**APC Reporting Guidelines** (Final, February 12, 2013)

The Academic Policy Committee (APC) provides the following guidelines to assist Schools, Colleges, Departments, and other divisions in determining when to report new programs and changes to programs to the APC and the Senate.  In general, as its primary task, the APC reviews proposals for new and modified programs (and in certain cases, courses) and makes appropriate recommendations to the Senate.  Programs subject to review are, broadly speaking, those that offer a credential on the final transcript, and/or those not the responsibility of any one school or college.

In reviewing these programs on the Senate’s behalf, APC looks to the Faculty Guide[[1]](http://blogs.shu.edu/Users/mallonch/Desktop/Faculty%20Senate/APC%20Reporting%20Guidelines%202013.doc%22%20%5Cl%20%22_ftn1%22%20%5Co%20%22) and to the Committee’s Bylaws, particularly sections 2 and 3.  In any case where these Guidelines conflict with the Guide or the Bylaws, those documents control; these Guidelines are merely advisory.

APC and Senate review primarily involves the following items, which should be reported to APC.[[2]](http://blogs.shu.edu/Users/mallonch/Desktop/Faculty%20Senate/APC%20Reporting%20Guidelines%202013.doc#_ftn2) Departments and Department chairs have the primary responsibility to report to APC.

a.  Review and approval of all new major programs awarding an undergraduate or graduate degree.  (A major program is an academic major or concentration).  A major program is *new*if it offers a different degree, it is offered in a new discipline, or is offered by a new academic unit.

b.  Review and approval of all proposed dual-degree programs, and all programs with significant external components, taught outside the university campus.

i.  Internships, cooperative education, student teaching, nursing practicums, field periods, and similar requirements do not count as a significant external component, unless the credit total for all external courses required by a program constitutes more than 1/3 of that program’s required credits.

c. Review and approval of virtual, on-line, or extern (off-campus) versions of any program that would itself require APC approval, even if an on-campus version of the program already exists; conversely, on-campus versions of programs previously offered only externally, or on-line.

d. Review and approval of substantial changes in major programs (“major” meaning an academic major or concentration)

i. Major programs include dual degree programs offered through multiple departments crossing school/college boundaries or in affiliation with other institutions (such as engineering programs);

ii. In particular, changes to programs should be reported where issues of concern (as described in Section 5 of the Bylaws) may arise as a result of those changes.  These may include, but are not limited to: the consistency of program structure across schools/colleges and disciplines; the compatibility of the program with, and fit within, the academic and institutional goals and plans of the University; the resources available to the program; and the impact on and support needed from other schools and programs.

iii. The following must  be reported:

1. All changes in any inter-college or cross-institutional programs.

2. Changes that potentially conflict with programs offered by other colleges.

3. Changes that require new university resources, including but not limited to library resources or faculty lines.

4. Institution of new tracks or substantial changes in existing tracks,

5. Changes that affect more than one-third of the courses required for a program.

The following need not be reported:

1. Changes that were deemed by the EPC of the College not to require a vote by the Faculty of the College, unless they meet one of the criteria above.

2. The following categories of small changes, unless they meet one of the criteria above:

a. Changes in the title of a program or program track (but see (2) and (4) above).

b. Changes in titles of courses or prerequisites for individual courses;

c. Other minor changes in catalog description or layout of the program or its constituent courses, including the numbering of courses;

d. Changes in the expected ordering of courses in the program;

e. Movement of courses between elective and required status;

f. Changes in number of credits or semesters for a course, or minor changes in the number of credits for a program, except for changes to reduce the size of an undergraduate major or graduate program below 30 credits;

g. Changes in the presence or nature of a capstone experience, seminar, independent study or research experience, field period, or related program component;

h. Changes in constraints on class size, method of delivery,  or course content for component courses—except insofar as changes such as adding on-line delivery for on-campus courses or programs (or vice-versa) require review as specified elsewhere in this document; or

i. Changes in the entrance qualifications for a program or its courses, including criteria for internal transfer, unless the changes interfere with requirements of another program, whose students typically take the specified course or courses as a cognate course.

When it is unclear whether a change should be reported, please consult with the chair of the APC.

e. Review and approval of new minor or certificate programs where any of the following conditions apply:

i.  There is no corresponding major program granting a degree,

ii.  The program crosses school/college boundaries, other than within an existing department, program, or framework,

iii.  The program is to be offered i on-line, or externally.

f.  Review and potential coordination of minor, certificate, and departmental honors program proposals or changes, especially when they require substantial additional resources, new courses, or staff.  (See Bylaws sections 3.f. and 3.g.)

g.  Review of entirely new or highly revised school/college core curricula, for issues of resources and coordination with other campus units.

h.  Review and approval of new or revised courses and programs not housed within any unit of the University; in particular, to review courses associated with a University Core Curriculum or required by the University (rather than its constituent schools and colleges) of all or most undergraduate majors.

[[1]](http://blogs.shu.edu/Users/mallonch/Desktop/Faculty%20Senate/APC%20Reporting%20Guidelines%202013.doc#_ftnref1) APC looks particularly to Article 12.2, which says that the entire full-time faculty are primarily responsible for (e) Review and coordination of all college curricula and academic programs, including continuing education; and (f) Review and approval of all university degree programs, existing and proposed.

[[2]](http://blogs.shu.edu/Users/mallonch/Desktop/Faculty%20Senate/APC%20Reporting%20Guidelines%202013.doc#_ftnref2) This description is not meant to provide an exhaustive list of APC’s responsibilities.  For example, APC also considers issues of academic policies and practice (Bylaws 2(a) and 4), which include: matters referred to the Committee by the Senate, the Executive Committee, or by certain other entities with consent of the Executive Committee; matters touching on the claimed duplication of courses or programs running without APC and Senate review; and, with Executive Committee consent, matters involving perceived academic problems or violations of APC or Senate processes, or situations creating serious concerns related to the review of programs and courses.