

MEMORANDUM

To: Deans, Chairs, and Directors

Copy: Registrar, Provost and Vice President Academic, Chief Librarian, Departmental Assistants, Undergraduate Publications Editor, Chair, Academic Standards Committee

From: Dr. Chris Evans, Vice Provost Academic

Subject: Undergraduate Curriculum Modification: Preparation and Submission of Undergraduate Curriculum, Course and Program Changes for the Purpose of Calendar Production and SAS Implementation

Date: May 16, 2012

This memorandum provides information about the types of curriculum modifications and the corresponding submission/approval procedures for Senate Undergraduate Course Change/Approval and the Undergraduate Publications (UP) Calendar Change, which are done in a combined process.

TYPES OF CURRICULUM MODIFICATIONS – There are two sections of this memo, each deals with one of the following types of curriculum modifications:

- Minor modifications (Categories 1, 2 and 3)
- Major modifications

**Forms and complete submission instructions can be found at www.ryerson.ca/calendar/edit.
Please note that handwritten submissions will not be accepted.**

MINOR MODIFICATIONS

CATEGORY 1 MODIFICATIONS

Description: Category 1 Modifications typically include:

- course description, title, and requisite changes; and/or
- minor alterations in course hours with a cumulative change of two hours or less for a single-term course, or four hours or less for a multi-term course.

Consultation:Curriculum Management: Undergraduate Publications as needed

Required approvals:Teaching Department/School.

Form to be completed:Course Change Form – Active Courses (UCCF–A)

Where to Submit:Undergraduate Publications, POD 362.

Submission Deadline:**October 5, 2012**

CATEGORY 2 MODIFICATIONS

Description: Category 2 Modifications include:

- course repositioning, additions, deletions;
- significant changes in course hours with a cumulative change of three hours or more for a single-term course or five hours or more for a multi-term course;
- mode of delivery and course weight variations; and/or
- minor changes to existing Minors (i.e., deleting one course and adding another; re-configuration of required and elective courses).

Required Consultation:

Curriculum Management: Undergraduate Publications must be consulted early in the process to ensure that possible issues regarding the affect of the change on students in each year of the program (including options/majors and co-op if applicable), and out-of-phase students are considered.

Required approvals:

- Department/School Council of the Teaching Department/School;
- Dean of the Teaching Department/School; and
- Department/School Council(s) and the Dean(s) of the affected Program Department(s)/School(s).

Forms to be completed:

- **Course Change Form – Active (CCF–A) for changes to active courses and/or**
- **Course Change Form – New (CCF–N) for the introduction of a new course**

- **Approvals and Consultations Form (AAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.**
 - **Subject Librarian** regarding library resource needs/changes.
 - **Additional resources** needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
 - **Chang School courses affected**; if any, consultation with the relevant Chang School Program Director, School Council and Dean are required.
 - **Deleting a course identified as “Required” in another program’s curriculum**; if any, that program’s Chair/Director, Departmental/School Council and Dean must approve the deletion.
 - **Deleting an elective course in another program’s curriculum**; if any, there must be consultation with that program.
 - **Minor** – if a change affects a Minor, the programs which are affected by the change must be notified.

- **Course Change Summary Form (CCS)**
 - Summarizes all significant course changes for the 2013/14 academic year.
 - **Every course listed in a CCS form must have a corresponding AAC, and CCF form.**

- **Other Documentation**
 - A copy of the current course calendar (2012-2013) curriculum with approved curricular changes indicated on the copy via Track Changes to clearly show course repositioning, additions, deletions required for implementation for the 2013-2014 course calendar. Sample can be seen under FORMS - OTHER DOCUMENTATION appended to this document.
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Where to Submit: Undergraduate Publications, POD-362
Submission Deadline: **October 5, 2012**

CATEGORY 3 MODIFICATIONS

Description: Category 3 Modifications include:

- change in admission requirements or variation in policy on grading, promotion, graduation, or Academic Standing;
- new Minors and substantial changes to existing Minors; and/or
- changes to program name and/or degree designation with applicable implementation date (1st yr. approvals as of),with provisions for retroactivity. Direct Entry and Co-op programs taken into consideration.

Required Consultations:

Consultation with Curriculum Management: Undergraduate Publications Editor and, with the Chair of the Academic Standards Committee (ASC) is required early in the development process, and should continue as needed during proposal development.

Required approvals:

- Department/School Council of the Teaching Department/School;
- Dean of the Teaching Department/School;
- Department/School Council(s) and the Dean(s) of the affected Program Department(s)/School(s); and
- Senate. ASC evaluates the proposal and submits its recommendation to Senate.

