UNIVERSITY OF SOUTH CAROLINA
Minutes of the Academic Program Liaison Committee Meeting

Thursday, July 22, 2010
3:00-4:00 PM
Osborne 107C

Members Present:
Cheryl Addy, Sally Boyd, Wayne Buff, Nancy Floyd, Kris Finnigan (Chair), Gary Geer, Andy Gowan, Dave Hodson, Sarah Keeling, Sheryl Kline, Amy Lantz, Irma Van Scoy, Jennifer Vendemia, Nancy Zimmerman

Members Absent:
Steve Adams, Jim Burns, Mary Ann Byrnes, Marsha Dowell, Dan Friedman, Miriam Johnson, Aaron Marterer, Martha Moriarty, Suzanne Ozment, Mike Perkins, J.T. Thornhill, Robert Wilcox

Guests: Janice Byrd

The minutes for the April 23, 2010 meeting were approved as accurate by all members present.

The following handouts were distributed: meeting agenda: APL Meeting Calendar for July 2010-May 2011; and “Perspectives on Program Duplication”, an article by Gail Morrison, former Director of Academic Affairs, Commission on Higher Education.

The APL meetings will revert back to Fridays for the 2010-2011 year (summer meetings had been scheduled on Thursdays).

Copies of an article prepared by Gail Morrison, former Director of Academic Affairs at CHE, were distributed. K. Finnigan noted the article’s eloquent argument against shutting down educational program initiatives.

The APLs were reminded that graduate Special Topics updates are due. According to policy, Special Topics 500 level courses cannot have the same title as Special Topics 700 courses. The phrase “Special Topics” designates courses with variable content, titles and suffixes. N. Zimmerman requested that APLs forward the names and contact information of new Graduate Directors.

I. Van Scoy thanked the APLs for their QEP Survey participation, and briefly updated them on the progress of the QEP Committee. She provided a general definition of Integrative Learning, which encompasses beyond the classroom experiences and the level of learning that students are able demonstrate about those experiences afterwards. She indicated that the Quality Enhancement Plan will go to the Provost for approval on December 23, 2010.

K. Finnigan reported on efforts to digitize course forms and procedures, and create a single form for all course proposals as well as a single form for all program proposals. The purpose is to simplify and create a paperless, or near paperless, system which will include instructions inside the form when possible. The first iteration of the new system is the result of numerous hours of work by J. Vendemia, who demonstrated it to the APLs. There was discussion of the continuing need to notify other units and campuses of program actions as appropriate, whether the new or old system of forms is used. However, guidelines are needed as to what to do if a notified unit objects to a proposal. In practice, units now have up to 30 days to make their concerns known. The question of who has the ability to edit forms in process was raised, and there was some agreement that only the original proponent should be allowed to make changes. A signature workflow system will be designed to ensure that forms are automatically routed to the correct evaluator. At this point, the digitization effort is an interim solution pending establishment of a permanent system with secure signature and workflow capabilities.

Details about the coming Banner data management system are emerging which may bear upon the future form flow. For example, Banner can accommodate an electronic signature process for the program of study approval workflow.

The meeting was adjourned at 4:30 PM. The next meeting will be Friday, August 27, 2010 at 3:00 PM in Osborne 107C.