

APPSTATE REICH COLLEGE OF EDUCATION

2025 RCOE AP&P Guidelines

<https://rcoe.appstate.edu/about/governance>

1. **2025/2026 Council and Committee Meeting Dates**
Submission deadlines are firm
2. **AP&P Proposal Development resources**
3. **Review Curriculog Manual**
 - a. Attend Curriculog Workshops
4. **Discuss proposal(s) with Department Chair, Assistant Chair or Unit Supervisor**
5. **Create, Save & Launch Proposal(s) in Curriculog:** The Program Director or Chair creates and initiates the AP&P Proposal in Curriculog.
 - a. "Save" AND "Launch" the proposal(s), but do NOT "APPROVE" yet.
 - b. Share with the proposal link(s) with the following individuals:
 - i. Department Chair, Assistant Chair or Unit Supervisor
 - ii. Impacted Programs/Areas
Share the proposal(s) and consult with impacted departments/programs based on Curriculog IMPACT REPORT
 - iii. Graduate Program(s)/Course(s) (modify existing/new):
Share link(s) with Anna Basnight - basnightal@appstate.edu - in the Graduate School and setup a consultation.
6. **Schedule RCOE Associate Dean for Academic Affairs and Operations Review Meeting:** Send an email to Kathryn Rathbone - rathboneke@appstate.edu - to arrange a brief review meeting with the Associate Dean. Include the proposal(s) link in your email - or note which proposals are being discussed.
7. **Associate Dean Review Meeting:** Meet with AD Terry McClannon (in person or via Zoom) to discuss the proposal's direction and any necessary changes. Incorporating any changes from the Associate Dean meeting
8. **Finalize Impacted Program Consultation in Curriculog**
Note: *Name - Dept. - Response - Date on form*
9. **Confirm Professional Education Review Requirements**
All courses that impact Teacher Education or Professional School licensure programs require PEC review
10. **Approve Proposal(s) in Curriculog** to move forward in the review process
Proposer will no longer be able to edit proposal
11. **Proposal(s) Review Steps:** Registrar and, if applicable, Graduate School
Required review before progressing to program/department for review
12. **Department and College-level Review Steps:**
 - a. Program/Department (Editable by Department Chair)
 - b. College Council/Administrative Council (Editable by Associate Dean)
 - c. Professional Education Council (PEC) (Editable by Associate Dean), if applicable
13. **University Reviews:** General Education Council, Honors, Undergraduate or Graduate AP&P Committees.

2025/2026 RCOE AP&P Guidelines Checklist

Review 2025/2026 Council and Committee Meeting Dates

- ☐ Review 2025/2026 Council and Committee Meeting Dates

AP&P Proposal Development

- ☐ Review Curriculog Manual
- ☐ Attend Curriculog Workshops
- ☐ Discuss proposal(s) with Department Chair or Unit Supervisor

Creating the Proposal in Curriculog

- ☐ Create, Save & Launch Proposal(s) in Curriculog (Program Director or Chair)
- ☐ "Save" and "Launch" the proposal(s)
- ☐ Do not "Approve" yet

Sharing Proposal Links

- ☐ Department Chair or Unit Supervisor
- ☐ Impacted Programs/Areas (per Curriculog Impact Report)
- ☐ Set up consultation with Graduate School

Graduate Program(s)/Course(s) (modify existing/new):

Share link(s) with Anna Basnight (basnightal@appstate.edu) in Graduate School

Review Meetings

- ☐ Schedule RCOE Associate Dean for Academic Affairs and Operations Review Meeting (Email Kathryn Rathbone - rathboneke@appstate.edu, include proposal link(s))
- ☐ Associate Dean Review Meeting with Terry McClannon (in person or via Zoom)
- ☐ Discuss proposal direction and necessary changes
- ☐ Incorporate any required revisions

Impacted Program Consultation

- ☐ Finalize impacted program consultation in Curriculog
- ☐ Record details on form: Name – Dept. – Response – Date

PEC & Approval Requirements

- ☐ Confirm Professional Education Review (PEC) requirements

Required for courses impacting Teacher Education or Professional School licensure programs