PART I: ACCESSING AND COMPLETING TEMPLATES

1. To access the most recent Curriculum Manual and approved forms, log into your MyGCC account, click on the *Sites* tab. Choose Curriculum Review Committee.

<i>≫</i>			Email Email	lendar 🔺 Go to 🔻	Tina Marie Quinata Sign Out
Home My Courses My Account Emplo	oyee Services Student Services Fa	Faculty Work Life Governa	nce MYGCC Help I	My Banner Alumni	Sites
Home Community Home Week					

2. To access the manual click on the link **The Curriculum Manual AY 2017-2018**. To access the templates, under folders, click on **CRC Templates**.

🕸 🕅 🔝 🦓 Committee Documents		*
▼ Folders		
Folder	a of Folders	# of Documents
CRC Templates	Q	Z
Agenda, Committee Minutes	2	1
С РНОТО	Q	Q
	Q	<u>0</u>
Showing 4 results.		
* Documents		
→ There are no document	its or media files in this folder.	
	Committee Documents	Image: Committee Documents Image: CRC Templates Image: CRC Templates

 Download the appropriate form via the CRC Templates folder. These templates are the most current Microsoft Word (MS) curricular form should be used and any other form types will not be accepted by the Curriculum Review Committee (CRC).

🎦 Committee Documents	\$2 \$	123
CRC Templates	« Ba	ack
🛗 Last Updated 9/7/17 4:29 PM 📔 🗃 0 Subfolders 📗 7 Documents		
* Documents		
Name	\$Ize	
ARCHIVAL AY2017-2018.doex	<u>47.5k</u>	
ARCHIVAL Secondary AY2017-2018.docx	<u>45.7x</u>	
COURSE CURRICULUM AY2017-2018 docx	<u>55.5K</u>	

4. The form provided is a fillable Word document. To enter text, you will need to click into the various fields. Please note, you will not be able to tab from one field to the next. Once your form is completed, you are ready to begin the ACALOG review/approval process. Use of the MS Word feature, Track Changes, allows for quick reviews as the changes are easily identifiable.

		Program Curriculum
		I. TYPE OF ACTION
		 Adoption (attach a copy of the most recently approved your extra press amon). Adoption (attach a copy of the most recently approved course curriculum and update the following information)
GOAMCOMM	UNITCOLLEGE	B. Substantive Revision (attach a copy of the most recently approved course curriculum and the following information)
		Select all that apply:
PROGRAM (CURRICULUM	Change in number of credit houn Change in Technical Core Requirements Change in Stehnical Core Requirements affecting Related Technical or General Educatio Requirements, Technical Core Requirements, or General Education Requirements, Technical Core Requirements, or Change (addition, crevision, etc.) in Stateful Learning Outcome (SLO)
		Change in program title
Prog *if applicable, please indi	ram Title cate former title in parenthesis	NEW TITLE Click or tap here to enter text. Describe above changes and specify change not listed above: Click or tap here to enter text.
Click here to enter text. School	Click here to enter text. Department	C. Non-Substantive Revision (attach a copy of the most recently approved course curriculum and the following information)
Click here to enter text.	Click here to enter a date.	Select all that apply:
Author(s)	Date Submitted	Wording change in the catalog program description that does not significantly change the pr content
Identify action to be taken below: Substantive Revision (SR) - all signatories exce	pt President	 Change in program Related Technical and/or General Education Requirements that does no change the distribution of requirements
		 Change in program General Education Requirements that does not change the distribution or requirements
Final approval is given when approved by individu	alreviewers is venfied in Acalog version auditing.	D. RE-INSTITUTION (attach a copy of the most recently approved course curriculum and up the following information)
		Justification for course retainthution: Click here to enter text.

PART II: SUBMITTING THE FORM THROUGH ACALOG

Overview:

Creating an ACALOG audit alert initiates the approval cycle through which other users are invited to approve, reject, and comment to an audit item. Acalog includes an alert system through which users are notified of audit events when they log in to the system and this SOP calls for the user to have the system send an email alert as additional notification. The first audit alert should be generated by an author to the Department Chair. However, the first audit alert may begin with the Department Chair to the Curriculum Review Committee. Below are the steps to start the ACALOG review and approval process beginning with the author.

- 1. The preferred internet browser is **Mozilla Firefox**. Use of other browsers may result in ACALOG errors or challenges.
- 2. In the address line key, https://guamcc.acalogadmin.com *Please save link to your favorites or bookmarks*
- 5. Log-in to ACALOG, enter your Username and Password.

