TO: Senate Executive & Academic Planning

FROM: Senate Curriculum Committee

DATE: OCT 1, 2014

**Articulation between Academic Planning and the Senate Curriculum Committee**

Proposal for consideration – modified from an earlier document developed by Elizabeth Dawes (Feb 2010)

**NEW PROGRAMS**

Proposals for new majors, 4-year or Honours programs, or undergraduate degrees

1. Proposals must be signed by the Chair/Coordinator/Director/Associate Dean of Education and the DCC Chair.
2. Proposals must be approved by the appropriate Dean.
3. Proposals are circulated to all programs that may be affected by the new proposal for approval or comment to the contrary.
4. Upon approval by the appropriate Dean, proposals plus all comments from affected departments including the Library must be submitted by the DCC Chair to Academic Planning.
5. Upon approval by Academic Planning, proposals are be submitted to the Senate Curriculum Committee for review of calendar description, and academic rigour including course content and evaluation procedures.
6. Once Senate Curriculum Committee has reviewed the program for academic rigour, Academic Planning will be informed that Senate Curriculum has completed its work.
7. Proposals are brought forwarded by the Senate Curriculum Committee to Senate Executive, and, subsequently after approval, forwarded to Senate.
8. A program proposal to Advanced Education must be prepared following approval in principle by Senate.
9. If funding is granted, the program will go ahead. If funding is denied, the Dean, in consultation with the VP (Academic), will determine whether the program can be offered.

**REVISIONS TO EXISTING PROGRAMS**

Revisions to 3-year, 4-year or Honours programs

1. Proposals must be signed by the Chair/Coordinator/Director/Associate Dean of Education and the DCC Chair.
2. Proposals must be approved by the appropriate Dean.
3. Proposals are circulated by DCC to all departments including the Library that are potentially affected by the revisions.
4. Upon approval by the appropriate Dean, proposals and all departmental commentaries must be submitted by the DCC Chair to the Academic Planning Committee.
5. Upon approval by Academic Planning, proposals are be submitted to the Senate Curriculum Committee for review of calendar description, and academic rigour including course content and evaluation procedures.
6. Once Senate Curriculum Committee has reviewed the program for academic rigour, Academic Planning will be informed that Senate Curriculum has completed its work.
7. Proposals are brought forwarded to Senate Executive, and, subsequently after approval, forwarded to Senate.