

New Certificate/Degree Form in ACRES



This process is for the development of a certificate or degree that has never been offered before OR was offered many years ago and later deleted.

What information is needed to propose a New Certificate or Degree?

On the next page, you will find a copy of an electronic form with all the information you will need to propose a new degree or certificate in ACRES. You may request the form from the Curriculum Office 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 may type the information into the form without logging on to ACRES at this time. 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 into the New Certificate/Degree form.

Verify all of the information was entered in the correct fields, all required information (red asterisks) is included, then click the submit button.

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

For those who prefer to work in ACRES but need some type of worksheet, simply pencil your ideas in the form found on page 275, open the New Certificate/Degree form in ACRES and begin typing.

New Certificate/Degree Form Planning Worksheet

Required information:	Proposed information:
Department:	Choose from the drop down menu. Be sure to choose the department that “owns” most of the courses required or the department which has agreed to manage this certificate or degree.
Title:	Please limit titles to 50 spaces or less.
Effective Year:	What year will this certificate or degree be available for enrollment?
Effective Semester:	Please remember, if you request the certificate or degree to be effective in the spring semester, it will not be included in the catalog until the following fall.
Justification for Development of Certificate/Degree:	Why does CAC need to offer this certificate or degree? What documentation do you have to support this proposal?
Target Populations:	Who will be interested in this certificate or degree?

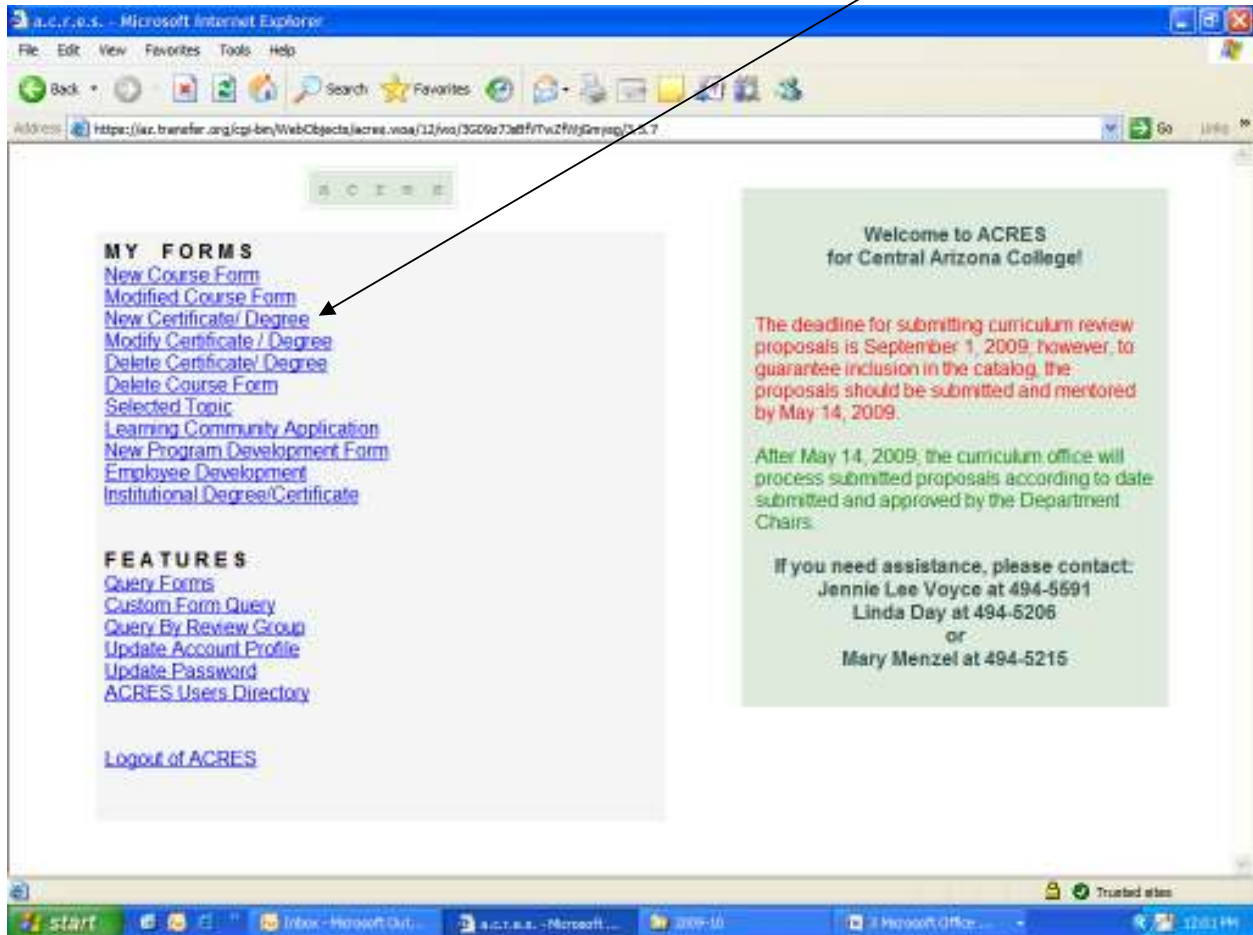
Projected Student Enrollment:	How many students do you predict will enroll in this certificate or degree? How did you arrive at that number?
Projected Employment Opportunities:	Once the student has completed the certificate or degree, what types of jobs will they be qualified to apply for?
Projected impact on existing programs within the District or State:	How will this certificate or degree impact CAC? Will additional instructors need to be hired? Will equipment need to be purchased?
Evidence to support major institutional planning priorities and directions:	How does this fit with CAC's strategic goals and institutional planning goals? Why should this be a priority?
Timeline for implementation:	Tell us what you need to do and when you plan to do it.
Similar Community College programs:	What other community colleges have a program like this?
Limitations for delivery of certificate/degree at other locations in the District:	Are there limitations for offering this certificate or degree at another CAC location? Example: Radiologic Technology program is only offered at SMC currently because of the expense of the necessary equipment and limited technical staff.
Advisory Committee support:	Give a short overview of the recommendations from advisory committee, task force, accrediting agencies, or universities.
List of new courses developed for this certificate/degree:	This is NOT where you list the courses required for this certificate or degree. This is a list of the courses that have been developed specifically for this certificate or degree.

