



ARIZONA WESTERN

**ENTREPRENEURIAL
COLLEGE**

CURRICULUM

MANUAL

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ARIZONA WESTERN COLLEGE
ENTREPRENEURIAL COLLEGE CURRICULUM MODEL

RESPONSIBILITY: The Chief Executive Officer of Entrepreneurial College & Vice President of Workforce & Healthcare is responsible for the overall curricula of the Entrepreneurial College (EC). To assist the CEO in the evaluation and review process of curricula, the Director of Curriculum, Assessment, and Scheduling (CAS) will review all EC curriculum and will meet with the EC ADs, Dean's, and EC faculty as needed to discuss the proposed curriculum.

DIRECTOR OF CAS: The Director of CAS recommends additions, deletions, and modifications of the curriculum to the CEO.

The curriculum discussions do not address the following:

- Instructor qualifications to teach a course
- Teaching assignments or schedules
- Courses identified with the numbers 98 or 99
- Course or program costs
- Full-time and part-time salaries

CURRICULAR PROCESS: The Director of CAS evaluates and acts on proposals for change in the curriculum. The curriculum is processed through ACRES (Arizona Curriculum Review and Evaluation System). The EC Curriculum Model delineates this process.

1. Proposal Preparation by Originator

- Procedures:
- 1.1 A faculty or staff member (originator) develops materials consistent with the following: effective course and/or program design, current developments in the field, expressed need for resources/support services, and other issues that pertain to the delivery of quality instruction.
 - 1.2 Obtains the results of a department vote. A department is here defined as a discipline-specific cohort. A majority vote is required for a proposal to be initiated. In the event that there are no full-time faculty in a discipline or program, or no

discernable division in which the curricular proposal is housed then the immediate supervisor may provide approval.

- 1.3 Selects, prepares, and submits essential forms in ACRES.

2. Associate Dean/Dean

- Procedures:
- 2.1 Upon receipt of curriculum proposal from the originator, the AD or Dean reviews the proposed curriculum and related documents.
 - 2.2 In consultation with relevant faculty and or staff, the AD or Dean determines whether the proposal meets technical requirements, i.e., credit or noncredit, lecture/lab requirements, course number, format of syllabus, transfer requirements, prerequisites or corequisites, and accuracy and completeness of proposed form and documents.
 - 2.3 Completes an assessment of the proposal's impact on other academic departments/divisions and determines the effect of the proposal on other courses and programs, including staffing and resources.
 - 2.4 If the proposal meets the approval of the AD or Dean, the administrator approves the form. The form is then automatically routed to the Director of Curriculum, Assessment, and Scheduling.
 - 2.4.1 If the proposal does not meet the administrator's approval the form is marked as "Needs Revision". The originator is automatically notified via email of the need to revise their form.
 - 2.4.2 Forms marked as "Needs Revision" will automatically resume routing in ACRES after the form has been revised and re-submitted by the originator.
 - 2.5 Once the CEO approves a new degree/certificate proposal, the AD or Dean submits the new certificate and degree program(s) to the District Governing Board (DGB) for approval.

3. Director of Curriculum, Assessment, and Scheduling

Procedures: 3.1 The Director reviews the curriculum proposals and attached documents for accuracy, impact on other programs, departments, and or students.

3.1.1 The Director facilitates a meeting with the relevant AD/Dean and EC faculty to discuss.

3.2 If the proposal meets the approval of the Director after the EC faculty Committee discussion the form is routed to the CEO.

3.2.1 If the proposal does not meet the Director's approval the form is marked as "Needs Revision". The originator is notified in the discussion meeting of any necessary edits and is notified via email of the need to revise their form.

3.2.2 Forms marked as "Needs Revision" will automatically resume routing in ACRES after the form has been revised and re-submitted by the originator.

4. EC Curriculum Committee

Procedures: 4.1 Entrepreneurial College faculty and Deans/ADs from more than two EC departments will be called into a curriculum discussion meeting to discuss curriculum proposals that cross disciplines in the EC.

4.1.1 If only one department is involved in the curriculum proposal (for example, changes to PER courses) only the Dean/AD and EC faculty from that department will be included in the curriculum committee discussion.

