

Academic Programs Proposal System (APPS)

Basic Tutorial for Proponents: “Changing an Existing Course”

1. Enter the site: <http://sc.edu/programproposal/index.shtml>
2. Click on “Login for proponents and approvers”

 **Submission and Approval Login**

- ▶ **Login for proponents and approvers:** an interactive site for proponents and approvers
- ▶ **Committee Review Site:** a secured, read-only site for the members of curriculum and faculty governance committees across campus.

3. Login using your Blackboard username and password

Login

Username:

Password:

Please use your USC Network username and password.

4. Click on “Start New Proposal”

Academic Programs Proposal

[Start New Proposal](#) | [Logout](#)

[Committee Review site](#)

Filter Proposals

Proposal ▲	Action / Term	Status / Date	Manage
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5. Select “Course Action”.

New Proposal

Adm

Course Actions

Start here for course-level curricular actions like adding, changing, or deleting a course.

Course actions include new course proposals as well as proposals to delete a course. You can also propose a change to an existing course including:

- Adding distance delivery
- Designating a course as Carolina Core
- Changing the individual features of a course (hours, bulletin description, pre-requisites, etc.)

Program Actions

Start here for program-level curricular actions for majors, concentrations, certificates, etc.

Only **Academic Program Liaisons** can initiate a new program, including majors, concentrations, undergraduate research tracks and dual degrees.

For more information and specific guidelines based on the type of academic action, please contact your campus, college or school APL or Dr. Tena B. Crews, Associate Provost of Academic Programs, at 777-6727.




CONTACT INFORMATION TAB

6. Complete “Primary Contact Information” -- fields marked * are required. You may name additional users (enter their USC Network User Name) whom you authorize to access and update this proposal. Only you can **submit** your proposal, however.

Course Proposal Proposal M

Contact Information

Primary Proponent Contact Information


 Name: * Title: *

Email: * Phone:

Additional Users

The following user accounts will have update access to this proposal. Only the creator/proponent can submit this proposal.


Created by:
CASEY, JOANNA

 Additional Username (2): Additional Username (3):


Additional Username (4): Additional Username (5):

7. Select “Course Action Type” and “Course Level”. NOTE: “New” and “Change” Actions include Distributed Learning (DED) questions. For any Action involving Carolina Core Courses, please also click “Carolina Core Designation” box.

Course Proposal

 **Course Action Type: ***
New and Change actions include Distributed Learning (DED)

New Course Proposal (NCP)
 Delete an Existing Course
 Change to Existing Course (CCP)
▶ Select to make ANY change to an existing course
▶ Select to designate an existing course as Carolina Core. Be sure to check the Carolina Core box below.
▶ Select to add distance delivery to an existing course.

Carolina Core Designation: New/Change Carolina Core Course 


Course Level: *

Undergraduate Usually 499 and below
 Undergraduate or Graduate 500/600
 Graduate Usually 700 and above

8. Choose “4 Letter Designator”. College and Academic Unit will automatically appear.

Course


4 Letter Designator: *

College/School: Arts and Sciences 

Academic Unit: Anthropology

- Click “Save” to save entry and remain on Contact Information tab.
Click “Save and Continue” to proceed with entering Course information.
- After saving, you will see a series of tabs across the top. Now, each time you “Save and Continue” at the bottom of a tab, you move into the next tab to the right. The “Form Summary” provides a snapshot of all information you have entered.

Course Proposal Administration | Logout
Committee Review site

Contact Information | **Course Form** | Cross-Listing | Pre/Corequisites | Change Course | Distributed Learning | Carolina Core | Form Summary 

Primary Proponent Contact Information

Name: *	Title: *
<input type="text" value="John Dawson"/>	<input type="text" value="Chair, Chemistry & Biochemistry"/>
Email: *	Phone:
<input type="text" value="jdawson@mailbox.sc.edu"/>	<input type="text" value="803-777-7234"/>


- The “Course Form”, “Cross-Listing”, and “Pre/Corequisites” tabs are where existing course information appears.

