

## ACR-COMMS Mapping Revision Terminology

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The following lists the acronyms and terminology used by ACR-COMMS functionality.

Acronyms	Terminology
AC	Algonquin College
ACR	<b>Annual Curriculum Review</b> is a lifecycle process that manages, approves, and applies changes to College program curriculum and narrative on a yearly basis.
ACR-COMMS Roles	<p><b>ACR-COMMS ROLES</b></p> <p>There are three major roles:</p> <p><b>Department Map Creator:</b> Department users (such as Program Coordinators) are assigned the permissions to create, revise, and submit a map for review.</p> <p><b>Map Reviewer:</b> Curriculum Consultants are assigned the permissions to create, edit, review, endorse (reviewed status), return the status back to Draft map, and complete which activates the map in the production version.</p> <p><b>Map Admin:</b> Academic Development specialists are assigned permissions to perform all tasks to assist the Department Map Creator and Map Reviewer roles if the need arises.</p>
AODA	Accessibility for Ontarians with Disabilities Act
Business Process Flow or process map	A pictorial (or series of pictorial) representation of the steps involved a business process. It is a method to assist in improving a business process. When creating the map or flow, the business process dimensions should be assessed, i.e., business owners, roles, responsibilities, best practices, inputs, and outputs.
AP	Academic Program
COMMS	Course Outline Mapping and Management System is a College in-house developed course outline content system. For the 2021-2022 ACR cycle, the PLO and EES maps are revised and activated in the COMMS3 environment using automated functionality

## Digital ACR Terminology

	developed in early 2021.
EES	Essential Employability Skills
FAQ	Frequently Asked Question(s)
FT	Full Time. Typically used as Full Time Employee.
FTE	Full Time Equivalent; used in resource allocation.
HTML	Hypertext Markup Language
ID	Identification
ITS	Information Technology Services
LOE	Level of Effort
Map Status	<p><b>MAP STATUS LIFECYCLE</b></p> <p>The map status transitions as the map is created, revised, submitted, reviewed, approved, and completed.</p> <p><b>The map status lifecycle values are:</b></p> <ul style="list-style-type: none"> <li>• Draft</li> <li>• Reviewing (a map is submitted for review)</li> <li>• Reviewed (a map is reviewed)</li> <li>• Approved (a map is approved)</li> <li>• Completed (map is activated in production)</li> </ul>
NPD	New Program Development
OCAS	Ontario Colleges Application System
PDF	Portable Document Format (PDF) (redundantly: PDF format) is a file format developed by Adobe to present documents, including text formatting and images, in a manner independent of application software, hardware, and operating systems.
PLO	Program Learning Outcome, as known as Vocational Learning Outcome (VLO)

## Digital ACR Terminology

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POS	Program of Study
PQAA	Program Quality Assurance Administrator
Program standard	Program standard is a document produced by the Ministry of Colleges and Universities that sets out the essential learning that a student must achieve before being deemed ready to graduate. A program standard applies to all programs of instruction in an identified category regardless of the funding source and, for most programs, consists of a vocational standard, a generic skills standard, and general education requirements. Prior to graduation, students must achieve all three parts of the program standard.
PT	Part Time
UI	User Interface