Faculty Senate on Curricula & Courses: Submission Information for 2020-2021

Proposal submission location
- Proposals are submitted on the Academic Program Proposal System (APPS)
  https://www.sc.edu/about/offices_and_divisions/provost/planning/academicprograms/proposals/
- The entire submission system is electronic.

Proposal deadlines
- The Faculty Senate for Curricula and Courses (C&C) review proposals at the monthly meeting.
- Proposals discussed at the monthly meeting must be posted (i.e., dated) in the C&C que seven (7) calendar days prior to the C&C monthly meeting.
- Fall 2020 deadlines for review are as follows:

<table>
<thead>
<tr>
<th>C&amp;C meeting</th>
<th>Proposal due in C&amp;C que</th>
<th>Proposal reported to Faculty Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 21, 2020</td>
<td>August 14, 2020</td>
<td>September 9, 2020</td>
</tr>
<tr>
<td>September 4, 2020</td>
<td>August 28, 2020</td>
<td>October 7, 2020</td>
</tr>
<tr>
<td>October 2, 2020</td>
<td>September 25, 2020</td>
<td>November 4, 2020</td>
</tr>
<tr>
<td>November 6, 2020</td>
<td>October 30, 2020</td>
<td>December 2, 2020</td>
</tr>
</tbody>
</table>

Time expectations
- Eleven (11) different stakeholders (e.g., college, registrar) review the proposal and pass it forward before it enters the C&C que. Do not assume that your proposal will arrive in the C&C que the same day that you upload it into the system.
- C&C recommends that the proposal is uploaded at least three working days prior to the deadline to guarantee it arrives in the C&C que in a timely manner.
- Proponents may upload changes into APPS year-round.
- Monitor the progress of your proposal in APPS. If it is “stuck” in someone’s que, call that specific office.

https://academicbulletins.sc.edu/undergraduate/

Bulleting updates and corrections*

Non-curricular information (i.e., faculty listings, contact information, college or departmental descriptive text) can be updated by contacting the Office of the University Registrar. Any material pertaining to course descriptions or curriculum changes must have the approval of the Faculty Senate, Graduate Council, Board of Trustees, and/or S.C. Commission on Higher Education before it can be published in the bulletins.

Bulletin Additions: Proposals for additions to Bulletin academic content must be approved by the date of the last Faculty Senate/Graduate Council meeting prior to the start of the semester in which the addition may appear. Approval for Bulletin additions for a Summer or Fall term is generally in May of the prior
Spring term. Approval for Bulletin additions for a Spring Fall term is generally in December of the prior Fall term. Academic proposals that are considered Bulletin additions include:
  - New courses
  - New or existing courses added as options for an existing requirement.
  - New academic programs
All other academic proposals are considered Bulletin changes.

Bulletin Changes: Proposals for changes to Bulletin academic content must be approved by the date of the last Faculty Senate/Graduate Council meeting in the Fall term prior to the next academic year.

*The above information was taken directly from the university website.

**Submission questions**
Many issues can be eliminated by a phone call or email. The following people are here to assist you with your proposal. Call or email them.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Person</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>C&amp;C (general) Submitting a proposal</td>
<td>Marianne Bickle, C&amp;C chair</td>
<td>803-361-0730 <a href="mailto:bickle@hrsm.sc.edu">bickle@hrsm.sc.edu</a></td>
</tr>
<tr>
<td>Distributed learning</td>
<td>Trena Houp</td>
<td>803-777-0460 <a href="mailto:thoup@mailbox.sc.edu">thoup@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Curriculum</td>
<td>Jenn Tilford</td>
<td>803-777-1685 <a href="mailto:tilfordj@mailbox.sc.edu">tilfordj@mailbox.sc.edu</a></td>
</tr>
</tbody>
</table>