

STANDARD OPERATING PROCEDURE

Curriculum Review via Acalog

PROCEDURE:

An email audit alert will notify the Editors that curriculum for their review is pending.

1. Log-in to ACALOG
 - a. <https://guamcc.acalogadmin.com/login.php>
 - b. Enter your username
 - c. Enter your password
2. Select a catalog from the dropdown. See figure 1.
 - a. For AY 2013-2014, select *Working Guam Community College 2014-2015 Catalog*
3. From the left menu options, select Version Auditing, see figure 2
4. Select “My Alerts” from the top menu options, see figure 3.
5. A top sub-menu will display. See figure 4.
 - a. Review the displayed table.
 - i. Determine where your open events are located.
 - ii. From the top sub-menu select the area where your open events are located.
6. In Figure 5, the open events are located in “courses”. Begin your review by:
 - a. Click *review history* to see the details prior to your response.
 - b. Click *review attachments* to see documents.
 - c. You may also press the + or – to expand or collapse the audit event
7. In figure 6, see the “response” column. In this example, the name is “Johanna Camacho”. When “response requested” is selected, another top-sub-menu appears, see figure 7.
8. For the LOC Chair or Co-Chair, the audit event should be forwarded to the appropriate Dyad by creating a new Audit Event. This will cancel the Audit Event to the LOC Chairs. Click on “Add a new audit event alert”. See figure 9. This will generate:
 - a. Either a new email alert to the appropriate Dyad (e.g. Dyad 1, Dyad 2, etc.)
 - b. Or notify the Department Chair of the curriculum disapproval. The DC will communicate with the author the requested changes.
9. For other Editors (i.e. Deans, Dyads, etc.) Select from the top sub-menu, “my response”. See figure 8.
 - a. Either select approve or reject.
 - b. Enter your comments. It is recommended that you enter the date of approval as the system time is based on Florida’s time.
 - c. Click on “respond”
10. Click on “Add a new audit event alert”. See figure 9. This will generate:
 - a. Either a new email alert to the next approver
 - b. Or notify the Department Chair of the curriculum disapproval. The DC will communicate with the author the requested changes.
11. Complete the following:
 - a. Enter your comments
 - b. SELECT: “Invite the people selected below to comment on this audit event, and send additional notification via email.”
 - c. Select a recipient; either a group or individual(s) from appropriate list of values or list based on the curriculum manual process. Please refer to the Approved Curriculum or the Flow Chart in Appendix K of the Manual for details.
 - d. Click, “Create Audit Event Alert”

Selecting a catalog immediately after logging in is a Best Practice and is highly recommended.

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Figure 1

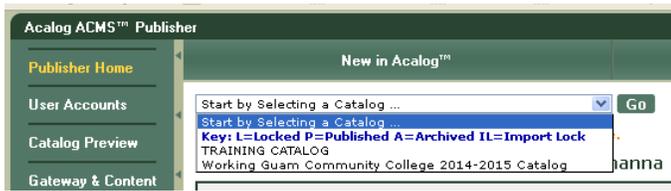


Figure 2



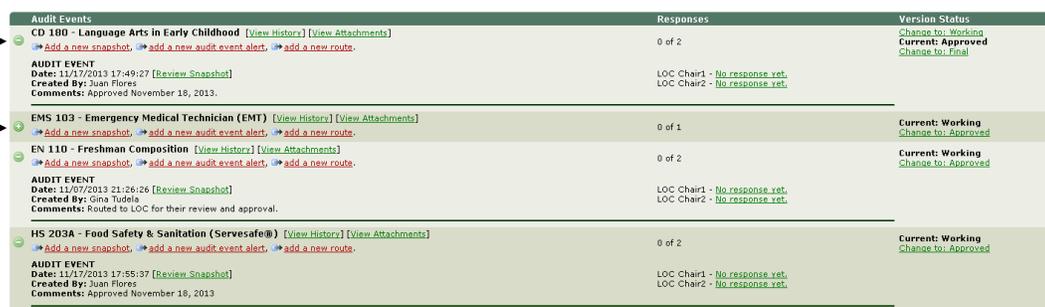
Figure 3



Figure 4



Figure 5



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Figure 6

The screenshot shows the Acalog interface for an audit event. At the top, there are navigation tabs for 'My Alerts', 'My Events', 'All Events', and 'Configuration & Tools'. Below this is a search bar for 'Working Guam Community College 2014-2015 Catalog' and a 'GO' button. A secondary navigation bar includes 'Custom Pages', 'Hierarchy Items', 'Programs', 'Shared Cores', and 'Courses'. The main content area is divided into three columns: 'Audit Events', 'Responses', and 'Version Status'. Under 'Audit Events', there is an entry for 'EMS 103 - Emergency Medical Technician (EMT)' with a green status icon. Below this entry, there is an 'AUDIT EVENT' section with details: Date: 11/14/2013 19:15:05, Created By: Patrick Clymer, and Comments: Rejected. HL131 is both a prerequisite and a co-requisite. A call to the department revealed this is not the intention and the request will be resubmitted. Under 'Responses', there is one response from 'Johanna Camacho' with the status 'Response Requested', which is circled in red. Under 'Version Status', the current status is 'Working' with a link to 'Change to: Approved'. Below the main content, there is a 'SNAPSHOT' section with details: Date: 11/05/2013 18:42:18, Created By: Johanna Camacho, and Comments: Credits are proposed to change from 7-8 to 8.

