



Annual Report Guide

Instructions & Best Practices

Table of Contents

Accessing the Annual Report	1
Tutorials	1
Completing the Annual Report.....	1
Page 1: Institution Information	1
Best practices for completing this page:	1
Page 2: Certification Information - Degrees Awarded	1
Page 3: Certification Information – Student Enrollment.....	2
Page 4: Department Faculty Members	2
Page 5: Foundation Courses	3
Foundation Courses in the Annual Report	3
Best practices for adding a New Course.....	4
Page 6: In-depth and Research Courses	4
Overview	4
In-Depth & Research Courses in the Annual Report	5
Best practices	5
Summary Page & Submitting Your Report	5
Best Practices	6

Accessing the Annual Report

1. Log in to CPARS (<https://institution.acs.org/institution>).
 - a. If this is the first time that you have accessed the portal, you will need to follow the [instructions](#) for requesting access on our [website](#).
2. From the Institution Portal home page, click on “Start a New Report”. *If you have already started your report and are returning to complete or edit it, the report will be available under “Pending Transactions”. These are reports that need to be submitted.*
3. Click on the icon for the annual report to open the form. Note that only forms that are currently available will appear.

Tutorials

Tutorials for completing the annual report are posted on the ACS Approval Program [website](#).

Completing the Annual Report

Page 1: Institution Information

Clicking on the Annual Report icon opens the first page of the form. The name and address of your institution should be prepopulated. If there are any errors in the name or address of your institution, please contact us at cpt@acs.org.

Best practices for completing this page:

- You can follow your progress through the report by using the breadcrumbs across the top of the form. Hovering over the individual dots will provide text that describes each page.
- Fields marked with an asterisk are required.
- **Enter 2019-2020 for the report year.**
- If you are the chairperson for the department, choose “I am the Chairperson”. If you are not the department chairperson, choose “Someone else is the Chairperson”. The latter choice will provide additional fields to enter **the chairperson’s information**.
- You are able to save your work to complete at a later time by choosing “Save and Exit”. When you do this, you can access your report under “Pending Transactions” (see Figure 1 above).
- To save your work choose:
 - Save (this saves your work and allows you to remain on the same page)
 - Save and Next (this saves your work and takes you to the next page)
 - Save and Exit (this saves your work and exits the form to be completed later)
 - Or click along the breadcrumbs at the top; the work is saved as you move from page to page

Page 2: Certification Information - Degrees Awarded

Bachelor’s Degrees

- Enter the number of graduates from **Fall 2019-Summer 2020**.
- Information for chemistry majors is on the left hand side of the page, biochemistry majors on the right hand side of the page.
- Certified degrees: Students that have completed the ACS approved curriculum.
- The total for each category will be automatically calculated.

If you have a Master’s program and, or, a Doctoral program, please enter the number of graduates for each of those programs from Fall 2019 through Summer 2020.

Page 3: Certification Information – Student Enrollment

If you do not have a graduate program, please move forward to the faculty page.

For programs that have a graduate program, please provide this information for the highest degree that you offer (e.g. if you have a M.S. and Ph.D. program, then provide information for only the Ph.D. program).

Page 4: Department Faculty Members

This section of the report should be pre-populated with data from your previous annual report. Please include only faculty that were part of your department or program for the 2019-2020 academic year. If a faculty member has left, then please delete their entry.

Best practices for Page 4: Department Faculty Members

- If this is your first annual report, each section will have to be completed. Subsequent annual reports will have prepopulated fields.
- Be sure to complete all fields for each faculty member including the following
 - Email address
 - Has PhD?
 - Check this box for all faculty members who have a PhD
 - Faculty Rank
 - Instructional Faculty: May include lecturers or instructors; other non-tenure track faculty that have primarily instructional duties
 - Other: If you choose other, please enter the faculty member's title in the "Title" field.
 - Type of rank
 - Permanent – Full Time: Tenured, tenure track, and instructional faculty that have a reasonable expectation of continued employment. Fully dedicated to the department. May participate in teaching, research, service, advising, curricular development, etc. Include department chairs in this category *unless* the chemistry program is part of a larger department and the chairperson is not a chemist (in this case, classify the chair as permanent-part time since they are only partially dedicated to the chemistry program).
 - Permanent – Part Time: Any faculty member shared with another department. Include deans/provosts with joint department-administrative appointments in this category only if they have instructional duties in the department/program.
 - Temporary – Full Time: Typically visiting faculty with limited contracts, for example sabbatical replacements, replacements for parental leave, visiting professors.
 - Temporary – Part Time: Typically adjuncts; faculty who teach on a course by course contract.
 - Specialization
 - This is a multi-select field, choose all that apply.
- To make date entry a bit easier, use the following icons:
 -  This icon will produce an exact copy of the faculty information, which you can then edit
 -  Use this icon to delete the faculty member; it does *not* clear all of the data, it deletes all fields
 -  Click on this icon to "expand" the block that contains the faculty information