4.2 If the proposal meets the majority approval of the Committee, the Director will approve and route the form to the CEO.

5. Chief Executive Officer

Procedures: 5.1 Reviews recommendations.

5.2 If the CEO:

5.2.1 Approves proposed new/modified/deleted courses, he/she approves forms and routing automatically notifies the originator and the Curriculum, Assessment, and Scheduling Office to implement such proposed new courses and major modifications.

5.2.1.a New/modified courses in a program pending HLC and or DOE approval may not be implemented until the program receives all appropriate approvals.

5.2.2 Approves new/modified/deleted certificate and degree program proposals, he/she approves forms and routing automatically notifies the originator and the Curriculum, Assessment, and Scheduling Office to implement such proposed certificates and programs.

6. Executive Administrative Assistant to the CEO, Entrepreneurial College & VP of Workforce and Healthcare Programs

6.1 Records EC Curriculum Committee meeting notes/actions.

6.2 Distributes meeting notes to the CEO, Director, EC Committee, and Learning Services Curriculum Committee Secretary.

7. Curriculum, Assessment, and Scheduling Department

Procedures: 7.1. Receives notice of approval of new curriculum, modifications, or deletions from the CEO.

7.2. Processes curriculum as appropriate.

7.3 Director of CAS submits and tracks HLC program/certificate submissions

8. Director of Financial Aid

Submits certificates, as needed, to DOE for review and approval.

9. Director of Guided Pathways

Enters guided pathways in Colleague and on program web pages



ARIZONA WESTERN
**ENTREPRENEURIAL
COLLEGE**

ACRES

User Guide

Arizona Curriculum Routing and Evaluation System

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How to Get Started

Getting into the ACRES System

- Request a user account at:

<https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/RequestAccount>

- Receive an email from the ACRES System Administrator verifying establishment of account
- ACRES log on page:

<https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres>

(set the above web site address in the Favorites section of your web browser)


- Enter username and password

If you forget your password contact the Curriculum and Scheduling Office. The ACRES usernames and passwords are not tied to AWC username and passwords and therefore are not updated when an AWC user changes his/her password.

ACRES Home Page

When you log into ACRES you will be taken directly to your ACRES screen. This screen will be empty, except for the basic menu options, or you will see a list of forms pending your review (review leaders) or needing your revisions.

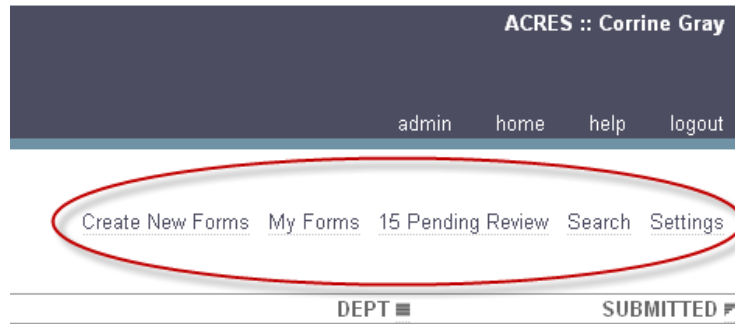
The screen shot below is an example of what your ACRES screen will look like if you have forms pending your review and/or revision.



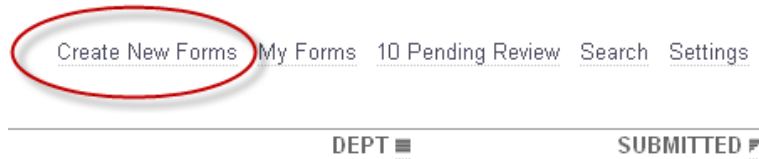
The screenshot shows the ACRES Home Page interface. At the top right, it says "ACRES :: Corrine Gray". Below this are navigation links: "admin", "home", "help", and "logout". In the center, there are links: "Create New Forms", "My Forms", "10 Pending Review", "Search", and "Settings". Below these links is a table with the following columns: "FORMS FOUND: 10", "STATUS", "FORM TYPE", "DEPT", and "SUBMITTED". The table contains six rows of data, all with a status of "In Process".