Forms and Documents to be completed:

- **Course Change Form – Active (CCF–A) and/or**
- **Course Change Form – New (CCF–N)**
 - Although the curriculum modifications may not yet be approved, these forms must be completed and submitted to Undergraduate Publications by the deadline date (**October 5, 2012**).

- **Approvals and Consultations Form (AAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.**
 - **Chang School courses affected**; if any, consultation with the relevant Chang School Program Director, School Council and Dean are required.

- **Deleting a course required in another program's curriculum;** if any, that program's Chair/Director, Departmental/School Council and Dean must approve the deletion.
- **Deleting an elective course in another program's curriculum;** if any, there must be consultation with that program.
- **Minor** – if a change affects a Minor the programs which are affected by the change must be notified.
- **Proposed curricular structure in online Calendar format (CAL) for complete program and applicable options, tables, etc.:** Proposed curricular structure in Calendar format, submit by the deadline date to Curriculum Management: Undergraduate Publications.
- **Significant Course Change Summary Form (CCS)**
- **Proposal**
 - **Changes in admission, promotion grading graduation, or Academic Standing policy:** Include copies of both the existing and the proposed policy, identifying the changes, and the rationale for them.
 - **New Minors and changes to existing Minors:** Include a rationale for the Minor and its curriculum. Cumulative academic development should be demonstrated and academic/learning objectives should be articulated.
 - **Changes to program name and/or degree designation:** Include an explanation of why the current designation is inappropriate and why the proposed designation is preferable; designations used by comparator programs; comparison to the admissions requirements and curriculum of programs using the proposed designation; confirmation of recognition of the proposed designation by industry and/or relevant professions; where relevant, views of alumni and current program students; and **provisions for retroactivity. Identify implementation as to 1st yr approval of 4yr programs, and 1st yr approval of Direct Entry (2 yr) programs.**

Category 3: Where to Submit and Submission Deadlines

Submit to	Documents	Final Deadline
Office of Vice Provost, Academic	An electronic copy of the proposal in Word <u>AND</u> pdf formats as well as two hardcopies. A copy of the completed AAC form.	June 27, 2012
Undergraduate Publications	CCF-A/N, AAC, CCS and CAL forms and Other Documentation	October 5, 2012

Due to their large workload, ASC cannot guarantee that curriculum and program changes submitted after the June deadline will be discussed in time for approval at the following November Senate meeting, but will make every attempt to do so where possible. Changes submitted by the deadline will be given priority. **Approval at the November meeting is required for Calendar implementation in the following year.**

MAJOR MODIFICATIONS

Description:Substantial changes in program requirements from those which existed at the time of the previous periodic program review, significant changes to program learning outcomes, or a significant change to the faculty engaged in delivering the program and/or to the essential resources, such as when there is a change in mode(s) of delivery (e.g. online delivery or institutional collaboration).

Examples of major modifications are provided below and in Appendix A of policy 127. Please consult the Vice Provost Academic for further clarification

Approvals and Consultations Form (AAC) – All of the following which apply must be indicated on the form. If additional space is needed for approvals, additional forms may be used.

- **Subject Librarian** regarding library resource needs/changes.
- **Additional resources** needed (i.e. faculty, space, technology) as a result of the implementation of the proposed course and/or curriculum changes. If additional resources are needed, the form will be forwarded to the University Planning Office for review.
- **Curriculum Management: Undergraduate Publications**

Proposed curricular structure in online Calendar format (CAL): Proposed curricular structure in Calendar format, submit by the deadline date to Curriculum Management: Undergraduate Publications for complete program, options/Major, co-op if applicable.

Proposal: Include any of the following items which pertain:

1. an introductory summary of the proposed changes and a rationale for them in light of stated program objectives;
2. an indication of those changes which are the result of a previous periodic program review;
3. an indication of what additional resources are required, including space, faculty and staff;
4. a list or table permitting easy comparison of existing and amended programs by semester and year, including course numbers and titles, course hours in lecture, lab or studio, and course designation by program categories (professional, professionally-related and liberal studies);
5. if there are changes to electives, rationale for change and indication of actual availability of electives;
6. calendar format description of new or amended courses;
7. a statement of program balance (among professional/professionally-related, and liberal studies) for existing and amended programs;
8. an indication of how and when changes will be implemented;
9. a summary of implications for external recognition and/or professional accreditation;
10. in the case of extensive changes, a summary of views of the Advisory Council; and
11. the effect upon the program's Degree Level Expectations, if any.
12. any other programs affected by your changes.

