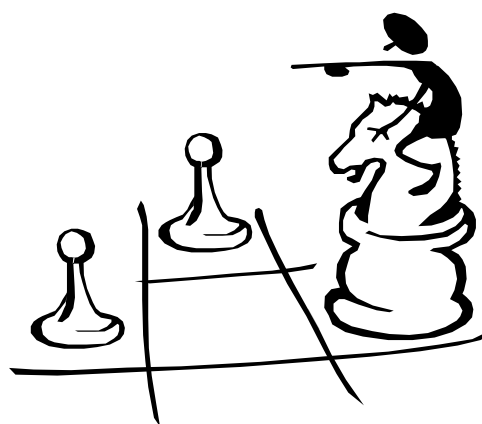


Modified Course in ACRES

Sometimes you realize that the course you are teaching needs a little tweaking or you've learned a new way of teaching the content that requires the outcomes and standards/assessments to change. Or, maybe the subject matter has changed with the times? Whatever the reason, the course needs to be modified.

Use the Modified Course Form to make modifications or changes to any component of the course that has previously been taught and remains in the course bank. This is also the form you will use if you want to add an AGECE designation or modalities such as online, Interactive Television (ITV), or hybrid (a combination of two or more modes of delivery).



What information is needed to propose a Modified Course?

The Curriculum Office has an electronic form with all the required fields or there is a hard copy on page 270. Below is a copy of the form with additional information included to assist you in writing your proposal.

If you request the electronic form from the Curriculum Office or download one from the CAC website (http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm), you will be able to type the information in the form without logging on to ACRES. When the form is complete and you are satisfied with your proposal, simply logon to ACRES and cut and paste the information from your form to the Modified Course Form. Verify all fields are correctly completed and click the submit button. This would be an excellent time to ask your curriculum mentor for comments or suggestions if you haven't done so.

Modified Course Form
Planning Worksheet

Required information:	Proposed information:
Old Course Prefix:	If you use the cloning feature in ACRES (page 131), this information will be automatically uploaded to the newly created modification form.
Old Course Number:	If you use the cloning feature in ACRES, this information will be automatically uploaded to the newly created modification form.
Old Credit Hours:	If you use the cloning feature in ACRES, this information will be automatically uploaded to the newly created modification form.
Old Course Title:	If you use the cloning feature in ACRES, this information will be automatically uploaded to the newly created modification form.
Old Catalog Description:	If you use the cloning feature in ACRES, this information will be automatically uploaded to the newly created modification form.
Old Pre/Co-requisites:	If you use the cloning feature in ACRES, this information will be automatically uploaded to the newly created modification form.
Division:	ACRES provides a drop down menu for your convenience. If your division is not listed, please contact the Curriculum Office at x5206.
Department:	Department and Prefix should be the same.
Course Prefix:	Prefix and Department should be the same.
Course Number:	If undetermined, please enter the level of the course and two XX's. Example: 1XX or 2XX, etc.
Credit Hours:	See page 231 for additional help with credits.

Course Title:	Please try to keep the title short; 32 characters is the maximum for Banner. If you go over 32 characters, the Curriculum Office will shorten the title for you.
Effective Semester:	Please remember, if you request the course be made effective for spring semester, it will not be included in the catalog until the following fall.
Effective Year:	Typically the next calendar year.
Terms Offered:	Select the semester(s) you plan to offer this course: Fall Only Fall and Spring Summer I Summer II Spring Only All Terms OE/OX
Teaching Methods:	This is directly related to your credit breakdown. If your credit breakdown is 2 lectures and 3 labs, select both "Lecture" and "Lab." If the credit breakdown is only 3 lectures, you need only select "Lecture." Please check the appropriate methods according to your proposed credit breakdown: Internship Lab Lecture Practicum Recitation Studio
Modalities:	Check the appropriate modality: Correspondence Face to Face Hybrid ITV Online

