

Academic Program Division of Academic Senate

Minutes of 3-14-00

To: Academic Program Committee Members and Various Departments
and/or Schools: Arts and Sciences/ Department of Political
Science and College of Education/ Department of Teacher
Education

From: Kathylynn Feld, Chair of APD Committee

Re: Meeting, Tuesday, March 14, 2000 at 11:30 AM in Room 1103 of
Cushwa Hall.

Present: P. Sarro, N. Sweeney, T. Porter, K. Feld, and D. Stephens

Excused: S. Lim, J. Elias, S. Shipton

Absent: J. Tackett

The committee is waiting for a response from the College of
Education regarding the Adolescent License Programs.

155: Public Management in the Dept. of Political Science **approved**

Bachelor of Science Degree

Discussion included a minor that consist of 23 hours and
should the addition course be part of the major.

The interdisciplinary minor was approved.

Memo to the Academic Programs Division

1. Please complete the schedule form included with the minutes and
return to me as *quickly as possible*. A meeting will be
scheduled to review 156: Journalism of the Dept. of English
2. In circulation:
22: Environmental Studies was approved pending and corrections
were made.

155: Public Management of the Dept. of Political Science
3. Review the attached outline of APD procedure and be able to
discuss changes at the next scheduled meeting. Remember this is
a rough draft.

*Academic Program Division
Processing a Program Proposal ---Rough Draft (3-14-00)*

A. Program Development by Program Director and/ or Department Committee

B. Chair of Department

C. Dean of the College

D. College Curriculum/ Program Committee

1. Circulate to committee members

2. Meet and discuss

3. **Approved**

Chair of Committee signs

3. **Not approved**

1. Return to department with reason for not approving

2. Review and Revise

3. Dept. Chair's signature

4. Dean's signature

5. Return to CCC at Step D

E. Sent to Chair of the Academic Program Division

Proposals must be complete:

Dept chair, dean and ccc signatures

Curriculum sheet attached

Documentation to other depts if required

Clearly stated changes and rationale

1. Circulate to committee members

2. Meet and discuss

3. **Approved**

Chair of Committee signs

Approved pending: Sent to the Department Chair with a request for minor changes indicated and sent to chair of APD

1. reviewed and circulated

2. report changes to committee members and reflect it in the minutes

Not Approved:

1. return to department with reasons for not approving

2. Resume process at step A

F. Circulate to the Deans Offices for 10 days

No opposition

Opposition

1. Chair of APD informs the Department of the opposition In writing with a copy to the opposing dept.

2. If depts work it out the opposing dept will inform the committee in writing of this

3. The proposal will go to step G

4. If a settlement is not reached a hearing will be called.*

G. Sent to the Chair of Senate for his/her signature

H. Sent to Admissions

Memorandum

2/18/00

To: APD Committee Members
From: Kathylynn Feld, Chair of APD Committee
Date: 03/08/00
Re: Meeting Announcement and Agenda

Meeting : Tuesday, March 14, 2000 in Room 1103 of Cushwa Hall. It is a Medical Assisting Classroom (near the Department of Health Professions)

@ 11:30 Am

Agenda: 1. Review of a new program , Public Management submitted by the Department of Political Science. Information attached. (155)

2. ??? Discuss the Adolescent License Programs.

With the exception of the Social Studies programs they were returned to the committee with Foundation 3708 added to the Professional Education Requirements. This would increase each programs hours by three. However, I returned the programs to the Teachers Education Department because the revised programs were not signed by the dean of the College of Education. Since we had approved these programs without Found3708, I requested written justification for the addition of the course before we could consider reviewing them.

3. The development of a written procedure and/or check off sheet for the committee to follow when processing programs.