<u>File Edit View History Bookmarks Tools Help</u>	And the second se		x
Acalog ACMS™ : Site Login × +			
(Ittps://guamcc.acalogadmin.com/login.php	(99%) C Q Search 対 📩 🖻 💟	∔ ♠	≡
Most Visited			
Acalog ACMS ^{IM} — The proven leader in academic catalog management.	Username: Password:		[
	Acalog ACMS™ v6.3.93 © 2017, Digital Architecture		

6. Select a catalog from the dropdown. Choose **WORKING CATALOG AY2018-2019** and click on **Go**.

Acalog ACMS™ Publisher Logged in as: Mgr6 / I							
Publisher Home	New in Acalog™	Acalog™ Forums	Support				
Jser Accounts Account Types Catalogs Sateway Options Sateway & Content ParmaLink Usage tem Types literarchy the Acores Jourses TashPoint ¹¹⁴ Links dersion Auditing Zourses Import Export Sample Services	WORKING CATALOG AY2018-2019 Start by Selecting a Catalog Key: L=LOCKed P=Published A=Archived IL=Import Locd Guam Community Colege 2017-2018 Catalog [L P A] Guam Community Colege 2015-2016 Catalog [L P A] Guam Community Colege 2013-2016 Catalog [L P A] Guam Community Colege 2013-2016 Catalog [L P A] Guam Community Colege 2013-2012 Catalog [L P A] Guam Community Colege 2013-2013 Catalog [L P A] Guam Community Colege 2012-2013 Catalog [L P A] Guam Community Colege 2012-2013 Catalog [L P A] Guam Community Colege 2012-2012 Catalog [L P A] TRAINING CATALOG AY2015-2016 [L A] TRAINING CATALOG AY2015-2017 [L A] WORKING CATALOG AY2015-2019 I vou are experimenting a rotacl issue requiring immedia	Go Italog ges. You have the highest level of access and ultiple catalogs simultaneously by opening m sed due to Hurricane Irma yvess, our Florida offices will be closed beginnin centers outside of the state of Florida and we tream, but there may be delays in response to the attention. Desse contact us at dientare#didanco	ontrol over the Acalog ACMS TM . Please note: The Acalog litiple browser windows/tabs. If you do, you may exp g at 12:00pm on Friday, September 8th and will remain expect no impact to service as a result of the storm. We m.	△ Alerts ● He ACMS [™] is designed to allow you to manage data erreince display errors on some pages. closed Monday, September 11th. are monitoring voicemail and email for emergency			
Portfolio Options	Our thoughts are with our clients that will be impacted b	y Hurricane Irma and those still recovering from Hurri	ane Harvey.				

SUBMITTING EXISTING PROGRAM FOR REVIEW

1. Once Program Curriculum form is completed by author it is ready for submission via ACALOG. Click on **Programs & Cores** located on the left hand side of the page.



2. To find the program enter the appropriate filters – keyword, phrase, or code. Click on **Search** and locate the program from the options listed and click on that program to bring up the program information.

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

ACALOG for Authors



3. Click on the Attachments tab.

Acalog ACMS [™] Publish	er							Logged in as: Mgr6 / Logou
Publisher Home				Shared Cores				/
User Accounts	WORKING CATALOG AY	2018-2019	Go					Alerts 📄 Recent Items 😡 He
Account Types	Summary		Edit	Cores	Preview	Version Auditing	Attachments	New Program
Gateway Options	Program: Market	ting, A.S.						
Gateway & Content PermaLink Usage	Program Name: Mar Program Code:	rketing, A.S.						
Item Types Hierarchy	Created Under: Gua Degree Type: Asso	am Community College sociate of Science	» Associate Degree Prog	rams				
Programs & Cores Courses	Active: Activ	jor ive-Visible 124/2017 02:12:12 by C	Catalog Manager?					
FlashPoint [™] Links Version Auditing	Last Modified: 07/2	24/2017 03:13:13 by C	Catalog Manager2					
Courses Import								
Remote Services								
Portfolio Options Portfolio Accounts								
Theme: Green Slate Bro	wn Sepia Red						Acalog ACMS™ v	6.3.93 © 2017. Digital Architectu

4. Attach the document by clicking on Browse. Verify the attachment is correct. Click on Upload Attachment. Verify document uploaded by reviewing the Attachments.