Supplemental Materials:	What types of supplemental materials will you use?
Interaction with Instructor:	Are there appropriate means and opportunities for all students to interact with the instructor? How?
Special Requirements:	Are there any special requirements for this online/ITV/hybrid course (i.e. lab, small group work, student presentations, etc.)? Are there other special requirements?
Prerequisites:	What course(s) must the student complete before enrolling in this course? Choose courses that will help the student be successful in this course. (Example: if the textbook is written at a college level, should RDG094 be a prerequisite?)
Corequisites:	What course(s) must the student take at the same time they are enrolled in this course?
Times for Credit:	How many times may a student take this course for credit? One is generally the correct answer.
Justification for Repeat Credit:	Please explain why a student should be able to retake this course for additional credit. If no repeat credit is allowed, enter "N/A".
Catalog Description:	The description should be no more than 3-5 sentences in length and should describe what the student will learn by completing this course. Please refrain from making the description an advertisement.
Grading Options:	A – F (typically used for all 100 and 200 level courses) S/U (typically used for 70, 80 and some 90 level courses) Credit/No Credit (typically used for 80 and 90 level courses) Both A-F and S/U (Be careful with this one. It may be used for 100 and 200 level courses; however, you need to remember courses included in a degree or certificate must have a letter grade – not S/U.)

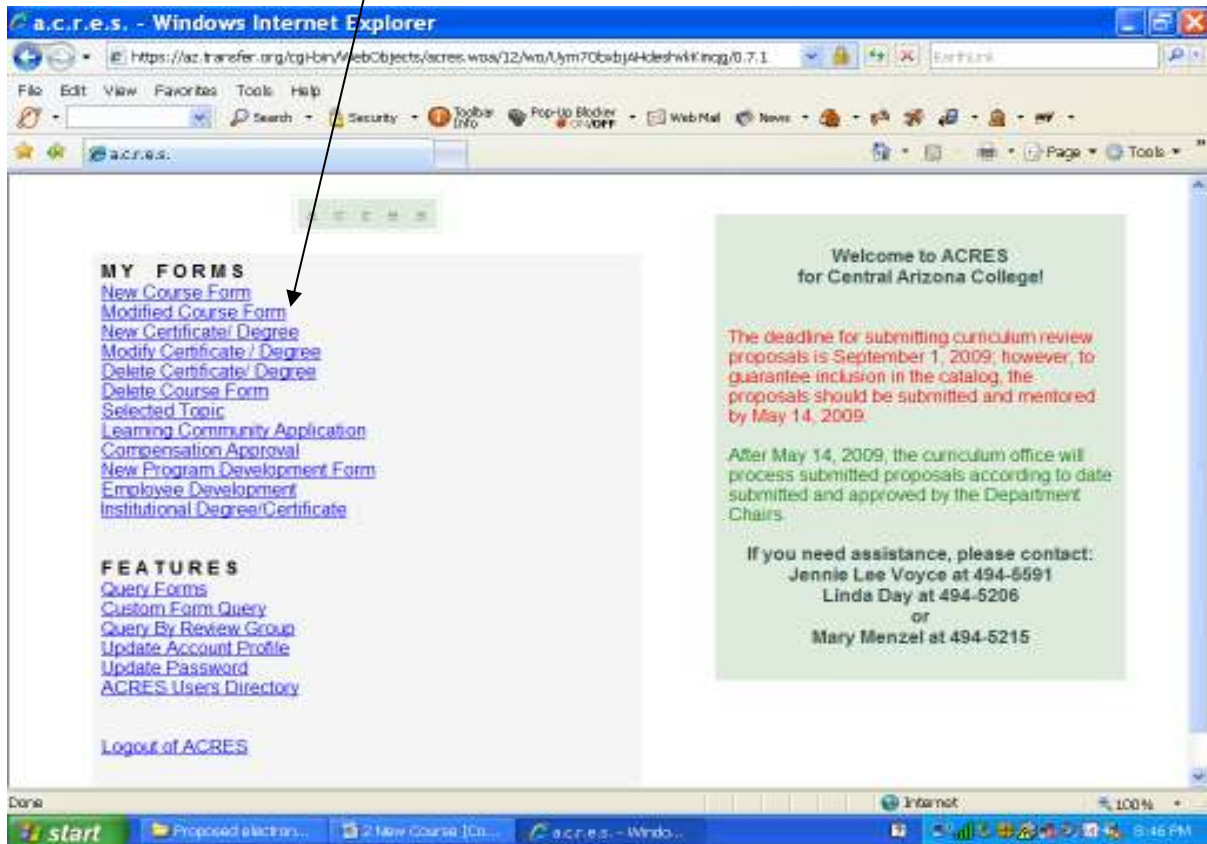
Credit Breakdown:	Please see page 231 for additional information regarding correct credit breakdowns.
Cross Listed:	<p><i>Please contact the Curriculum Office before asking for a cross listing.</i></p> <p>Enter all prefixes that are cross listed. Please remember the only difference between cross listed courses is the prefix and division. All other information must be <i>exactly</i> the same – including the course number.</p> <p>Leave blank if not cross listing.</p>
Proposed Changes:	Briefly list all the areas that have changed. You do not need to list the details of the changes just the fields you changed. For example, if you changed the description, you need only to type “description”.
Rationale for Change:	Why are you changing the areas mentioned above? This is where you can give details of what you changed and why.
Learning Outcomes:	<p>Remember there should be 2 or 3 student learning outcomes for EACH credit requested.</p> <p>Please use the objectives builder found at: http://radiojames.com/ObjectivesBuilder/</p> <p>Remember you can cut and paste directly from the Objectives Builder to ACRES. In doing so, please include the level of Bloom’s in parentheses. Starting this year (2009), the Curriculum Office is requiring the level on all outcomes (objectives).</p> <p>For more information on the Objectives Builder, go to page 208.</p> <p>Please remember to number the outcomes.</p>

