

# Curriculum Forms Guidelines and Information

Curriculum Proposals for publication in  
the 2018-19 Calendar, deadline is March 31, 2017

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# Senate Curriculum Committee (SCC) Deadlines

- Departmental curriculum packages must be submitted by March 31, 2017 for publication in the 2018-19 Calendar.
  - Experimental course proposals are due September 30<sup>th</sup> of any given year.
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# Submissions to Jackie Benson, Curriculum Assistant in the Faculty of Arts Deans' Office must include:

- **Hard copies of:**
    - The **Summary Sheet** bearing departmental signatures with courses listed in order of course number from lowest to highest number.
    - All **consultation forms** (Attachments 1, 2, and 3) bearing signatures and dates.
    - All **Experimental Course Proposals**.
  - **Electronic copies** of all forms, including attachments and course outlines.
    - Create a file folder for each course proposal.
    - Identify each document in the file folder with the course number.
    - Post all files on the **Department Assistants' network drive** with your department/program name. Jackie Benson will then transfer your files to the read-only Curriculum folder.
    - Alternatively, files may be submitted to Jackie Benson on a disk or flash drive.
    - All changes or additions to the original submission must be made through Jackie Benson.
    - All curriculum proposals should be submitted as a package. Incomplete packages will be returned.
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# Selecting Numbers for New Courses

- Numbers that have been used for former courses cannot be reused for new courses.
  - Course numbers should be chosen with careful attention to the numbers currently in use within the program. Use consecutive numbers wherever possible. A department with existing courses numbered 2114 and 2115 would likely select 2116 for a new course in the same area of the discipline.
  - The first digit indicates the course level. The second digit may be used to indicate an area within the discipline.
  - Numbers for cross listed courses may be identical in each department or program. They may also differ when the number proposed by one program is not available in another or when each program wishes to respect the logic of its own numbering system.
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# Changing Existing Course Numbers

A change in course number requires 2 forms:

- A **New Course Proposal** and a **Course Deletion Proposal**.
  - Do not use the **Revisions to Existing Course** form.
  - Attachment 2: Library Resources and the course outline are also required.
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# Experimental Course Proposals

- Experimental courses can only be offered twice over a maximum period of 3 years.
  - The deadline for experimental course proposals is September 30<sup>th</sup> of any given year.
  - If approved by the Senate Curriculum Committee, the course may be timetabled as early as the upcoming Spring Session.
  - Experimental courses are published in the *Calendar*.
  - Experimental courses do not require Senate approval and are sent to Senate for information only.
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# Course Outlines

Submit a course outline for all **New** and **Experimental** Course Proposals

## Course outlines need to include:

- schedule of topics and course work
- value of each item to be graded and detailed assessment of evaluation criteria for each of those components
- As of September 2015, the Senate Regulations on Course Outlines were revised to include: “If students are to be given marks for participation and/or attendance, students must be provided with clear assessment criteria.” We ask that course outlines submitted in your curriculum package comply with senate regulations.
- all required readings and texts

**For topics courses:** Provide sample outline of a possible topic

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# Department Consultation (Attachment 1)

- When sending consults to departments attach a copy of the course outline.
  - Consults should be completed and returned to the department within ten (10) days from receipt.
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# Library Resources (Attachment 2)

- Must be completed by the [Librarian Subject Specialist](#) for your department/program.
  - Please allow 4-6 weeks to consult with the Library prior to SCC deadlines.
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# Hours of Instruction

- Hours may be fixed (1, 2, 3, etc.) or variable (V)
  - A **specific total**
    - With **fixed** elements: Le1,S2
    - With **variable** elements: Le/La3
  - A **variable total**: SV
    - with a **fixed** element: Le3,LaV
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# Fee Code

The High and Low course fees are designated according to whether any extra cost is taken on by the department or the university in offering a particular course.

- Low – the default code
- High – extra costs (e.g., lab supplies, technical support, or special coordinators)

The following additional fees require approval from the VPs. Departments must make a request through their Deans' Office.

- **Lab Fee** for courses requiring materials (e.g. lab supplies, software)
  - **Theatre Technical Fee** for Theatre courses requiring materials (e.g. stage construction materials)
  - **Education Practicum Fee** for Education practicum courses
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# For Information, contact:

- Jackie Benson, Curriculum Assistant in the Faculty of Arts, Deans' Office, 204-786-9763
  - Mark Meuwese, Co-Chair of Senate Curriculum, 204-786-9356
  - Blair Jamieson, Co-Chair of Senate Curriculum, 204-786-9216
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