

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

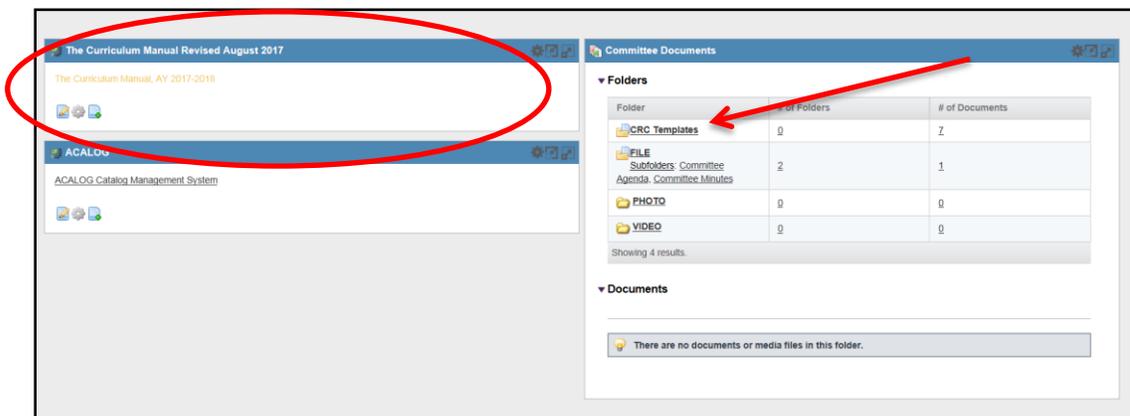
ACALOG for Authors

PART I: ACCESSING AND COMPLETING TEMPLATES

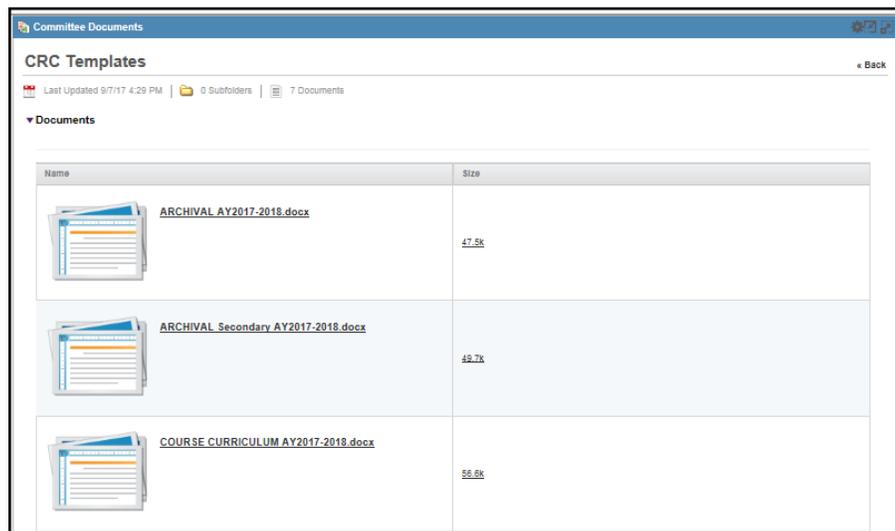
1. To access the most recent Curriculum Manual and approved forms, log into your MyGCC account, click on the **Sites** tab. Choose **Curriculum Review Committee**.



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**.



3. 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).



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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.

 <p>PROGRAM CURRICULUM</p>	
<p>Program Title</p> <p><i>*if applicable, please indicate former title in parenthesis</i></p>	
<p>Click here to enter text.</p> <p>School</p>	<p>Click here to enter text.</p> <p>Department</p>
<p>Click here to enter text.</p> <p>Author(s)</p>	<p>Click here to enter a date.</p> <p>Date Submitted</p>
<p>Identify action to be taken below: Substantive Revision (SR) - all signatories except President</p> <p>Final approval is given when approved by individual reviewers is verified in Acalog version auditing.</p>	

Program Curriculum

I. TYPE OF ACTION
Identify the type of action that applies. (If previous program approval form exists, please attach).

A. **Adoption** (attach a copy of the most recently approved course curriculum and update the following information)

B. **Substantive Revision** (attach a copy of the most recently approved course curriculum and update the following information)
 Select all that apply:

- Change in number of credit hours
- Change in Technical Core Requirements
- Change in distribution of requirements affecting Related Technical or General Education Requirements, Technical Core Requirements, or General Education Requirements
- Change (addition, revision, etc.) in Student Learning Outcomes (SLOs)
- Change in program title

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.

