1. Welcome. Brief “reminder” introductions to facilitate face-to-name of attendees, and graduate role played in your unit.

2. Letters of Concurrence Issue (APPS Clarification—attached, FYI; “Program Impact” tab from tutorial)

3. Cross Listing Issue / Discussion (ACAF 2.03 clarification—attached FYI; see specifically II.A.5. a,b, & c.)

4. Summer Graduate Course Scheduling Discussion (Dates attached FYI).

5. Enrollment Trends Discussion.

6. Integrated Technology Solutions (software upgrading information).

7. Reminders:
   a. Students must be enrolled in the semester of graduation.
   b. Individuals teaching graduate classes should be tenure track or have term/associate appointments as Graduate Faculty.

8. Solicitation of issues facing programs for discussion and/or requests for information/action that are best served by meetings rather than emails.

9. Remaining future meetings. Proposed: (3rd Tuesdays of alternate months):
   a. November 21, 2017 at 2:00 pm.
   b. February 20, 2018 at 2:00 pm
   c. April 17, 2018 at 2:00 pm.

10. Good of the Order.
PROGRAM IMPACT TAB

18. Indicate whether Program 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.

FORM SUMMARY TAB

19. Click on “Expand All +” to view complete proposal information.
I. Policy

Academic courses form the foundation of the University of South Carolina's graduate and undergraduate curricula. Courses are taught throughout the university at a range of levels and can be either credit bearing or noncredit bearing. This policy applies to credit bearing courses only. Noncredit bearing courses are governed by University Policy ACAF 1.71 Noncredit Certificate Programs.

Course actions on all campuses including the creation, revision and elimination of graduate and undergraduate courses must be approved at appropriate levels of curriculum responsibility within the university as outlined in this policy prior to advertisement or insertion into the Graduate and Undergraduate Bulletins.

A. Faculty Oversight

The faculty of the university has legislative authority over matters pertaining to the curriculum on the campus where they serve. Faculty governance bodies on each campus shall review all requests to create, revise, or eliminate graduate and undergraduate courses to ensure that all offerings meet the academic expectations of the university. Course actions should also be reviewed to ensure that courses are not unnecessarily duplicated within each campus and are appropriate to the department requesting the course.

B. Campus and Unit Oversight

The deans of the colleges and schools on the Columbia campus, the campus deans on the regional Palmetto College campuses, and the chief academic affairs officers on the comprehensive campuses are responsible for implementing this policy and maintaining unit- and campus-level compliance with CHE and SACS regulations.
Within units, the unit head is responsible for ensuring that programs meet the academic expectations of the university and are assessed annually, including monitoring program offerings using specific delivery methods and/or locations.

C. Academic Program Liaisons (APL)

An Academic Program Liaison (APL) is designated for each college/school on the Columbia campus, for each comprehensive campus, and for the regional Palmetto College campuses. The APLs serve as the main information resource on academic program actions and as the liaison to the Provost’s Office for their respective units. The list of current Academic Program Liaisons can be found at www.sc.edu/provost/acadprog.

II. Faculty Governance Procedures

A. Initiation of Course Actions and Unit Approval

1. In most cases, course actions will begin in a department or unit of a campus, college or school. The proponent of a course action may wish to consult the unit Academic Program Liaison early in this process.

2. If a course action has the potential to impact the curriculum offering of other units or campuses, then the proponent is responsible for procuring concurrence from such units or campuses.

3. Proposals for course actions shall be approved and so documented by the appropriate unit-level curriculum committees.

4. The proponent of the course action shall submit the proposal in the Academic Program Proposal System (APPS) after the above approvals have been obtained.

5. Courses may be cross-listed only with other courses at the same level. Course actions involving cross-listed courses shall be submitted as follows.

   a. If both sides of the cross-listing are new courses, each unit shall introduce their own course, indicating cross-listing with the other.

   b. If one course is new, and the other already exists, the unit introducing the new course shall include a statement of concurrence from the unit with the existing course. After approval, the Registrar’s office shall edit the existing course’s course description to reflect the new or changed cross-listing.
c. If all courses in a cross-listing are existing courses, one of the units shall submit the course action, indicating all other courses with which the course is cross-listed. All other units shall provide to the initiating unit statements of concurrence, indicating all other courses with which the initiated course is cross-listed. After approval, the Registrar shall edit the course descriptions of the concurring unit’s courses to reflect the new or changed cross-listing.

B. Procedures for Columbia Campus

1. If course actions impact the curriculum offerings at the regional Palmetto campuses, the Palmetto College Office and Vice President for System Planning will be notified.

2. Submitted proposals for course actions shall be approved by the unit head (chair, director, dean, or other defined unit head).

3. Proposals for course actions shall then be approved by the college/school representative.

4. The college/school representative shall submit proposals for course actions to campus review and approval procedures. Such procedures are described below. If course actions impact the curriculum of P-12 educator preparation programs, the Dean of the College of Education must approve the action.

5. If course actions for courses numbered 100 to 699 involve the inclusion or addition of pedagogy such that 50% or more of the course may be delivered by distributed learning methods, then the proposal shall be submitted to both the Provost’s Office’s Distributed Learning Support Services, and the Committee on Instructional Development of the Faculty Senate for review and approval.

6. Course actions for undergraduate courses (courses numbered 499 and below) shall be submitted to the Curriculum and Courses Committee of the Faculty Senate for review and approval. Upon approval by the Committee on Curriculum and Courses, this committee shall submit the proposal to the Faculty Senate for campus faculty approval.

7. Course actions for advanced undergraduate/graduate courses (courses numbered 500-699) shall be submitted to the Committee on Curriculum and Courses of the Faculty Senate for review and approval. A representative of the Graduate Council will participate in the review and shall report the outcome to the Graduate Council. Upon approval, this committee shall submit the proposal to the Faculty Senate for campus faculty approval.