

## **APCC Program and Course Proposal Guidelines**

The Faculty Assembly Academic Policy Committee and Curriculum Committee have now been combined to form a single committee: The Academic Policy & Curriculum Committee (APCC). This document details the current procedures for submitting proposals to the committee and the calendar of deadlines for remainder of the 2012-2013 academic year. We are in the process of revising the APCC website.

Please direct any questions or comments on this to Nita McKinley, chair, [nmmckin@uw.edu](mailto:nmmckin@uw.edu).

### ***Curriculum Proposals***

The responsibility for reviewing and editing proposals for new courses or course changes now resides with individual programs. Each program should have a documented procedure for faculty review of the academic quality of course proposals, as well as ensuring proposals meet format required by the Seattle Curriculum Committee.

The APCC will send out to the uwtfac listserv a notification of proposals being considered by the APCC so that faculty may raise any concerns at the UWT level, such a course overlap. The APCC will review proposals for any emerging campus-wide issues, but not for individual course academic integrity.

Submit new course and course change proposal documents on the Curriculum GoPost space as in the past. The program administrator uploading the documents must certify that the proposals have been appropriate reviewed at the program level.

### ***New Program and Program Change Proposals***

These proposals should also be submitted to the Curriculum GoPost space and have the same due date as course proposals.

All proposals for new courses require a full committee review. Programs may want to send a spokesperson to the APCC meeting where the proposal will be reviewed to answer any questions the committee may have.

Minimal program change proposals may be decided with an online vote to speed these approvals.

### APCC 2012-2013 Meeting Schedule with Proposal Due Dates

<b>Date</b>	<b>Time</b>	<b>New program proposals, program changes, and curriculum must be received by</b>	<b>Deadline for Seattle Curriculum Committee</b>	<b>Seattle Curriculum Meeting Date</b>	<b>Quarter for Course Changes without memo of responsibility</b>
12/6/2012	12:30-2pm	11/21/2012*	1/2/2013	1/17/2013	Spring 2013
1/17/2013	12:30-2pm	1/3/2013	2/1/2013	2/15/2013	Summer 2013
2/14/2013	12:30-2pm	1/31/2013	3/1/2013	3/20/2013	Autumn 2013
3/14/2013	12:30-2pm	2/28/2013	4/1/2013	4/17/2013	
4/11/2013	12:30-2pm	4/28/2013	5/1/2013	5/15/2013	
5/9/2013	12:30-2pm	4/25/2013	6/3/2013	6/19/2013	
6/6/2013	12:30-2pm	5/23/2013	7/1/2013	8/21/2013	
Summer TBD					

\*previously published deadline of 12/3/2012 for curriculum proposals only will be honored.