| FORMS FOUND: 10 | STATUS | FORM TYPE | DEPT | SUBMITTED |
|---|------------|--------------------------------|----------------|------------|
| Topics in Art ART 70 | In Process | Deletion of Course or Program | Art | 03/27/2012 |
| FIN 150 PERSONAL AND FAMILY FINANCE FIN 150 | In Process | GEN ED Course Awareness Area | Finance | 10/13/2011 |
| FIN 150 PERSONAL AND FAMILY FINANCE FIN 150 | In Process | GEN ED Course Minimum Criteria | Finance | 10/13/2011 |
| FIN 150 PERSONAL AND FAMILY FINANCE FIN 150 | In Process | GEN ED Course Classification | Finance | 10/13/2011 |
| FAS 150 PERSONAL AND FAMILY FINANCE FAS 150 | In Process | GEN ED Course Minimum Criteria | Family Studies | 10/06/2011 |
| FAS 150 PERSONAL AND FAMILY FINANCE FAS 150 | In Process | GEN ED Course Classification | Family Studies | 10/06/2011 |

From this screen you decide whether you want to create a new form, review pending forms, revise forms pending revisions, search for a form, or query your forms. Just click on the appropriate link or form in the queue.



If you want to create a new form just click on the 'Create New Forms' link and you will be taken to the list of curricular forms.



Select the form you need to fill out to begin.

Select the form you wish to complete

- [Entrepreneurial College General Course Form](#)
- [Entrepreneurial College General Program Form](#)
- [Entrepreneurial College Deletion of Course or Program](#)

Curriculum Forms – Which One?

Below is a list of the curriculum forms in ACRES. Each form includes information on: what the form is used for, what parts of the form should be filled out for new courses and/or modified courses, most commonly missed or forgotten information, how to save a form to work on at a later time and how to submit a form.

Entrepreneurial College General Course Form

- For new courses or to modify existing courses:
 - course number to a different level
 - editing of course title or course description
 - changes in pre-requisites or co-requisites, credits, lecture-lab-recitation-clinical distributions
 - moving "Special Topic" courses [98, 99, 197, 297] to permanent status

The General Course Form consists of two pages. Fill out the first page, click on the



button and then fill out the second page.

The only modifications that need to be listed are the actual changes. If you are not changing the prerequisite do not enter prerequisite information in the proposed modification section.

Use the Course Equivalency Guide (CEG) to look up existing and/or possible course equivalencies to fill in the information requested for course equivalencies at the three state universities. It's easy, go to https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG and click on Arizona Western College and then on the desired department.

Enter the intended equivalency for this course to transfer to ASU, NAU, and U of A.

Use the Course Equivalency Guide (CEG) to look up existing and/or possible course equivalencies to fill in the information requested for course equivalencies at the three state universities. Click on Arizona Western College and then on the desired department.

ASU : [What's this?](#)

NAU : [What's this?](#)

U of A : [What's this?](#)

Be sure you include the following information:

- the division/department vote.
- attach the course syllabus (attach the revised syllabus for a course modification).

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Entrepreneurial College General Program Form

- New programs (degrees and certificates)
- New programs consisting of 50% or more courses will require HLC approval.
- Modifications of existing programs
 - complete this form if you have made any changes to courses (major or minor) which impact the program
 - Program changes of 25% or more will require HLC approval. The program modifications that must be tracked for percent of change are:
 - Increases/decreases in program credits
 - Modifying the program purpose
 - Modifying program learning outcomes
 - Adding/deleting courses

The only modifications that need to be listed are the actual changes. If you are not changing the program description do not enter the information in the modified program description field.

Be sure to **include the department/division vote** and attach the degree/certificate **check sheet** and the **degree/certificate recommended program map**.

Department/Division Vote:

Attachments: [What's this?](#)

| Document | Document Name | File Type | * |
|----------|---------------|-----------|---|
| | | | |

Program check sheet and pathway templates are available on the Curriculum and Scheduling [website](#) under 'Which Curriculum Form Should You Use?' If you would like to modify an existing program check sheet contact the Curriculum and Scheduling Department for the editable sheet.

