

Selected Topic Form in ACRES

You have an idea for a course but you're only going to offer it once, maybe twice. Maybe you have an idea for a new course and you're not sure how much interest the course would generate, but you believe it could be a long term course offering with viable enrollment. Maybe you need a course quickly and don't have enough lead time to create a permanent course.



Selected Topic is the appropriate form to choose!

This form is used to obtain approval to run an “experimental course” without going through the complete curriculum approval process required for a permanent course. It allows a division to try a course and decide if student interest is sufficient to warrant the course; to do the groundwork related to articulation with other colleges and universities; and to ensure the content and structure of the course is appropriate prior to finalizing the course as an addition to the permanent course bank.

NOTE: You must submit a Selected Topic form for every section you want to offer; however, you may only offer the same Selected Topic three (3) semesters.

Again, you may offer it numerous times in any of the three semesters but you must submit a Selected Topic form in ACRES for each section. Think of it as your section request.

Hint:

Because Selected Topics are experimental and are NOT articulated to the state universities, the review is quick – usually between seven (7) to ten (10) working days.

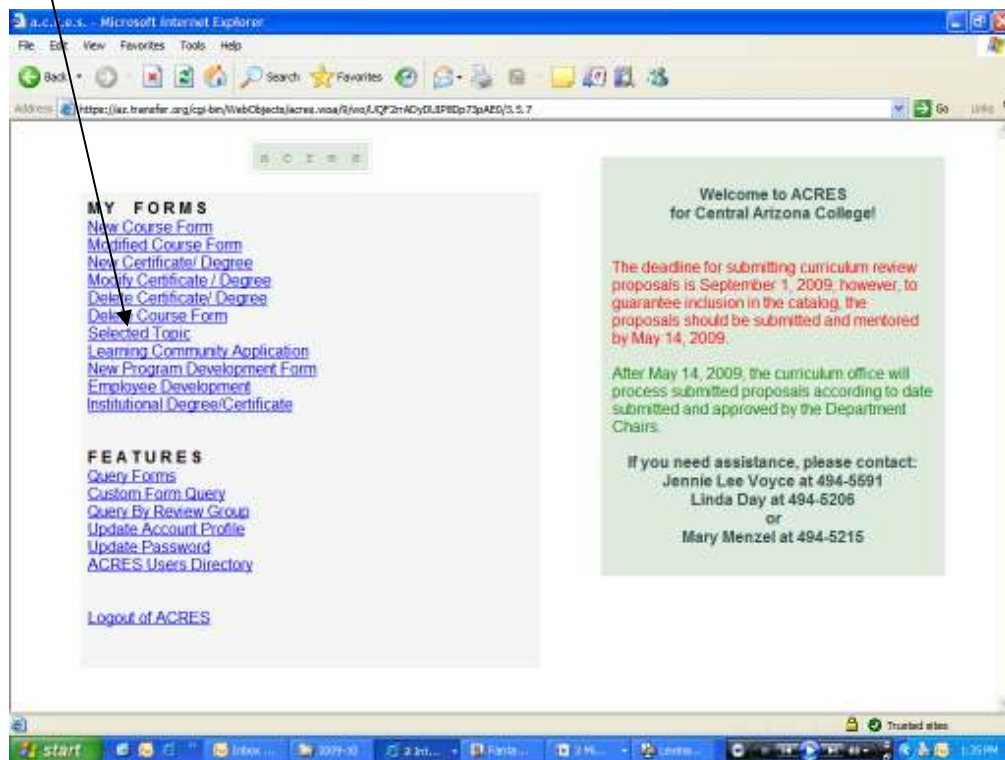
What information is needed to propose a Selected Topic in ACRES?

On the next page is a copy of an electronic form with all the information you will need to propose a Selected Topic in ACRES. You may request the form from the CLASS office directly or you can logon on to the CAC website and download the electronic copy (http://www.centralaz.edu/Home/About_Central/Curriculum_Development/ACRES_Planning_Worksheets.htm.)



After the form is saved on your computer, you will be able to type the information into the form without logging on to ACRES.

Be sure to save your work! 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 Selected Topic Form.



Verify all information is in the correct fields, all required information (red asterisks) is included, and click the submit button.