Figure 7

The screenshot shows the 'Review Changes' page in the Acalog system. At the top, there are navigation tabs for 'My Alerts', 'My Events', 'All Events', and 'Configuration & Tools'. Below this is a search bar for 'Working Guam Community College 2014-2015 Catalog' and a 'GO' button. A secondary navigation bar includes 'Custom Pages', 'Hierarchy Items', 'Programs', 'Shared Cores', and 'Courses'. The main content area is divided into three columns: 'Review Changes', 'History', and 'Attachments'. The 'Review Changes' section contains the following information: Course: EMS 103 - Emergency Medical Technician (EMT) (8), Event Creation Date: 11/14/2013 19:15:05, Event Creator: Patrick Clymer, Event Comments: Rejected. HL131 is both a prerequisite and a co-requisite. A call to the department revealed this is not the intention and the request will be resubmitted. Attachments: View attachments associated with this course. Below this, there is a section for 'The audit event alert snapshot is shown below. Select a comparison snapshot to show changes.' with 'Left' and 'Right' dropdown menus. The 'Left' dropdown is set to '11/14/2013 19:15:05 by Patrick Clymer - Rejected. HL131 is both a prerequisite and a co-re...' and the 'Right' dropdown is set to 'Select One...'. There are buttons for 'Load Comparison' and 'Compare Side-by-Side'. Below this, there is a 'Compare Snapshots' section with a checkbox and instructions: 'Use this view to compare snapshots side-by-side. Click the Combine and Show Changes button above to change to Combine Snapshots view to see changes visually.' The main content area is divided into two columns: 'Comment' and 'No Comment'. The 'Comment' column contains the text: '11/14/2013 19:15:05 by Patrick Clymer [This Event: Response Requested] Comment: Rejected. HL131 is both a prerequisite and a co-requisite. A call to the department revealed this is not the intention and the request will be resubmitted.' The 'No Comment' column contains the text: 'No event chosen.' Below this, there is a section for 'EMS 103 - Emergency Medical Technician (EMT) (8)' with a description of the course, prerequisites, corequisites, and student learning outcomes (SLOs). The SLOs section states: 'Upon successful completion of this course, students will be able to:'. At the bottom, there is a taskbar with various application icons and a search bar.

Figure 8

The screenshot shows the 'My Response' page in the Acalog system. At the top, there are navigation tabs for 'My Alerts', 'My Events', 'All Events', and 'Configuration & Tools'. Below this is a search bar for 'Working Guam Community College 2014-2015 Catalog' and a 'GO' button. A secondary navigation bar includes 'Custom Pages', 'Hierarchy Items', 'Programs', 'Shared Cores', and 'Courses'. The main content area is divided into three columns: 'Review Changes', 'My Response', and 'Attachments'. The 'My Response' section contains the following information: Course: EMS 103 - Emergency Medical Technician (EMT) (8), Event Creation Date: 11/14/2013 19:15:05, Event Creator: Patrick Clymer, Event Comments: Rejected. HL131 is both a prerequisite and a co-requisite. A call to the department revealed this is not the intention and the request will be resubmitted. Below this, there is a section for 'You must complete required fields.' with a 'Respond' button. The 'Respond' button is highlighted in blue. Below this, there is a section for 'Approve or Reject:' with radio buttons for 'Approve changes' and 'Reject changes'. Below this, there is a section for 'Comments:' with a text area and a 'Respond' button. At the bottom, there is a taskbar with various application icons and a search bar.

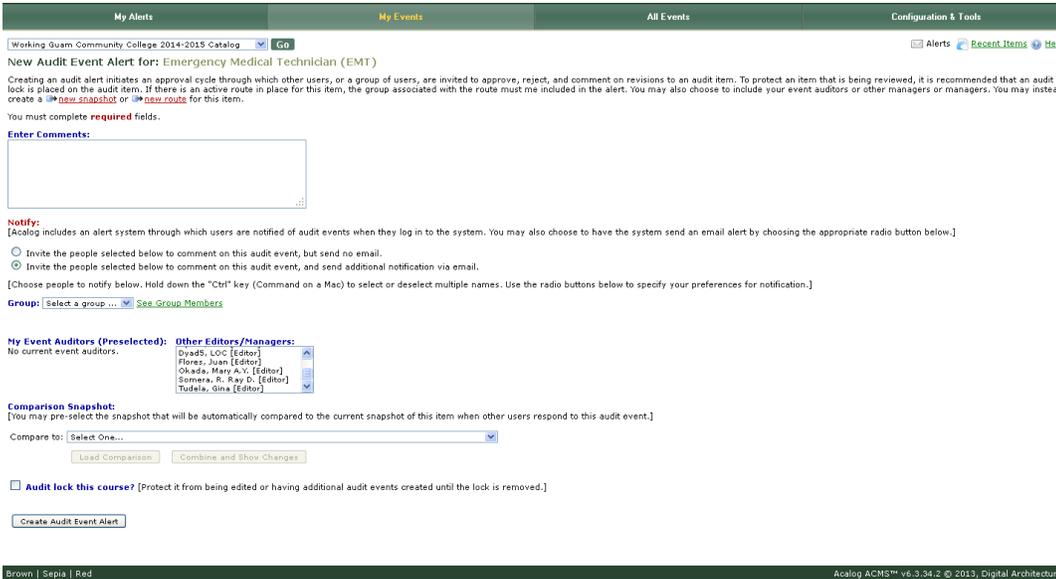
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Figure 9



Figure 10



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Document History

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| First Draft | November 20, 2013 |
| Second Draft | December 2, 2013 |
| Sent to Deans & AVP | December 2, 2013 |