UNC Asheville

ACADEMIC POLICIES COMMITTEE

Memorandum August 29, 2022

To: UNC Asheville Faculty

From: Andrew Laughlin, APC Chair (2022--2023)

Copy: Faculty Senators and Concerned Administrators

Subject: APC Information & Procedures for Academic Year 2022-2023

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 2022–2023 are:

Andrew Laughlin, Chair	**(Environmental Studies)**
Michelle Bettencourt	**(Languages and Literatures)**
Sonia Kapur	**(International Studies)**
Lise Kloeppel	**(Drama)**
Landon Ward	**(Environmental Studies)**
Jeremias Zunguze	**(Africana Studies)**
ex officio members:	
Alicia Shope	**(Registrar's Office)**
Marietta Cameron	**(Academic Affairs)**
Kimberly van Noort	**(Provost)**
Consultants:	
Lynne Horgan	**(Registrar's Office)**
Lisa Sellers	**(Faculty Senate Administrative Assistant)**

3. APC is scheduled to meet on the following dates at 3:15 p.m. in the Laurel Forum:

Fall 2022	Spring 2023
August 25	January 26
September 8	February 9
September 15	February 16
September 22	February 23
October 13	March 16
October 20	March 23
October 27	April 6
November 10	April 13
November 17	April 20

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.

> Documents are reviewed by Associate Registrar, Alicia Shope, in the order in which they are received, and will not be considered by APC until after they complete the mandatory editorial approval process. If new proposals or changes are to be considered for incorporation into the 2023–2024 academic catalog, documents **must be electronically submitted to your Dean and to the Associate Registrar** for editorial review by **Monday, October 10, 2022**. If APC's schedule permits, proposals submitted after October 10, 2022 may still be considered this academic year, but may not be completed in time for inclusion in the 2023–--2024 Catalog.

B. Procedures governing *Catalog* or policy changes.

1. *PROPOSAL PREPARATION*. Proposals must follow the format shown in Section C**.** For general guidelines governing *Catalog* copy, see General Administration Guidelines and Suggestions for Catalog Copy. Review the information in Section E for additional guidelines for APC submissions.

> 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 (see Section D for Cover Letter Format) from those departments or programs *after completion of the Mandatory Editorial Approval*. APC cannot act on proposals that provide no Acknowledgement of Communication 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.* **Before** 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 mandatory editorial approval, the Registrar's Office will forward the document to Andrew Laughlin, 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 before APC will consider a document.*

4. *APC REVIEW PROCESS*. The Chair forwards all documents to the other members of APC via the weekly agenda. 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 prepare a Decision Summary for each proposal it considers. The Decision Summary will state APC's vote and list major discussion points. The Decision Summary will be available for review by the full Senate at the time the document is to be considered.

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. **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: _____
Indicate the semester and year proposed changes will begin. (For *Catalog* changes, these are always the beginning of the next academic school year.)

1. **Delete** _____ **(where relevant)**.
   This should include the 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 c*atalog*. Additions of complete sentences or paragraphs are better than inserting only a couple of words.

Impact Statement:
Please review the Guidelines New or Revised Course Proposal document for additional information required in the Impact Statement.

The statement should be detailed and specific, describing how the proposal will affect major, minor, graduate program, and other university requirements. This statement must also include:

Reference to concurrences (see section D) 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 other Liberal Arts Core components, 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.

D. Cover Letter Format.

After the mandatory 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 <u>non-- concurring</u> 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.

E. If proposing a new major, minor, graduate program, 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 Andrew Laughlin, alaughli@unca.edu or the Associate Registrar, Alicia Shope, ashope@unca.edu.