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Entrepreneurial College Deletion of Course or Program

- discontinue an existing course or program

Be sure you include the division/department vote.

Once you have filled out your form you must submit your form. At the top of the form you will see a Final Submit button. Click it.

If you are not ready to submit your form, click on the Save & Continue button and your form will be saved. To access your form after saving it refer to the 'Query Forms' section.

Other Curriculum Information

General Education Form

If you would like to submit a proposal for a General Education (GE) course, use the General Education Course Form in ACRES. The GE form will move through the General Education Curriculum Committee and the Learning Services Curriculum Committee.

Generic Numbers

Courses created using generic course numbers may not be treated the same as standard courses. See the generic course numbers below to determine if a curricular form needs to be submitted.

98, 99 Special Topics:

- require faculty vote and division administrator approval; electronic syllabi must be submitted to CAO
- does not appear in catalog
- offered for a maximum of 3 semesters then must be submitted for a permanent number

189, 289 Cooperative Education

- require faculty vote and division administrator approval; electronic syllabi must be submitted to CAO
- does not appear in catalog

197, 297 Special Topics

- **must be submitted as a new course** using the General Course Form
- does not appear in catalog

198, 199 Field Trips:

- if prefix is already established, just add a section
- **if new, must be submitted as a new course** using the General Course Form

298, 299 Independent Studies:

- **must be submitted as a new course** using the General Course Form
- does not appear in catalog

Outcomes

What if you want to change only the outcomes? Use the following guidelines:

- If the outcomes and/or the course goal are modified in a manner that **does not** modify the course content, course description, title, credits, prefix, number, pre-requisites, or co-requisites, then the syllabus (course) does not have to be submitted into ACRES.
 - Edit the word version of the syllabus, update the revision date in the header, and send to the Curriculum office to be posted.
- If changes in the outcomes and/or course goals leads to necessary changes in the course description, title, credits, prefix, number, pre-requisites, or co-requisites then the syllabus (course) must be submitted via ACRES, on the appropriate form.

Curriculum Approval Routing Chain

Below is the routing chain for all Entrepreneurial College curriculum forms.

- Originator
- Associate Dean/Dean
- Director of Curriculum, Assessment, and Scheduling
- Chief Executive Officer (CEO)

Timing Out of the System

It is very important to be aware of the time when you are working on the ACRES System. ACRES has an automatic “time-out” function that will shut the system down if there is no activity on a form for more than 30 minutes. “**Activity**” is defined by web page actions such as saving or changing pages; typing is not recognized as an activity. The time-out function prevents the server from being overwhelmed and slowing down when ACRES users are not actually working on forms.

If you are working on a form, **you must remember to save your work before closing the form**. If the system times out before you save the information that has been input into the data fields, you will lose everything after the last save. A form can be saved more than once so... save your work often.

Once you have saved your work, before submitting the form, you can query the system and pull the document up to work on it at any time.

Special Functions of ACRES

Query Function in ACRES

Need to find a form you submitted find a form that someone else submitted? How can you tell where your course is in the routing process?

Click on 'Search' from your ACRES home page:

[Create New Forms](#) [My Forms](#) [10 Pending Review](#) [Search](#) [Settings](#)

| | DEPT | SUBMITTED |
|----------------|---------|------------|
| se or Program | Art | 03/27/2012 |
| Awareness Area | Finance | 10/13/2011 |

Then you have a couple of options. You can enter some basic information:

[Create New Forms](#)

Course: Subject Number Title

Form Type:

Department:

[Advanced Search](#) [Custom Search](#)

Or click on 'Advanced Search' next to the Search button and enter more specific criteria to narrow your search:

Course: Subject Number Title

Form Type: ▼

Department: ▼

Summary:

Form Status: ▼

Form Owner:

Date Created: to

Date Submitted: to

[Custom Search](#)

If you need to find a form you saved and did not submit change the Form Status to 'Not Yet Submitted'.