Hint:
While working in ACRES, click the “Save Changes” button at the bottom of the page often!

For those who prefer to work in ACRES but need some type of worksheet on which to write notes, here is a worksheet listing all the information required to complete and submit the Selected Topic form. We suggest you make a copy (page 282) for each section you want to request.

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

Selected Topic Planning Worksheet

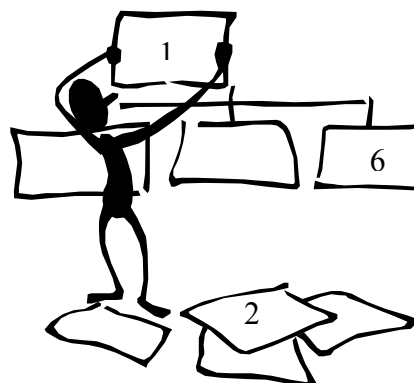
Required information:	Your Notes:
Division:	ACRES provides a drop down menu for your convenience. If your division is not listed, please contact the Curriculum Office at x5206.
Department:	Department and Prefix should be the same.
Semester:	When do I plan on teaching this course? Just because it is a selected topic does not mean that you should wait to propose it in the semester you want to teach it. If you get a CRN in time, the course will show up in the schedule! Isn't that awesome!?!
Year:	Typically this year or the next calendar year.
Campus:	Check all campuses where this course may be offered. If the course is to be taught online, please choose “Statewide/District – DSP” instead of each individual location.

Suggested Prefix:	Prefix and Department should be the same.
Course Level:	078 - non-credit self interest 088 – personal development 098 – developmental 198 – freshman level 298 – sophomore level
Credit/Non Credit:	Are the students receiving credit for this or not?
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.
Number of Credits:	How many credits will the student earn? If this is a non-credit course, enter zero.
Course Description:	The description should be no more than 3-5 sentences in length and should describe what the student will learn by enrolling in this course. Please refrain from making the description an advertisement.
Modalities:	Check the appropriate modality: Correspondence Face to Face Hybrid ITV Online
Days and times the class meets:	Example: M,W,F 9:00-9:50a.m.
Lecture/Lab Breakdown:	If you need help with the Lecture/Lab Breakdown (a.k.a. Credit Breakdown), please refer to page 231 for some suggested options. If you need additional help, please call the Curriculum Office at 1-520-494-5206.

Start Date:	When is the first day of this class?
End Date:	When is the last day of this class?
Number of class sessions:	How many times will the class be meeting counting the start date and the end date?
Maximum enrollment:	What's the maximum number of students allowed to enroll in this course?
Instructor's full name:	Who's teaching this course?
Specific location:	Site, building and room number
Enrollment type:	Open or Closed? Please see definitions on page 239-240.
Special Fees:	If you have questions regarding fees, please call the finance office at 1-520- 494-5254.
Special Fee type:	If you have questions regarding this, please call the finance office at 1-520- 494-5254.
Fee amount:	If you have questions regarding fee amounts, please call the finance office at 1-520- 494-5254.
Revenue Code:	If you have questions regarding this code, please call the finance office at 1 (520) 494-5254.
Additional billing information:	Please clarify any areas where questions might arise about billing.

Other comments or explanations:	Please clarify any information that might assist reviewers in approving this course.
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. 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; however, please make sure a copy of the national standards is on file in the Curriculum Office.</p>

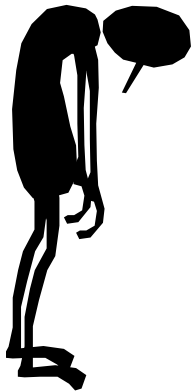
Once you have all the information needed for a section(s), logon to ACRES, and begin typing in the information.



Choose the selected topic form.



Begin typing in the information or cutting and pasting from the planning worksheet, but remember to save often!



