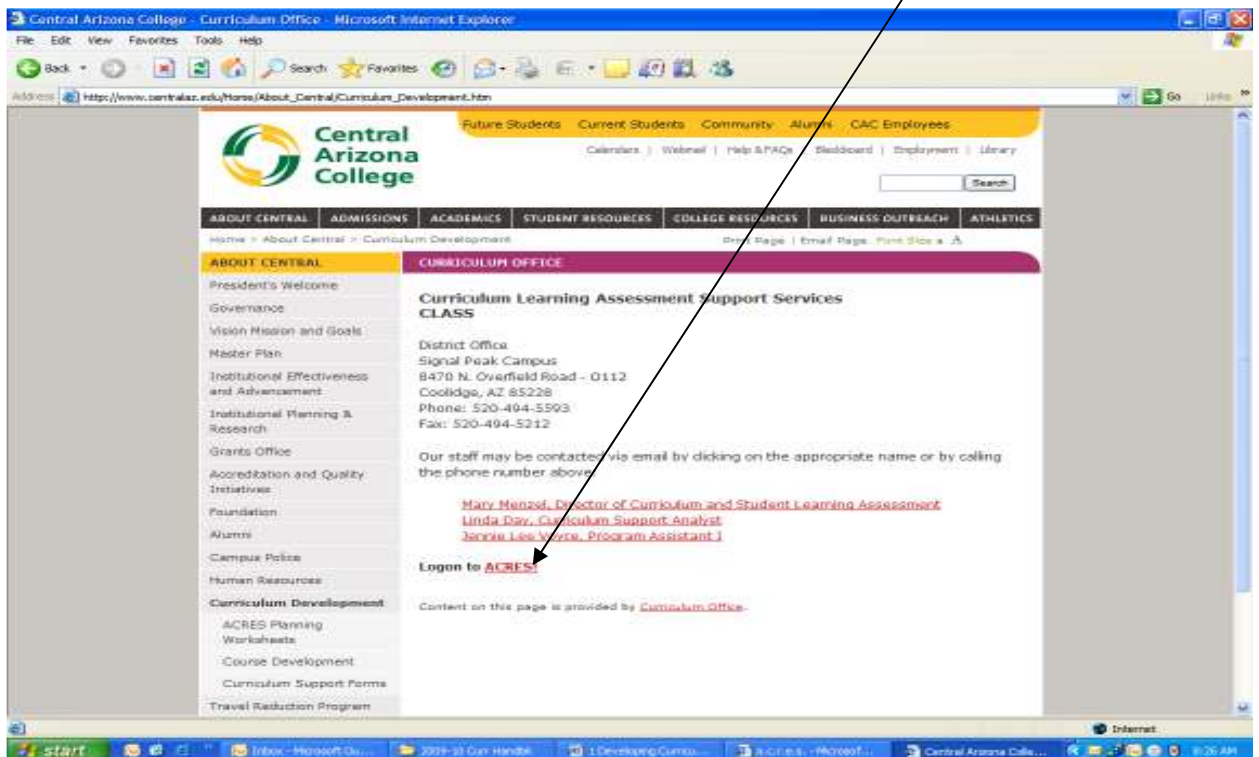
Logon with your ACRES username and password you received during ACRES training. If you need assistance or forgot your username and password, please contact the Curriculum Office: (520) 494-5591 or 494-5206.



Another way to find ACRES is to go to the CAC homepage. Point to “About Central,” move down the list and click on “Curriculum Development.”



At the bottom of the page, click on the link that says “Logon to ACRES.”



If both methods fail to retrieve the login screen, type this address directly into the browser: <https://az.transfer.org/cgi-bin/WebObjects/acres>.

Once the ACRES login screen comes up, we suggest saving the page to your “Favorites” or as a short cut on your desk top. By saving it as a short cut or as a favorite, you won’t have to go back to the CAC homepage each time you want to find ACRES.

For detailed information regarding ACRES, please see the chapter about the form you plan to submit.

As you type your information into ACRES, please remember to frequently click on the “save” button at the bottom of the form and wait for ACRES to update the form – check the bottom right green fill box to determine “progress completion” status before proceeding. This is IMPORTANT! Don’t be like this poor soul who didn’t click the save button at least every 60 minutes. ALL THEIR WORK WAS LOST - EVERYTHING!!!



ACRES will time out after 60 minutes of inactivity. Activity is defined by ACRES as movement from page to page; however, if you click the “save” button you are protected against losing your information and your 60-minute time clock starts over!

Hint:

We suggest you get in the habit of clicking the “save” button anytime someone comes into your office, your telephone rings, or you need to get up and stretch.

To understand where your proposal goes once you’ve submitted it, see the chapter discussing the form you are submitting.

Fifth Step:

Attend curriculum related meetings!

The curriculum office will assign a curriculum mentor to help you with every aspect of your proposal. The curriculum mentor will review your proposal and discuss areas which may require clarification, or strengthening, or approve as written. You and your curriculum mentor may decide to work together face-to-face, over the telephone, or via email. Your communication method is your choice. Chapter 17 (page 177) contains more information about the curriculum mentors.



Once your proposal has been submitted, approved by the curriculum mentor and division chair, and sent out on the Curriculum Bulletin for CAC district-wide review and feedback, you will receive an invitation to attend a Curriculum Committee meeting to discuss various components of your proposal. It is imperative you attend to answer any questions the committee may have. If you cannot attend this meeting, you should send a representative. However, be aware that your representative may not be able to make appropriate decisions on your behalf which will delay an approval.

Sixth Step:



Celebrate! Your proposal has been approved!

Once your proposal has been approved by the Curriculum Committee, division chair, and dean, the curriculum office will send it to the Chief Academic Officer (CAO) who presents it for review and approval by the CAC Governing Board. Finalizing the proposal includes creating an outline, updating the working catalog for the upcoming CAC catalog, and articulating the information to the Arizona public universities as appropriate.

If you are confused or just need questions answered during this process, please call or email:

Jennie Lee Voyce at 1-520-494-5591 or jennie.voyce@centralaz.edu

Linda Day at 1-520-494-5206 or linda.day@centralaz.edu

Mary Menzel at 1-520-494-5215 or mary.menzel@centralaz.edu

We will be happy to assist you!