



THE UNIVERSITY OF WINNIPEG

TO: All departments/programs

FROM: Kristin Lovrien-Meuwese and Harry Strub, Co-Chairs of the Senate Curriculum Committee

RE: Curriculum Submissions for Publication in the 2020-2021 Calendar

DATE: January 16, 2019

The following is a reminder from the Senate Curriculum Committee (SCC). Should your department be considering any changes in courses for the 2020-2021 Calendar, now is the time to get started.

Any of the following proposals should be forwarded on the appropriate form available on the University of Winnipeg, Faculty of Arts website, <http://uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html> with the necessary signatures, by the end of the business day on **March 29, 2019**.

- A summary sheet including all the pertinent information. Should you send additional changes a new summary sheet is necessary, with all the information on it.
- New course proposals, including transfers from Experimental to Permanent
- Course Deletions
- Revisions to existing courses (title, calendar description, etc.)
- Experimental courses*
- Changes to the Major or Degree requirements
- Consultation forms (Attachment 1 and 2)
 - Consults should be returned to the respective department within ten (10) days from date of receipt.
 - Please note that the Library would like approximately 4-6 weeks prior to SCC's deadline to complete Attachment 2: Library Resources.

*The deadline for Experimental courses is **September 30th** of any given year. If they are submitted after this date there is no guarantee they'll be approved in time to meet the Scheduling Office's deadline, for timetabling purposes.

Department curriculum packages should be forwarded to Jackie Benson in electronic form. **The only hard copies that are necessary are the ones bearing departmental signatures (i.e., Summary Sheet, consultation forms (Attachment 1 and 2), and Experimental Course Proposals).** To expedite the process of preparing the material for Senate, the committee asks that we be able to make minor changes without returning the material to the individual departments, (any substantive changes would be requested from the appropriate departments).

Please refer to the Faculty of Arts website, <http://uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html> for curriculum guidelines and information, as well as advice for some frequently asked questions (FAQ). If you have questions, or require further information contact Jackie Benson, Curriculum Assistant in the Faculty of Arts Deans' Office or the Co-Chairs of the Senate Curriculum Committee, Kristin Lovrien-Meuwese (Modern Languages and Literatures) or Harry Strub (Psychology).