C. **Non-Substantive Revision** (attach a copy of the most recently approved course curriculum and update the following information)
 Select all that apply:

- Wording change in the catalog program description that does not significantly change the program content
- Change in program Related Technical and/or General Education Requirements that does not change the distribution of requirements
- Change in program General Education Requirements that does not change the distribution of requirements

D. **RE-INSTITUTION** (attach a copy of the most recently approved course curriculum and update the following information)
Justification for course reinstatement:
Click here to enter text.

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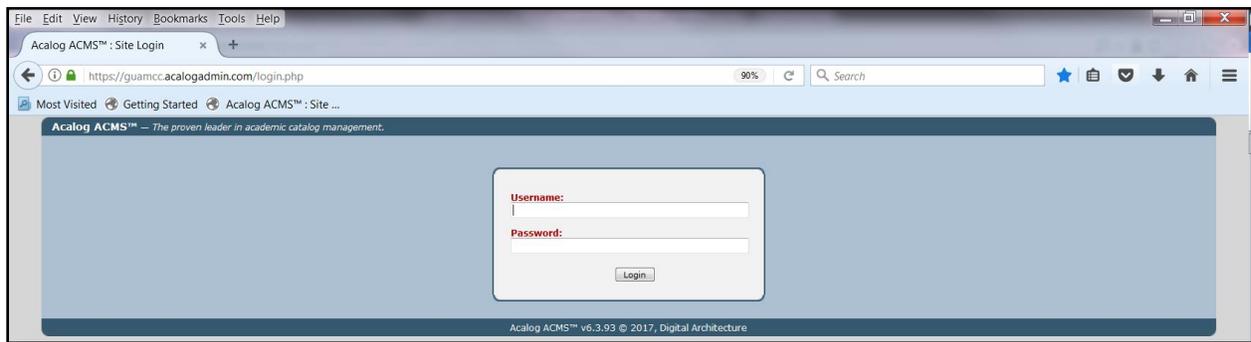
ACALOG for Authors

PART II: SUBMITTING THE FORM THROUGH ACALOG

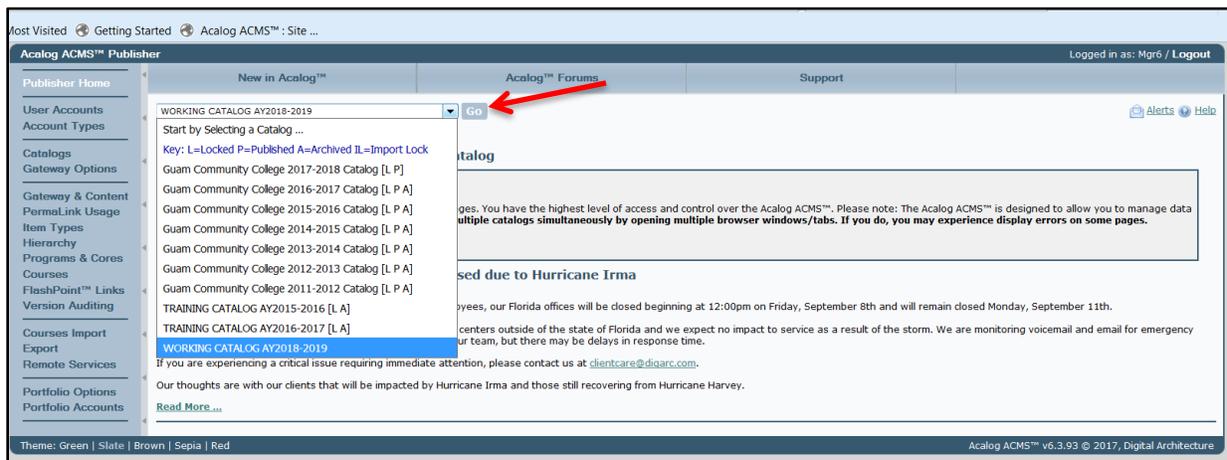
Overview:

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.



