

UNC Asheville

ACADEMIC POLICIES COMMITTEE

Memorandum August 31, 2018

**To:** UNC Asheville Faculty

**From:** Kirk Boyle, APC Chair (2018-2019)

**Copy:** Faculty Senators and Concerned Administrators

**Subject:** APC Information & Procedures for Academic Year 2018-2019

**A. General Information about APC**

1. According to the University of North Carolina at Asheville Faculty Senate Constitution, APC has "responsibility for developing institutional policy and procedures in academic matters."

2. The members of APC for 2018-2019 are:

Kirk Boyle, Chair	(English)
Patrick Bahls	(Mathematics)
Ann Dunn	(Humanities)
Ashley Moraguez	(Political Science)
Susan Clark Muntean	(Management and Accountancy)
Nancy Ruppert	(Education)

ex officio members:

Alicia Shope	(Registrar's Office)
Herman Holt	(Academic Affairs)

Consultants:

Lynne Horgan	(Registrar's Office)
Lisa Sellers	(Faculty Senate Administrative Assistant)

3. APC is scheduled to meet on the following dates in the Red Oak Room, at **3:15 pm**:

<u>Fall 2017</u>	<u>Spring 2018</u>
August 23	January 24
August 30	February 7
September 13	February 14
September 20	February 21
September 27	February 28

<b>October 11</b>	<b>March 21</b>
<b>October 25</b>	<b>March 28</b>
<b>November 8</b>	<b>April 11</b>
<b>November 15</b>	<b>April 18</b>
<b>November 29</b>	<b>April 25</b>

- Documents may be submitted to APC at any time, but Senate rules (the requirement for documents to have two readings), posting of class schedules, and APC's extensive agenda that is not limited to catalog duties, impose limits.

If new proposals or changes are to be incorporated into the 2019-2020 academic catalog, documents must be electronically submitted to your Dean and to the Associate Registrar, **Alicia Shope**, for editorial review by **Monday, October 15, 2018**. If APC's schedule permits, proposals submitted after October 15, 2018 may still be considered this academic year, but may not be completed in time for inclusion in the 2019-2020 Catalog.

**B. Procedures governing *Catalog* or policy changes.**

- PROPOSAL PREPARATION.** A proposal must be accompanied by a cover letter as shown in **Section C** below. The proposal itself must follow the format shown in **Section D**. For general guidelines governing *Catalog* copy, see the [General Guidelines for Catalog Copy webpage](#).

Departments submitting proposals are expected to communicate with all other affected departments or programs during the development of proposals, but APC requires written acknowledgement of this communication from those departments or programs *after completion of the Mandatory Editorial Approval*. APC cannot act on proposals that provide no Acknowledgement of Communication (see Cover Letter Format, Section C below) with affected departments, or on documents submitted without an Impact Statement and Rationale. Numerous or complex changes should be submitted as separate documents rather than as one single document.

- MANDATORY EDITORIAL APPROVAL.** **Before** seeking formal acknowledgement from affected departments or programs, documents are to be electronically submitted to the Associate Registrar, Alicia Shope ([ashope@unca.edu](mailto:ashope@unca.edu)), via email attachment for editorial review. She will consult with the APC Chair to resolve editorial questions.
- PROPOSAL SUBMISSION TO APC.** After editorial approval, the Registrar's Office will forward the document to Kirk Boyle, APC Chair, and to Lisa Sellers, Senate Secretary ([lsellers@unca.edu](mailto:lsellers@unca.edu)). **A hard copy of the cover sheet is required, with signatures of concurrence/non-concurrence and acknowledgement of editorial approval from the Registrar's Office before APC will consider a document.**

**4. APPLICATION.** The Chair of APC determines whether proposed changes are minor or major. A proposed change is minor if:

- There are no substantive resource implications, for either the department or the university.
- There is no change in the size of a degree program or minor.

Examples of minor changes include changes in course descriptions, modifications of degree requirements that don't change the required hours of a degree program, non-substantive clarifications of academic policies, requirements for demonstrating specific competencies, and changes in course prerequisites.

The Chair forwards all documents, designated as major or minor, to the other members of APC. Major documents will be considered by APC as a whole. If approved by APC, the documents will be forwarded to the Faculty Senate for final action.

Minor documents might not be considered by APC as a whole, and may be reported directly to the Senate *unless* any member of APC asks that the committee consider the document. If APC approves the document, and the change is still considered to be minor, it is reported directly to the Senate. Documents are Faculty Senate documents and are posted on the Faculty Senate web site after the date of Senate approval (for major documents) or APC report to the Senate (for minor documents).

Each department will be informed when its major proposal is placed on APC's agenda, and an informed department representative should attend the APC meeting on that date. APC pays special attention to the proposal's Impact Statement and Rationale, and is interested in how a proposal will affect students, resources and other departments or programs.

APC will attach a Decision Summary to each major proposal it considers. The Decision Summary will state APC's vote and list major discussion points. The Decision Summary will be forwarded with the proposal to the full Senate for consideration.