Course Proposal Administration | Logout
Committee Review site

Contact Information | **Course Form** | **Cross-Listing** | **Pre/Corequisites** | Change Course | Distributed Learning | Carolina Core | Form Summary

Primary Proponent Contact Information

Name: *	Title: *
<input type="text" value="John Dawson"/>	<input type="text" value="Chair, Chemistry & Biochemistry"/>
Email: *	Phone:
<input type="text" value="jdawson@mailbox.sc.edu"/>	<input type="text" value="803-777-7234"/>



CHANGE COURSE TAB


12. Select the checkbox(es) corresponding to desired change(s), and enter requested information:

Updated Course

Select an action you would like to make below

Carolina Core Designation Only: Core Course designation only with no changes to any aspect of course

Changing Course Delivery Only: Course Delivery change only with no changes to any aspect of course

 Change Short Course Title: Current Title:
Themes in American Writing

Course Title: *

30 characters max (0 character(s) left)

 Change Long Course Title: Current Title:
Themes in American Writing

Course Title: *

100 characters max (63 character(s) left)


Change Course Number:

Change Course Hour Type:


Change Credit Hours:

Change Credit Hours Minimum for a Single Offering:

Change Credit Hours Maximum for a Single Offering:

 Change Number Times Course can be taken for credit: Current Times:
1

Times: *

 Change Total Possible Credit Hours if Course can be Taken Multiple Times: Current Hours:
3

Credit Hours: *

Change Grading System:

Change Does this Course have any Enrollment Restrictions:

Add Cross Listing 1:

Add Cross Listing 2:

Add Cross Listing 3:

Add Cross Listing 4:

Change or Delete Co/Pre-requisite Listing(s):

 Change Course Description/Content: Current Course Description:

Reading a variety of American texts that exemplify persistent themes of American culture.

Proposed Course Description:

B *I* U ABC [List Bullets] [List Numbers] Paragraph Font Family [Link] [Image]

[Cut] [Copy] [Paste] [Undo] [Redo] [Align Left] [Align Center] [Align Right] [Justify] [Indent] [Outdent] [Quote] [Unquote] [Link] [Unlink] [Anchor] [HTML] [Help]

Reading a variety of American texts that exemplify persistent themes of American culture. May be repeated for credit as content varies by title and semester.
Prerequisites: ENGL 101 and 102 or equivalent

13. Depending on the type of course action, you may be prompted for “Required Attachments”. Type or paste in a “Justification” for the change. If required, paste a complete “Syllabus” for the course in the textbox provided. Syllabus Guidelines may be found on the [Academic Programs website](#). Follow instructions to preserve syllabus formatting.

Required Attachments

Justification: *

Firefox Users Only: The 'Paste' button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit [this link](#) for more information.

Pasting from Microsoft Word: When pasting from Microsoft Word, please use the 'Paste from Word' button to preserve similar formatting. After clicking this button, right click in the text area of the popup window and select Paste or select Ctrl-V on your keyboard.

Course is now required in freshman year, first semester. Note as currently listed is no longer necessary and is not by permission of instructor.

Path: p

Syllabus: *

See course syllabus guidelines on the [Academic Programs website](#).

Firefox Users Only: The 'Paste' button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit [this link](#) for more information.

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Path: p

14. Indicate whether course change impacts another unit at USC Columbia, Palmetto College (Regional) Campuses, or both. Identify unit/campus, and paste in letter(s) or email(s) of concurrence. For more information about the potential impact of your proposal on other units or Palmetto College, please consult your [College APL](#).

Impact on Other Units or Regional Campuses

Impact on Other Units or Regional Campuses: *

Does the proposed course affect the curriculum of any other unit at USC Columbia or on a USC Regional Campus?
 Yes, this course impacts offerings at USC Columbia and the Regional Campuses

Identify which Unit(s)/Campus(es):

Letter 1: *

Firefox Users Only: The 'Paste' button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit [this link](#) for more information.