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

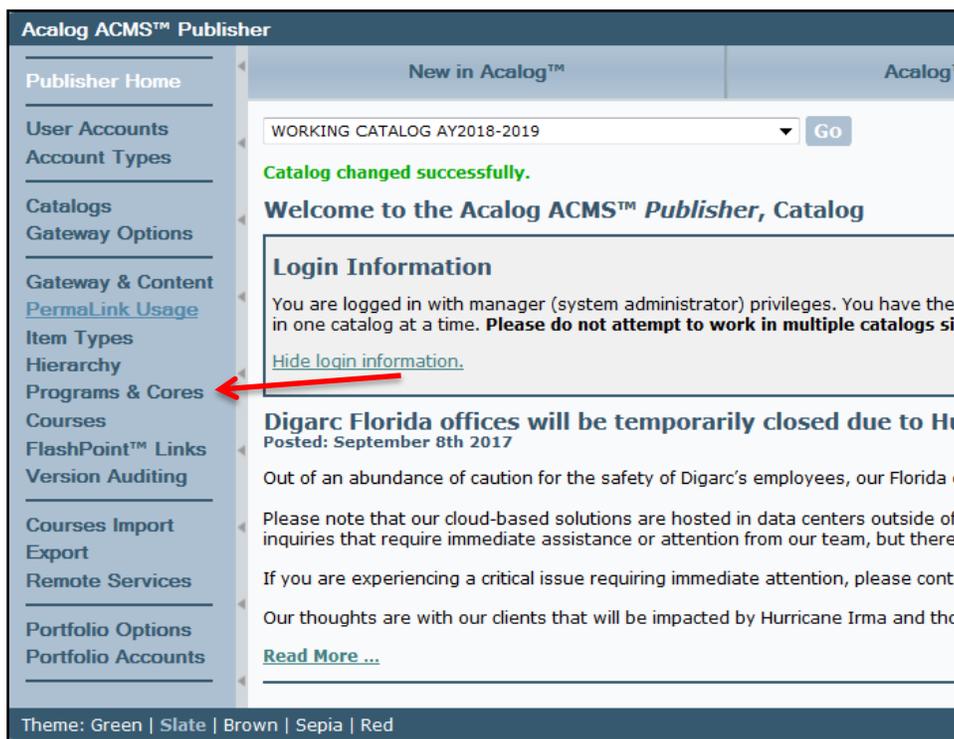


CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

ACALOG for Authors

SUBMITTING EXISTING PROGRAM FOR REVIEW

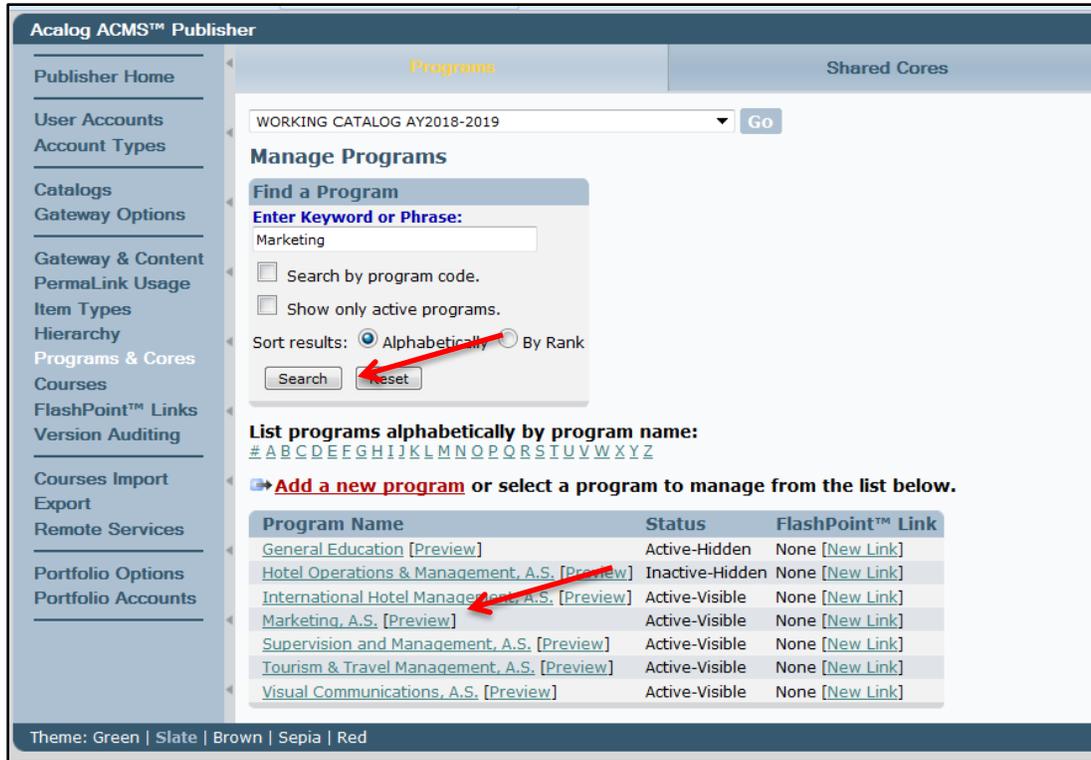
1. Once Program Curriculum form is completed by author it is ready for submission via ACALOG. Click on **Programs & Cores** located on the left hand side of the page.



