

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

ASSIST Curriculum Update System

Validate / Save

Add New

Submit

Help

Log Off

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.

New?	Delete?	Prefix	Long Name
<input type="checkbox"/>	<input type="checkbox"/>	ANTHRO	Anthropology
<input type="checkbox"/>	<input type="checkbox"/>	ANTHRO	Anthropology
<input type="checkbox"/>	<input type="checkbox"/>	ATMOSCI	Atmospheric Sciences
<input type="checkbox"/>	<input type="checkbox"/>	ATMOSCI	Atmospheric Sciences
<input type="checkbox"/>	<input type="checkbox"/>	CHEM	Chemistry and Biochemistry
<input type="checkbox"/>	<input type="checkbox"/>	CHEM	Chemistry and Biochemistry
<input type="checkbox"/>	<input type="checkbox"/>	COM SCI	Computer Science
<input type="checkbox"/>	<input type="checkbox"/>	COM SCI	Computer Science
<input type="checkbox"/>	<input type="checkbox"/>	COMPTNG	Computing, Program in
<input type="checkbox"/>	<input type="checkbox"/>	COMPTNG	Computing, Program in
<input type="checkbox"/>	<input type="checkbox"/>	E&S SCI	Earth and Space Sciences
<input type="checkbox"/>	<input type="checkbox"/>	E&S SCI	Earth and Space Sciences
<input type="checkbox"/>	<input type="checkbox"/>	ECON	Economics
<input type="checkbox"/>	<input type="checkbox"/>	ECON	Economics



Update Courses

ASSIST Curriculum Update System

Validate / Save

Add New

Print All Courses

Submit

Help

Log Off

Update Courses for Winter 2000

Update course information in the entry boxes below. The existing courses at 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 courses, entering new courses, using entry boxes, saving courses, and submitting your course information to the ASSIST Coordination Site.

Select a prefix and click the Continue button.

MATH

Continue

New	Delete?	Prefix	Num Prefix	Number	Num Suffix	Title	Min Units	Max Units	CSU BACC	Same As 1
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	2	<input type="text"/>	Finite Mathematics	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	2	<input type="text"/>	Finite Mathematics	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	3	A	Calculus for Life Sciences Students	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	3	A	Calculus for Life Sciences Student	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	3	B	Calculus for Life Sciences Students	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	3	B	Calculus for Life Sciences Student	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	3	C	Calculus for Life Sciences Students	4.00	4.00	Y	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	MATH	<input type="text"/>	3	C	Calculus and Probability for Life S	4.00	4.00	Y	<input type="text"/>



Historical Links vs. Corrections

- ▶ **Historical links**
- ▶ **Corrections**



Historical Links Example

Fall 1998

<i>Name</i>	<i>Title</i>	<i>Units</i>
<i>Psych 10</i>	<i>Introduction to Psychology</i>	<i>3</i>

Fall 2000

<i>Name</i>	<i>Title</i>	<i>Units</i>
<i>Psych 10</i>	<i>General Psychology: Principles and Practices</i>	<i>3</i>

*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

Engl 100

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

<i>Name</i>	<i>Title</i>	<i>Units</i>
English 10	Composition	3

- ▶ **4 Baccalaureate**
- ▶ **4 UC TCA**
- ▶ **4 IGETC**
- ▶ **4 CSU GE-Breadth Cert**

<i>Name</i>	<i>Title</i>	<i>Units</i>
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 [Error Corrections form](#)**



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**
- ▶ **The reasons for updating curriculum**
- ▶ **Common issues about updating**

