

# Technology Department

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## Approval Process for Changes in Courses or Programs of Study (AP&P Proposals)

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**SUBMITTING AN AP&P PROPOSAL**  
**Instructions for completing the form**

The AP&P (Academic Policies & Procedures) proposal form is used when departments desire changes in their courses or programs of study. After the departmental faculty approves the curriculum modifications, the department submits a request via the AP&P Proposal Form.

<p>Indicate add, change, or delete with an "X"</p> <p><input type="checkbox"/> ADD</p> <p>If action is add: submit Parts A &amp; B</p> <p><input type="checkbox"/> CHANGE</p> <p>If action is change: submit Part A only</p> <p><input type="checkbox"/> DELETE</p> <p>If action is delete: submit Part A only</p>	<p>Indicate if core curriculum course, or special designator course</p> <p><input type="checkbox"/> Core Curriculum Course</p> <p>Indicate appropriate designator(s) being requested with an "X"</p> <p><input type="checkbox"/> Special Designation Course</p> <p><input type="checkbox"/> W    <input type="checkbox"/> S    <input type="checkbox"/> MC</p> <p><input type="checkbox"/> ND   <input type="checkbox"/> C    <input type="checkbox"/> CD</p>	<p>Indicate the proposal number and the effective date</p> <p>Proposal#</p> <p>Number the proposals consecutively (Example: ANT 1, then ANT 2)</p> <p>Effective Date (semester/year) - this date must be included on <u>every</u> proposal.</p>
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PROPOSAL FORM -- Part A  
 Academic Policies and Procedures Committee

College     Fine and Applied Arts     Dean     Dr. Mark Estep    

Department     Technology     Chairperson     Dr. Debra Edwards    

**1. Briefly describe action requested:**

If the action is to **add** a new course, indicate the new course prefix, number, title, credit hours, semesters offered and any designator(s) being requested. Example: ANT 1215. Cultural Anthropology/(3).F;S. MC

If the proposal will change a degree program, attach a current and proposed check sheet and include the major code number.

**NOTE:** In deciding what course number to use for a new course, check screen 128 on SIS to see if the course number under consideration has been previously used. (Tab to course, type in the departmental prefix and enter; hit enter to keep scrolling the department's course numbers.) If the number is listed on screen 128, it cannot be used. Also, see General Information for additional guidelines in choosing a course number.

**2. Rationale for Proposal:**

Explain in detail what prompted the proposed action and what the desired outcome of this action will be.

For proposals of new courses or programs, provide as much supporting information as possible, including how the proposed changes fit into the department's mission, references to "Instructional Effectiveness" activities, etc.

3. **ATTACH current catalog description and proposed catalog description.**  
Include all parts of the catalog description—course number, title, credit hours, semester offerings, description of course, and reflect all proposed changes. BE VERY COMPLETE.
4. **List the committees, councils, and other groups that have considered this proposal; the action taken; and the dates that action was taken.**  
Make sure you have included all relevant groups.
5. **Have all appropriate departmental chairpersons been consulted in the development of this proposal? yes \_\_\_ no \_\_\_**  
**List the date(s) and person(s) contacted:**  
Contact all departments which offer related or similar courses or which might be affected by the proposed curricular change.
  - a. **Is this course cross-listed in another (other) department(s)? yes \_\_\_ no \_\_\_**  
**List:**  
If "YES", specify
  - b. **Art there any existing programs or courses that will be curtailed or discontinued as a result of the proposed new program or course? yes \_\_\_ no \_\_\_**  
If "YES," explain the effects on students in these programs.
6. **For Core Curriculum or Special Designation Courses, attachments must include sample syllabus (more than one if multiple instructors) indicating content, assigned readings, and methods of evaluation. The Core Curriculum Council may request additional information such as copies of the readings or evaluation materials. These materials must address the issues presented in the approved directions for preparing proposals for the Core Curriculum Council.**

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## Part B (For additions only)

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1.
  - a. **Projected enrollment: 1<sup>st</sup> year \_\_\_\_\_ 2nd year \_\_\_\_\_**
  - b. **Projected student clientele:**  
Describe the student class and/or group that will benefit from the proposed curriculum change.  
Give the basis for your projection of enrollment numbers.
  - c. **Faculty requirements of new program, track or course:**  
  
*Additional faculty*  
  
*Current faculty*

***Other and continuing responsibilities of current faculty involved in new program or course***

Additional faculty and current faculty requirements should be stated in terms of full-year positions. If additional faculty will be needed, are the positions already funded and allocated to your department? If not, how will the additional work be covered? What changes in present faculty responsibilities will be necessary?