Course: Subject Number Title

Form Type: ▼

Department: ▼

Summary:

Form Status: **Not Yet Submitted** ▼

Form Owner:

Date Created: to

Date Submitted: to

[Custom Search](#)

Search Results Table

The results of your search will appear in a table format like you see below.

| FORMS FOUND: 9 ▾ | STATUS ▾ | FORM TYPE ▾ | DEPT ▾ | SUBMITTED ▾ |
|--|-------------------|---------------------|------------------------------|-------------|
| ENT 100 Entrepreneurial Venture | Not Yet Submitted | General Course Form | Entrepreneurial Education | |
| MUS 241 Music History to 1750 | Not Yet Submitted | General Course Form | Music | |
| ESL 91L Workshop 1: Vocabulary in Action | Not Yet Submitted | General Course Form | English as a Second Language | |
| 070 Special Topics: Spanish | Not Yet Submitted | General Course Form | Spanish | |
| ENG 197 SPECIAL TOPICS: MECHANICS IN USE FOR PROFESSIONALS | Not Yet Submitted | General Course Form | English | |

To open and view a form just click on the form title:

| FORMS FOUND: 9 | STATUS | FORM TYPE | DEPT |
|---------------------------------|-------------------|---------------------|---------------------------|
| ENT 100 Entrepreneurial Venture | Not Yet Submitted | General Course Form | Entrepreneurial Education |
| MUS 241 Music History to 1750 | Not Yet Submitted | General Course Form | Music |

The **Status** column allows users to see where the form is in the approval process.

The **Submitted** column displays the date the form was submitted into the system for review.

When viewing the form the user is able to see the details of approval dates and any comments associated with the approvals by clicking on the 'View History' link at the top of the page:

ARIZONA WESTERN COLLEGE

Print View | View History | More...

General Course Form

PER 70 Topics in Fitness

Page

Originator: Jane Peabody **Status:** Approved **Department:** Physical Education Recreation

Date Created: 10/17/2010 **Submitted:** 10/17/2010 **Completed:** 12/12/2010 **To ACETS:**

Course Curriculum Proposal: Initiate a new course [Edit](#) **Specify Modification:** Other [Edit](#)

The approval screen will open in another window to display the approval history and comments.

| * | Group / Dept / Status | Reviewer / Date | Comments |
|---|--|--|----------|
| 1 | Curriculum Committee Rep / Physical Education Recreation / Completed | BLAD CC Rep for EFHS, SSC, WPE 10/20/2010 | Approved |
| 2 | Associate Dean/Dean / Physical Education Recreation / Completed | Mat Anderson 10/24/2010 | Approved |
| 3 | Dean of Instruction / Physical Education Recreation / Completed | Linda Elliott-Nelson 10/28/2010 | Approved |
| 4 | Curriculum Committee Secretary / Physical Education Recreation / Completed | Corrine Gray 11/06/2010 | Approved |
| 5 | Curriculum Agenda Items / Physical Education | Corrine Gray | |

Syllabi, and any other attachments, can be viewed by clicking on the Review Document link at the bottom of the form.

Implementation Term: Spring [Edit](#)
 Initiated by: Jane Peabody [Edit](#)
 Implementation Year: 2011 [Edit](#) Date: 10/15/2010 [Edit](#)
 Prefix: PER [Edit](#) New Prefix: [Edit](#)
 Course Number: 70 [Edit](#) Course Title: Topics in Fitness [Edit](#)
 Frequency of Offering: Every semester [Edit](#)
 Credit Hours: .5-3 [Edit](#) Lecture: 0-1 [Edit](#) Recitation Hours: [Edit](#) Clinical: [Edit](#)
 Instructor Load Hours: .5 -3 [Edit](#)
 Course Description: Workshops for individual exploration in fitness. Designed for the enrichment needs of the student who is n
 transferable credit. CR/NC [Edit](#)
 Prereqs or Coreqs: None [Edit](#)
 Non Course
 Corequisites/Note: None [Edit](#)
 Frequency of Offering: [Edit](#)

| Document | Document Name | File Type |
|---------------------------------|---|--------------------|
| Review Document | PER 70 - 2010-11-22 00:29:57 Etc/GMT Delete | application/msword |

Cloning a Course – When, how, why?

