APC Retreat
Academic Programs Committee Philosophy

• The Academic Programs Committee (APC) will carry out its responsibility consistent with the University of South Florida Sarasota-Manatee (USFSM) and its functions.

• In meeting this responsibility, APC members do not view themselves as representatives of a college but rather as individuals concerned with the programs of USFSM.
  o Previewer Role
  o Ambassador Role

• As USFSM seeks to meet the needs of undergraduate and graduate students as well as the local communities, to promote scholarship and research, and to be responsive to social and academic change, the APC will evaluate curriculum proposals by their potential for contributing to academic and community goals and needs.

• The APC will also be mindful of the USFSM obligation to provide a sound undergraduate education for students and provide these students the core requirements to pursue further academic and professional goals.

• The APC will also be charged with representing graduate programs (unique to and hosted at USFSM) and to assure graduate students receive the preparation needed to enter their professional field.
Academic Programs Committee (APC)

The APC of USF Sarasota-Manatee is responsible for addressing issues and making recommendations pertaining to undergraduate and graduate courses, curricula, and instructional programs to the USFSM Academic Council (AC) and reporting to the USFSM Faculty Senate. The APC shall advise the AC on the development of future USF Sarasota-Manatee undergraduate and graduate programs, including reviewing and updating academic goals and objectives.

The APC will review undergraduate and graduate policies related to admissions criteria, orientation procedures, academic standards, curriculum, and graduation requirements. Professional program certification or accreditation requirements will be considered in addressing issues for undergraduate and graduate policies.

In addition, the APC will serve as a review body to other USF Sarasota-Manatee councils and committees on matters of curriculum policy and as a recipient of requests for the development of undergraduate courses or programs, new graduate programs or changes in current graduate programs.

http://www.usfsm.edu/apc/
## Types of Proposals

**Instructions for Submitting Items to the APC**

Please select the item below for specific instructions for preparing the proposals for submission to the Academic Programs Committee (APC). The APC Cover Memorandum must be submitted with each proposal.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Equivalency</th>
<th>Certificate</th>
<th>Concentration</th>
<th>Degree Programs</th>
<th>Minor</th>
<th>Policy</th>
<th>Program Suspension</th>
<th>Program Deletion</th>
<th>Program Reinstatement</th>
<th>Track</th>
<th>Other</th>
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**Resources**

- Definitions of Terms
- Statewide Course Numbering System
- Classification of Instructional Programs
- Search-A-Bull
- ROG Degree Inventory Catalogs
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<tbody>
<tr>
<td>1 Proposals due to C 322, APC Support Staff.</td>
<td><strong>Friday</strong> August 2, 2013</td>
<td><strong>Friday</strong> August 30, 2013</td>
<td><strong>Friday</strong> September 27, 2013</td>
<td><strong>Friday</strong> October 25, 2013</td>
<td><strong>Friday</strong> November 22, 2013</td>
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<td>2 Proposals reviewed by APC Support Staff, Registrar, Advising, Assessment Coordinator and Chair.</td>
<td><strong>Tuesday</strong> August 6, 2013</td>
<td><strong>Tuesday</strong> September 3, 2013</td>
<td><strong>Tuesday</strong> October 1, 2013</td>
<td><strong>Tuesday</strong> October 29, 2013</td>
<td><strong>Tuesday</strong> November 26, 2013</td>
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<td>3 APC Support Staff submits document to Preview Team by email. -- Preview Team begins review of document with initiator/author.</td>
<td><strong>Wednesday</strong> August 7, 2013</td>
<td><strong>Wednesday</strong> September 4, 2013</td>
<td><strong>Wednesday</strong> October 2, 2013</td>
<td><strong>Wednesday</strong> October 30, 2013</td>
<td><strong>Wednesday</strong> November 27, 2013</td>
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<td>4 Preview deadline - APC Support Staff posts final documents to Blackboard</td>
<td><strong>Tuesday</strong> August 20, 2013</td>
<td><strong>Tuesday</strong> September 17, 2013</td>
<td><strong>Tuesday</strong> October 15, 2013</td>
<td><strong>Tuesday</strong> November 12, 2013</td>
<td><strong>Tuesday</strong> December 10, 2013</td>
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<td>5 APC Support Staff and Chair meet to finalize agenda.</td>
<td><strong>Thursday</strong> August 22, 2013</td>
<td><strong>Thursday</strong> September 19, 2013</td>
<td><strong>Thursday</strong> October 17, 2013</td>
<td><strong>Thursday</strong> November 14, 2013</td>
<td><strong>Thursday</strong> December 12, 2013</td>
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<td>6 APC Support Staff posts agenda and proposals on Blackboard for full APC review.</td>
<td><strong>Friday</strong> August 23, 2013</td>
<td><strong>Friday</strong> September 20, 2013</td>
<td><strong>Friday</strong> October 18, 2013</td>
<td><strong>Friday</strong> November 15, 2013</td>
<td><strong>Friday</strong> December 13, 2013</td>
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<td>7 APC Meeting Location: Campus Board Room, C 306</td>
<td><strong>Tuesday</strong> August 27, 2013</td>
<td><strong>Tuesday</strong> September 24, 2013</td>
<td><strong>Tuesday</strong> October 22, 2013</td>
<td><strong>Tuesday</strong> November 19, 2013</td>
<td><strong>Tuesday</strong> December 17, 2013</td>
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<td>10 A.M. to Noon</td>
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Faculty members submit an item for review by the APC; they first must:

1. Complete background steps: check to ensure course does not already exist in Search-A-Bull, look at SCNS for course numbers, consider curriculum ladder impact
2. Complete all appropriate forms (cover memorandum, access database, syllabi, change form, etc.)
3. Submit all documents to their college faculty (if applicable) and the college dean for review
4. Submit hard copy and email copy of proposal and all necessary forms to Sarah Smith, support staff
Prior to submitting proposals to APC they are reviewed by:

- Appropriate College Dean/Faculty
- APC Chair (Tricia Hunsader)
- Registrar (Justin Selph)
- Student Services/Advising (Mary Beth Wallace)
- Assessment Coordinator (Kelly Robbins)
- Academic Affairs (Rhonda Moraca & Sarah Smith)

**During your review, these are your resources!**

At this meeting we will:

- Review USFSM new proposals
- Assign proposal to preview teams who are not in the same college as the proposed programs or course
- Review USF Tampa and USF St. Pete proposals submitted for 30 day review
Preview Teams

- Dr. Patricia Wilson (COE) & Dr. Sunita Lodwig (HTL)
- Dr. Wan Yang (HTL) & Dr. Richard Reich (CAS)
- Dr. Kiyoung Chang (COB) & Dr. Stephen Rushton (COE)
- Dr. Scott Perry (CAS) & Dr. Noel Noel (COB)
What you will always receive via email:
• Cover memorandum with signatures
• PDF of the Access database proposal (which you can also log into Access to edit)

Additional items you may receive when appropriate:
• Syllabi of proposed courses (in Word for tracking changes)
• Change form (in Word for tracking changes)
• New Code Request Form
• New Degree Pre-Proposal
• Curriculum Ladders
• Reference documents and resource contacts to assist in review
• Heads up regarding potential issues to consider

* You may request paper copies but should allow two days for delivery.
Preview Period

• Support Staff (Sarah):
  o Separates emails will be sent for each proposal
  o Sends emails to preview teams and proposer

• Previewers:
  o Respond in email regarding questions, concerns, edits
  o Will work with proposer & Sarah to implement edits (Preview use track changes; Faculty updates; Sarah assists)
  o Can utilize the support staff who are already familiar with the proposals (their contact information will be included in the proposal emails & is listed on the APC website)
• Sarah works with previewer and proposer to ensure all changes have been made within the Access Database and on forms.
• Sarah posts final documents on Blackboard by deadline date.

• Previewers notify Sarah of any guests to be invited to the APC meeting (For new academic degrees and pre-proposals, it is strongly recommended to invite proposer.)
• Previewers notify Sarah of the status of the proposal (discussion agenda or consent agenda)

**Discussion Agenda**
*New academic degree programs*
*Academic degree pre-proposals*
*New minors, concentrations, certificates*
*Other items at preview team’s discretion*

**Consent Agenda**
*Items not requiring discussion at the preview team’s discretion*
USFSM Academic Programs Committee (APC)
Meeting Agenda
April 23, 2013 10am – 12 pm, Room C306

Chair: Patricia Hunsader, COE
Vice Chair: Ron Lennon, COB
Members: CAS – Richard Reich, Melissa Sloan;  COB- Ron Lennon, Noel Noel;  
          COE –Elizabeth Larkin, Stephen Rushton;  CHTL – Sunita Lodwig, Jay Schrock
Recorder: Marilyn Nunan, Academic Affairs
Ex-officio: Rhonda Moraca, Academic Affairs
Guest: Kelly Robbins, Institutional Research

- Blackboard Website: https://my.usf.edu/webapps/login/custom/bb_bb60/login.jsp?flag=1
- The documents for the meeting are located under the “My Places” tab within the APC Folder, subfolder April 23, 2013 meeting.
- APC Website: http://www.usfsm.edu/apc

1. Approval of March 26, 2013 minutes **H *V (Hunsader)

2. Discussion Agenda Items
   
   COB
   
   a. Change in Degree Program Admission Requirements, approved by APC on November 20, 2012. On April 15, 2013, Academic Council made the recommendation to phase in the change in the overall COB Admission Requirements as follows: (Hunsader) **H *V
      
      i. 2.6 overall GPA in 2014-2015
      ii. 2.7 overall GPA in 2015-2016
      iii. 2.75 overall GPA in 2016-2017
   
   CAS
   
   b. Change to General Education Requirements (Hunsader) **V *H
   c. Change to B.S.A.S. Degree Program (Lennon and Rushton) **V
• Sarah will email to inform APC that all documents are posted for review on Blackboard
• APC members review all documents prior to the meeting for both the discussion and consent agenda
At the APC Meeting

• Preview teams will present brief overview of the proposals they reviewed

• APC Action
  • Approval: Proposal passes with a majority vote
  • Disapproval: Proposals fails to win a simple majority vote
    • Proposal returned to Dean & proposer with reasoning
  • Deferral: APC simple majority vote to defer the proposal
    • APC outlines steps necessary to resubmit proposal for reconsideration
    • Proposal returned to Dean & initiator
USF Tampa and USF St. Pete Curriculum Changes

- Undergraduate review
- Graduate review
- Ownership is everything
  - Pre-requisites
  - Credit hours

My Next Step Is OWNERSHIP
APC’s Role
Things to Consider

- Curriculum ladder
- Prerequisites
- Ability to finish degree in 120 hours / time to degree
- How does the change affect other degrees, certificates, concentrations, colleges, etc...
- Are student learning outcomes stated clearly? Are they measurable?
- How will this affect current and future students?
- Is this change sustainable?
- Is this change necessary?

Decisions within an organization are never independent of one another.
APC must foster a culture of sharing valuable information.