Program description for the catalog:	The description should be no more than 3-5 sentences in length and should describe what the student will learn by completing this certificate or degree. Please refrain from making the description an advertisement.
Campuses:	Check all campuses where this certificate or degree may be offered.
Semester hours:	How many credit hours must the student complete to earn this certificate or degree?
Prerequisites:	What course(s) must the student complete before enrolling in this certificate or degree? Choose courses that will help the student be successful in this program of study.
Corequisites:	What courses need to be taken at the same time?
Recommended proficiencies:	What skills or licenses should students have before they enroll in this certificate or degree?
List of course requirements for the catalog:	<p>This is where you list ALL the required courses students must complete to earn this certificate or degree. List the courses according to the model in the catalog under the appropriate degree. For example, if this is an AAS, list the General Education requirements first, then the major courses, and then the CAC requirements.</p> <p>Please follow the current catalog format for the degree you are proposing. There is no set format for certificates.</p>

<p>Learning Outcomes:</p>	<p>Remember there should be 1 or 2 student learning outcomes for each major area covered in this certificate or degree, but no more than 12 to 15 outcomes total, unless required by an accrediting agency.</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 Bloom's Taxonomy 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>
<p>Standards/Assessments:</p>	<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>
<p>Attachments:</p>	<p>Add any attachments or additional information that should be considered when reviewing this proposal. 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>

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

Once you have all the information needed to propose the new certificate or degree, logon to ACRES and begin typing the information into the New Certificate/Degree Form.



