



# Academic Program Proposals

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# APRST Site and Updates

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## SITE

- APRST Monthly Agenda
- Workbook Submission Deadlines
- APR Calendar
- APRST Resources and Timelines

## UPDATES

- One proposal workbook
- Expansion on the purpose of the committee
- Wrapping course title and description changes into one

# Three Steps

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**Instructions & Resources**



**Download & Complete**



**Submit & Share**

# 1. Instructions and Resources

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A dark blue tile with a low-poly, geometric pattern. The word "Academics" is centered in white text.

Academics

A light gray tile with a blurred, bokeh background. The word "Curriculum" is centered in white text.

Curriculum

An orange tile with a low-poly, geometric pattern. The word "Operations" is centered in white text.

Operations

A red tile with a blurred, bokeh background. The words "Student Experience" are centered in white text.

Student  
Experience

## 2. Download and Complete

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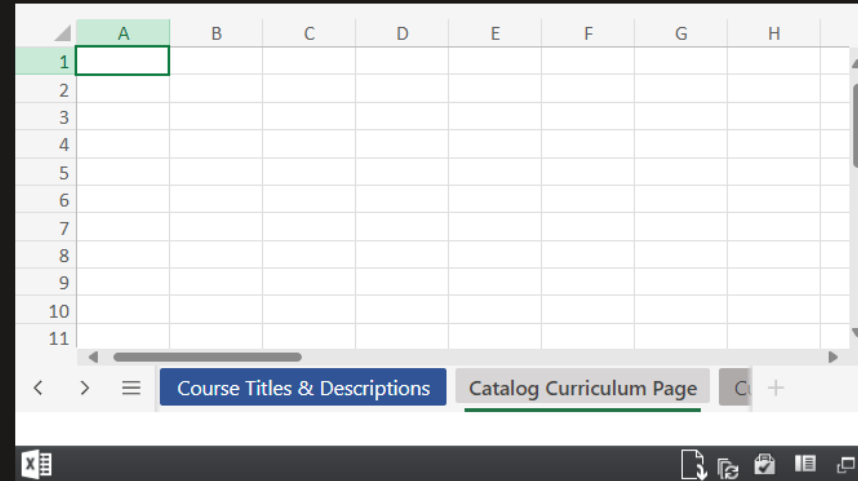
### DOWNLOAD THE WORKBOOK!!!

Download the APST Workbook to complete all of the pieces necessary for your submission to APRST.

In the bottom right corner of the workbook, select the sheet with a down arrow icon to download and save the workbook. It may take a moment for the icon to appear as each component of the page loads.

The workbook is broken into three categories: ACADEMICS, CURRICULUM, OPERATIONS, and STUDENT EXPERIENCE. Each category has sub-categories that require completion. Above you will find instructions and resources to assist in guiding and supporting your proposal.

Upon completion of your finalized workbook, press 'SUBMIT' below and complete the MachForm that you are directed to. Once in the MachForm, you will share general details about your program and attach your completed workbook in preparation for APRST and for use at Academic Council.



Academic Program Proposal Workbook

# 3. Submit and Share

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## New or Change Submission

Once you have a finalized new or program change proposal, press 'SUBMIT: Academic Program Proposal' and complete the MachForm that you are directed to. When in the MachForm, you will share general details about your program and attach your completed workbook in preparation for APRST and for use at Academic Council.

SUBMIT: New or Change

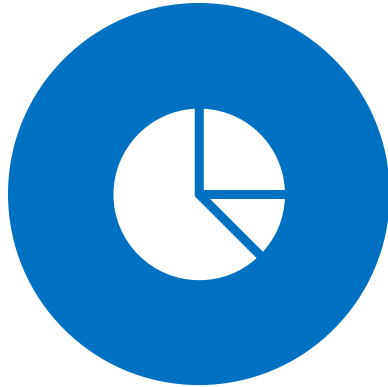
## Suspend or Discontinue Submission

Once you have a finalized intent to suspend or discontinue proposal, press 'SUBMIT: Suspend or Discontinue' and complete the MachForm that you are directed to. When in the MachForm, you will share general details about your program and attach your completed workbook in preparation for APRST and for use at Academic Council.

SUBMIT: Suspend or Discontinue

# Timeframes and Deadlines

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WORKBOOKS ARE DUE TWO WEEKS PRIOR TO APRST MEETINGS.



APRST MEETINGS ARE HELD THE FIRST WEDNESDAY OF THE MONTH



CURRENT WORKBOOK SUBMISSIONS WILL BE PROCESSED IN TIME FOR ACADEMIC YEAR 26.

**APNET**

**A C A D E M I C P R O G R A M R E V I E W  
A N D S U P P O R T T E A M**

