

July 7, 1999

MEMORANDUM

TO: Chief Academic Officers
Registrars
System Administrators

FROM: Arthur Hohnsbehn, Associate Director
State-Level Information Systems

SUBJECT: Shipment of Approved Programs of Study

We have received several questions on how an approved Program of Study is shipped to a community college. This memo reviews how an approved Program of Study (POS), new Curriculum Standard, or updated Common Course Library course is copied from the state-level computer system to a local community college computer system. This process was developed last spring to ensure that POS, Standards, and CCL courses are released to you in as timely a manner as possible.

Each Friday a System Office process runs that selects CCL items from the System Office CCL database based on one of the following:

1. The POS has an approved date that falls into the current semester.
2. The CCL course is updated during the current semester.
3. The Curriculum Standard has an effective term of the current semester or later.

All of the items selected are stored in a service call that is labeled for that semester. The system uses the following dates for the period covered by each term.

01/01 - 05/31 Spring (01)
06/01 - 08/30 Summer (02)
09/01- 12/31 Fall (03)

Chief Academic Officers, Registrars, System Administrators

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The current weekly service call is labeled SCP.CL9902.tar. The final service call that contains changes made Spring 1999 is labeled SCP.CL9901.tar.

A final service call is created at the end of a semester with all of the changes made during that semester. The instructions to download a semester service call are enclosed. PLEASE NOTE: only the changes taking place that semester are stored in the semester service call. Once a new semester starts, the only way to get a change made in a previous semester is to install the previous semester's service call.

Here is an example of how this works using the week of June 28, 1999. SCP.CL9902.tar was created June 25, 1999 with all of the following:

- Any Program of Study approved between 06/01/99 and 06/25/99.
- Any CCL course entered or updated between 06/01/99 and 06/25/99.
- Any Curriculum Standard entered between 06/01/99 and 06/25/99 with an effective term of 1999*02 or later.

Any POS approved, CCL course updated, or Standard entered between 06/26/99 and 07/02/99 will not be available until SCP.CL9902.tar is re-created on 07/02/99.

Once the service call is created, your System Administrator must download the service call and install it on the local college-level computer system. The semester service call can be installed as often as needed. The semester service call should be installed at least once a semester to keep the college-level computer system current.

If you feel that the college-level version of the Common Course Library data is not current, please download and install SCP.CL9901 and SCP.CL9902. If there is a change made during the week that you need, please contact your System Administrator about installing the service call on Monday.

If you have questions about the service call process, please contact Ken Whichard at ext. 340 or myself at ext. 365. If you have questions about the status of a Program of Study, CCL courses, or Curriculum Standard, please contact Elizabeth Jones ext. 401.

Enclosures
c: Presidents

CC99-190
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Instructions for downloading a CCL semester service call.

1. Login to the system and cd to CC.COMMON.
2. As superuser, issue the `rm -r SCP.CL*` command--this will clear out the old service call.
3. Go to the SO ftp site and get the current service call and install it.
4. Each week (or whenever your users indicate that they might have newly approved items) you should repeat steps 1, 2 and 3.