

December 1, 2017

Faculty, Deans/Directors, Management Team -

Are you involved in submitting courses to the CIC for creation, revision, or adoption? If you have been, will be, or are in the middle of these processes, please know that we have support for your submissions to the CIC!

CIC submissions go through the ACAS (Automated Course Approval System) and this can be somewhat difficult to navigate. We recognize that and have trained the following Faculty Consultants to help assist you in the process:

- Mary Beans, mary.beans@seattlecolleges.edu - BAS Teach Tech
- Rick Downs, rick.downs@seattlecolleges.edu - Academic Programs
- Glenda Graham-Walton, glenda.grahamwalton@seattlecolleges.edu - Business & Information Technology
- Kathy Whitham, kathy.whitham@seattlecolleges.edu - Academic Programs
- Rebecca Yedlin, rebecca.yedlin@seattlecolleges.edu - Basic & Transitional Studies

If you are involved in submitting courses to the CIC, please consider working with one of the individuals above before submitting your course through the ACAS.

How can a Faculty Consultant help you with submissions to CIC?

- ? **Provide assistance in navigating the ACAS**
- ? **Help focus your course outcomes**
- ? **Provide templates for submitting topic outlines, program outcomes, etc.**
- ? **Answer questions you may have about fields in the ACAS**

Please feel free to contact the Faculty Consultant directly. Each consultant is trained to assist on submissions from all areas of the campus. Contact a consultant to set up a meeting that works for both of you.

If you have any questions about the process of requesting Faculty Consultant assistance, please contact: esther.sunde@seattlecolleges.edu or janet.hinson@seattlecolleges.edu

Warm regards,

Esther Sunde and Janet Hinson
CIC Co-Chairs