***d. For a new program, give the career and/or graduate education opportunities available to students in this program:***

Cite the source of this information.

***e. List estimated costs of new program or course that cannot be covered by present budget:***

List any additional costs that will be incurred if this proposal is approved.

***f. Have the following academic support units been consulted?***

1. ***Library Collection Management Office (#2771):*** yes \_\_\_ no \_\_\_

***Give the date and person contacted:***

2. ***Computer Center:*** yes \_\_\_ no \_\_\_

3. ***Audio-Visual Services:*** yes \_\_\_ no \_\_\_

If no for any, explain why.

***g. List courses in other departments that may cover or partially cover the subject matter of the proposed course.***

***2. Attach outline of proposed program or course.***

(For a new degree attach a proposed checksheet. For a new course attach a syllabus.)

## **DETERMINING WHICH COUNCILS NEED TO APPROVE AP&P PROPOSALS**

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After departmental approval, all proposals are considered by the College Council.

Most curricular proposals, depending on their scope, need to be approved by certain College and University committees before they are considered by the Academic Policies & Procedures Committee (AP&P):

The Core Curriculum Council must approve proposals which add or delete core curriculum courses or make changes to designator courses.

The Teacher Education Council must approve proposals which affect teaching programs.

The Graduate Council must approve proposals dealing with graduate programs and changes (adding, deleting) to graduate courses, including proposals asking for designators at this level, and changes from an undergraduate course number to a graduate course number.

The Academic Policies and Procedures Committee is the final approving body at the University level. The implementation of curricular changes (i.e. the earliest effective date) depends on their approval by AP&P: proposals approved by AP&P before July become effective for the following Spring Semester, proposals approved by December become effective for the following Fall Semester.

In some cases, approval from the General Administration is required.

Certain proposed changes do not require approval, but can be communicated to the affected approving bodies through a memorandum titled "For Information Only." These "For Information Only" items include:

1. Changes in course number (no other change, i.e., description, hours, etc.). The Graduate Council is copied on proposed changes to graduate course numbers.
2. Changing term a course is offered.
3. Deletion of designators. The Core Curriculum Council or Graduate Council are copied on changes to undergraduate or graduate designator courses.

"For Information Only" memos must mention an effective date. Such actions do not require a vote, but will be included in the minutes of the monthly meetings.

## **GENERAL INFORMATION**

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1. In numbering new courses, departments must adhere to the restrictions imposed by University policy. The following general classifications are stipulated:

<b>Number Range</b>	<b>Level</b>
0001-0999	Remedial
1000-1999	Freshman
2000-2999	Sophomore
3000-3999	Junior
4000-4999	Senior
5000-5999	Master's
6000-6999	Specialist

Within these ranges, the following blocks of numbers are reserved for courses which are common to most departments:

1500-1549  
2500-2549  
3500-3549  
4500-4549  
5500-5549  
6500-6549

Numbers specified within the reserved range are as follows:

Independent Study: 2500, 3500, 5500, 6500  
General & Departmental Honors: 1510-1519, 2510-2519, 3510-3519, 4510-4519  
Selected Topics: 1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549  
Instructional Assistance: 3520

Other numbers reserved by the University policy are:

Internships: 2900, 3900, 4900, 5900, 6900  
Master's Thesis: 5999  
Bibliography & Research: 5000  
Experiential Learning: 1999, 2999, 3999, 4999

2. Multiple curriculum proposals from a department are distributed in a single package, preceded by a cover memo which lists the individual proposals.

3. Numbering of curriculum proposals serves for easy identification of multiple proposals. Departments should be consistent in numbering the proposals in each academic year, e.g. ENG-1, ENG-2, etc.

4. Attachments to proposals must include

- a current and proposed check sheet if a proposal makes changes to a degree program,
- a current and proposed syllabus if a proposal reduces or increases credit hours or when there is a significant change in course content or description (per memo of October 15, 1993 from Academic Affairs).

