
*First Academic Affairs (AA) and
Academic Programs Committee (APC)
Faculty Orientation on
Curricular Governance and the APC Process*

Facilitators:

Ms. Shawn Brayton, AA Director (SBrayton@unf.edu)

Dr. Arturo Sánchez-Ruíz, APC Chairperson (APCChair@unf.edu)

University of North Florida

November 2nd 2007

Version

- November 14, 2007.
- Available from:
<http://www.unf.edu/~asanchez/apc-fo/>
- This document contains embedded hyperlinks, therefore it is recommended that you use its electronic version.

Agenda

- Thank you for being here! ... we hope you are enjoying your lunch!

12'00 – 12'15:	Introductions
12'15 – 12'30:	Purpose of this Orientation
12'30 – 1'00:	UNF Curricular Governance [Shawn]
1'00 – 1'30:	APC Process [Arturo]
1'30-ish:	Adjournment

Q&A on demand ...

Purpose of this Orientation (1)

- AA and the APC are cooperating in establishing a systematic, clearly documented, and continuously improvable process associated with curricular governance.

Purpose of this Orientation (2)

- At the end of this session we hope participants will be able to:
 - Identify fundamental elements of our curricular governance
 - Locate information associated with complying with our curricular governance process in the UNF cyberspace
 - Follow the required steps associated with implementing activities related to our curricular governance process
 - Help colleagues in their respective curricular units follow our curricular governance process
 - Be protagonists in the assessment and improvement of our curricular governance process

UNF Curricular Governance (1)

A simple definition: curricular governance is the combination of processes, people, and tools that allow us to efficiently and effectively manage our curricula.

UNF Curricular Governance (2)

- The first part of this orientation will deal with aspects of our curricular governance that need to interface with external entities (e.g. Board of Trustees, Board of Governors, SACS, etc.)

UNF Curricular Governance (3)

- The second part of this orientation will deal with aspects of our curricular governance that need to interface with internal entities (e.g. Colleges, Departments, Schools, Office of the Registrar, Advisors, AA, etc.)

UNF Curricular Governance (4)

- The information associated with interfacing with external entities is in the Academic Affairs website:
 - [Academic Program Resources](#)
 - [Degree Program Master Plan](#)
 - [Degree Program Requirements](#)
 - [SACS Substantive Change](#)
 - [New Degree Program](#)
 - [UNF Policy](#)

The APC Process (1)

- The APC is the main “hub” that interfaces with UNF curricular, governance, and administrative entities (i.e. “internal entities”.)
- According to the [Faculty Association](#) (FA) [Bylaws](#), its charge is: “shall review and recommend policies regarding degree requirements, academic programs and priorities, program evaluation, and major changes in the University's curriculum.”

The APC Process (2)

- The APC process is owned by UNF Faculty!
- This means we Faculty members are responsible for its efficiency and effectiveness (or lack thereof!)
- From the perspective of a UNF Faculty member there should not be “they” when it comes to the APC process, just “we.”

The APC Process (3)

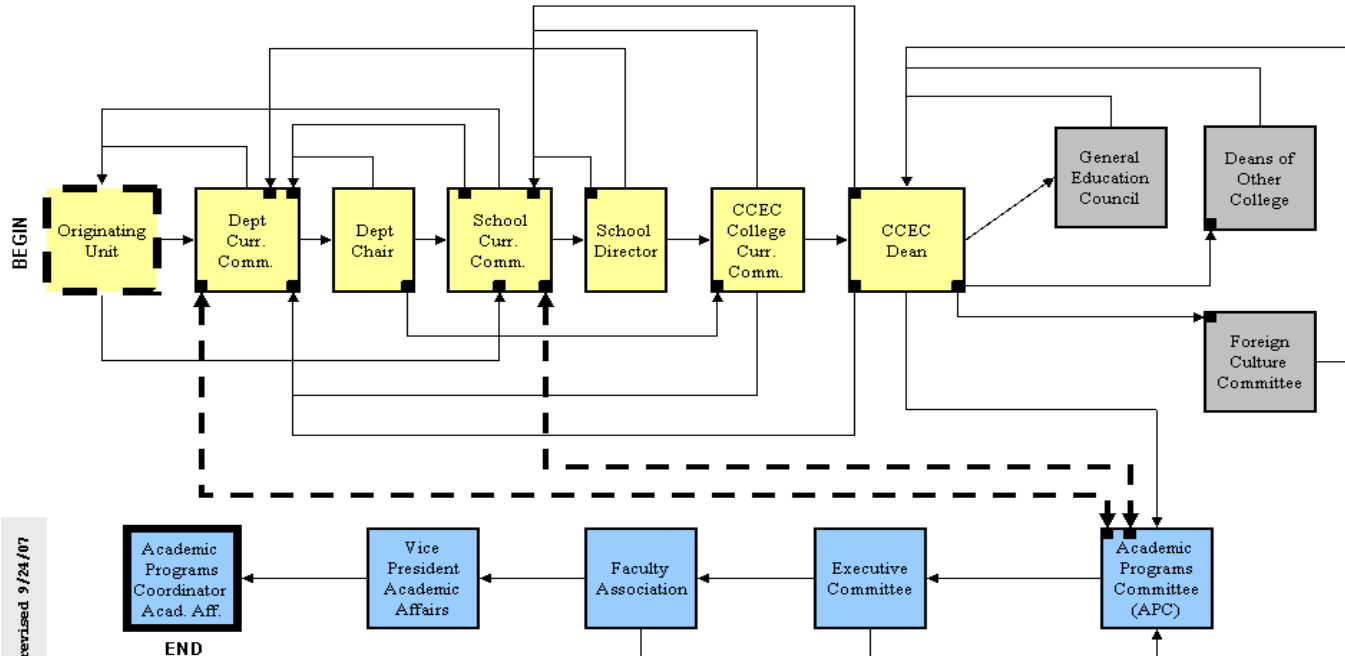
- Curricular requests emanate from curricular units and their destination is the APC.
- The APC reviews them and the following are typical outcomes of this review (the request is):
 - Approved without changes
 - Approved with (recommended) changes
 - Not Approved
 - Withdrawn

