| Academic Policies Committee |
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| **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:**

Mathematical, Information and Computer Sciences
Physics and Engineering

**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

**III.    What – Proposal Summary:**

Split basic CS classes to conform to the standard pattern of labs being separated from lecture (part of the overall revision in the sciences).

IV.     **When** – Academic Year and Semester Changes to Take Place:
Fall 2019

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

The sciences are trying to become consistent with labs being listed as separate courses with separate loads.  This proposal is the paperwork for that clerical change since we need to make some further similar changes in the revision of the Physics and Engineering curriculum and the CS and EGR programming classes are cross listed.

Here are the changes:
CSC143 Introduction to Computer Programming (3)
EGR143 Introduction to Computer Programming (3)

Become:
CSC 143 - Introduction to Computer Programming (2)
CSC 143L – Introduction to Computer Programming Lab (1)
EGR 143 - Introduction to Computer Programming (2)
EGR 143L – Introduction to Computer Programming Lab (1)

CSC 154 – Objects and Elementary Data Structures (4)
EGR 154 – Objects and Elementary Data Structures (4)

Become:
CSC 154 - Objects and Elementary Data Structures (3)
CSC 154L - Objects and Elementary Data Structures Lab (1)

EGR 154 - Objects and Elementary Data Structures (3)
EGR 154L - Objects and Elementary Data Structures Lab (1)

CSC 252 – Data Structures in C++ (2)

Becomes:
CSC 252 – Data Structures in C++ (1)
CSC 252L – Data Structures in in C++ Lab (1)

CSC 254 – Data Structures and Algorithms (4)

Becomes:
CSC 254 – Data Structures and Algorithms (3)
CSC 254L– Data Structures and Algorithms Lab (1)

Note that the changes are reflected in all MICS and PHE catalog locations (there are many).

**VI.** **How – Curricular Changes:**
   A. <u>Step 1:</u> In the Catalog Review folder (H:\Catalog Review) provided by the VPAA Office use *track changes* to prepare the proposed catalog text.
   B. <u>Step 2:</u> 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: course: 12 and units: 0
Total course/unit deletions: course: 6 and units: 0
Staffing increase/decrease: 0
Library resourcing impact: None
Net Financial impact: None

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:

_____ 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.