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Path: p


Letter 2:

15. The “Proposed Effective Term and Year” automatically defaults to a future semester. If a proposal a) changes existing bulletin language, **AND** b) passes Faculty Governance by December, the changes will appear in the subsequent Fall bulletin.

If the course change is limited to adding distributed delivery only, the Effective Term and Year is permitted to be the semester after the proposal is approved, for course scheduling purposes.

Effective Term

Proposed Effective Term and Year: * Fall 2016

 The deadline for approval of a course change through faculty governance will always be the November a year before the proposed academic year of implementation. For example, a change to be implemented in the Fall of 2015 must have been approved by November 2014. Please see the [Academic Planning Calendar](#) for more detailed information.

If you are not proposing Distributed Delivery, please proceed to Step 22.

DISTRIBUTED LEARNING TAB

16. If the course is delivered fully or partially via distributed learning, please indicate on the “Distributed Learning” tab the methods, and percentages of each.

Course Proposal

Contact Information | **Course Form** | Cross-Listing | Pre/Corequisites | Change Course | **Distributed Learning** | Form Summary



College/School: Engineering & Computing
 Academic Unit: Civil Engineering
 Course Action: Change to Existing Course (CCP)
 Course: ECIV 540

Course Delivery

Is this course *only* offered face to face? * No

Proposed Delivery Methods: * Please check the method(s) below that will be used to deliver course instruction.


- Traditional Face-to-Face Instruction
Must be combined with another method.
- Web Delivery - Synchronous
Instruction is delivered and received simultaneously.
- Web Delivery - Asynchronous
Instruction is delivered at one time and received at another.
- Two Way Audio/Visual
- Other Distance Delivery


 % Face-to-Face: * 33% - 49% Be sure your syllabus clearly states when and where students meet face-to-face.

17. Provide the appropriate information on Student-Instructor (S2I), Student-Student (S2S), and Student-Content (S2C) interaction.

Course Syllabus

Provisions for Course Content Interactions: * Please describe how the following types of interaction have been appropriately incorporated into the course: Student-Professor Interaction, Student-Student Interaction, and Student to Content Interaction.



18. Paste course syllabus in the textbox provided, making sure to adhere to the Syllabus Checklist guidelines, and additional instructions.

Course Syllabus: *



Please review and edit the syllabus you have entered to ensure it meets the guidelines set by the Faculty Senate Instructional Development Committee. **Syllabus Checklist for DED Approval.**

Contact the chair of the Faculty Senate Instructional Development Committee for syllabus development questions.

Synchronous Syllabus Resources

Synchronous course instruction is delivered and received simultaneously.

Courses that are fully or primarily synchronous should have a syllabus that includes:

- ▶ A tally showing a total of 700 synchronous "instructor-student contact minutes" per credit hour (2100 minutes for a 3-credit course)
- ▶ The days, times, and place (if necessary) of class meetings
- ▶ See [Model Syllabus for Synchronous Distance Course \(PDF\)](#)

Asynchronous Syllabus Resources

Asynchronous instruction is delivered at one time and received at another.

Courses that are fully or primarily asynchronous should have a syllabus that includes:

- ▶ A tally showing the total "learning minutes" a typical student spends on activities within each week/module.
- ▶ A minimum of 2100 learning minutes per credit hour (6300 minutes for a 3-credit course) for the semester. Note: The final exam period may not count towards this total.
- ▶ See [Model Syllabus for Asynchronous Distance Course \(PDF\)](#)

Asynchronous instruction is delivered at one time and received at another.

Firefox Users Only: The 'Paste' button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit this link for more information.

Pasting from Microsoft Word: When pasting from Microsoft Word, please use the 'Paste from Word' button to preserve similar formatting. After clicking this button, right click in the text area of the popup window and select Paste or select Ctrl-V on your keyboard.

Path: p

19. Explain the need to offer the course via distributed delivery, and the technology required of students in the course.

