Authoring & Tracking Packages in the APC Workflow System

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August 2010

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Authoring Packages

APC Process

Transitions:
- Forward prior APC
- Backward (revision) prior APC
- Backward (revision) after APC
- Forward after APC

Stations/Consumers:
- Begin/Initial St.
- End/Final St.
- Review within College
- Review as Needed
- Review by Fac. & Adm.
- Ext. Consumers

Others:
- Connector
- Boundary
- External System
- Interoperation
- Annotation
- Ext. Entity

Authoring & Tracking Packages in the APC Workflow System: Jamba/Sánchez-Ruíz: August 2010:
Authoring Packages: Intro (1)

An **APC package** is created by an author at an originating unit, which is the starting point in the **APC Process**

**Author** - The person who creates and submits the package into the APC Workflow System (WfS)

**Package Contact** – The person who can address questions raised about the package contents

[NOTE: While in most cases the author and package contact are the same, they can be different users.]
Typical process for the author:

- Determine the appropriate type of package for the curricular request
- Create and describe initial draft of new package using the WfS wizard
- Attach required documentation, as needed
- Save draft package
- Edit draft package, as needed
- Submit draft package to the WfS

[NOTE] Only you have access to your drafts.
Package Types

- Packages are built to describe the following types of curricular requests:
  - New Degree Programs*
  - Existing Degree Programs*
  - Non-Degree Programs*
  - Minors*
  - Courses which are not part of a Degree, Non-Degree, or Minor and do not modify an existing Degree Program (a.k.a. “Only Courses”)

*At minimum, requires a program of study document in Word, PDF, or text format
Package Type: New Degree

• New Degree/Major Program packages used to:
  – Create a new doctoral program
  – Create a new master’s program
  – Create a new baccalaureate program

• If you are unsure if your request qualifies as a new degree or degree/major combination, review the new degree program information on the Academic Affairs website
Package Type: Existing Degree

• Existing Degree Program packages used to:
  – Add, change, or delete an existing degree program

• Options are:
  • Add a Concentration
  • Change a Degree-Major Program
  • Change a Degree-Major-Concentration Program
  • Terminate a Degree-Major Program
  • Terminate a Degree-Major-Concentration Program
Package Type: Non-degree

• Non-Degree Programs packages used to:
  – Add, change, or delete a non-degree program

• Examples of non-degree programs:
  – Certificates
  – ROTC programs
Package Type: Minors

• Minor packages used to:
  – Add, change, or terminate a minor
Package Type: Only Courses

- Course Actions package used to:
  - Add, change, and/or delete courses that are not part of any of the other package types, that is, they do not affect a program of study

- Examples:
  - Free elective courses
  - Major elective courses where the program of study does not list major electives explicitly
# Draft Package’s Structure

<table>
<thead>
<tr>
<th>Package type, description, and origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed information about package including summary of request</td>
</tr>
<tr>
<td>Course information (as needed)</td>
</tr>
<tr>
<td>Course information (as needed)</td>
</tr>
<tr>
<td>...</td>
</tr>
<tr>
<td>Course information (as needed)</td>
</tr>
<tr>
<td>Supporting documents (as needed)</td>
</tr>
</tbody>
</table>
Creating a new APC Package

- To start a draft package, on the MyAPC Home page click “Create new APC Package”
- Follow steps in the guides provided for the APC Workflow System to fill in the draft (see Help menu)
Draft Package’s Main Page

- After saving your draft, you can return to the main page of the package.

- A draft’s main page can be divided into:
  - Package Header
  - Program and Course Action Requests
  - Resources
Draft Package Header

• The package header contains:
  a) The package description, type, and creation date. The package description can be edited
  b) The department and phone number of the package contact and the primary College and Unit responsible for this package request
  c) The status of the package, which shows it is still in draft mode
  d) Actions you can do with this package (Delete or Submit)
Program and Course Action Requests (1)

- Packages that involve program additions, changes, or deletions of any kind (new, existing, non-degree, or minors) will contain a summary in the “Program Action Request” section; you can Edit or View this part of the package.
Program and Course Action Requests (2)

- Packages that involve course additions, changes, or deletions will contain a summary in the “Course Action Request” section; you can Edit, View, or Delete each course in this part of the package.
Program and Course Action Requests (3)

- In draft mode, the “Add, Change, or Terminate a Course” button allows additional course requests to be added to this package.
Resources

• Each package must indicate if resources are being requested before the package reaches the APC station

• Resources can be edited by the author and by those responsible as the package moves from the Pre-College, College, and Dean’s stations
Tracking Packages (1)

• UNF faculty members and staff have “view” access to all packages that have submitted to or completed in the workflow.

• Menu items that can help you track your own packages or any others that have been submitted or completed are:
  – My Packages in the APC Workflow
  – All Packages in the APC Workflow
  – Completed Packages
  – Search
Tracking Packages (2)

- **My Packages in the APC Workflow** shows all your active packages currently in the workflow.
- **All Packages in the APC Workflow** shows all active packages currently in the workflow.

Click on headers to sort by selected column

Click on log number to view package

Current station

Tracking Packages (3)

- **Completed Packages** shows all packages that were approved and completed the workflow process.

- Packages are arranged by academic year, within which a table view similar to the previous slide is shown.

Click on academic year to browse list of approved packages.
Tracking Packages (4)

- **Search** menu item is a tool to assist you in finding packages that meet a specific criteria
- Each item you add to the search criteria is interpreted as “AND”

Partial search terms are permitted in all text fields
Sessions Time-Out Due to Inactivity

- When you leave the system unattended for at least 45 minutes, it will “time-out”

- This means when you try to execute any action the system takes you to the “login page”

- If this happens, just login again and the system should take you to the area of the system you were last viewing
Questions/Comments?

- If you have any questions or comments/feedback to offer about this document or the APC Workflow System, please send them to apc-workflow@unf.edu