Standards/Assessments:	<p>Please make sure the standards/assessments are measurable and cover all the outcomes. Please number these also. They do not have to match the outcomes one-to-one.</p> <p>You may use national standards; please make sure a copy of the national standards is on file in the Curriculum Office. For help writing standards, see page 214.</p>
AGEC/Special Requirements:	<p>Download, complete, and attach the appropriate AGECE form. Forms can be found at http://www.centralaz.edu/x1624.xml or in the Modified Course Form in ACRES. Copies are also included on page 243.</p>
Attachments:	<p>Add any attachments or additional information that should be considered when reviewing this course. This may include advisory committee minutes, notes from ATF meetings, etc. For the steps to attach a form to the proposal, see page 145.</p>
Campuses/Centers:	<p>Check all campuses where this course may be offered. If the course is to be taught online, or can be taught at any location, please choose “Statewide/District – DSP” instead of each individual location.</p>
Recommended Equivalency:	<p>Do you know how this course will transfer to the three Arizona public universities? Has the ATF representative given you an equivalency? Please list the university, prefix, and number so we can ask for a direct equivalency.</p>

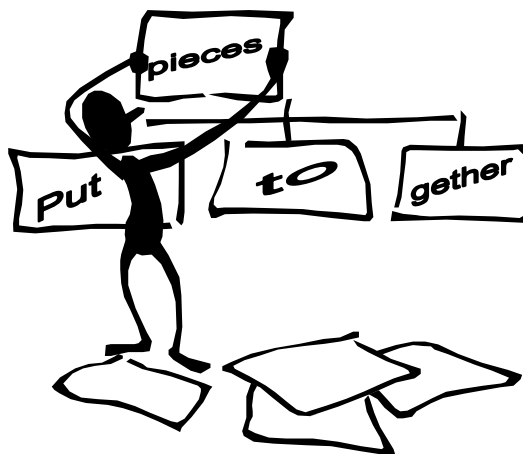
Under NO circumstances will the CLASS office accept your electronic form in lieu of an ACRES submission!