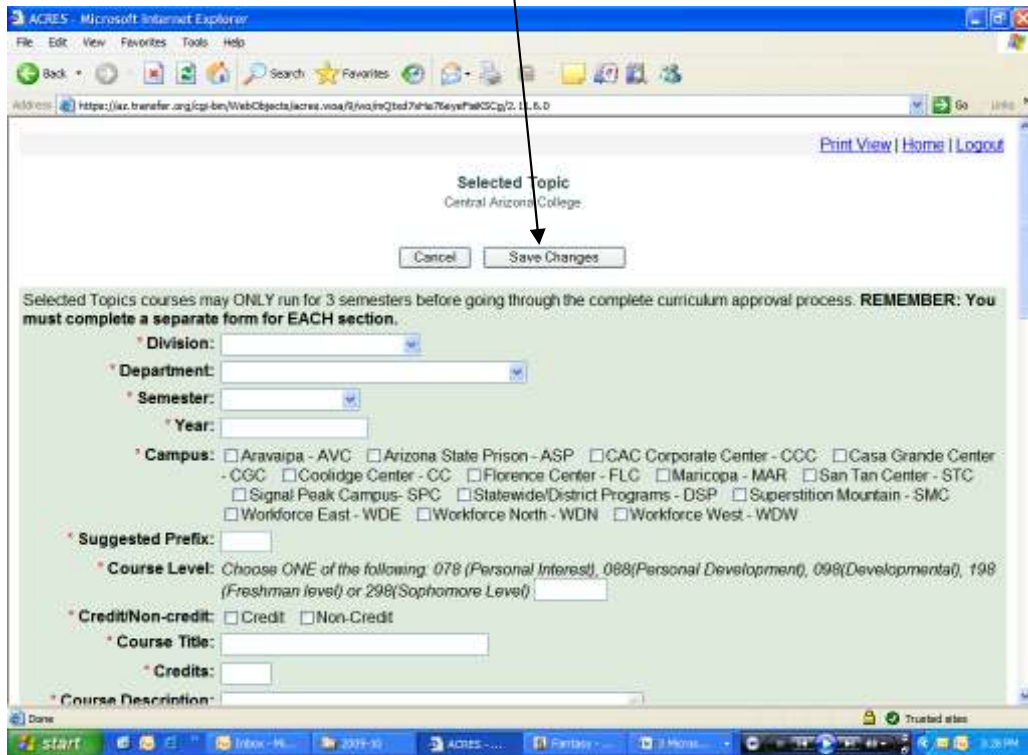
Don't be like this poor soul!
They lost everything due to not saving on a regular basis.

However, this smart coworker saved frequently.
What a great idea!

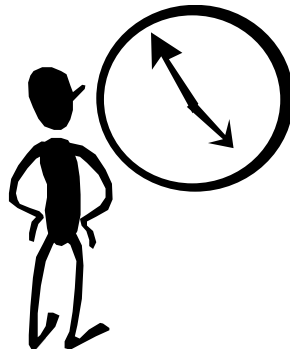


Q & A:
How do I save my document?