4	Attachments for: Marketing, A.S.
	Attachment uploaded successfully.
4	Attachments are only available via the Publisher. Add a new attachment or manage existing attachments for this program. Click on an attachment name below to download the file.
4	Choose a file to opload: [Select a file coupload from your computer or a networked hardrive. The maximum upload size is 25 megabytes.] BrowseNo file selected.
4	Lock this attachment? (Locked attachments may not be deleted. Only you or a manager may unlock this attachment.] Upload Attachment
4	

Attachments					
Filename	Filesize	Upload Date	Uploaded By	Lock	Delete
PROGRAM CURRICULUM AY2017-2018.docx	66.63KB	09/10/2017 21:17:26	Catalog Manager6	Lock	<u>Delete</u>
MK000A5 25K 2017 05 22 Final.ndf	1.17MB	07/24/2017 03:13:17	Catalog Manager2	LUCK	Delete
Marketing AS Program 2016.docx	285.87KB	07/24/2017 03:13:17	Catalog Manager2	Lock	<u>Delete</u>
AS Marketing SLO MAP 2016.docx	31.46KB	07/24/2017 03:13:17	Catalog Manager2	Lock	<u>Delete</u>
Checklist for PROGRAM AS in Marketing.docx	25.83KB	07/24/2017 03:13:17	Catalog Manager2	Lock	<u>Delete</u>
Checklist for MK125.docx	28.46KB	07/24/2017 03:13:17	Catalog Manager2	Lock	<u>Delete</u>
AS Marketing SLO MAP 2016.docx	31.31KB	07/24/2017 03:13:17	Catalog Manager2	Lock	<u>Delete</u>
Marketing AS Program 2016 042517.docx	378.93KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete

5. The next step is to create an audit alert to the Curriculum Review Committee. In order to do this, click on **Version Auditing** tab. Click on **add a new audit event alert**.

WORKING CATALOG AY2018-2019	Go					🔄 Alerts 🞅 Recent Items 🔞 Help
Summary	Edit	Cores	Preview	Version Auditing	Attachments	New Program
Program: Marketing, A.	s.					
Version Status: Unchanged						
Add a new snapsh t. ■	add a new audit event alert, 🖻	dd a new route o	or select an audit event to i	eview from the list below.		
Saved Audit Events						Expand All
Audit Events			Date and Tim	e		
ATTACHMENT ADDED			09/10/2017 21:	7:26		
Remove User Events Remo	ove Before & After Events					

6. Enter in comments in the comment field, be sure to at the least include the following: Submitted MM-DD-YYYY at HH:MM AM/PM. ACALOG is based on East Coast Time so this will allow reviewers to know when the form was submitted local time.

New Audit Event Alert						
Treating an audit alert initiates an approval cycle through which other users, or a group of users, are invited to approve, reject, and comment on revisions to an audit item. To protect an item that is being reviewed, is recommended that an audit lock is placed on the audit item. If there is an active route in place for this item, the group associated with the route must me included in the alert. You may also choose to include your event auditors or other editors or managers.						
You must complete required fields.						
Enter Comments:						
Submitted 09/11/2017 11:54AM TMQ						
1.						

7. Under Notify, Make sure the second radio button is selected – Invite the people selected below to comment on this audit event, and send additional notifications via email.



 Also under Notify, choose the appropriate individual(s) that will be reviewing the document. Note that holding the "Ctrl" key allows for multiple selections. Once the appropriate parties have been selected, click on Create Audit Event Alert located on the bottom left of the page.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]					
Group: Select a group See Group Members					
My Event Auditors (Preselected): Other Editors/Managers: No current event auditors. Aguilar, Norman [Editor] Aquilar, Norman [Editor] Analista, Hernalin [Editor] Arce, Imelda [Editor] Arce, Jannifer [Editor] Comparison Searchot:					
Create Audit Event Alert Cancel					
own Sepia Red					

SUBMITTING NEW PROGRAM FOR REVIEW

1. Please contact Tina or Rosie prior to submitting a new Program Concept form for review. Once confirmation has been received by either Tina or Rosie, proceed.

GUAMCOMM	UNITYCOLLEGE
PROGRAM	A CONCEPT
Click here	e to enter text.
Prog	ram Inte
Click here to enter text.	Click here to enter text.
School	Department
Click have to entry text	Click here to enter a date
Unck here to enter text.	Click liefe to effer a date.
Calck here to enter text. Author(s)	Date Submitted
Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text.	Date Submitted Date Submitted
Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text. 2. Target group:	Date Submitted Date Submitted
Click here to enter text. Author(s) Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text. 2. Target group: Click here to enter text.	Date Submitted
Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text. 2. Target group: Click here to enter text. II. Statement of Need	Date Submitted
Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text. 2. Target group: Click here to enter text. II. Statement of Need Click here to enter text.	Date Submitted Date Submitted
Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text. 2. Target group: Click here to enter text. II. Statement of Need Click here to enter text. III. Financial Statement	Date Submitted Date Submitted
Final approval is given when approved by individu I. Description 1. Identification: Click here to enter text. 2. Target group: Click here to enter text. II. Statement of Need Click here to enter text. III. Financial Statement Click here to enter text.	Date Submitted Date Submitted

2. Once the Program Concept form is completed by author and confirmation is received from Registrar's office, it is ready for submission via ACALOG. Click on Program & Cores located on the left hand side of the page.

