Checklist of Responsibilities of Reviewers/Approvers in the Academic Program Committee (APC) Cycles

While some colleges/units may have different manners of processing APC forms to the Academic Programs Committee stage – for instance, the Honors Program – the “norm” is what is represented in the flowchart below:

The FACULTY MEMBER who creates the original APC form has the following duties:

- Identify in the APC form the TYPE OF REQUEST that is being made. Click here for information about Types of Requests.
- Identify the PACKAGE TITLE. This is important because as well as naming the package, it offers subsequent reviewers a snapshot of what this particular APC is all about. Click here for information about Package Titles.
- If the author is proposing a New Degree Program Proposal, Click here for guidance on NEW DEGREE PROGRAMS.
- If a course is being proposed for inclusion in the General Education Program, please speak with the chair of the General Education Council, Dr. Sam Kimball, Associate Dean of the College of Arts and Sciences.
- For new courses, put in EXPECTED LEARNING OUTCOMES that are written in full sentences and that use appropriate terminology. Click here for guidance in constructing Learning Outcomes statements.
- Include as appropriate a PROGRAM OF STUDY. Click here for guidance in constructing Programs of Study statements.
- Fill in the rest of the form. If there are questions, write to apcchair@unf.edu.
- After the completed form is saved, identify whether resources are needed. (See FAQ for more information.)
- Consider whether letters of support are needed and arrange for them to be secured.

i (APC checklist)
These might include letters from administrators when new resources are required or from other departments who are impacted by the APC request. (See FAQ for more information.)

☐ If a lab fee is being considered, creation of this fee is a separate process, administered by the Auxiliary Oversight Committee, chaired by Vice President Shari Shuman. [Click here for the AOC website.]

☐ Before submitting the APC Workflow System package (APC WfS) make sure that it is filled out completely and that all:
  - program/course titles with nos & cr hrs,
  - program/course descriptions with prerequisites and/or co-requisites,
  - and all other package narratives/descriptions including the rationale and justification
are written carefully and are proof-read. Editorial errors can result in delays at multiple levels.

☐ Before submitting the APC WfS, make certain that the department chair and the relevant department faculty/committees are well informed about the proposed APC Workflow System package.

The DEPARTMENT CURRICULUM COMMITTEE/APC REPRESENTATIVE has the following duties:

☐ Ensures that the APC form is filled out completely and correctly – that the request is fully informative.

☐ Ensures that all program/course titles, program/course descriptions, and all other package narratives/descriptions are written carefully and are proof-read.

☐ Ensures that the departmental representative (who is a member of the College Curriculum Committee) is fully informed about the APC proposal and is ready to speak to the value of the proposal.

The DEPARTMENT CHAIR has the following duties:

☐ Ensures that the APC request has departmental support.

☐ Confirms that the APC form is filled out completely and correctly – that the request is fully informative.

☐ Submits the form to the College Curriculum Committee.

The COLLEGE CURRICULUM COMMITTEE/COLLEGE APC REPRESENTATIVES (the “College Station”) has the following duties:

☐ Meets regularly – normally monthly -- to process APC forms. The College Curriculum Committee DOES NOT perform editorial work nor do they recreate learning outcome or assessment statements. These matters must be attended to at an earlier stage in the process.

☐ Reads and reviews all APC packages.
☐ Ensures that the form is perfectly clear.
☐ Ensures that there are no college conflicts.

The COLLEGE DEAN has the following duties:

☐ Once more, ensures that there are no college conflicts.
☐ Submits the APC form to the Academic Programs Committee (the APC Station).

The Faculty Association ACADEMIC PROGRAMS COMMITTEE has the following duties:

☐ The Academic Programs Committee meets regularly to process APC forms. They DO NOT perform editorial work nor do they recreate learning outcome or assessment statements. These matters must be attended to at an earlier stage in the process. They DO NOT attend to issues of curricular presentation (i.e. the Catalog). They DO NOT meet with representatives (faculty authors, department or college representatives, or deans) UNLESS there is a potential problem with the proposal.
☐ They ensure that there are no university conflicts.
☐ They ensure that all the relevant parties – chairs and deans – have been duly informed and have approved the proposal.
☐ They submit the APC WfS packages to the Faculty Association Executive Committee for approval and inclusion on the agenda of a full FA meeting for a final vote before being submitted to Academic Affairs for approval and submission to the State.
☐ They periodically review the APC process for improvement and recommend improvement changes to the Faculty Association’s Executive Committee.