

POLICY 2: UNDERGRADUATE CURRICULUM STRUCTURE

PROPOSED IMPLEMENTATION PLAN for consideration by Senate 05 December 2017

This document presents a proposed implementation plan for the proposed new curriculum structure that includes a new liberal studies governance structure and the replacement of professionally related courses in undergraduate programs in all Faculties with open electives, pending Senate approval of Policy 2: Undergraduate Curriculum Structure.

1. IMPLEMENTATION OF NEW LIBERAL STUDIES GOVERNANCE STRUCTURE

Presuming Senate approval, the new liberal studies governance structure should be implemented as of the Winter 2018 term. This would entail the Vice Provost Academic striking a Liberal Studies Curriculum Committee, as per Policy 2, by the end of April 2018. Proposals for new liberal studies courses would be submitted to the Vice Provost Academic by a deadline date in May 2018, to be reviewed by the Liberal Studies Curriculum Committee in June 2018. The Committee's recommendations for the approval of new liberal studies courses would be submitted to the Academic Standards Committee in September 2018.

2. IMPLEMENTATION OF OPEN ELECTIVES

Presuming Senate approval, the implementation of open electives in undergraduate programs in all Faculties would involve a two-phase process: Phase 1: Requisite Review; and Phase 2: Programs Transition to open electives. Each phase is described below.

Implementation Phase 1: Requisite Review

Phase 1 involves the implementation of a no-table open elective system adopted as part of Policy 2. Since every course (except liberal studies) in this system will be an open elective unless otherwise designated, this phase requires all Teaching Departments/Schools to conduct a course requisite review of all their undergraduate courses to determine the precise nature of any restrictions that may be applied. While the requisites obviously apply to the students of the programs offered by each Teaching Department/School, they will also affect the students of *other* Program Departments/Schools.

Implementation Phase 2: Programs Transition to Open Electives

Phase 2 involves the transition of undergraduate programs in all Faculties to the new curriculum structure. This phase requires Program Departments/Schools to revise their curricula in accordance with the adopted new model. For most Program Departments/Schools, the major change involves re-naming "professional" and *required* professionally-related courses (whether required by course number or as part of a limited set of courses) to "core" courses and the transition from program-determined "Professionally-Related Table(s)" to "Open Electives" that are selected by the student.

Proposed Roll-Out Plan

A. Implementation Phase 1: Requisite Review

Teaching Departments/Schools will be required to conduct a requisite review of all their active undergraduate courses.

- Different deadline dates will be specified for Faculties to submit their reviewed courses in the following proposed order. Later deadlines will be given to programs in Faculties that may have more complex requisite reviews.
 1. Faculty of Arts (FoA)
 2. Faculty of Engineering and Architectural Science (FEAS)
 3. Faculty of Science (FoS)
 4. Faculty of Communication and Design (FCAD)
 5. Faculty of Community Services (FCS)
 6. Ted Rogers School of Management (TRSM)

B. Implementation Phase 2: Programs transition to Open Electives

Program Departments/Schools will each revise their curriculum to transition to the adopted new model. Depending on the nature of the curriculum change, a proposal to the Academic Standards Committee may be required. Such proposals must be submitted no later than June 30 in the year prior to the scheduled year of open elective implementation.

To prepare to move to open electives, Program Departments/Schools must also decide which courses they do **not** want their students to select as open electives. Different deadline dates will be specified for Faculties to submit their revised curricula to move to open electives. The proposed order is as follows.

- Programs in FCAD¹, FEAS², FoS³, and FoA⁴ will transition first.
- Subsequently, programs in the TRSM and FCS will transition to the new curricular model.

NOTE: Programs undergoing major curriculum modifications, regardless of their Faculty, may transition to open electives after the completion of Phase 1 *at the earliest*.

¹ Only four of eleven programs in FCAD are not already using the current open elective table (Performance/Acting/Dance; Fashion; Image Arts; Interior Design).

² FEAS will be relatively unaffected by this phase, because open electives do not form part of its programs.

³ Only three of seven programs in FoS (Biology; Chemistry; Medical Physics) are not already using the open elective pilot.

⁴ FoA's "common platform" will make implementation relatively straightforward.

C. Implementation Phase 1 and Phase 2 Timeline

The Implementation of Phase 1 and Phase 2 will require at least **three (3) years**, and that timeline assumes that:

- 1) all departments and schools complete their requisite review and curriculum changes by their specified deadline date, and
- 2) the Curriculum Management unit receives sufficient resources to implement open electives.⁵

If implementation of open electives begins in January 2018, the earliest date at which all Ryerson undergraduate programs will be transitioned to the revised curriculum structure is Fall 2021. See Appendix I for a timeline of implementation based on a start date of January 2018 and a target completion date of Fall 2021.

D. Ongoing

The Curriculum Implementation Committee will continue to monitor and assess implementation, and will also provide policy advice to programs in the second phase of implementation, and to those doing program restructuring. Ongoing education for all department and school personnel (both academic and staff administrators) will help ensure that they are equipped with the necessary information to accomplish implementation and ongoing maintenance.

⁵ The Curriculum Management unit, which will be tasked with the roll out of this initiative, requires both short term and longer term resources to ensure this initiative is successful. Curriculum Management will need to create all the coding and programming necessary to support the new curriculum structure while also doing all the coding and programming to maintain the old curriculum structure until the new one is fully implemented and operational in all programs University-wide. The volume of the work is significant: Ryerson has 62 active undergraduate programs and 170 plans that will need to be re-written. In anticipation of Senate approval of the new curriculum structure, the Registrar has submitted to the Provost a request for resources to implement the open elective curriculum across all Ryerson undergraduate programs.