Do **not** clone a course as a safety measure in case you lose your original course. This puts duplicates in the system that must be deleted.

ACRES has a time-saving feature built into the system. If you have a course entered into the system that is similar to a new course or if you want to make revisions to a current course you can query the system and clone the existing course into any of the curriculum forms and make the necessary changes. This cloning feature will not delete the original form but it will give you a form with most of the information already entered into the data fields. Edit the form and then submit.

Follow these simple steps:

Open the form you want to clone; click on the 'More' link.



[Print View](#) | [View History](#) | [More...](#)

General Course Form

PER 70 Topics in Fitness

Originator: Jane Peabody Status: Approved Department: Ph
 Date Created: 10/17/2010 Submitted: 10/17/2010 Completed: 10/17/2010

You will see a list of options. Click on Clone Form.

(attachments are not cloned)

- MORE FORM ACTIONS** [Close](#)
- [Short Print](#)
 - [Delete Form](#)
 - [Clone Form](#)
 - [Send To ACETS](#)
 - [Update Status](#)
 - [View Log](#)
 - [Add Comment](#)
 - [Check Missing Fields](#)
 - [Refresh Summary](#)
 - [Show/Hide Routing Path](#)
 - [Send Email](#)
 - [Email Log](#)

Click on the Clone Form button to clone the form.

Cloning Course - PER 70 Topics in Fitness

NOTE: Attachments related to this course will not be cloned. All other mapped data elements will be copied to the new form.

Originator: Jane Peabody
Recreation **Status:** Approved **Department:** Physical Education

Date Created: 10/17/2010 **Date Submitted:** 10/17/2010

Summary: PER 70 Topics in Fitness

If your clone was successful, you will receive a message as you see below. Click on the link to view and edit the cloned form.

Cloning Course - PER 70 Topics in Fitness

NOTE: Attachments related to this course will not be cloned. All other mapped data elements will be copied to the new form.

Record cloned successfully!

[Click here to view the new cloned record.](#)

The form will be in edit mode. Edit the information, attach a syllabus if required, and submit the form. If you decide you do not want the cloned form click on 'Delete Form' in the upper left-hand corner.

General Course Form

Department: Physical Education Recreation

Course Curriculum Proposal: Initiate a new course Specify Modification: Other

Brief Description of Changes: PER 70

Effective Term: Spring

Effective Year: 0

Initiated by: Jane Peabody Date: 10/15/2010

NOTE: If this course will be a General Education course (for inclusion in an AGEC) you must also complete and submit the GENED forms.

Fill in the fields below for a new or existing course.

Frequently Asked Questions

Can I attach a pdf. or txt. file?

No. Use Microsoft Word (.doc) for course syllabi and pathways, and Excel (.xls) for program/certificate check sheets.

What happens if I mistakenly hit the Final Submit button before I'm ready?

Clone the form, make your final revisions and submit the form. Then contact the Curriculum Office to remove the first form from the system.

What happens if I just can't figure out how to use this system?

If you run into problems, contact the Curriculum Office.

I typed everything into the form and it wasn't there when I went back. What happened?

One of two things: the information entered was not saved before logging off of the system or the system timed out before you saved that information.

Approvals

Responsibilities, how-to's, and what not to do.

Review leaders in the ACRES system are responsible for the review and approval of curriculum actions. The Review Leaders include the: Associate Deans, Deans, Director of CAS, and the Chief Executive Officer.

ACRES will trigger an e-mail message to the appropriate Review Leader when he/she has a form to review. The message will typically say “Reviewer- The following form is ready for your comments...” It serves solely as a trigger to let you know that you need to log into the system.

The forms pending your review will be displayed when you log into ACRES. The total count of pending forms for review and/or revision will be listed in the menu in the top right corner of the screen.

