**MEMO**

To: Dr. Karen Cowell

From: Nancy Masters

 Academic Senate Coordinator

 Date: March 6, 2012

Per your request, the dates of CurricUNET Training are as follows.

2010-2011

Part 1 - May 14, 2010 from 8:00-10:00 a.m.

Part 2 - May 27, 2010 from 3:00-5:30 p.m.

CurricUNET Software Training

This training session is intended to provide faculty with the basic tools to navigate and become familiar with the CurricUNET software. This software will replace the existing paper driven submission and approval process of AP&P. This event is limited to 24 participants. (Coordinators: Maria Clinton & AP&P Committee)

September 9, 2010 8:00 am – 10:00 am, 10:00 am – 12:00 pm, 1:00 pm – 3:00 pm

September 10, 2010 8:00 am – 10:00 am

October 4, 2010 – no time listed, 1:00 – 3:00 pm

October 5, 2010 1:00 pm – 3:00 pm, 3:00 pm – 5:00 pm

October 7, 2010 1:00 pm – 3:00 pm, 3:00 pm – 5:00 pm

October 12, 2010 1:00 pm – 3:00 pm

October 15, 2010 9:00 am – 11:00 am

October 21, 2010 4:00 pm – 6:00 pm, 6:00 pm – 8:00 pm

October 22, 2010 1:00 pm – 3:00 pm

October 25, 2010 1:00 pm – 3:00 pm

November 4, 2010 1:00 pm – 3:00 pm, 3:00 pm – 5:00 pm

November 9, 2010 1:00 pm – 3:00 pm, 3:00 pm – 5:00 pm

November 11, 2010 – no time listed

CurricUNET Software Training Workshop

September 28, 2010 (no time listed)

September 30, 2010 (no time listed)

2011-2012

AP&P: Course Outline of Record, Degree or Certificate Revision Training using CurricUNET (Maria Clinton)

The Academic Policies & Procedures (AP&P) Faculty Co-Chair, Ms. Maria Clinton, will provide training opportunities on how to revise or develop Course Outline of Records (CORs), utilizing CurricUNET. This training opportunity is strongly advised for discipline faculty working on COR development or revisions. Faculty should attend prepared with hardcopy COR development information or revisions so updates can be electronically submitted to AP&P through CurricUNET. All COR development or revisions must be approved by AP&P no later than December 8, 2011 to be included in the college catalog, and avoid scheduling restrictions for the 2012 - 2013 academic year. Review the AP&P Website at http://www.avc.edu/administration/organizations/app/outdated.html to determine courses requiring review.

September 15, 2011 3:00 pm – 5:00 pm

September 27, 2011 3:00 pm – 5:00 pm

October 4, 2011 9:00 am - 11:00 pm

October 20, 2011 5:00 pm – 7:00 pm

2012-2013

AP&P: Course Outline of Record, Degree or Certificate Revision Training using CurricUNET

The Academic Policies & Procedures (AP&P) Faculty Co-Chair, Mrs. Linda Harmon, and various AP&P Committee members have scheduled several training opportunities for faculty to learn how to revise or develop Course Outline of Records (CORS), utilizing CurricUNET. This training opportunity is strongly advised for discipline faculty working on COR development or revisions. Faculty should attend prepared with hardcopy COR development information or revisions so updates can be electronically submitted to AP&P through CurricUNET. All COR development or revisions must be approved by AP&P no later than December 6, 2012 to be included in the college catalog and avoid scheduling restrictions for the 2013-2014 academic year. Review the AP&P Website at <http://www.avc.edu/administration/organizations/app/outdated.html> to determine courses requiring review.

August 31, 2012 9:00 am – 12:00 pm (Dr. Darcy Wiewall) 1:00 pm – 4:00 pm (Dr. Richard Coffman)

September 5, 2012 1:00 pm – 4:00 pm (Dr. Richard Coffman)

September 6, 2012 1:30 pm – 4:00 pm (Dr. Richard Coffman)

September 10, 2012 9:00 am – 12:00 pm (Lisa Francy)

September 11, 2012 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm (L. Denise Walker)

September 12, 2012 2:00 pm – 4:00 pm (Lisa Francy)

September 13, 2012 9:00 am – 12:00 pm (Linda Harmon)

September 14, 2012 9:00 am – 12:00 pm (Dr. Darcy Wiewall)

September 19, 2012 1:00 pm – 4:00 pm (Dr. Scott Lee)

September 20, 2012 1:30 pm – 4:00 pm (Dr. Richard Coffman)

September 25, 2012 2:00 pm – 4:00 pm – (Linda Harmon)

October 3, 2012 2:00 pm – 4:00 pm (Linda Harmon)

October 10, 2012 2:00 pm – 4:00 pm (Linda Harmon)

October 17, 2012 2:00 pm – 4:00 pm (Linda Harmon)

Attachments

/nm