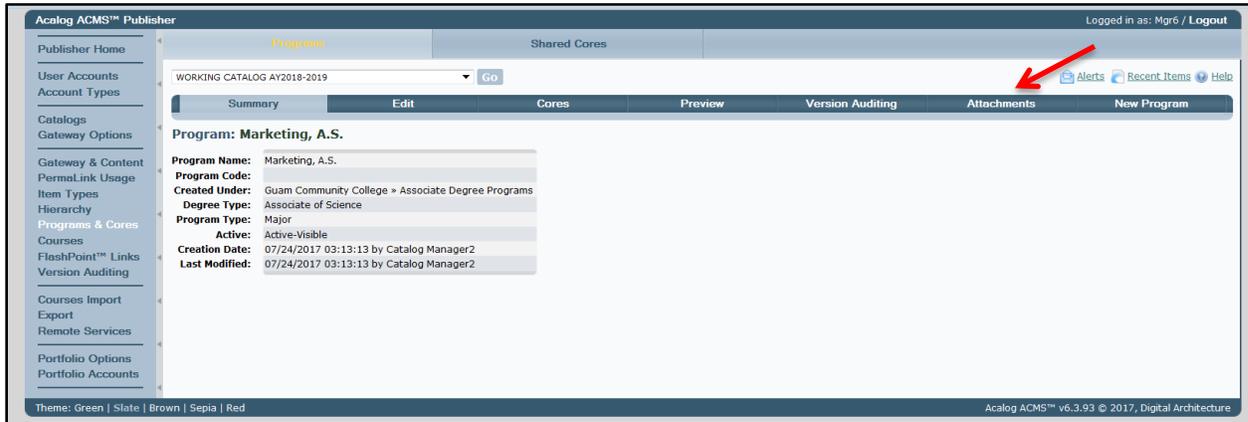
2. To find the program enter the appropriate filters – keyword, phrase, or code. Click on **Search** and locate the program from the options listed and click on that program to bring up the program information.

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

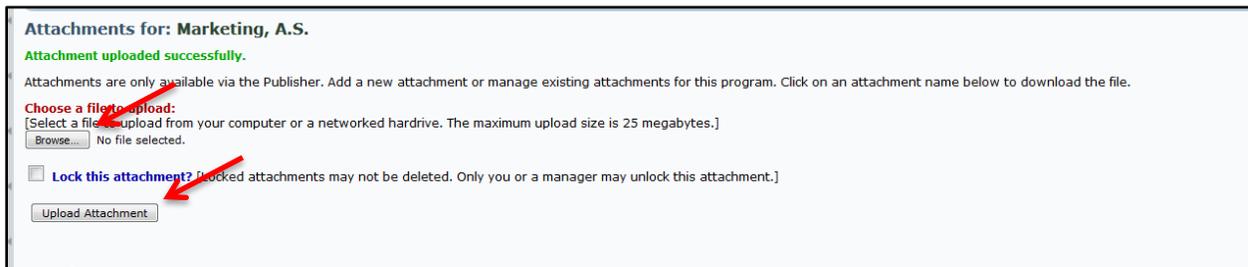
ACALOG for Authors



3. Click on the **Attachments** tab.



4. 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						
Filename	Filesize	Upload Date	Uploaded By	Lock	Delete	
PROGRAM CURRICULUM AY2017-2018.docx	66.63KB	09/10/2017 21:17:26	Catalog Manager6	Lock	Delete	
MK000AS_ZSR_2017_05_22_Final.pdf	1.17MB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete	
Marketing AS Program 2016.docx	285.87KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete	
AS Marketing SLO MAP 2016.docx	31.46KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete	
Checklist for PROGRAM AS in Marketing.docx	25.83KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete	
Checklist for MK125.docx	28.46KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete	
AS Marketing SLO MAP 2016.docx	31.31KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete	
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**.