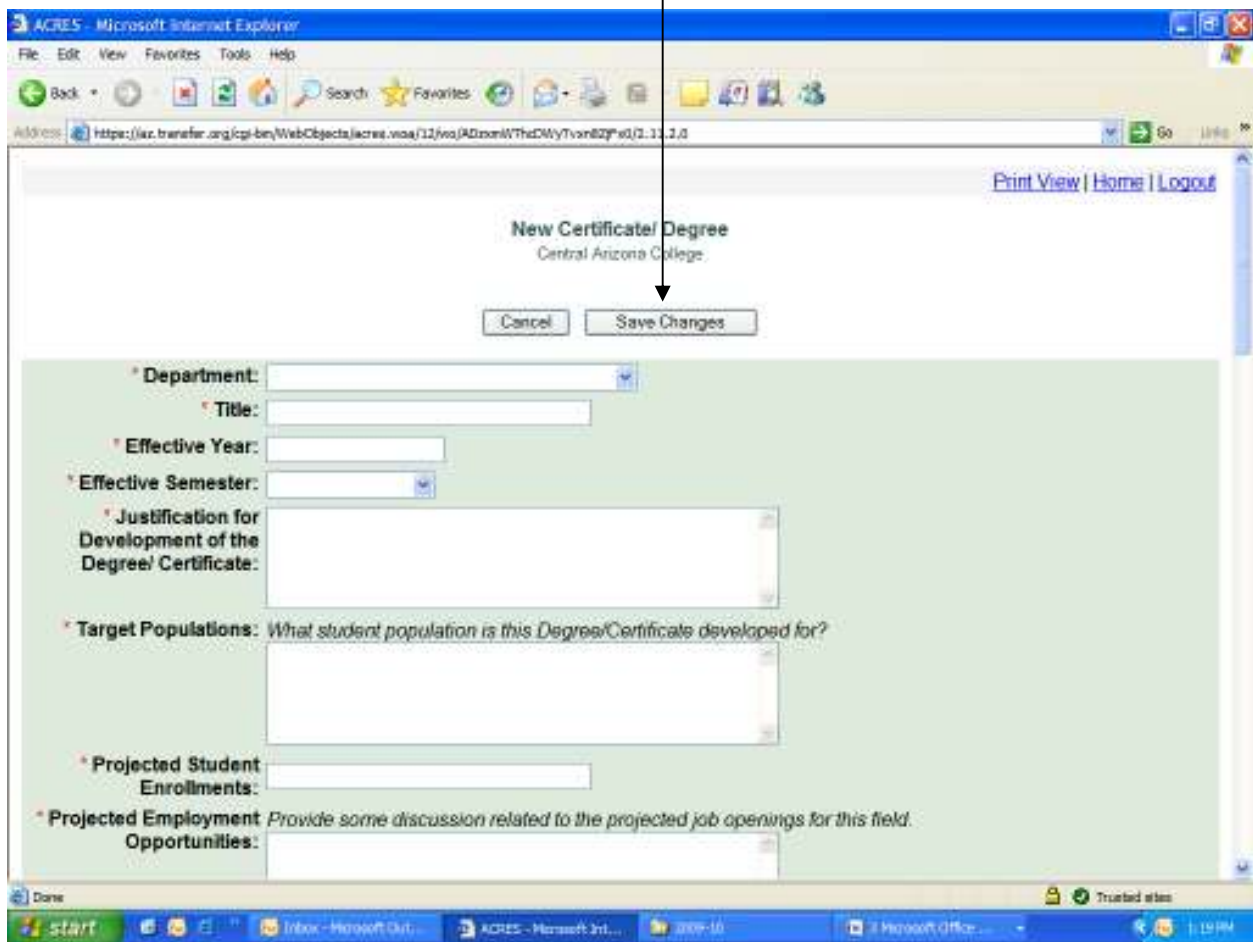
Type the information or cut and paste from the planning worksheet, but remember to save often!

