

Academic Programs Proposal System (APPS)

Basic Tutorial for Proponents: “Creating a New Program”



PLEASE NOTE: New Programs may only be initiated by APLs.

Programs include Majors/Degrees, Concentration within an existing Program, Certificates Undergraduate Research Tracks and Dual Degrees. Contact your APL to propose a new program.

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

5. Select "Program Change Action".

New Proposal

Logout

Committee Review site

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. Kristia Finnigan, Director 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: *

Joanna Casey

Title: *

Professor

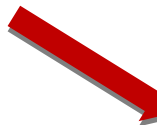
Email: *

caseyj@mailbox.sc.edu

Phone:

Additional Users

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



Created by:

caseyj

CASEY, JOANNA

Additional Username (2):

keegan

Additional Username (3):

Additional Username (4):

Additional Username (5):


7. Select “New Program”, “Level”, and “Program Type”. Program Types include major/degree, certificate, concentration, minor, Undergraduate Research Track, and dual degree.

Program Action

Action Type: *
 New Program
 Change to Existing Program
 Terminate a Program

Level: *
 Undergraduate
 Graduate 700 and higher

Program Type: *
Major / Degree Program



8. Choose “Academic Unit” in which the Program will be housed. The campus and college/school will automatically appear. If the Program is college-owned, scroll down the drop-down list to the “ZZ-___” entries.

Program Home


Academic Unit: *
BMSC - Biomedical Sciences

Campus: Columbia

College/School: Medicine

Save Save & Continue

To review or submit your proposal, please go to the [Form Summary page](#)




9. Click “Save” to save entry and remain on Contact Information tab.
Click “Save and Continue” to proceed with entering New Course information.
10. 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.

Program Proposal

Contact Information Program Profile Justification Program Location Program Impact Form Summary

Primary Proponent Contact Information

Name: * Joshua Thornhill	Title: * Associate Dean for Medical Education and Academic A
Email: * joshua.thornhill@uscmcd.sc.edu	Phone: 2216-3600



PROGRAM PROFILE TAB

11. Enter the Program name, level and credit hour total. If the new Program necessitates a new 4-letter course designator, click “Yes” in that field, and complete the blanks.

Program Profile	
Program Name: *	<input type="text" value="Master of Science in Physician Assistant Studies"/> <small>Examples: 'BA in Chinese Studies' or 'MPH in Epidemiology'</small> <small>100 characters max (52 character(s) left)</small>
Graduate Degree Level:	<input type="text" value="Masters"/>
Number Credit Hours: *	<input type="text" value="89"/> <small>Credit hours over a certain threshold may require a full CHE Proposal. Please see Academic Program Procedures for more information.</small>
New Designators:	Will this program require one or more new course designators? <input type="text" value="No"/>

12. The Program Curriculum is entered in sections: an optional Introduction, Program Requirements, Program Electives, Cognate/Minor Requirements, and Other. You may copy and paste using the instructions below to retain formatting.

Program Curriculum	
<p>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.</p> <p>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.</p>	
Optional Program Introduction: <small>Please insert the exact text to be listed in the Academic Bulletin.</small>	<div><p>Physician's assistants (PAs) are licensed and certified health care professionals who practice medicine in partnership with doctors and bring a breadth of knowledge and skills to patient care. Physicians and Physician Assistants work with other health providers in interdisciplinary care teams to provide patient-centered care that improves the health of patients and communities. PAs conduct physical exams, diagnose and treat illnesses, order and interpret tests, assist in surgery and other medical procedures, write prescriptions, promote preventative health strategies, and provide patient health education and counseling. They play an increasingly vital role in modern medicine by improving access to effective, efficient, and affordable healthcare.</p><p>PAs practice with defined levels of autonomy and exercise independent medical decision making within their scope of practice. They are often found in primary care practices (family medicine, internal medicine, pediatrics, and obstetrics/gynecology), but also work in many subspecialties. Accreditation Path: p</p></div>
Program / Major Requirements: *	<div><p>The Masters Degree Program for Physicians Assistants is a 27-month study (7 semesters) with 89 total credit hours (5 credit hours of electives in the final semester). PA students are full-time and this is an intense program, not unlike other PA programs throughout the nation in the number of credit hours or length. Course sequencing is as follows:</p><p>Path: p » strong</p></div>
Electives:	<div><p>ELECTIVES: up to 10 hours of electives in the final semester (this would be two elective rotations).</p><ul style="list-style-type: none">• Physician Assistant Practicum BMSC 748 –there are 5 hours of practicum per elective clinical rotations in specialties such as: Radiology, Emergency Medicine, Neurosurgery, or Orthopedics<p>Path: p » strong » span</p></div>
Cognate and Minor Requirements: <small>Cognates require a series of courses in one or more disciplines related to but outside the major.</small> <small>Minors require a series of courses in one discipline outside the major.</small> <small>See ACAF 2.00 for more information.</small>	<div><p>None</p><p>Path: p</p></div>
Other Program Requirements?:	<div><p>none</p></div>

