

<b>Academic Policies Committee</b> <b>Short Form Proposal Template</b>
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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 Chemistry

**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:

Of the seven different proposed changes in this APC short form, proposals 1 and 2 (see part III for details) are the only changes that impact the departments of Biology, Kinesiology, MICS and Sociology, Social Work, and Family Sciences (Dietetics major). The other five proposals do not impact other departments. Ryan Library will not be impacted by any of these proposals.

We met with Jeff Sullivan (co-chair of Kinesiology) on Friday January 26<sup>th</sup> 2018, Maria Zack (Chair of MICS) on Friday January 26<sup>th</sup> 2018 and Dawne Page (Chair of Biology) on Tuesday January 30<sup>th</sup> 2018. We received approval to make these changes from Susan Rogers and Kevin Modesto (co-chairs of Sociology, Social Work and Family Sciences) via email on Tuesday January 30<sup>th</sup> 2018. We are scheduled to meet with the department of biology for a discussion about the impact of proposals 1 and 2 on Wednesday February 7<sup>th</sup>.

We will update the APC committee once we have gathered their feedback and votes.

**III. What - Proposal Summary:**

- 1- Drop CHE 151 (General Chemistry Tutorial, 1 unit, currently co-requisite with CHE 152)
- 2- Change CHE 152 (General Chemistry I) from a 4-0-unit course (4 units for the lecture, 0 units for the lab) to a 4-1-unit course (4 units for the lecture, 1 unit for the lab). The addition of 1 unit to the lab comes from CHE 151, the co-requisite of CHE 152, that we are proposing to drop (see 1).
- 3- Change CHE 153 (General Chemistry II) from a 4-0-unit course (4 units for the lecture, 0 units for the lab) to a 3-1-unit course (3 units for the lecture, 1 unit for the lab).
- 4- Change CHE 294 (Organic Chemistry I) from a 4-0-unit course (4 units for the lecture, 0 units for the lab) to a 3-1-unit course (3 units for the lecture, 1 unit for the lab).
- 5- Change CHE 304 (Organic Chemistry II) from a 4-0-unit course (4 units for the lecture, 0 units for the lab) to a 3-1-unit course (3 units for the lecture, 1 unit for the lab).
- 6- Change CHE/BIO 450 (Advanced Biochemistry) from a 4-0-unit course (4 units for the lecture, 0 units for the lab) to a 3-1-unit course (3 units for the lecture, 1 unit for the lab).

7- Change CHE 325 (Physical Chemistry I) from a 4-0-unit course (4 units for the lecture, 0 units for the lab) to a 3-1-unit course (3 units for the lecture, 1 unit for the lab).

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

We plan to implement these changes in Fall 2018 (2018-2019 Academic year).

**V. Why – Proposal Rationale (might include):**

The chemistry department recently completed the program review process and has been tasked to work with the Dean and Provost to investigate, identify and implement a strategy to make the programs within the department more sustainable and scalable. Our program review memorandum of understanding states that we need to reduce our “unfunded load” numbers by 40%, based on the 2016-2017 academic year (with some adjustments). After extensive discussion within our department, we have decided that the best way to achieve this, with the least impact on our students and programs, is to shift one unit from the lecture portion of each of these courses to the lab (e.g. changing 4-0-unit courses to 3-1-unit courses). Implementing these changes will allow us to exceed the target set by the Provost, Kerry Fulcher, and reduce our unfunded load numbers by more than 40%.

The chemistry courses listed above (CHE 152, 153, 294, 304, 325, 450) are currently all 4-0-unit courses (4 units for the lecture, 0 units for the lab) composed of a lecture portion that meets three times a week for 65 minutes each and a 3 - 3.5-hour laboratory. Unfunded load is generated by these courses because they do not have a unit associated with the laboratory while the lab instructor receives 2 units for teaching the lab. Over the last 5 years, we have had to increase the number of lab sections offered for these courses to accommodate for the growth of several programs thus increasing the unfunded load. By changing these courses to 3-1-unit courses (3 units for the lecture, 1 unit for the lab), contact time in lecture would decrease by 30 minutes each week while unfunded load would also decrease because students would now be registering for a 1-unit lab.

**VI. How – Curricular Changes:**

- A. Step 1: Use *track changes* to prepare the proposed catalog text. If you need a copy of your catalog sections sent to you, contact [sfruchey@pointloma.edu](mailto:sfruchey@pointloma.edu).

See attachment below.

- 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

Total course/unit deletions: 1

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:

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.

## ~~CHE 151 – General Chemistry Tutorial~~

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~~(1)~~

~~Tutorial session accompanying [CHE 152](#), to reinforce problem solving skills necessary for the successful completion of General Chemistry. One hour per week. Can be waived by exam. Graded Credit/No Credit.~~

~~Corequisite(s): [CHE 152](#).~~

## CHE 152 - General Chemistry I (GE)

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(4)

Study of the basic principles of modern chemistry. Emphasis on atomic and molecular structure, chemical bonding, gas laws, states of matter, and solutions

Prerequisite(s): Satisfactory high school background or [CHE 103](#) or PSC 110.

Corequisite(s): CHE 152L

### CHE 152L – General Chemistry I Lab (GE)

(1)

Weekly laboratory that is a co-requisite for CHE152.

Corequisite: CHE152

The catalog descriptions for CHE 153, 294, 304, 325, 450 do not have to be changed because they are still 4 unit courses including a lab each week.