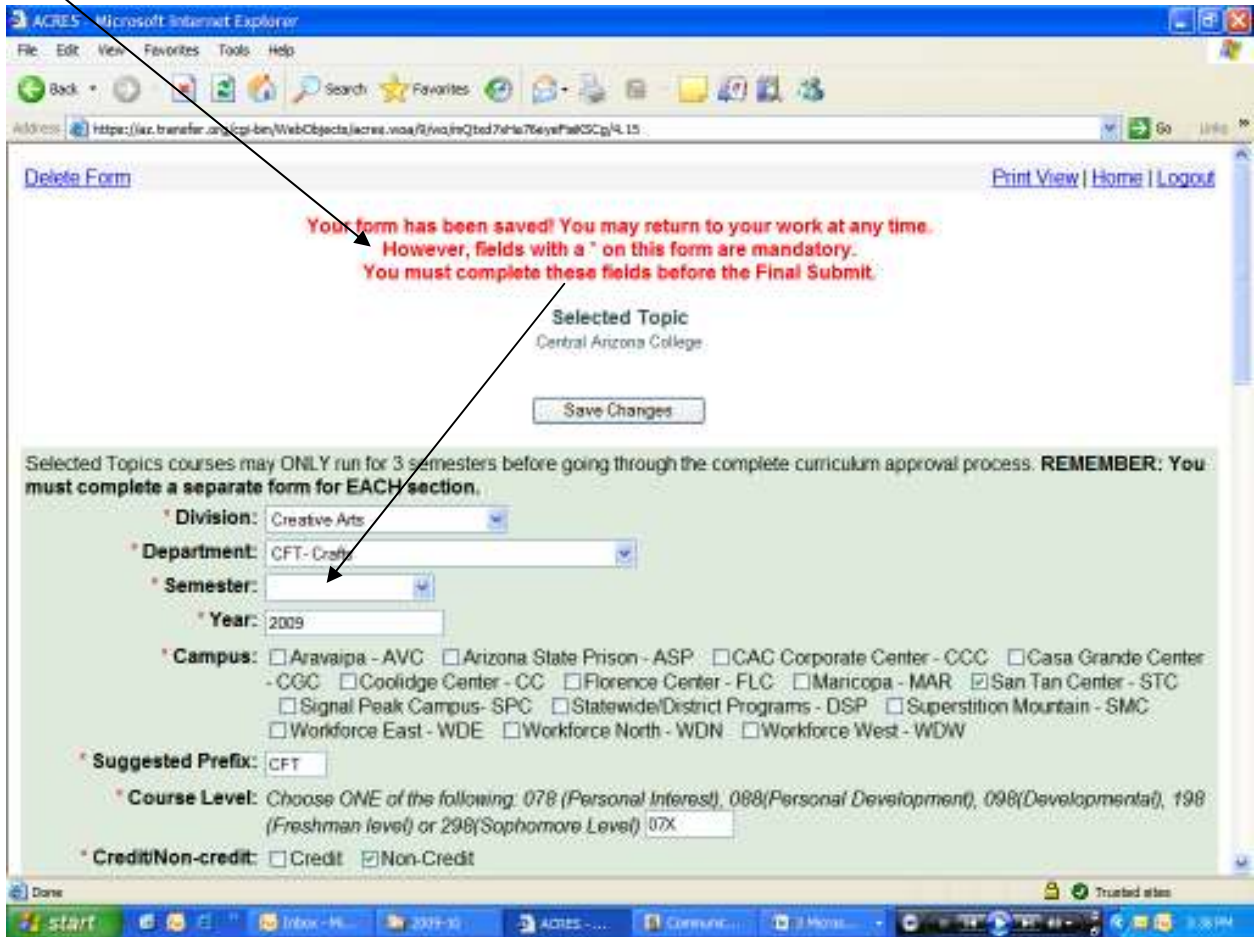
Save by clicking on the “Save Changes” button anytime (and frequently).



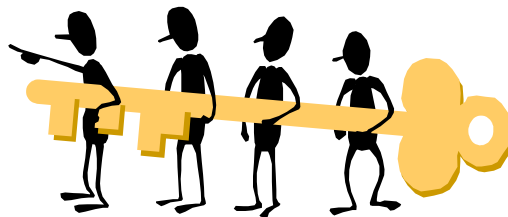
ACRES will time out after 60 minutes if you are not moving from page to page or saving on a regular basis. If you don't save, you take the risk of losing all your work! This is why typing and saving the information in the electronic form provided by the Curriculum Office can be a great time and sanity saver if you are timed out!



