

**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:

- *Cross-Disciplinary Studies [CDS], on behalf of the Literature, Journalism, and World Languages [LJWL] department*

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:

- *This proposal impacts the CDS majors who adopt an English emphasis (one of three Reading, Language, and Literature concentrations). The courses that make up this emphasis are offered through the LJWL department.*
- *The Literature committee (subset of LJWL) provided feedback on this course series and approved it (via email from Dr. Carol Blessing, dated November 2, 2018).*

III. What – Proposal Summary:

- *Change the courses for the English Emphasis*

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

- *Fall 2019*

V. Why – Proposal Rationale (might include):

- *Discussion with Dr. Carol Blessing and the Literature committee prompted the generation of an updated course series for the English Emphasis, one of three Reading, Language, and Literature concentrations offered in the LJWL. This modified course series reflects newly approved course changes within the LJWL department, as well as the addition of specific course options for the different linguistics and literature components of the emphasis.*

VI. How – Curricular Changes:

- Step 1: In the Catalog Review folder (H:\Catalog Review) provided by the VPAA Office use *track changes* to prepare the proposed catalog text.
- 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.

Reading, Language, and Literature Concentration:

English Emphasis [12 units total]

- LIT 250 Introduction to the Study of Literature (3)
- LIT 300 – Literary Analysis Literature (3)
- ONE of the following Linguistics and Writing – ~~1 upper division~~ courses (3)

- LIN 312 – Introduction to linguistics
 - LIN 365 – English Grammar or Usage
 - WRI 315 – Advanced English Composition
- ONE of the following Literature Survey – 1 Lower-Division Literature courses (3)
 - LIT 252 Ancient and Medieval Literature
 - LIT 254 British Writers I
 - LIT 255 British Writers II
 - LIT 256 American Writers I
 - LIT 257 American Writers II
- ONE Upper Division Literature Survey course [NOT to include LIT 325] – 1 upper division course (3)

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Total course/unit additions: 0
Total course/unit deletions: 0
Staffing increase/decrease: 0
Library resourcing impact: 0
Net Financial impact: 0 unit addition

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

Department or School Direct Report:

_____ Date _____

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.