Appendix I: Policy 2 Implementation Timelines

The following timeline is proposed for the implementation of Policy 2, assuming a start date of January 2018 and a target for completion of Fall 2021.

Proposed Roll-Out Plan

A. Implementation Phase 1: Requisite Review

- January 2018 – October 2019 (approx. 1-1/2 years)
 - Teaching Departments/Schools conduct a requisite review of all their active undergraduate courses.
 - Faculties submit their reviewed courses in the following proposed order.
 1. Faculty of Arts (FoA)
 2. Faculty of Engineering and Architectural Science (FEAS)
 3. Faculty of Science (FoS)
 4. Faculty of Communication and Design (FCAD)
 5. Faculty of Community Services (FCS)
 6. Ted Rogers School of Management (TRSM)
- March 2020: 2020-2021 undergraduate calendar is released.
 - All requisites take effect.

B. Implementation Phase 2: Programs Transition to Open Electives

Program Departments/Schools revise their curriculum to transition to the adopted new model.⁶

- **October 2019:** FCAD, FEAS, FoS, and FoA submit calendar changes to be effective Fall 2020 (with the 2020-21 calendar).
- **Sept 2020** (with start of Fall 2020 term): FCAD, FEAS, FoS, FoA and all current programs on the current open elective table move to open electives.
- **October 2020:** TRSM and FCS submit calendar changes to be effective Fall 2021 (with the 2021-22 calendar).
- **Sept 2021** (with start of Fall 2021 term): TRSM and FCS move to open electives.

Implementation Phase 1 and Phase 2 Timeline

- **December 2017:** Senate approves Policy 2.
- **February 2018 – October 2019:** Curriculum Management provides **in-service sessions** for departments and schools to help provide direction with their open elective course review to:

⁶ Depending on the nature of the curriculum change, a proposal to the Academic Standards Committee may be required. Such proposals must be submitted no later than June 30 in the year prior to their scheduled year of open elective implementation.

- identify the courses that will be made available only to students of specific programs (enrollment restrictions) as per Policy 2;
 - determine what preparation is needed for success in the course (i.e., meaningful requisite structure);
 - decide which Year 1 or Year 2 courses require a ‘warning note’ to be included in the course description advising that reasonable success requires proper preparation via completion of particular high school course(s) or equivalent(s); and
 - identify similar courses offered by other Teaching Departments/Schools, consult with other similar course content providers to determine antirequisites or removal of duplication of course offerings, etc.
- **March 2018 – October 2019:** Program Departments/Schools **review courses and submit the course changes**, as needed, for the courses to be available as open electives in the 2020-2021 undergraduate calendar for Fall 2020 enrolment.
 - **Note 1: During this time, ongoing curriculum management will continue to take place.**
 - **Note 2: This review could take much longer to complete depending on Program Department/School needs. This course review is a foundational step in the process. Program Departments/Schools are encouraged to begin the process as soon as possible to avoid two negative consequences:**
 - **If Program Department/Schools have not completed their own review of requisites and open elective exclusions by the deadline date, ALL their courses will become open to ALL students, university-wide that are in programs with the new open elective structure;**
 - **If the review is not completed by September 2019, the timeline of the roll-out of the implementation plan will shift to one academic year later.**
 - **June 2019** (for implementation in Fall 2020): Submission to the Academic Standards Committee, where necessary,⁷ of revised program curricula of first non-pilot programs showing the new open elective structure (i.e. non-table open electives).
 - **July 2019 – October 2019:** By August 15, 2019, all course changes and new courses are received by Curriculum Management to be vetted and coded into SAS in preparation for the new open electives roll-out for the Fall 2020 term. Curriculum changes to programs not yet scheduled to adopt the new open electives will continue to be submitted and implemented.
 - **November 2019 deadline** for Senate approval of first non-pilot programs with the new version of open electives for implementation for the Fall 2020 term.

Approval of changes to programs with old curriculum structure continues.
 - **November 2019 – December 2019:** Preparation of Senate-approved curriculum changes for coding into SAS and for publication in the 2020-21 undergraduate calendar.

⁷ If the curriculum revisions are a Category 3 Minor Modification or a Major Modification, a proposal to the Academic Standards Committee is required by this deadline, to be reviewed prior to or by the November 2019 Senate meeting.

- **January 2020:** First non-pilot programs with the new open electives have Academic Advising build and code this structure into SAS for implementation for the Fall 2020 term. Changes to programs with old curriculum structure continue and continue to be coded into SAS.
- **March 2020:** The new open electives are launched with publication of the 2020-21 undergraduate calendar. All courses – other than those excluded, such as liberal studies; specific program courses; courses for students of specific programs, etc. – are now available as open electives.
- **March 2020:** The revised curricula of the first non-pilot programs with the new open elective structure are published in the 2020-21 undergraduate calendar.
- **June 2020:** Programs in two remaining Faculties modify their curriculum based on the new curriculum structure that includes open electives and submit a proposal to the Academic Standards Committee, where necessary (see footnote 2).
- **November 2020:** Senate approves remaining curriculum changes to programs that transition to open electives.
- **November 2020 – December 2020:** Preparation of Senate-approved curriculum changes for coding into SAS and for publication of the 2021-22 undergraduate calendar in March 2021.
- **Fall 2021:** 2021-22 undergraduate calendar takes effect
- **All undergraduate programs will have transitioned to open electives by Fall 2021.**

NOTE: Programs undergoing major curriculum modifications, regardless of their Faculty, may transition to open electives, effective Fall 2020 *at the earliest*.