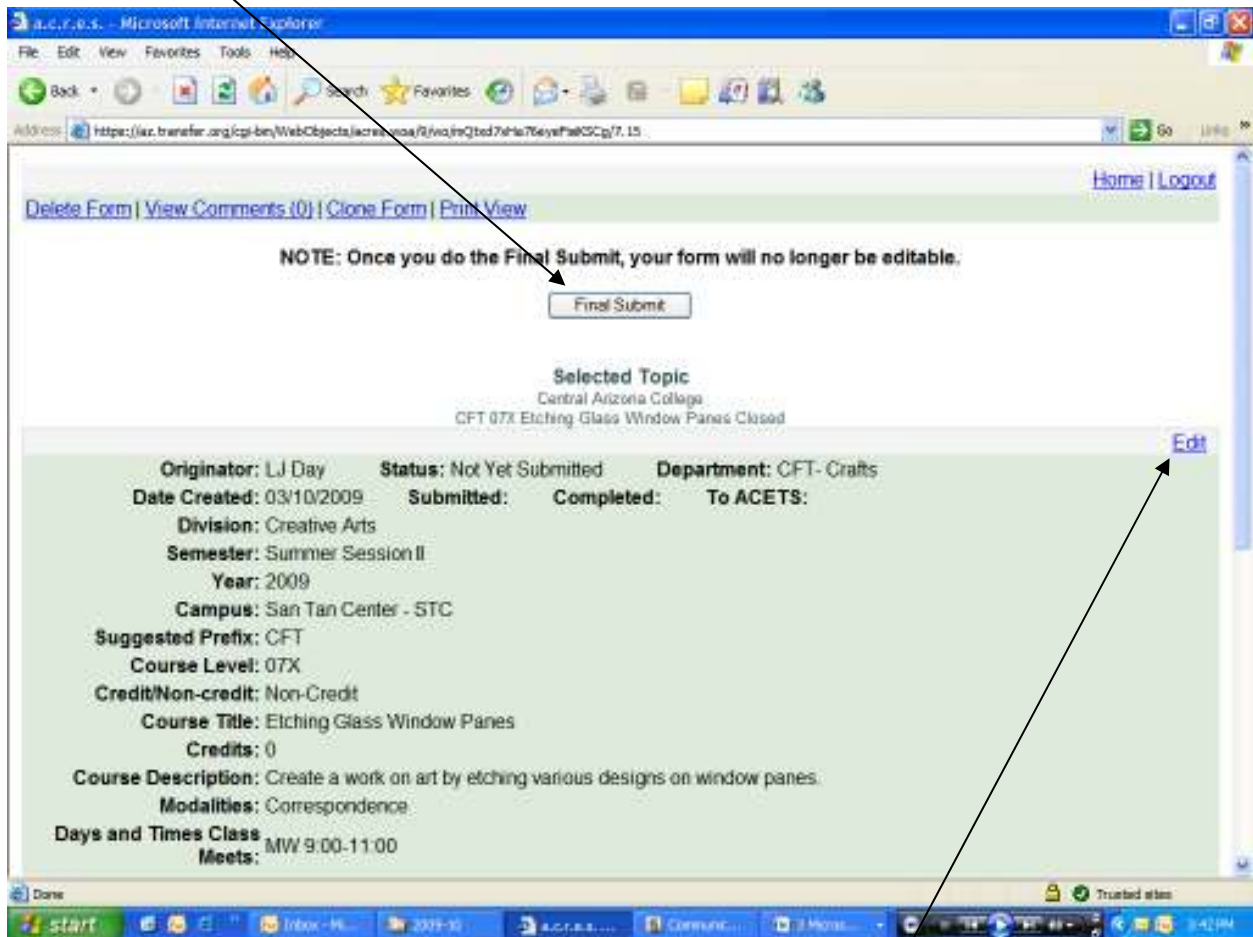
If you do not see a “Final Submit” button at the top of the page, there must be missing information in a required field marked with a red asterisk. This is what the message in red is telling you.



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 Changes” 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 and 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.

Before clicking “Final Submit,” 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 information in any of the fields.

Once all the information is as you want it, click on “Save Changes” and then on “Final Submit” to begin the review process.

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 selected topic 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, and activated in Banner. 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.

NOTE:
 Selected Topics are experimental courses and are not articulated to the state universities; therefore, the time needed for review and approval is much shorter. The Curriculum Office’s goal is to have them approved and activated in Banner in seven (7) to ten (10) working days.

Selected Topic Routing Chain

Order ☰	Name ☰	Help Text
1	District Chair or Program Manager	District Chair or Program Manager will review the proposal and approve, approve with changes, disapprove, or return for more information.
2	CLASS Office (Review)	Review proposal and check to see how many times the course has been offered as a Selected Topic in the past and log information.
3	Dean of Academic Services	The Dean of Academic Services will review and approve, return for revision, or disapprove.
4	Banner Information System	Curriculum Support Analyst will upload course information to Banner and assign Selected Topic course number.

5	Student Records and Admissions	Assign CRN number for this course, note number on the ACRES form.
6	CLASS Office (Final)	Final approval for the Selected Topic, documented internally for tracking and future articulation with other colleges and universities.

At any time, you may query for your proposal in ACRES and see where it is located in the process. Once a CRN has been assigned and the CRN is logged in ACRES, you may advertise and begin enrolling students in the course.

Under no circumstances are you to collect enrollment fees, begin enrollment, or start the class until it has been approved and a CRN has been assigned!

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

Curriculum and Student Learning Assessment

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!