Once you have all the information needed to modify the course(s), logon to ACRES and choose the Modified Course Form.



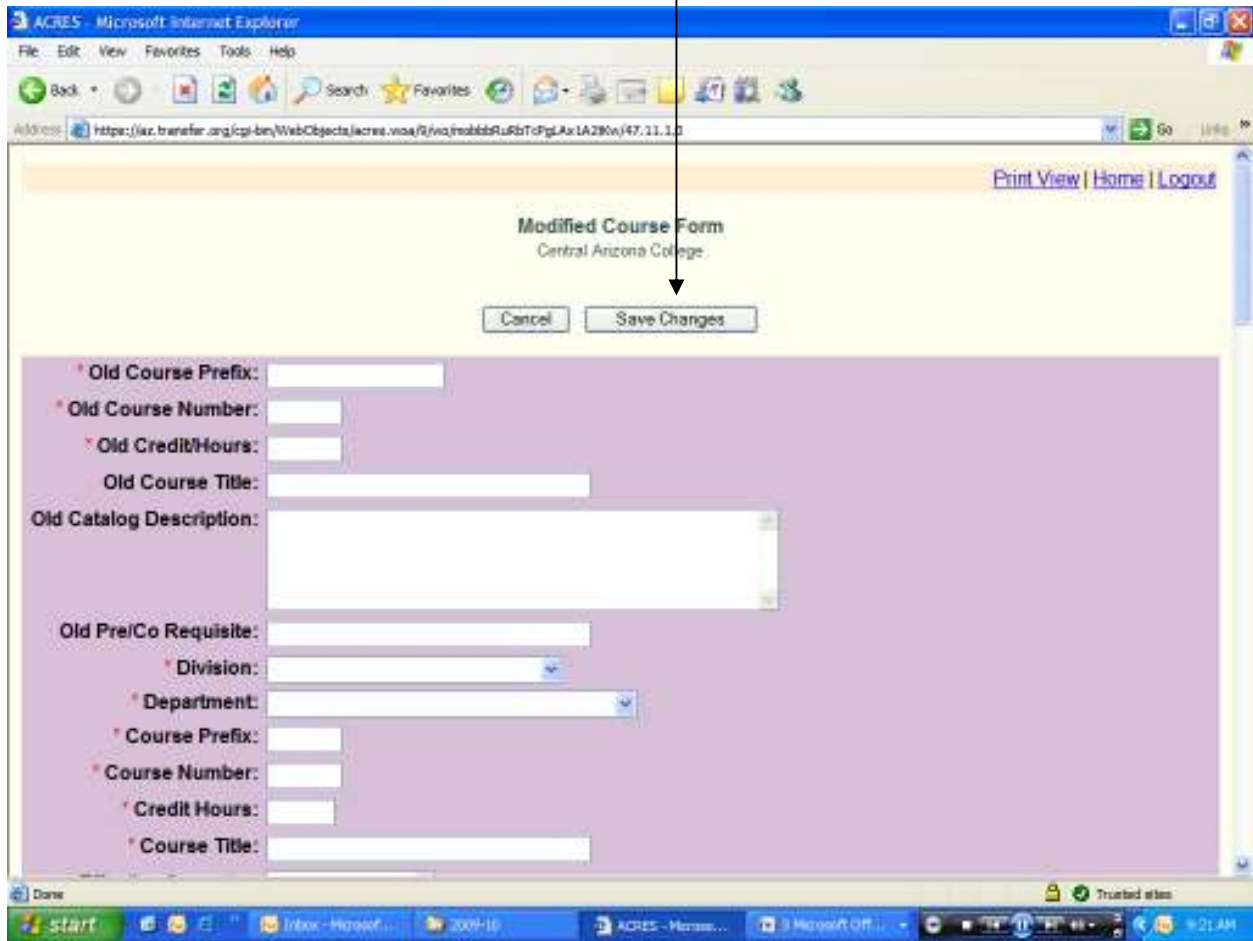
Begin typing in the information or cut and paste from the planning worksheet, and remember to save often!



