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College of Arts & Sciences Council : Academic Programs Committee Meeting : 2017 : 12 : 01

University of South Florida St. Petersburg, College of Arts & Sciences.

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APC meeting 12/1/17

Meeting began at 2 PM

Present: Kevin, Christina, Jenny, Joan, Felipe & Suganthi

I. Change in program- Master of Arts degree in digital journalism and design
   - presented by Mark Walters and ?

   - Discussions were focused on why they decided to modify the program and
     change the curriculum to hybrid (combination of online and face-face) courses

Questions asked by the committee:
1. Name change to attract graphic design students (Jenny)
2. Clarification of classes online or hybrid (Luis)
3. Type of students that take these classes
4. Jenny asked about the termination or changes to the program and if termination
   was approved

Answer: Mark Walters (program director)

1. Will be offered as completely online or hybrid with some online and other classes
   face to face
2. All types of students - international and national but mostly Tampa students
3. Clarified it was a program change and not termination. He also said it was
   approved before & effective change date should be changed to fall 2018

APC Committee observations & decisions:
- Decided termination will be signed off and then approve the change
- Indicated there are missing parts in the form:
  - clean copy missing and typo in number of credits for (MMC 6936) photo
    Journalism 2
  - (Jenny will email the part missing in the form)
- Asked for a clean copy but requested we sign-off in the original form and approve
  and they will fix the typos
- Jenny asked for previous forms from 10/18 and found it has been lost
  (Mark answered it was previously approved and sent to Donna Knudsen and then
  to Frank.)
- Front page on new program is different from before and Jenny said it was
  approved previously and would send the previously approved forms.

Final Status: Approved by committee since it was previously approved

Need termination of program form and a catalog copy of it.
II. Discussed about the programs/courses presented in our last meeting and said it was approved with corrections

III. Discussed about having a faculty council member attending our meeting but they want one of APC to attend their meeting – not sure about how structure is defined in the by-law

IV. Procedures about how the proposals gets moved around the committees and the role of our committee in this were discussed
   Suggestions by the committee:
   - Course tracking only tracks courses and there are problems accessing the course tracking websites, so right now we will keep the same tracking system as Kathy’s
   - It is the proposers’, not APC’s, responsibility to keep track of signatures that needs to be completed and walk it to complete the process

Motion to approve that it is the proposer’s responsibility to make sure the process is carried out was proposed and the committee approved it.

V. Curriculum changes and proposal documents were discussed
   - Suggestions on designing a flow chart on how it is done was discussed, as there are no set documents now on how this process takes place
   - Jenny will send all the materials that were done before (academic year 2016-2017) & said all of the proposals for change are there online

VII. Graphic Arts program – approved 2 years ago and will be presented for January meeting

VIII Sustainability and other proposals will all be presented for the January meeting

The committee meeting concluded at 3 PM