100 Days to Innovation at SCCD

The Automated Course Approval System (ACA), a replacement for paper-based proposal generation, is part of the 100 Days to Innovation at SCCD. This initiative is sponsored by the Chancellor and college Presidents to support the District's Strategic Plan to improve the effectiveness, efficiency and responsiveness of administrative systems. The ACA is a clear, dynamic workflow that is easily accessible, cost effective and environmentally friendly.

Process at a Glance

Create, Revise or Adopt: In communication with your Dean, create a typewritten and spell-checked draft in a word processing application (e.g., Microsoft Word, Text Edit), start a new proposal within the ACA and save as a draft.

Submit for Approval: Complete all parts of the proposal and submit for approval. The Office of Instruction and the District will review for accuracy. You will be alerted if edits are required. You will not have editing or commenting privileges once the approval process begins (unless it is specifically returned to you for edits).

Dean Approval: Your Dean will receive an action request email to approve or return the proposal to the Requester for edits. In some cases, a Dean for Workforce Education and/or a Concurrency Dean will be part of the commenting and review process until your Dean submits for approval.

Campus Reviewers: This role (optional and varies per college) will allow commenting and review privileges once the Dean has approved the proposal. Campus Reviewers are not part of the approval process.

Curriculum Review: Upon completion of the Campus Review phase, the proposal is sent to the Curriculum Committee Chair for Distribution to the Committee. Committee members are expected to review the proposal, comment within the committee and submit to the chair their recommendations. The chair will then make the recommendation on behalf of the committee to the Vice President for Instruction.

Final Approval: The Vice President of Instruction makes a final determination regarding the course proposal.

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Seattle Community Colleges
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Seattle, WA 98112
Inside.seattlecolleges.com
Automated Course Approval (ACA) is an online tool to create new courses, to revise existing courses and to adopt currently offered courses within Seattle Community Colleges. This transparent and collaborative system replaces paper documents with a browser-based data entry system that is easy to use. Dynamically generated email ensures inclusive communications to all members of the process.

Getting Started with the ACA

Before login to the ACA, have clear communications with your unit administrator regarding course creation, revision or adoption. The ACA is not a replacement for direct communication.

You may choose to type and spell-check a draft in a software text editor (e.g., Microsoft Word, TextEdit) to be reviewed by your unit administrator. The ACA is equipped with a rich text editor for copy-and-paste functions, formatting and editing.

Prefix, Number and Course Title: Select the prefix for your program, an unused course number (if this is a new course) and a working title 48 characters or fewer (E.g., Digital Media)

Topical Outline and Learning Outcomes: These will vary according to your selected college. If you require help creating topical outlines or learning outcomes, please see your unit administrator or your campus Teaching and Learning Center (TLC).

Requesters, Co-Requesters and Peer Reviewers: Decide whether you are proposing the course individually or with others (as Co-Requesters). Requesters and Co-Requesters have editing privileges. Peer Reviewers can help assist you in the process, but do not have any editing privileges within the ACA.

Course Catalog and Class Schedule Descriptions: These descriptions will appear in the printed District course catalog and the printed class schedule. See Writing Course Descriptions in the Document Center.

Login: http://insideseattlecolleges.com and refer to this guide to help you explore the process.