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

Creating 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, it 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 be 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

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**.

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.]

8. 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.

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[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): No current event auditors.

Other Editors/Managers:

- Aguilar, Marina [Editor]
- Aguilar, Norman [Editor]
- Analista, Hernalin [Editor]
- Arce, Imelda [Editor]
- Artero, Jennifer [Editor]

[Compare Snapshot](#)



Create Audit Event Alert Cancel

down | Sepia | Red

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

ACALOG for Authors

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.

 PROGRAM CONCEPT		
Click here to enter text. Program Title		
Click here to enter text. School		Click here to enter text. Department
Click here to enter text. Author(s)		Click here to enter a date. Date Submitted

Final approval is given when approved by individual reviewers is verified in Acalog version auditing.

- 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.
- IV. **Implementation**

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.

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS

ACALOG for Authors

- 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.

Acalog ACMS™ Publisher

Programs | Shared Cores

WORKING CATALOG AY2018-2019

Manage Programs

Find a Program

Enter Keyword or Phrase:

Marketing

Search by program code.

Show only active programs.

Sort results: Alphabetically By Rank

List programs alphabetically by program name:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add a new program or select a program to manage from the list below.

Program Name	Status	FlashPoint™ Link
General Education [Preview]	Active-Hidden	None [New Link]
Hotel Operations & Management, A.S. [Preview]	Inactive-Hidden	None [New Link]
International Hotel Management, A.S. [Preview]	Active-Visible	None [New Link]
Marketing, A.S. [Preview]	Active-Visible	None [New Link]
Supervision and Management, A.S. [Preview]	Active-Visible	None [New Link]
Tourism & Travel Management, A.S. [Preview]	Active-Visible	None [New Link]
Visual Communications, A.S. [Preview]	Active-Visible	None [New Link]

Theme: Green | Slate | Brown | Sepia | Red

- Click on the **Attachments** tab.

Acalog ACMS™ Publisher

Programs | Shared Cores

WORKING CATALOG AY2018-2019

Summary | Edit | Cores | Preview | Version Auditing | **Attachments** | New Program

Program: Marketing, A.S.

Program Name: Marketing, A.S.

Program Code:
 Created Under: Guam Community College » Associate Degree Programs

Degree Type: Associate of Science

Program Type: Major

Active: Active-Visible

Creation Date: 07/24/2017 03:13:13 by Catalog Manager2

Last Modified: 07/24/2017 03:13:13 by Catalog Manager2

Theme: Green | Slate | Brown | Sepia | Red

Acalog ACMS™ v6.3-93 © 2017, Digital Architecture

- 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:
 [Select a file to upload from your computer or a networked harddrive. The maximum upload size is 25 megabytes.]
 No file selected.

Lock this attachment? [Locked attachments may not be deleted. Only you or a manager may unlock this attachment.]

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	Delete
MK000AS_25K_2017_05-22_Final.pdf	1.17MB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
Marketing AS Program 2016.docx	285.87KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
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Checklist for MK125.docx	28.46KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
AS Marketing SLO MAP 2016.docx	31.31KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete
Marketing AS Program 2016 042517.docx	378.93KB	07/24/2017 03:13:17	Catalog Manager2	Lock	Delete

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 Alerts Recent Items Help

Summary Edit Cores Preview **Version Auditing** Attachments New Program

Program: Marketing, A.S.
 Version Status: Unchanged
 or select an audit event to review from the list below.

Saved Audit Events [Expand All](#)

Audit Events	Date and Time
ATTACHMENT ADDED	09/10/2017 21:17:26

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.

New Audit Event Alert

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You must complete **required** fields.

Enter Comments:
 Submitted 09/11/2017 11:54AM TMO

CURRICULUM REVIEW PROCESS QUICK GUIDE - PROGRAMS ACALOG for Authors

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.**

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[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.]

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[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.]

9. 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): No current event auditors.

Other Editors/Managers:

- Aguilar, Marina [Editor]
- Aguilar, Norman [Editor]
- Analista, Hernalin [Editor]
- Arce, Imelda [Editor]
- Artero, Jennifer [Editor]

[Create Audit Event Alert](#) [Cancel](#)

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