JUSTIFICATION TAB

13. Enter a Justification for creating the new Program.

Program Justification and Effective Term	
Program Justification: * Please provide the justification for the proposed program action.	<p>physician assistant (PA) education entitled "Masters in Science in Physician Assistant Studies". Physician Assistants (PAs) are needed to address the growing needs for primary care in our state and throughout the nation, especially in rural and underserved areas. In addition, PAs are employed to assist with medical and surgical procedures in a cost-effective manner. The role of PAs is expected to expand as states continue to allow assistants to do more procedures and as insurance companies expand coverage of PA services. Over the next 5 years, the majority of the openings for PAs are expected to come from new job growth rather than from replacement needs, due to increasing demand for these advanced health care providers.</p> <p>In May 2014 a USCSOM committee developed a curricular plan, budget proforma, and an estimate of resources needed for initiation of such a program. The decision to create this new Masters program was made in collaboration with our clinical partners at Palmetto Health Richland (PHR) and the Dorn VA Medical Center (Dorn VAMC), since they will be providing clinical training sites for the program (see resource support letter from Dean Les Hall). The timing for the program development is urgent, since development of the academic program is a parallel process to receiving provisional accreditation from the ARC-PA (Accreditation Review Commission on Education for the Physician Assistant). The accreditation documents are due by the end of this year, with an onsite visit in February of 2016. Our first class will matriculate in January of 2017.</p>

14. The "Proposed Effective Term and Year" automatically defaults to a future semester. For a new program to be assigned a major code enabling students to enroll, *it must have received CHE and SACS approval*. Upon securing the final approvals, new programs may be added to the bulletin at any time.

Proposed Effective Term and Year for change to database/bulletin: *	Select the date this program will go into effect.
	Fall 2016
	<small>New programs may be added to the Academic Bulletin at any time throughout the year <i>after</i> SACSCOC and CHE approval (not required for Minors and Undergraduate Research Tracks). See the Academic Planning Calendar for Bulletin and Master Schedule publish dates.</small>
	<input type="button" value="Save"/> <input type="button" value="Save & Continue"/>
<small>To review or submit your proposal, please go to the Form Summary page.</small>	

PROGRAM LOCATION TAB

15. If the Instructors will be *face-to-face* with the students at a location other than the USC Columbia campus for a majority of the New Program, this section needs to be completed. See the links to instructions for both domestic and international program sites. International sites will require evidence of authorization to do business in that country.

Program Location	
Is the majority of this program offered on the USC Columbia Campus? *	No
Main Address	Please provide the address where the majority of the program takes place.
Building: *	<input type="text"/>
Street Address 1: *	<input type="text"/>
Street Address 2:	<input type="text"/>
City: *	<input type="text"/>
State / Region / Province: *	<input type="text"/>
Zip/Postal Code: *	<input type="text"/>
Country: *	Select Country
	<small>See the International Programs website for more information about International Program agreements. See also the University policies ACAF 2.06, ACAF 2.08, and ACAF 2.09.</small>
Authorization:	Please provide signed documentation indicating we have been granted authority to do business in this country.
	<input type="button" value="Choose File"/> No file chosen
	<small>If you have questions, please contact your College APL.</small>

NOTE ABOUT PROGRAMS AND DISTRIBUTED DELIVERY: *There is no mechanism for approving whole programs for distributed delivery. Distributed delivery approval is on a course by course basis.*

PROGRAM IMPACT TAB

16. Indicate whether course 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](#).

Program Proposal Administration | Logout
Committee Review site

Contact Information | Program Profile | Justification | Program Location | **Program Impact** | Form Summary

College/School: Medicine
Academic Unit: Biomedical Sciences
Program Action: New Major / Degree Program



Impact on Other Units or Regional Campuses

Impact on Other Units or Regional Campuses: * Does the program affect the curriculum, students or academic interest of any other unit at USC Columbia or on a USC Regional Campus?

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

Please enter letters of concurrence from the relevant units and/or Palmetto College.

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.
 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.

See note of support below from

FORM SUMMARY TAB


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

Program Proposal: Submit Proposal Administration | Logout
Committee Review site

Contact Information | Program Profile | Justification | Program Location | Program Impact | **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](#)

Masters in Science in Physician Assistant Studies | New Program Expand All + 

College/School:	Medicine	Proposed Effective Term and Year for change to database/bulletin:	Fall 2016
Academic Unit:	Biomedical Sciences	Primary Proponent Contact:	Joshua Thornhill Associate Dean for Medical Education and Academic Affairs joshua.thornhill@uscmed.sc.edu 2216-3600
Program Action:	New Major / Degree Program		
Program Name:	Masters in Science in Physician Assistant Studies		
Level:	Graduate		

18. 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.

Program Proposal:
Submit Proposal

Administration | Logout
Committee Review site

Contact Information Program Profile Justification Program Location Program Impact 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.
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Print Form Summary

Masters in Science in Physician Assistant Studies | New Program Expand All +

College/School:	Medicine	Proposed Effective Term and Year for change to database/bulletin:	Fall 2016
Academic Unit:	Biomedical Sciences	Primary Proponent Contact:	Joshua Thornhill Associate Dean for Medical Education and Academic Affairs joshua.thornhill@uscmed.sc.edu 2216-3600
Program Action:	New Major / Degree Program		
Program Name:	Masters in Science in Physician Assistant Studies		
Level:	Graduate		

New Program Profile Collapse -

Program Name:	Masters in Science in Physician Assistant Studies
Graduate Degree Level:	Masters
Number Credit Hours:	89
New Designators:	Will this program require one or more new course designators? No

19. 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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20. 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.