Create New Forms My Forms **15 Pending Review** Search Settings

| FORMS FOUND: 9 | STATUS | FORM TYPE | DEPT | SUBMITTED |
|----------------------------------|----------|---------------------|-------------------------------|------------|
| PER 70 Topics in Fitness | Approved | General Course Form | Physical Education Recreation | 10/17/2010 |
| PER 099 Dance: Basic Belly Dance | Approved | General Course Form | Physical Education Recreation | 10/16/2008 |
| PER 264 Advanced Scuba | Approved | General Course Form | Physical Education Recreation | 10/15/2008 |

Click on a form’s title to review that form.

| FORMS FOUND: 12 | STATUS | FORM TYPE | DEPT | SUBMITTED |
|--|------------|---------------------|-------------------|------------|
| REL 220 The Christian Scriptures (New Testament) | In Process | General Course Form | Religious Studies | 08/12/2011 |
| REL 210 The Hebrew Scriptures (Old Testament) | In Process | General Course Form | Religious Studies | 08/12/2011 |
| Modify an existing course ENG 100X ENG 100X INTRODUCTION TO COMPOSITION FOR BILINGUAL STUDENTS | In Process | General Course Form | English | 01/05/2012 |

After reviewing the form you can submit your approval, post comments, or place a form on hold.



Initiate a new course MUS 226 Keyboard

[Submit Your Review](#) – use this link to approve/disapprove a form.

[Post Your Comments](#)- use this link to post comments on the form but not approve/disapprove of the form. The form will remain at your level.

[Place On Hold](#)- use this feature to place a form on hold for further review. This allows other users to see that the form has been reviewed and is not sitting idle waiting for a review. The form will remain at your level. To remove the hold, simply click on [Remove On Hold](#).

Once a form is approved it will be routed to the next appropriate Review Leader. The ACRES System Administrator has pre-established the routing chain as specified by the CEO.

| | |
|---|--|
| <p>Select your decision in the “Approved” drop down menu. All forms have a default routing process so the “Route To” field should not be changed.</p> | <p>Once you have made a determination on the form and added comments, if any, click on Continue.</p> |
|---|--|

Reviewed By: Corrine Gray
Date Reviewed: 07/03/2012
Form Summary: Initiate a new course MUS 226 Keyboard
Review Group: Curriculum Committee Secretary
Approved:
Next Stop: Curriculum Agenda Items
*** Route To:** Curriculum Agenda Items (*Not used if you selected **Not Approved**)
Comments:

If you selected **Not Approved**, explain why in the comments section.
 If you selected **Needs Revision**, state the revisions you would like to see completed.
 If you selected **Review Changes**, let the routing group know why the form needs another review.

On the next screen you will have the opportunity to review your approval. If you need to edit your review, click on cancel and you will be taken back to the form. Follow the steps above to submit your review again.

Review Form

Verify that your entry is accurate. Click the **Edit** button to make changes, or click **Submit** to complete.

Reviewed By: Corrine Gray
Date Reviewed: 07/03/2012
Form Summary: Initiate a new course MUS 226 Keyboard
Review Group: Curriculum Committee Secretary
Approved: Approved
Next Stop: Curriculum Agenda Items
*** Route To:** Curriculum Agenda Items (*Not used if you selected **Not Approved**)
Comments:

Curriculum Timeline for Submissions and Inclusion in Catalogs

New/modified Entrepreneurial College courses/programs will be implemented as soon as possible following approval by the CEO, DGB, HLC, and or DOE.

Deleted curricular items will be effective the following catalog year unless noted otherwise.

Please note the following:

- If a new program consists of more than 50% new courses, a program submission form must be submitted to HLC by the Director of Curriculum, Assessment, and Scheduling. The process time at HLC may take up to three months which may delay the program implementation.
- New certificates of 16 credit hours or more must receive DOE approval after receiving the approval by HLC. These certificates may not be implemented until all approvals are received which could postpone implementation.
- If a new degree/certificate consists of less than 50% existing courses, a program notification form must be submitted to HLC by the Director of Curriculum, Assessment, and Scheduling. Degrees under this category may be implemented following HLC notification.
- If a modified program is changing by more than 25% (reduction/increase in credit hours, learning outcomes modifications, revising courses) a program submission form must be submitted to HLC by the Director of Curriculum, Assessment, and Scheduling. The process time at HLC may take up to three months which may delay the program implementation.
 - *More information on substantive changes is available on the HLC website at <https://hlcommission.org/Policies/substantive-change.html>*