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!

Hint:

By using the worksheet and typing the course information in Word, you can use the spell check feature to verify spelling accuracy!

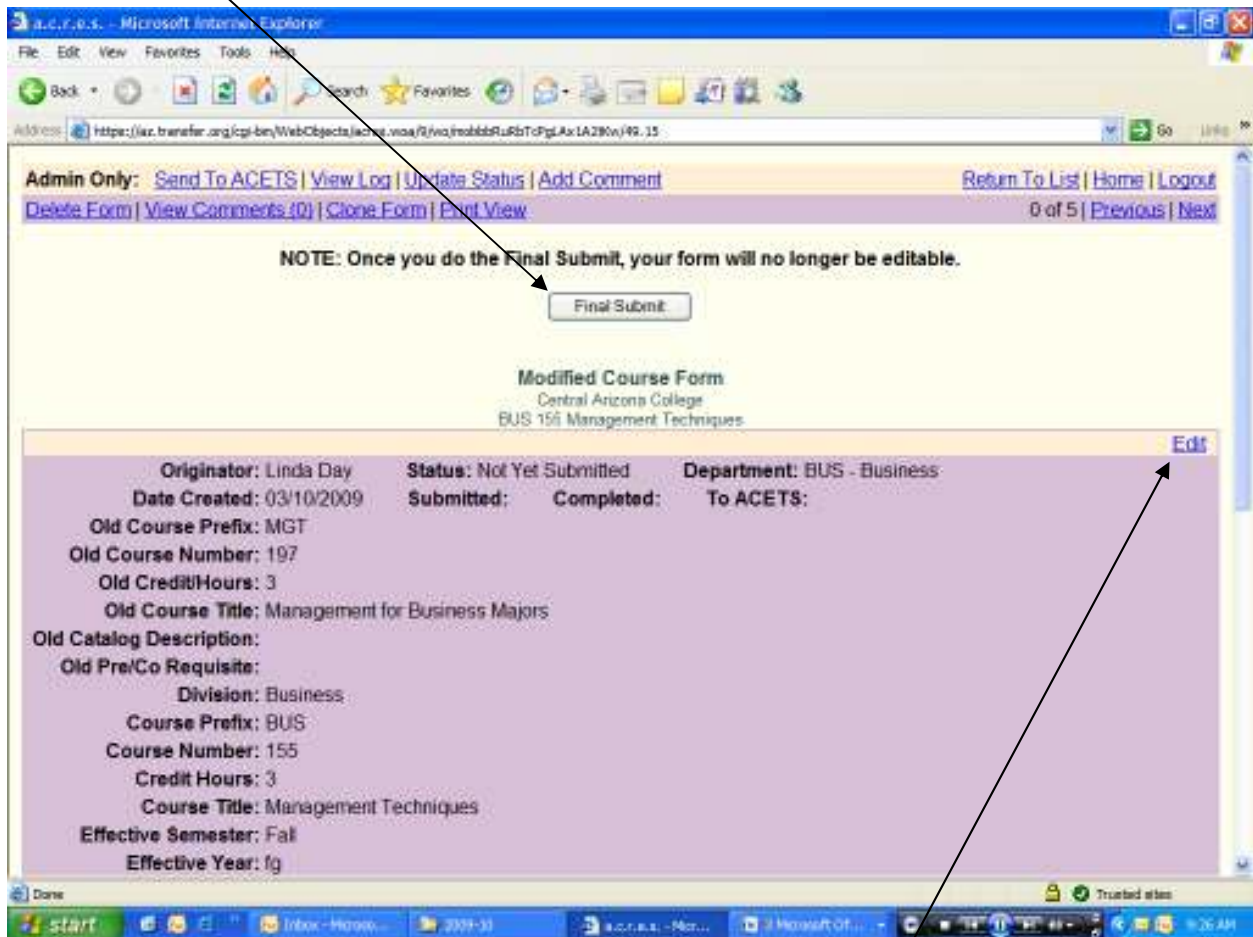
If you do not see a “Final Submit” button at the top of the page, there must be missing information in a required field marked with a red asterisk. This is what the message in red text is telling you.

