APC WORKFLOW SYSTEM (WfS) – Frequently Asked Questions

How long will it take for my package to complete the APC process?
Your package goes through several stations at UNF and is voted on by the Faculty association before moving to the state level for approval. This can take several months, depending on the time of year. Please visit the following link for a workflow chart of the process {APC WfS - Authoring & Tracking Packages}

Why did my package “TIME OUT” ? Why did I receive this notification?
The workflow system is set up to notify all involved parties if a request has been in one ‘station’ or part of the process for too long. This usually occurs when the committee that will review your package has not met recently or if committees are recessed for holiday breaks or summer. This notification DOES NOT mean your package is in jeopardy of being removed or that there are any problems with your submission. Committee chairs are also receiving this reminder via email. It will not affect your package status.

Why do I have to upload a ‘Program of Study’ to my package?
Any packages that changes, adds, or removes courses, that are part of any degree track, must include a program of study document, marked up to show the changes you are requesting. The POS serves as a visual reference to the changes you are requesting to be implemented as well as a helpful tool in updating the program of study in Banner and on the UNF website. If your request does not impact a program of study, be sure you are creating a ‘course change’ package and not a ‘program change’ package which requires a program of study to be uploaded.

Under what circumstances do I need to indicate that ‘additional resources are needed’ for my request?
If your unit is requesting to change a course, create a new course, or create a new degree that cannot be taught by the unit’s current faculty, additional faculty resources should be specified in this section of the APC document. If the change or new proposal requires the purchase of materials, equipment, or requesting physical University space, it should also be specified in this section of the package. Uploaded support documentation may be required, such as a letter of support from an administrator, the Library, or unit chair confirming the allocation of needed resources. If resources were provided to support this package in a previous request, please reference the APC log number for that request to verify the resources.

Under what circumstances do I need to upload letters of support in my package?
Package authors requesting to create new courses that may be similar to current offerings in other units should solicit a letter of support from said unit, affirming there is no conflict. The same is true of new degree programs that could create conflict between units. If a change to a course or program, or the creation of new courses or programs can potentially affect course offerings, FTE, enrollment, etc… in another unit, please include a letter of support. Support letters from unit chairs or college deans can help avoid package scrutiny at the different stations.
I would like a course approved for General Education credit. What steps need to be taken?
While the APC workflow has a check box to designate a course for gen-ed credit, the course must be approved first by the General Education Council. Once the Council has approved the course for gen-ed credit, a letter of support or documentation verifying the approval must be attached to the APC package in the workflow.

My Department would like to add an Auxiliary Fee to a course. How can we do this?
When creating or revising a course in the workflow, you can select that a lab or materials fee will be associated with the course, HOWEVER, this does not automatically place a fee on the course. To add a fee, a justification must be submitted to the Auxiliary Oversight Committee for review. You will also need to prepare a cover sheet and a three year budget.
A submission form can be found at:
http://www.unf.edu/uploadedFiles/aa/acadaffairs/budget_hr/MiscFeeRequest_Final.doc

Will I need to attend any committee meetings once I create my package?
If your college has a standing APC committee, it is recommended that you attend their monthly meeting to explain and answer questions about your package. Ask your unit representative when those meetings are held. Once your package makes it to the University APC, you will receive an email to attend that meeting, the month it is being reviewed. If you cannot attend the APC meeting it is imperative that you send a representative from your unit who is familiar with your request and can speak on it.

If I’ve been asked to edit my package, how long do I have before it becomes unavailable to edit?
When editing is turned on for you to make package corrections, please complete this request within 48 hours. Once editing privileges are removed you will have to request them again from the station that gave the editing rights to you.

TERMINATE vs. REMOVE. Which terminology should I use?
The term “TERMINATE” is used when you wish to delete a course from the UNF course catalog and no longer offer it at UNF. In addition to listing the termination in the package Program of Study, a Course Action request should be included to terminate the course. This option is for courses that will not be offered again in any degree program or as an elective. The term “REMOVE” is used to eliminate a course from a Program or Concentration, for courses that will still appear in the catalog and that will be available for departments to offer. Removing a course from a Program of Study only removes it from that specific program as a requirement.