Justification for Distance Delivery

Benefits of Distributed Delivery: *

Briefly explain the benefits of developing a distributed version of this course.

provides course selection for distance education graduate students pursuing a graduate level degree with focus in transportation.



If you are not proposing Carolina Core designation, please proceed to Step 22.

CAROLINA CORE TAB

20. Enter answers to the questions regarding College Priority Registration, and whether the course is an overlay course.

Contact Information | Course Form | Cross-Listing | Pre/Corequisites | Change Course | Distributed Learning | **Carolina Core** | Form Summary

College/School: Arts and Sciences
 Academic Unit: Chemistry
 Course Action: Carolina Core Modification to Existing Course (CCORE)
 Course: CHEM 107

Carolina Core Information

INSTRUCTIONS

Proposing a Carolina Core Course is a unique curricular action that requires certain specific information different from other course change or new course proposals. You will be asked to justify in detail how your proposed course meets Carolina Core requirements, and addresses Core learning outcomes. It is important that your responses be as complete as possible.

Note: All Carolina Core Courses must use a standard grading system (A through F). Your course syllabus must explicitly document that it meets the Learning Outcomes you mark below.

College/School Registration Priority: * Answer this question if you are proposing a Carolina Core Course that has priority for your college or school



Yes No

Registration priority means that students with specific school and major codes have first priority for registration in the course. Remaining seats are open to all students. (Registration priority is necessary practice in some of the professional schools.)

Is this an overlay course? * Yes No

21. Click the “+” sign next to the Learning Outcome(s) the course fulfills to open text boxes. Add or edit the required text into the boxes.

Carolina Core Learning Outcomes
Click on the numbered learning outcomes below to view the related questions.

GROUP I

1. **Aesthetic and Interpretive Understanding**
+ Create or interpret literary, visual, or performing arts
2. **Analytical Reasoning and Problem-Solving**
+ Apply the methods of mathematical, statistical, or analytical reasoning to critically evaluate data, solve problems, and effectively communicate findings verbally and graphically.
3. **Effective, Engaged, and Persuasive Communication (Writing)**
+ Identify and analyze issues, develop logical and persuasive arguments, and communicate ideas clearly for a variety of audiences and purposes through writing.
4. **Global Citizenship and Multicultural Understanding**
 - o **Historical Thinking**
+ Use the principles of historical thinking to understand past human societies.
 - o **Social Sciences/Cultural Identities**
+ Use the principles of the social sciences to explore diverse cultural identities and to analyze political and environmental issues.
 - o **More Than One Language**
+ Communicate effectively in more than one language.
5. **Scientific Literacy**
- Apply the principles and language of the natural sciences and associated technologies to historical and contemporary issues.
 - A. How will the students be required to demonstrate an understanding of, and use, the basic principles, concepts, and terms of the specific scientific discipline?
 - B. How will students demonstrate and apply their understanding of the scientific method using observation, inquiry, formulation of hypotheses, and experimentation, to explain natural phenomena?
 - C. Describe how students in the course will be required to evaluate the relationships between science, technology, and society as these affect critical historical or contemporary issues.
 - D. What specific assignments, projects, or student works will be used to measure successful student outcomes in this course?

FORM SUMMARY TAB

22. Click on “Expand All +” to view complete proposal information.

Course Proposal: Administration | Logout
Submit Proposal: Committee Review site

Contact Information | Course Form | Cross-Listing | Pre/Corequisites | Change Course | Distributed Learning | **Form Summary**

All the data in this form has been saved. If you wish to edit any section, please click the appropriate tab or on the pencil icon.
Please fully review the proposal below before clicking the "Submit Proposal" button at the bottom of the page

Print Form Summary

ECIV 540 | Change to Existing Course (CCP) Expand All +

College/School:	Engineering & Computing	Proposed Effective Term and Year for change to database/bulletin:	Fall 2016
Academic Unit:	Civil Engineering	Primary Proponent Contact:	Juan M. Caicedo Associate Professor caicedo@cec.sc.edu 7-1925
Course Action:	Change to Existing Course (CCP)		
Course:	ECIV 540		

Original Course Information Changes to Course Information Collapse -

4-letter Designator: ECIV

23. Existing course information is listed in the left column; only changed course information is listed in the right column.



