# ACR-COMMS Mapping Revision Terminology

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

| Acronyms | Terminology |
|---|---|
| AC | Algonquin College |
| ACR | **Annual Curriculum Review** is a lifecycle process that manages, approves, and applies changes to College program curriculum and narrative on a yearly basis. |
| ACR-COMMS Roles | **ACR-COMMS ROLES**<br><br>There are three major roles:<br><br>**Department Map Creator:** Department users (such as Program Coordinators) are assigned the permissions to create, revise, and submit a map for review.<br><br>**Map Reviewer:** 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.<br><br>**Map Admin**: Academic Development specialists are assigned permissions to perform all tasks to assist the Department Map Creator and Map Reviewer roles if the need arises. |
| 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. The PLO and EES maps are revised and activated in the COMMS3 environment using automated functionality. |

## Digital ACR Terminology

| | |
|---|---|
| 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 | **MAP STATUS LIFECYCLE**<br><br>The map status transitions as the map is created, revised, submitted, reviewed, approved, and completed.<br><br>**The map status lifecycle values are:**<br><br>• Draft<br><br>• Reviewing (a map is submitted for review)<br><br>• Reviewed (a map is reviewed)<br><br>• Approved (a map is approved)<br><br>• Completed (map is activated in production) |
| 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

| | |
|---|---|
| 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 |