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

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 text is telling you.

ACRES - Microsoft Internet Explorer

Address: https://cr.transfer.org/cgi-bin/WebObjects/acres.voa/12/voa/ADMIN/ThDMyTvan0ZPsd/3.15

Delete Form Print View | Home | Logout

**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.**

New Certificate/ Degree
Central Arizona College

* Department: CUL - Culinary Arts

* Title: Culinary Arts of the Southwest

* Effective Year:

* Effective Semester: Fall

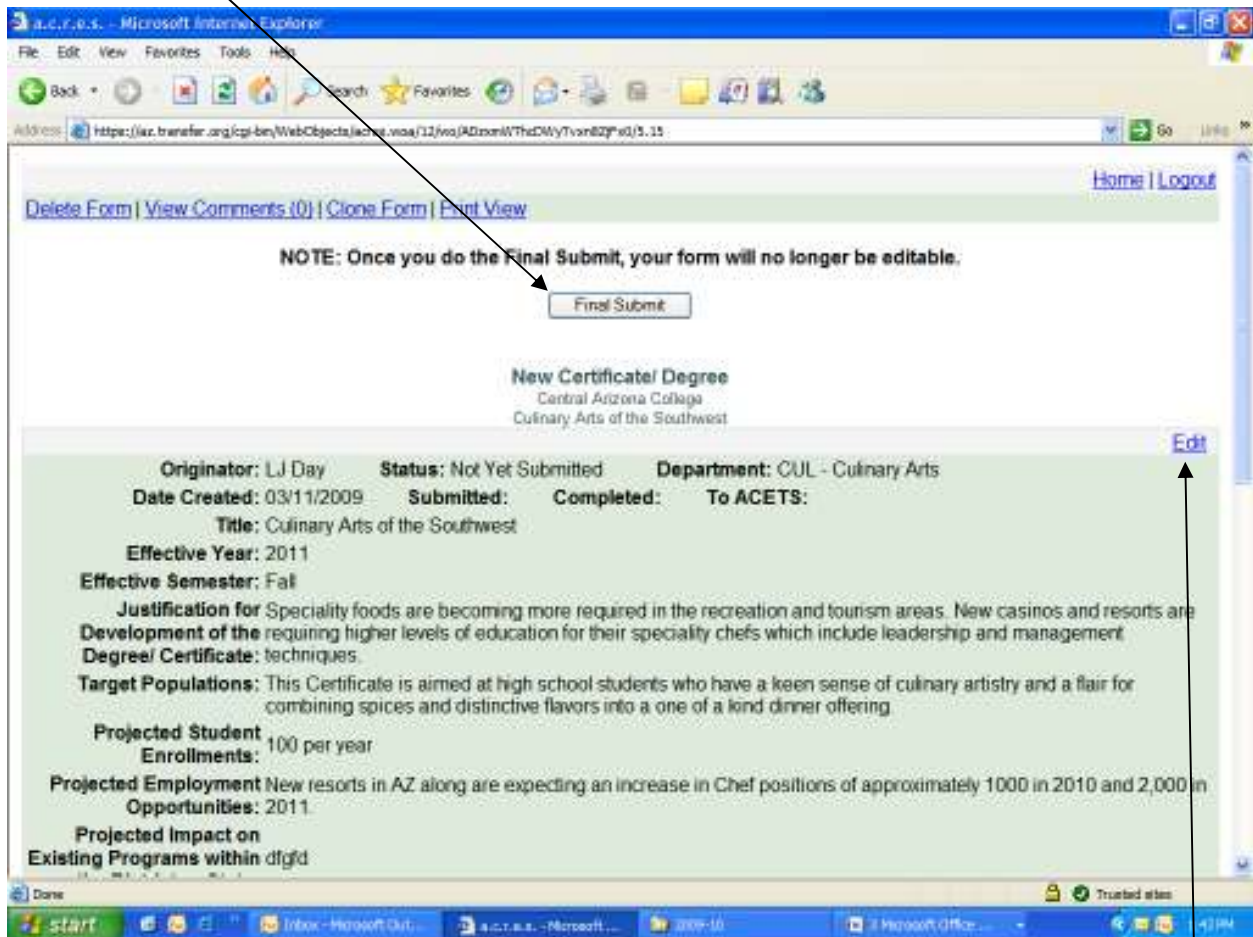
* Justification for Development of the Degree/ Certificate: Speciality foods are becoming more required in the recreation and tourism areas. New casinos and resorts are requiring higher levels of education for their speciality chefs which include leadership and management techniques.