Page 5: Foundation Courses

All programs should enter course information using these guidelines:

- **Departments with a Ph.D. program**, please enter data for 5 foundation courses and only a single in-depth course.
- **All other programs**, please provide information for all foundation and in-depth courses taught during the 2019-2020 academic year.

Overview

This section should be prepopulated with courses listed in your previous annual report; you should only have to update information for the 2019-2020 academic year.

Course enrollments

Please provide the total number of students enrolled in the course for a single semester. For courses with multiple sections, include the total number of students summed across all sections.

Foundation courses provide the first experience in each of the sub-disciplines: Analytical, Biochemistry, Inorganic, Organic, and Physical (ABIOP). Foundation courses build on the concepts covered in the introductory course and provide the breadth of content needed for the in-depth courses.

Requirements:

- Semester: 1 course (3 credits) **in each** sub-disciplines, ABIOP.
- Quarters: 8 courses (3 credits each) that include the equivalent of **at least 1 quarter in each** of the sub-disciplines, ABIOP.
- **In general, a foundation course should provide 45 hours of instruction in each sub-discipline for a total of 225 hours of foundation content.**

Frequency

Each foundation course must be taught annually, however if a course is taught every other year and a clear path to completing the degree in 4 years is available, the program is still compliant with the Guidelines.

- Semester: 4 courses taught annually; must cover 4 of 5 sub-discipline areas
- Quarters: At least 6 of 8 taught each academic year.

Best practices

- The first experience in a yearlong course (e.g. organic, physical chemistry) is categorized as a foundation course; the second is an in-depth course.
- A foundation course cannot use a general chemistry textbook
- If a course is taught outside of the chemistry department (e.g. biochemistry), then it must require general chemistry as a pre-requisite.

Foundation Courses in the Annual Report

Courses from your previous annual report will be prepopulated in the form with the course names and numbers

- If a course was NOT taught during the 2019-2020 academic year, please delete it by clicking on the 
- Any courses that are not listed but were taught during the 2019-2020 academic year should be added (click on the "Add" button and see Figure 9 on the next page).

Best practices for adding a New Course

- Choose one of the selections under course type.
 - If you have distributed content, choose the primary area for that course.
- If the course is primarily a lab course (i.e. has minimal lecture component), then check the “Is this a laboratory course” box.
- **Check the “Is this course taught online?” box only if the course had been scheduled to be taught in an online format. Do not use it for courses that were moved online due to COVID-19.**
- Course number: Includes course designation and number, for example: CHEM131, CEM132, etc.
- Course title: The text title for the course, for example: Organic Chemistry I, Thermodynamics, etc.
- Total number of CLASSROOM contact hours **per semester/quarter**.
 - Number of hours in lecture per week * number of weeks in the quarter or semester.
- Total number of LAB contact hours **per semester/quarter**.
 - Number of hours in lab per week * number of weeks in the quarter or semester.
- Course offered: Choose “Yes” if the class was offered, had students enrolled, and was taught during the academic year.
- **Choose “Foundation Course” for all courses added on this page**

Page 6: In-depth and Research Courses

Overview

These courses focus on depth rather than breadth. Each must have a foundation course or another in-depth course as a pre-requisite.

Requirements

- Semester: 4 courses that provide a minimum 180 hours of instruction.
- Quarters: 6 courses that provide a minimum of 180 hours of instruction.
- These courses do not have to cover all of the sub-disciplines.
- Laboratory components of lecture courses are not included as in-depth coursework regardless of whether the lab component is coupled or uncoupled from the lecture component.
 - For example: Organic II can be counted as an in-depth course, but if you offer a 4 credit course (3 hours of lecture with a 3 hour lab), then only 3 credits will “count” toward the 12 credits required for in-depth coursework.
- The same course cannot be used as both a foundation and in-depth course.
- Cannot be the first experience in one of the sub-disciplines *even if* it requires a foundation pre-requisite.
- Can be an elective course for the certified degree
- Research cannot be used towards the in-depth course requirement by the program, but **students** can use it to fulfill their in-depth requirements for certified degree.