Original Course Information		Changes to Course Information	Collapse -
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<p>4-letter Designator: ENGL</p> <p>Course Number: 285</p> <p>Course Hour Type: Fixed</p> <p>Number Credit Hours: 3</p> <p>Number Times Course can be taken for credit: 1</p> <p>Short Course Title: Themes in American Writing</p> <p>Long Course Title: Themes in American Writing</p> <p>Course Description: Reading a variety of American texts that exemplify persistent themes of American culture.</p> <p>Grading System:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Standard (Letter Grades Only) <input type="radio"/> Standard (Letter Grades with Pass/Fail option) <input type="radio"/> Pass/Fail Only <input type="checkbox"/> Not Auditable <p>Impact on Other Units or Regional Campuses: Yes, this course impacts offerings at the Regional Campuses.</p> <p>Identify which Unit(s)/Campus(es): Palmetto and 2-year campuses</p> <p style="text-align: right; font-size: 0.8em;">View all attachments at bottom of page</p>		<p>Number Times Course can be taken for credit: 3</p> <p>Maximum Number of Credit Hours if Course Can Be taken Multiple Times: 9</p> <p>Short Course Title: Special Topics in American Lit</p> <p>Long Course Title: Special Topics in American Literature</p> <p>Changed Course Description: Reading a variety of American texts that exemplify persistent themes of American culture. May be repeated for credit as content varies by title and semester. Prerequisites: ENGL 101 and 102 or equivalent</p>	
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Original Cross-listings		New Cross-listings	
--------------------------------	--	---------------------------	--

No Cross-listings have been entered

Original Pre/Co-requisites		New Pre/Co-requisites	
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Prerequisites: ENGL 101 and 102 or equivalent

Does this Course have any Enrollment Restrictions: No

Bulletin Description		Collapse -
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Original Complete Bulletin Description:
Reading a variety of American texts that exemplify persistent themes of American culture.

New Complete Bulletin Description:
Reading a variety of American texts that exemplify persistent themes of American culture. May be repeated for credit as content varies by title and semester. Prerequisites: ENGL 101 and 102 or equivalent

24. Click on the “pencil” icon to return to a section to make additional edits. Or, click on that section’s tab at the top of the proposal page.

Course Proposal:
Submit Proposal

Administration | Logout
Committee Review site



Contact Information | Course Form | Cross-Listing | Pre/Corequisites | **Change Course** | Distributed Learning | Form Summary

All the data in this form has been saved. If you wish to edit any section, please click the appropriate tab or on the pencil icon.
Please fully review the proposal below before clicking the "Submit Proposal" button at the bottom of the page

Print Form Summary


ECIV 540 | Change to Existing Course (CCP) Expand All +

College/School:	Engineering & Computing	Proposed Effective Term and Year for change to database/bulletin:	Fall 2016
Academic Unit:	Civil Engineering	Primary Proponent Contact:	Juan M. Caicedo Associate Professor caicedo@cec.sc.edu 7-1925
Course Action:	Change to Existing Course (CCP)		
Course:	ECIV 540		

Original Course Information  Changes to Course Information  Collapse -

4-letter Designator:	ECIV
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25. When you are done editing, and are ready to send the proposal for approval, click the “Submit Proposal” button at the bottom of the screen.

 **Submit Proposal** | Back to Proposal Management Screen

USC LINKS: DIRECTORY MAP EVENTS VIP

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26. After clicking “Submit Proposal”, you will not be able to make any edits to it unless it is returned to you by an Approver. However, you can view its approval status by logging in to the system at <http://sc.edu/programproposal/index.shtml>.