UNC Asheville

ACADEMIC POLICIES COMMITTEE

Memorandum August 31, 2020

To: UNC Asheville Faculty

From: Sonya DiPalma, APC Chair (2020---2021)

Copy: Faculty Senators and Concerned Administrators

Subject: APC Information & Procedures for Academic Year 2020--2021

A. General Information about APC

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

2. The members of APC for 2020-2021 are:

Sonya DiPalma, Chair	**(Mass Communication)**
Michelle Bettencourt	**(Languages and Literatures)**
Volker Frank	**(Sociology and Anthropology)**
Toby King	**(Music)**
Jessica Pisano	**(English)**
Ann Dunn	**(Humanities)**
ex officio members:	
Alicia Shope	**(Registrar's Office)**
Herman Holt	**(Academic Affairs)**
Garikai Campbell	**(Provost)**
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 Conference Room, at 3:15 p.m.:

Fall 2020	**Spring 2021**
August 27	**January 28**
September 10	**February 11**
September 17	**February 18**
September 24	**February 25**
October 1	**March 11**
October 15	**March 18**
October 22	**March 25**
October 29	**April 8**
November 12	**April 15**
	April 22

4. 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 2021‑‑‑2022 academic catalog, documents must be electronically submitted to your Dean and to the Associate Registrar, **Alicia Shope**, for editorial review by **Monday, October 12, 2020**. If APC's schedule permits, proposals submitted after October 12, 2020 may still be considered this academic year, but may not be completed in time for inclusion in the 2021‑‑‑2022 Catalog.

B. Procedures governing *Catalog* or policy changes.

1. *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) and do not produce signed concurrences from department chairs 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.

2. *MANDATORY EDITORIAL APPROVAL.* <u>Before</u> seeking formal acknowledgement from affected departments or programs, documents are to be electronically submitted to the Associate Registrar, Alicia Shope (ashope@unca.edu), via email attachment for editorial review. She will consult with the APC Chair to resolve editorial questions.

3. *PROPOSAL SUBMISSION TO APC*. After editorial approval, the Registrar's Office will forward the document to Sonya DiPalma, APC Chair, and to Lisa Sellers, Senate Secretary (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 <u>before</u> APC will consider a document.*

4. *APPLICATION PROCESS.* The Chair forwards all documents to the other members of APC. 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.

Each department will be notified when its 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 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 is expected to 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 of the following year);
- 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: _____(Print Name)_____ (signature of chair, program dir.)
(Concur / non--concur / see attachment)

Department B: _____(Print Name)_____ (signature of chair, program dir.)
(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** 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 *catalog*. Additions of complete sentences or paragraphs are better than inserting only a couple of words.

Impact Statement:

This should be detailed 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 who was contacted to discuss the proposal and 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 MLAS programs, the First Year seminar, 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 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. **If proposing a new major, minor, or certificate, the final documents must be reviewed by and receive a passing vote from the Institutional Development Committee (IDC) before they are reviewed by APC. When submitting new program proposals to Alicia Shope for editorial review, it is advisable to copy the Chairs of APC and IDC so they can plan for your documents on their meeting agendas.**

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](#)
[IDC Guidelines for Proposals for New or Substantially Revised Undergraduate Majors, Minors, and/or Certificate Programs](#)

F. **Contact Information:**
If you have questions about submitting APC documents, please contact either the APC Chair Sonya DiPalma, sdipalma@unca.edu or the Associate Registrar, Alicia Shope, ashope@unca.edu.