**5. FACULTY SENATE ACTION.** The Senate has a two-reading rule. A proposal approved by APC will be submitted at one meeting (for "first reading") and will be discussed and voted upon at the next scheduled meeting ("second reading"). When documents are scheduled for "Second Reading," a departmental representative may attend that meeting to answer Senators' questions about the proposal.

**6. UNIVERSITY ADMINISTRATION ACTION.** Upon approval by the Senate, documents must then be approved by the Provost or, in some instances, the Chancellor.

**C. Cover Letter Format.**

After editorial approval is complete, a cover letter outlining all changes, and containing the following information, must be submitted to the Associate Registrar:

- the current date;
- the title of the proposal as listed on the format page;
- the desired date requested changes are to take effect (usually Fall 2017);
- the name, phone number, and e-mail address of the contact person within the department responsible for the proposal.

A single cover letter incorporating all proposed changes is acceptable.

**PART 1) Overview:**

Begin with the following: *The attached Catalog changes are hereby submitted for consideration:* Provide a brief description of each proposed change and its appropriate title, listing each separately (a) through (z).

**PART 2) Mandatory Editorial Approval:**

Registrar's Office: \_\_\_\_\_(signature of Associate Registrar)

**PART 3) Acknowledgement of Communication Required:**

Department A: \_\_\_\_\_(signature of chair, program dir.)  
(Concur / non+concur \_\_\_\_\_/ see attachment \_\_\_\_\_)

Department B: \_\_\_\_\_  
(Concur / non-concur \_\_\_\_\_/ see attachment \_\_\_\_\_)

Etc. as necessary

**Note:** A rationale statement for non-concurrence must be attached by the non-concurring department or program. Objections to a proposal should be clear and specific. If no concurrence is believed to be required, proposal writers should indicate "none" in the blank under this item. Departments should be cognizant of how their proposals affect other departments and sections of the Catalog.

## D. Proposal Format

All APC submissions must be written in the following format, using bold headings as they appear below. *The guiding principle is clarity.* The clearer the proposal, the easier it will be for the committee to examine it and the greater the likelihood the changes will be correctly inserted into the *Catalog*. All materials will be returned to the writer if the format is not adhered to. A sample proposal is available on the [Faculty Senate website](http://www3.unca.edu/facultysenate/2016-17/sampleproposals.html) at <http://www3.unca.edu/facultysenate/2016-17/sampleproposals.html>.

### **APC Document \_\_\_\_\_: Title of Document.**

The number will be supplied by the APC Chair when the document is discussed at APC; titles should be as specific as possible and should describe the changes carefully; avoid titles such as "*Catalog* Changes in Math," which are too general to serve as an index for future searches.

### **Effective Date: \_\_\_\_\_.**

Give semester and year proposed changes would begin. (For *Catalog* changes, these are always the beginning of the next academic school year.)

#### **1. Delete \_\_\_\_\_(where relevant).**

This should include current course number, title and description, or statement heading, page number, and affected paragraph(s) as stated in the current *Catalog*. It is usually better to delete an entire sentence or paragraph than to try to change only clauses.

#### **2. Add \_\_\_\_\_(where relevant).**

This should replace the above material or reference a specific section page and paragraph number in the 2017-2018 *Catalog*. Additions of complete sentences or paragraphs are better than inserting only a couple of words.

### **Impact Statement:**

This should be concise and specific, describing how the proposal will affect major, minor, and university requirements. This statement must also include:

Reference to concurrences (see section C) that have been obtained from departments or programs which are affected by the proposed change(s), describing how the change(s) will affect them. Proposed changes in courses included in the Education Department's Licensure Programs must obtain concurrence from the Education Department as well.

A resource statement explaining how the proposed change is likely to affect the submitting department or program's future staffing needs, course offerings, and student needs and interests (e.g. time to graduation).

If the proposed change results in changes in the number of hours or number of courses required to graduate, in addition to the narrative include a table describing a two-year

staffing plan that demonstrates the department has sufficient resources to teach every course in the proposed curriculum in the offering pattern described in the catalog with a sufficient number of sections and seats for students to graduate in a timely manner. This table should take into account faculty with guaranteed course releases (e.g. department and program chairs, endowed chairs, administrative assignments, etc.) and commitments to University programs (e.g., the Humanities and MLA programs, the freshman colloquium, etc.). Here are examples of acceptable tables submitted to APC in the past <http://www3.unca.edu/facultysenate/2016-17/sampleproposals.html>.

**Rationale:**

This statement should briefly justify the change(s), explaining the reasoning behind the proposal. If a rationale is intended to become a policy in its own right, it should be included in a separate submission.

- E. For information specific to your proposal please review the guidelines given at the following links:

[Guidelines New or Revised Course Proposal](#)

[General Administration Guidelines and Suggestions for Catalog Copy](#)

[Guidelines for New or Revisions to Majors and Minors](#)

[Proposing Optional Interdisciplinary Certificates](#)

**F. Contact Information:**

If you have questions about submitting APC documents, please contact either the APC Chair Kirk Boyle, [kboyle@unca.edu](mailto:kboyle@unca.edu) or the Associate Registrar, Alicia Shope, [ashope@unca.edu](mailto:ashope@unca.edu).