Frequency

- Semester: 4 courses must be taught each academic year
- Quarters: 6 courses must be taught each academic year

Best practices

- 1- and 2-credit topical courses can count toward the requirement of teaching four in-depth courses a year using the following schemes.

- Three 1-credit topical courses = One in-depth course (3 hours of instruction)
- Three 2-credit topical courses = Two in-depth courses (6 hours of instruction)
- Seminar courses that have a topical area of chemistry as their focus often count as in-depth courses, even when they do not have a foundation course as a pre-requisite.
- Seminar courses that focus on professional development activities (e.g., resume writing) and/or general skills development (e.g., preparation of a department seminar, writing a report from a literature review) do not count as in-depth courses.

In-Depth & Research Courses in the Annual Report

Courses from your 2018 Annual Report should be prepopulated in the form with the course names and numbers (Figure 10). You will still need to update the data for the 2018-19 academic year.

- Clicking on the > icon will expand the selection
- If a course was NOT taught during the 2018-19 academic year, please delete it from this list by clicking on the ✕
- Any courses that are not listed but were taught during the 2018-19 academic year should be added (click on the “Add” button and see Figure 9 on the next page).

Best practices

- Choose one of the selections under course type.
- If the course is primarily a lab course (i.e. has minimal lecture component), then check the “Is this a laboratory course” box.
- If the course is taught primarily online (not flipped classrooms), then check the “Is this course taught online” box.
- Course number: Includes course designation and number, for example: CHEM131, CEM132, etc.
- Course title: The text title for the course, for example: Organic Chemistry I, Thermodynamics, etc.
- Total number of CLASSROOM contact hours per semester: Number of hours in lecture per week * number of weeks in the quarter or semester.
- Total number of LAB contact hours per semester: Number of hours in lab per week * number of weeks in the quarter or semester.
- Course offered: Choose “Yes” if the class was offered, had students enrolled, and was taught during the academic year.
- **Choose “In-depth Course and Research” for all courses added on this page**

Summary Page & Submitting Your Report

The final page of the form provides a summary of the data that you have submitted. When you are finished, return to the Summary Page and scroll to the bottom to submit the report (see below)

I confirm that the information given in this form is true, complete and accurate.

Disclaimer and Form Submission

Best Practices

- Be sure to check the disclaimer box. You may need to scroll both in the dialogue box and in your browser to access the disclaimer.
- Print to PDF is available; it prints a version of the Summary Page for you to keep for your records.
- Save and Exit: DOES NOT submit the form. If you choose this option, the form will remain in your portal and will be available for editing. It does not get submitted to us.
- Submit: Performs a check to ensure that all fields are completed and then submits the form to the ACS Approval Office. You cannot edit the form after you submit it, but you can make a PDF from the institution portal.
 - If the form does not validate (i.e. there are errors in one or more fields), the following will appear (and you may need to scroll up to see it) on the page where the first error occurs.



Validations needs to be satisfied before submitting the form



- Missing fields, or fields that contain an error will be indicated in red:

∨

* Course Type Is this a laboratory course? Is this course taught online?

Select an Option

The field is required.

* Course Number * Course Title * Total Number of Contact Hours per Semester – Class

The field is required. The field is required. The field is required.

* Total Number of Contact Hours per Semester – Lab * Course Offered? * Course Enrollment

The field is required. The field is required. The field is required.

* Course Category (PLEASE SELECT 'Foundation Course' ONLY)

Select an Option

The field is required.

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- Once all errors are corrected, you will once again reach the Summary page.
- Be sure to click on the disclaimer box before submitting the form.
- You will receive an email confirming submission of the report. IF you or your department chairperson has not received this email, then the report has not been submitted. Please contact us to troubleshoot and ensure that your report has been saved.
- After submitting, you can access your report from the Institution Portal:
 - Click on “Institution Details” from the portal-landing page.
 - Choose the “Submission History” tab
 - You can view and make a pdf of your report from this tab. You cannot edit the submitted report. If you need to edit the report please contact us at cpt@acs.org so that we can open the report for you.