Where to Submit and Submission Deadlines

Submit to	Documents	Final Deadline
Office of Vice Provost, Academic	An electronic copy of the proposal in Word <u>AND</u> pdf formats as well as two hardcopies. A copy of the completed UAAC form.	June 27, 2012
Undergraduate Publications	CCF-A/N, AAC and CAL forms and Other Documentation CCS for any programs affected by changes.	October 5, 2012

Due to their large workload, ASC cannot guarantee that curriculum and program changes submitted after the July deadline will be discussed in time for approval at the following November Senate meeting, but will make every attempt to do so where possible. Changes submitted by the deadline will be given priority. Approval at the November meeting is required for Calendar implementation in the following year.

EXAMPLES OF MAJOR MODIFICATIONS FOR UNDERGRADUATE PROGRAMS

Requirements that differ significantly from those existing at the time of the previous cyclical program review

- The merger of two or more programs
- New bridging options for college diploma graduates
- Significant change in the laboratory time of an undergraduate program
- The introduction or deletion of an undergraduate thesis or capstone project
- The introduction or deletion of a work experience, co-op option, internship or practicum, option, or portfolio
- Major changes to courses comprising a significant proportion of the program.

Significant changes to the learning outcomes

- Changes to program content, other than those listed in a) above, that affect the learning outcomes, but do not meet the threshold for a 'new program'

Significant changes to the faculty engaged in delivering the program and/or to the essential resources such as when there have been changes to the existing mode(s) of delivery (e.g. online delivery or inter-institutional collaboration)

- Changes to the faculty delivering the program: e.g. a large proportion of the faculty retires; new hires alter the areas of research and teaching interests
- The establishment of an existing degree program at another institution or location
- The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa
- Change to full- or part-time program options, or vice versa
- Changes to the essential resources, where these changes impair the delivery of the approved program

**Undergraduate Curriculum Modifications: Approvals and Consultations (AAC)
To be submitted for Category 2, Category 3 and Major Modifications**

SCHOOL/DEPARTMENT INITIATING THE MODIFICATION: _____

List the courses that following approvals, consultations and additional information refers to: i.e. HIS 105, HST 405.

1. LIBRARY CONSULTATION

Many types of course/program modifications have implications for Library resources. In such cases, consultation with the subject librarian is to take place before a modification form is submitted. Yes No

1a. Are there serious deficiencies in current Library resources available to support this change?

1b. If so, how will these be rectified?

Name of subject area librarian _____ Date(s) of consultation _____

2. ADDITIONAL RESOURCES REQUIRED?

2a. Are additional resources (e.g., faculty, space, technology) required to implement and sustain the proposed changes

2b. If yes, specify course(s) requiring the resources.

3. CONTINUING EDUCATION COURSES AFFECTED?

3a. Is there a Chang School Offering?

3b. Are any Chang School courses and/or Certificate programs affected by this change?

3c. If yes, specify course and obtain Chang School approval below:

4. MINORS AFFECTED?

4a. Are any Minors affected by this change?

4b. If yes, specify Minor and course(s) and obtain the approval of the Program that oversees the Minor below:

5. UNDERGRADUATE PUBLICATIONS AND ACADEMIC STANDARDS COMMITTEE CONSULTATION Yes No

5a. Undergraduate Publications for significant and Category 3 and Major Modifications

5ab Academic Standards Committee for Category 3 and Major Modifications

6. APPROVALS and SIGNATURES

- All Category 2, Category 3 and Major Modifications require the approval of the Teaching Department, their Department/School Council and their Dean. The approval of other Program Departments, their Department/School Council and their Dean may also be required.
- Approval by the Chang School is required only if the proposed changes directly affect Chang School offerings or the changes are initiated by The Chang School.

		Name	Signature	Date
Teaching	Department/School			
	D/S Council Approval			
	Chair/Director			
	Dean			
Program	Department/School			
	D/S Council Approval			
	Chair/Director			
	Dean			
CE	CE Council Approval			
	CE Program Director Approval			
	Dean			

FORMS – OTHER DOCUMENTATION

SAMPLE TEMPLATE OF ONLINE CALENDAR FORMAT – your changes may include a combination of any of the requirements listed below. Please add any comments and/or notations you feel would help.

Bachelor of _____

Name of program _____

1st and 2nd SEMESTER

REQUIRED:

XXX 100 Course title _____

XYZ 100 Course title _____

XZV 101 Course title _____

ZYX 100 Course title _____

LIBERAL STUDIES: _____ course from Table _____.

REQUIRED—GROUP 1: _____ courses from Table _____.

PROFESSIONAL: _____ course from Table _____.

PROFESSIONALLY-RELATED: One course required from Table I or III.

PROFESSIONALLY-RELATED: Two courses from the following:

VMW 111. Course title _____

VMX 121 Course title _____

VMY 131 Course title _____

VMZ 141 Course title _____