NB: Do not include course materials, such as handouts, exams, etc.

5. When proposing a cross-listed course, only ONE department needs to submit a proposal. However, on the AP&P form, under #1, it should be stated clearly that the course is cross listed, for example: PS/ANT xxxx (cross-listed).

6. Any previously approved course with a designator that is to change course number, title, term offered or change in its prerequisite does NOT have to go back to the Core Curriculum Council; these changes should be communicated to Dr. R. Brantz by memorandum. However, changing the course description of a previously approved designator course DOES have to be approved by the CCC.

7. Proposals can be sent to the same monthly meetings for Graduate Council and Teacher Education Council.

## STEPS IN THE APPROVAL PROCESS

<b>Review Group</b>	<b>WHERE and WHEN to send Proposals</b>	<b>Meeting Information</b>	<b># of Copies</b>	<b>Important Notes</b>
	<b>Department sends</b> proposals to Curriculum by the 1 <sup>st</sup> of the month.		<b>1</b>	
	<b>Department sends</b> proposals to all members three weeks before monthly meeting.	1 <sup>st</sup> Tuesday of each month  3:00 PM 224 I. G. Greer	<b>32</b>	In a memo to the Chair of the Curriculum Subcommittee of the A&S Council, request that proposals be considered at the monthly subcommittee meeting. In a memo to Sandy Sanders, request that proposals be put on the agenda for the next A&S Council meeting.
<b>Department should make any changes/corrections required by A&amp;S before sending proposals to these Councils.</b>				
<b>Core Curriculum Council (if applicable)</b>	<b>Department sends</b> proposals to Sharon Simons for distribution to CCC  2 ½ weeks before CCC meeting	Last Friday of the month  2:00 PM New River Room Student Union	<b>18</b>	In a memo to the Chair, request that proposals be put on the agenda for the next meeting. If there is more than one proposal, please list in cover memo.
<b>Graduate Council (if applicable)</b>	<b>Department sends</b> proposals to Sharon Simons - for distribution to GC.  2 ½ weeks before Grad. Council meeting	3 <sup>rd</sup> Monday of the month  3:00 PM 224 I.G. Greer	<b>30</b>	In a memo to the Chair, request that proposals be put on the agenda for the next meeting. If there is more than one proposal, please list in cover memo.
<b>Teacher Education Council (if applicable)</b>	<b>Department sends</b> proposals to Sharon Simons -for distribution to TEC.  2 ½ weeks before TEC meeting	3 <sup>rd</sup> Thursday of the month  3:30 PM Room 03 Duncan	<b>30</b>	In a memo to the Chair, request that proposals be put on the agenda for the next meeting. If there is more than one proposal, please list in cover memo.
<b>Academic Policies and Procedures Committee</b>	<b>Department sends</b> proposals to Sharon Simons - for distribution to AP&P  4 weeks prior to AP&P meeting	1 <sup>st</sup> Wednesday of the month  3:00 PM 224 I. G. Greer	<b>28</b>	In a memo to the Chair, request that proposals be put on the agenda for the next meeting. If there is more than one proposal, please list in cover memo.

**NOTE:** The following A&S Council members receive copies of curricular proposals: Sandy Sanders, deans, department chairs, assistant chairs, directors, and the seven members of the Dean's Advisory Council. Names are listed on this page: <http://www.cas.appstate.edu/dean/ascouncil.html>

**SAMPLE COVER MEMO**

To be used when more than one proposal is being submitted

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MEMO TO: Academic Policies and Procedures Committee (*or appropriate Council*)

FROM: M. S. Doe, Department Chair  
Department of English

DATE: January 25, 2004

SUBJECT: Proposals for AP&P (*or other*) Meeting on March 2, 2004

Attached for your consideration are four proposals for your consideration at the March 2, 2004 meeting of AP&P.

1. ENG 3200 - Change the name of 3200 . . . . .
2. ENG 1500 - Change the catalog description . . . . .
3. ENG 3333 - Add CD designator and change catalog description to . . . . .
4. ENG 3430 - Change course number (for Information Only)

Please contact me at x9999 or doems if you have any questions.