

Academic Policies Committee Short Form Proposal Template

Schools/departments should use this short form to submit proposals:

- Needing only APC approval (revision of course descriptions including title, number or prerequisites, alternate year listing in the Catalog and the cross listing of courses); or
- Eliminating (or adding?) 1-3 courses which don't impact other programs or
- Eliminating a minor, concentration, credential program or certificate which doesn't impact other programs (confirmed by direct administrative report - college dean or provost).

All submitted proposals need to adhere to the following template in order to facilitate the work of the Academic Policies Committee.

I. Who - Academic Unit Name:

Department of Art & Design

II. Impact- Will this proposal impact other departments, schools or Ryan Library (Yes/No)? If yes, please describe and provide date of contact to respective personnel:

No negative impact

III. What - Proposal Summary:

- Change current Art Minor name
 - Current Name: Art Minor
 - Proposed name change: Art & Design Minor
- Upper Division Course Requirement Changes (within current minor)
 - Add: ART 335 Design History, to the existing options

IV. When - Academic Year and Semester Changes to Take Place:

Proposed offering date: Fall of 2018

V. Why - Proposal Rationale (might include):

In addition to student interest, both the A&D faculty and the external program reviewer highlighted the growing need for a minor in graphic design.

Under the current Art Minor, students have the flexibility to tailor their courses in either visual art or graphic design. The current title leads many to think that a minor in Graphic Design is not available.

Updating the title of this minor will better reflect the course offerings that already exist within the minor and add better clarity to programming options for students who are interested in minor that caters to graphic design.

VI. How - Curricular Changes:

- A. Step 1: In the Catalog Review folder (H:\Catalog Review) provided by the VPAA Office use *track changes* to prepare the proposed catalog text.
 - B. Step 2: Arrange a meeting with the APC chair and Records liaison to review the catalog text proposal and receive assistance in submission of proposed catalog copy. Include this with your proposal.
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Total course/unit additions: 1 additional option under Upper Division Requirements

ART 335 Design History: Industrial Revolution to Contemporary Design

Total course/unit deletions: 0

Staffing increase/decrease: 0

Library resourcing impact: 0

Net Financial impact: 0

I have reviewed this proposal and the items above and believe the proposal meets all university requirements, don not impact other departments or programs, and is ready for APC review.

Department or School Direct Report: [J. David Carlson, dcarlson@pointloma.edu](mailto:dcarlson@pointloma.edu)

Department of Art & Design

Date Nov. 2nd, 2017

College Dean or Provost as applicable:

_____ Date _____

Note: Submit completed short form proposal to the APC chair not later than one month prior to the APC meeting at which you hope it can be placed on the agenda.