### 14th Annual ASSIST Conference

December 1st and 2nd - 1999

#### Curriculum Session 2

**Providing Updates:** 

A Review of the Curriculum Update System



## Introduction

► This session is a review of important information and a discussion of issues related to updating curriculum.

This is not a training session.



## Introduction

In this session, we will discuss:

- ► The status of the Curriculum Update System
- Reasons for updating curriculum
- Common issues about updating



### Status

- Three update cycles completed:
  - Fall 1999
  - Winter 2000
  - Spring 2000
- An established update process



# Why Update?

► To record curriculum changes over time



# Two Separate Systems

There are two ASSIST software systems:

- ASSIST on the web (www.assist.org)
- Maintenance software (assist.org)



# Time Line for Updates

- Fall April
- Spring October
- Summer February
- Winter September
- Update for one term only



# Two Parts of the System

- Update Prefixes
  - Add New Prefixes
- Update Courses
  - Add New Courses



# **Update Prefixes**



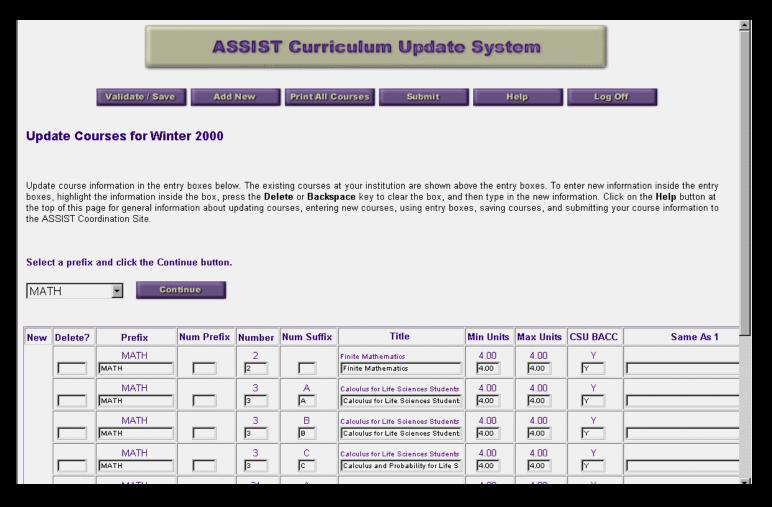
#### Update Prefixes for Spring 2000

Update course prefix information in the entry boxes below. The existing course prefixes used by your institution are shown above the entry boxes. To enter new information inside the entry boxes, highlight the information inside the box, press the **Delete** or **Backspace** key to clear the box, and then type in the new information. Click on the **Help** button at the top of this page for general information about updating prefixes, entering new prefixes, using entry boxes, validating and saving course prefixes, and submitting your course prefix information to the ASSIST Coordination Site.

| w? | Delete? | Prefix  | Long Name                  |
|----|---------|---------|----------------------------|
|    |         | ANTHRO  | Anthropology               |
|    | •       | ANTHRO  | Anthropology               |
|    |         | ATMOSCI | Atmospheric Sciences       |
|    | ▼       | ATMOSCI | Atmospheric Sciences       |
|    |         | CHEM    | Chemistry and Biochemistry |
|    | ▼       | СНЕМ    | Chemistry and Biochemistry |
|    |         | COM SCI | Computer Science           |
|    | ▼       | COM SCI | Computer Science           |
|    |         | COMPTNG | Computing, Program in      |
|    | ▼       | COMPTNG | Computing, Program in      |
|    |         | E&S SCI | Earth and Space Sciences   |
|    | •       | E&S SCI | Earth and Space Sciences   |
|    |         | ECON    | Economics                  |
|    | •       | ECON    | Economics                  |



# Update Courses





# Historical Links vs. Corrections

Historical links

Corrections



## Historical Links Example

Fall 1998

Name Title Units

Psych 10 Introduction to Psychology 3

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**Fall 2000** 

Name Title Units

Psych 10 General Psychology: Principles 3

and Practices

This course change would be recorded forward from Fall 2000. This course would not change in previous terms.



# How Courses Change

#### **Course Change**

| F97     | SP98 | F98 | SP99            | F99 |
|---------|------|-----|-----------------|-----|
|         |      |     |                 |     |
| Engl 10 |      |     | <b>Engl 100</b> |     |

#### **Course Correction**

| F97   | SP98 | F98        | SP99 | F99 |
|-------|------|------------|------|-----|
|       |      |            |      |     |
|       |      |            |      |     |
| Lit 3 |      | Engl Lit 3 |      |     |



# Checklist: History vs. Corrections

Is this change effective for the update term for which you're entering data?

Is this change effective for a term previous to the term you're updating?



## IGETC and CSU GE Updates

Technical changes are made in the Curriculum Update System (not a separate process)

Data can be changed inadvertently



# Clarity and Consistency

NameTitleUnitsEnglish 10Composition3

- 4 Baccalaureate
- ▶ 4 UCTCA
- ▶ 4 IGETC
- ▶ 4 CSU GE-Breadth Cert

Name Title Units

**Business 120** Financial Acct 3

4 Baccalaureate

**UC TCA** 

**IGETC** 

**CSU GE-Breadth Cert** 



# Checklist: IGETC and CSU GE Updates

- Does the change require the course to be submitted again for approval?
- Does the change affect UC and/or CSU applicability?
- Will the termination of this course affect CSU GE and/or IGETC applicability?
- Use the Error Correction form to make code changes.



#### **Error Corrections**

- Changes are not immediately effective
- Changes are not immediately available to universities
- Changes are not immediately displayed on the web
- Changes must be reviewed before being posted
- Review <u>Error Corrections form</u>



# Checklist: Error Corrections and Late Submissions

- Is this a late submission?
- When does this change go into effect?
- Does this change affect IGETC and/or CSU GE codes?
- Would additional comments clarify your submission?



#### Technical Issues

- "Add New" issues
- ► Internet Explorer
- Other technical issues



## If No Changes

- Log on
- Review data
- Submit prefixes
- Submit courses



#### Review

In this session we discussed:

- ► The status of the Curriculum Update System
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