3. To find the program enter the appropriate filters – keyword, phrase, or code. Click on **Search** and locate the program from the options listed and click on that program to bring up the program information.



4. Click on the Attachments tab.

Acalog ACMS [™] Publist	her						Logged in as: Mgr6 / Logout
Publisher Home			Shared Cores				/
User Accounts	WORKING CATALOG AY2018-2019		Go			6	Alerts 🞅 Recent Items 🚱 Help
Account Types	Summary	Edit	Cores	Preview	Version Auditing	Attachments	New Program
Catalogs Gateway Options	Program: Marketing, A	s.					
Gateway & Content PermaLink Usage Item Types Hierarchy Programs & Cores Courses FlashPoint [™] Links Version Auditing Courses Import Export Remote Services Portfolio Options Portfolio Accounts	Program Name: Marketing, A. Program Code: Created Under: Guam Commi Degree Type: Associate Of Program Type: Major Active: Active-Visible Creation Date: 07/24/2017 (Last Modified: 07/24/2017 (S. unity College > Associate Degre Science 13:13:13 by Catalog Manager2 13:13:13 by Catalog Manager2	e Programs				
Theme: Green Slate Bro	own Sepia Red					Acalog ACMS™ v	6.3.93 © 2017, Digital Architecture

5. Attach the document by clicking on Browse. Verify the attachment is correct. Click on **Upload Attachment**. Verify document uploaded by reviewing the Attachments.

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

ACALOG for Authors

Attachments for: Marketing, A.S.						
Attachment uploaded successfully.						
Attachments are only available via the Publisher. Add a new attachment or manage existing attachments for this program. Click on an attachment name below to download the file.						
Choose a file to upload from your computer or a networked hardrive. The maximum Browse No file selected.	m upload size is 25 megal	bytes.]				
Lock this attachment? Procked attachments may not be deleted. Only you or Upload Attachment	r a manager may unlock t	his attachment.]				
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6. The next step is to create an audit alert to the Curriculum Review Committee. In order to do this, click on Version Auditing tab. Click on add a new audit event alert.

WORKING CATALOG AY2018-2019	G	0			Ê	Alerts 🞅 Recent Items 😡 Help
Summary	Edit	Cores	Preview	Version Auditing	Attachments	New Program
Program: Marketing, A.	s.					
Version Status: Unchanged						
⊯Add a new snapsh t. ■	add a new audit event aler	t, 📴 dd a new route o	r select an audit event to r	eview from the list below.		
Saved Audit Events						Expand All
Audit Events			Date and Tim	e		
ATTACHMENT ADDED			09/10/2017 21:1	7:26		
Remove User Events Remo	ove Before & After Events					

7. Enter in comments in the comment field, be sure to at the least include the following: Submitted MM-DD-YYYY at HH:MM AM/PM. ACALOG is based on East Coast Time so this will allow reviewers to know when the form was submitted local time.



8. Under Notify, Make sure the second radio button is selected – **Invite the people selected below to comment** on this audit event, and send additional notifications via email.

Notify: [Acalog includes an alert system through which users are notified of audit events when they log in to the system. You may also choose to have the system send an email alert by choosing the appropriate radio button below.]
 Invite the people selected below to comment on this audit event, but send no email. Invite the people selected below to comment on this audit event, and send additional notification via email.
[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]

 Also under Notify, choose the appropriate individual(s) that will be reviewing the document. Note that holding the "Ctrl" key allows for multiple selections. Once the appropriate parties have been selected, click on Create Audit Event Alert located on the bottom left of the page.

[Choose people to notify below. Hold down the "Ctrl" key (Command on a Mac) to select or deselect multiple names. Use the radio buttons above to specify your preferences for notification.]			
Group: Select a group	Group Members		
My Event Auditors (Preselected): No current event auditors.	Other Editors/Managers: Aguilar, Marina [Editor] Aguilar, Narman [Editor] Analista, Hernalin [Editor] Arce, Imelda [Editor] Artero, Jennifer [Editor]		
	Create Audit Event Alert Cancel		
	own Sepia Red		