The APC Process (4)

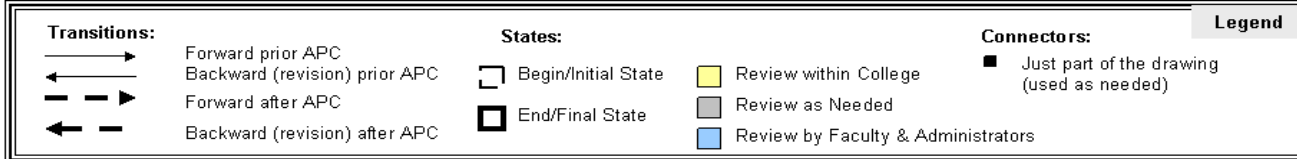
- Requests that are approved make their way to a FA meeting point at which the UNF Faculty as a whole (typical outcomes):
 - Do approve the request, or
 - Do not approve the request
- Requests that are approved by the UNF Faculty make their way toward ulterior stages

The APC Process (5)

Workflow of APC Request Packages – PHASE I (Combined CCEC)



[Packages not approved are sent back to FA Office who notifies Department/School Curriculum Committee (Curr. Comm.)]



R. Sánchez, K. Brown - revised 9/24/07

The APC Process (6)

- Originating units must first know how to cast their request as one of the following.

The APC Process (7)

1. Add a new program of study, major, minor, or certificate
2. Change a program of study, major, minor, or certificate
3. Delete a program of study, major, minor, or certificate
4. Add a new course(s) not as part of 1 & 2
5. Change a course(s) not as part of 1 & 2
6. Delete a course(s) not as part of 1 & 2

The APC Process (8)

- Originating units must know how to assemble the request's supporting documentation (a.k.a. "APC Forms")

The APC Process (9)

1. Add a new program of study, major, minor, or certificate:
 - APC3 to define requirements and courses in new program
 - If program includes new courses, then add APC1 for each course.
 - If program includes changing existing courses, then add APC2 for each course.
 - If program impacts other units, then add letters of support.
 - Currently field of APC3 asks this question.

The APC Process (10)

2. Change a program of study, major, minor, or certificate:
 - APC3 to define changes to existing program.
 - Program of study attached to show changes. Currently field of APC3 asks this question.
 - If change includes new courses, then add APC1 for each course.
 - If change includes changing existing courses, then add APC2 for each course.
 - If change impacts other units, then add letters of support.
 - If changes affect program of studies of other units, submit APC3 for the affected programs with supporting documentation.
 - Currently fields of APC3 ask these questions.

The APC Process (11)

3. Delete a program of study, major, minor, or certificate:
- APC3 to delete program.
 - If deletion of program includes deleting courses from catalog, then add APC2 for each course.
 - If deletion of program impacts other units, then add letters of support.
 - If deletion of program major or minor impacts articulation agreements (with outside institution), then add letters of support if needed.
 - Currently field of APC3 asks this question.

The APC Process (12)

4. Add a new course(s) not as part of 1 & 2:
 - APC 1 to define course.
 - If course resembles existing course from other unit, then add letter of support.

The APC Process (13)

5. Change a course(s) not as part of 1 & 2:
- APC 2 to describe changes.
 - If course changes affect existing courses, then add letter of support.

The APC Process (14)

6. Delete a course(s) not as part of 1 & 2:
 - APC 2 to delete course.

The APC Process (15)

- Tips:
 - Read the APC form guidelines
 - Ask questions to your college representative, FA Executive Secretary (Ms. Cindy Chin - CChin@unf.edu), and APC Chairperson (APChair@unf.edu)
 - Read [recent minutes](#) from the APC
 - Make the [deadline](#)!
 - Attend the [APC meeting](#) (bring your forms and take notes!)
 - Follow up! (e.g. attend the [FA meeting](#) at which your items will be voted)

The APC Process (16)

- Resources:
 - [Your APC representatives](#)
 - [APC Schedule](#) (deadlines)
 - [FA Schedule](#)
 - [APC Minutes](#)
 - [FA Agenda](#)
 - [FA Minutes](#)
 - [APC Site:](#)
 - [Forms and guidelines to use them](#)
 - [How to effectively articulate student outcomes](#)
 - [UNF Library Citation Guide](#)
 - [AA Site:](#)
 - [Academic Program Resources](#)

The APC Process (17)

- The [near] future:
 - Web-based system that automates the APC workflow
 - Currently being developed by ITS in cooperation with the APC and AA
 - Hopefully the first beta version will be available in the Fall of 2008

Adjournment

- Thank you!