The screenshot shows a web browser window with the address bar displaying a URL. The page content includes a navigation bar with 'Delete Form' and 'Print View | Home | Logout'. A red error message reads: '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 this is the title 'Modified Course Form' and 'Central Arizona College', followed by a 'Save Changes' button. The form fields are as follows:

* Old Course Prefix:	MGT
* Old Course Number:	197
* Old Credit/Hours:	3
Old Course Title:	Management for Business Majors
Old Catalog Description:	
Old Pre/Co Requisite:	
* Division:	Business
* Department:	BUS - Business
* Course Prefix:	BUS
* Course Number:	

Look at all the fields carefully and verify all fields have information in them. When you’ve found the one needing additional information, enter it, and click “save” 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 this step until all required fields are populated with information.



When all information is entered in ACRES, review the form for typos, 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.

If you need to make a change, 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 as you want it, click “Save Changes” and then “Final Submit” to begin the review process.

Please be aware that when you submit the proposal in ACRES, it becomes read-only and you will not be able to make changes to it unless a reviewer marks it as “Needs Revision.” After submission, if you need to make changes, please call the Curriculum Office. We will either make minor corrections for you or send it back to you for editing.



Where does my Modified Course proposal 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, approved, articulated, and activated in the course bank. 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.

Modified Course Form Routing Chain

Order ≡	Name ≡	Help Text
1	Curriculum Mentor	Curriculum mentor will review and either "Approve" or mark as "Needs Revision" after discussions with the proposer. Under no circumstance are the curriculum mentors to mark this proposal as "Not Approved." If there are unresolved issues, the curriculum mentors will make note of them by clicking on "submit comments."
2	District Chair or Program Manager	District Chair or Program Manager will review the proposal and approve, disapprove, or return for more information.
3	CLASS Office (Curriculum Bulletin)	Curriculum Office Program Assistant will add course to Curriculum Bulletin.
4	Notice of Curriculum Change	Anyone with an ACRES account will be able to review and enter any comments relative to the development of this course.

5	Curriculum Committee Agenda	Curriculum Office Secretary adds proposal to the Curriculum Committee agenda for review and discussion.
6	Curriculum Committee	The Curriculum Committee reviews all components of the course proposal. Curriculum Committee determines if they approve, approve with modifications, table for additional information, return for revisions, or disapprove.
7	Dean of Academic Services	Academic Deans review and approve, request revisions, or disapprove the proposal.
8	Banner Information System	Curriculum Support Analyst will upload course information to Banner.
9	Outline Management	Curriculum Office will create an outline and convert to pdf file for upload to ACETS and the CAC website.
10	CLASS Office (catalog)	Curriculum Support Analyst will document changes in "working catalog."
11	CAS Coursebank/U.Select	Curriculum Support Analyst will upload information to U.Select (previously known as CAS course bank).
12	CLASS Office (ACETS)	Curriculum Support Analyst uploads the data to ACETS which triggers an articulation review at the university level.

Approximately sixty days after you received notice that the proposal has been approved by CAC, you should go to https://az.transfer.org/cgi-bin/WebObjects/Admin_CEG and check to make sure the course and its equivalency has been updated on the Course Equivalency Guide (CEG). See page 217 for more details about the CEG.

If the course has not been uploaded to the CEG, please contact the Curriculum Office as soon as possible.

Once the course has been approved, you may teach the newly modified course starting in the effective semester and year!