* Target Populations: What student population is this Degree/Certificate developed for?
This Certificate is aimed at high school students who have a keen sense of culinary artistry and a flair for combining spices and distinctive flavors into a one of a kind dinner offering.

* Projected Student Enrollment: 100 per year

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 the last step until all required fields are populated with information.

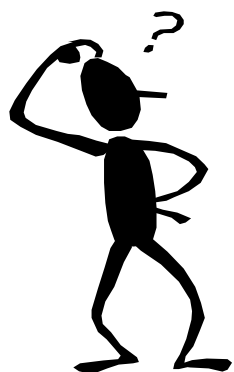


When all information is entered in ACRES, review the form for typos, corrections, or missing information. If you are completely satisfied with the information, click the “Final Submit” button and ACRES will automatically route the form to the next group or person for review.

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 any of the information in any of the fields.

Once all the information is as you want it, click on “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 new certificate or new degree 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. 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.

New Certificate/ Degree Routing Chain

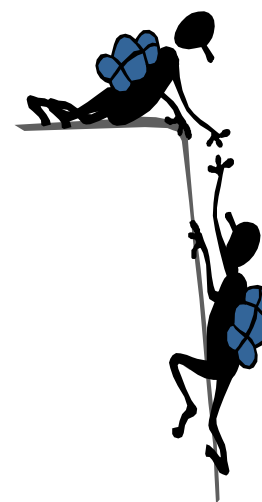
Order	Name	Help Text
1	Curriculum Mentor	Curriculum Mentor will review and either "approve" or mark as "needs revision" after discussions with the proposer. Under no circumstance are the curriculum mentors to mark any proposal as "Not Approved." If there are unresolved issues, the Curriculum Mentor will note them by clicking on the "Submit Comments" link.
2	District Chair or Program Manager	District Chair or Program Manager reviews and approves, disapproves, or returns for more information.
3	CLASS Office (Curriculum Bulletin)	Curriculum Office Program Assistant will add this proposal to the Curriculum Bulletin and move forward.
4	Notice of Curriculum Change	Please enter any comments you have relative to the development of this new certificate or degree.
5	Curriculum Committee Agenda	Curriculum Office Program Assistant adds to the Curriculum Committee agenda for review and discussion.

6	Curriculum Committee	The Curriculum Committee reviews all components of the proposal. Committee determines if they approve, approve with minor modifications, table for additional information, or disapprove.
7	Dean of Academic Services	Academic Deans will review, approve, request revisions, or disapprove the proposal.
8	Outline Management	Curriculum Office creates an outline and converts it to PDF file for articulation purposes and uploads to the CAC website.
9	CLASS Office (catalog)	Curriculum Support Analyst documents changes in "working catalog."
10	CLASS Office (Final)	Final approval for the new certificate/degree. Documents internally for articulation notification to other colleges and universities, and for ATF notification.

I've submitted my proposal. Is that all I have to do? Am I finished?

Sorry, but no. The good news is that we are in this together. You can rely on the Curriculum Office to be by your side every step of the way.

Remember the routing chain on the previous page, your proposal will begin the journey to become a permanent offering at CAC! The Curriculum Office will contact you regarding a curriculum mentor and will send you an invitation to the Curriculum Committee meeting when your proposal is due to be reviewed.



Please remember!

If you are still confused or have specific questions, 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