

## **Curriculum – Advice for some Frequently Asked Questions (FAQ)**

### ***Where do I begin? Where can I get information?***

Information about the procedures for proposing NEW and EXPERIMENTAL course proposals can be obtained at the following link - <https://www.uwinnipeg.ca/arts/faculty-and-staff-forms/curric-forms.html>

Additionally, The Senate Curriculum Committee operates on the good faith principle that Departmental/Program Curricular Committees have vetted and reviewed the courses and forms being proposed and which are ultimately submitted. Effective communication and evaluation of curricular development and submissions at the Departmental/Program level helps create a wider, inclusive dialogue about curriculum offerings at the university.

### ***How do I select a course number?***

Consult with your department assistant. They have access to the master lists of course numbers that are available to use. Note that some course numbers, while they may seem available in the current calendar, may already be delegated to a course that is currently “inactive.” Numbers for such inactive courses cannot be used. Department assistants will be able to tell you which course numbers apply to “inactive” courses – and consequently cannot be used.

### ***How do I write an effective calendar description?***

For the calendar description, you may use a maximum of 100 words to communicate the content of your course. For a well-written description, the Senate Curriculum Committee recommends that you use active subjects when possible, choose the active present tense for your verbs, and avoid the use of the verb “will” (see examples below). Following these guidelines will result in a more effective calendar description.

\* *Active present-tense verbs are action verbs. Try to avoid use of “to be” + “verb-ed”.*

*Write this: “Students explore the idea of gender in this course.”*

*Avoid this: “The idea of gender is explored in this course.”*

\* *Active subjects are subjects capable of acting. Some examples of active subjects are: students, learners, course members, instructor. Examples of subjects that are not capable of acting include: course, texts, concepts.*

*Write this: “Students examine and discuss the works of several authors in this course.”*

*Avoid this: “This course examines the works of several authors.”*

\* *Active present-tense verbs do not include the use of the verb “will” (which is future tense).*

*Write this: “In this course, students investigate the impact of this concept on later thinkers.”*

*Avoid this: “In this course, students will investigate the impact of this concept on later thinkers.”*

### ***I'm proposing a course that has a fieldwork or off-campus component. What should I know?***

The Senate Curriculum Committee evaluates curricular matters. Approval from that committee, however, does not automatically mean a course can operate. Any course that contains an off-campus component (this includes all fieldwork – broadly defined here, and inclusive of all off-campus activities or trips, even if to local, off-campus, destinations and for only one class) must clear Manitoba Workplace Safety and Health Act and Regulations. Consult the Vice President (Human Resources, Audit & Sustainability) on behalf of the Administration of the University, who is responsible for the development, administration, communication, distribution and review of these procedures.

### ***I'm proposing a course that requires ethics approval. What should I do?***

As stated on the University of Winnipeg Research Office Ethics webpage: "The University of Winnipeg requires that all research, teaching, and testing conducted using University facilities or undertaken by individuals connected to the University conforms to the highest ethical and scientific standards related to the use of animals, human subjects, radioisotopes, and biohazards must be reviewed and approved by the appropriate review board/committee, for example the University Human Research Ethics Board (UHREB), the University Animal Care Committee (UACC), the Radiation Safety Committee (RSC) and/or the Science Lab Safety Sub-Committee." As such related to curricular matters, ethics approval is not the jurisdiction of the Senate Curriculum Committee, but must be obtained, prior to any implementation of a course affected, from the appropriate review board/committee. Information can be found at the following link:

<https://www.uwinnipeg.ca/research/ethics/index.html>

### ***What should I include in the course outline/syllabus provided to the committee?***

The committee now includes questions on the form to help get an idea of the content and nature of the course. Nonetheless, course outline/syllabus are submitted with most of the forms to help Senate, and other departments understand the scope and nature of what is being taught.

### ***What about courses that are multi-numbered?***

Senate approved Academic Planning's policy on multi-numbered courses. You can find the policy on the curriculum forms website.

There are questions on the form that help ensure your course design adhere to the policy. A number of courses are engaging with this format. For example, make sure that the title course varies by level. The course description should also be difference. Please include the appropriate restrictions so that students cannot receive credit for the same course at two different levels. For example, you may include a restriction "Restrictions" that a student may not receive credit for both the 3000 and 4000 versions of the course. There may be other restrictions as well (e.g., permission to register at the 4000-level).

### ***How should I deal with consults to other departments?***

It is important to consult with departments that might have an interest in your course, either because of subject area, or because the department lists your course as a component of its degree requirements. Searching the program descriptions for your course number can help.

Consults can sometimes be frustrating (e.g., take time, not sure where to send them, etc.). Remember to copy departmental assistants, department chairs, and Jackie Benson, to facilitate timely transmission and receipt of these consult forms. These individuals are often better-informed of who the individual chairs of the

various department curricular committees are. Moreover, they can often better track materials to ensure that materials are returned in the 15-day period indicated at the top of the consult forms. Please ensure that you leave sufficient time before the curriculum deadline to ensure that the package is complete, including consult forms. Do not submit incomplete packages of materials to the Senate Curriculum Committee (i.e., include all consults received in the 15-day period). If a consult form has been sent out, but is not received in the 15-day period, the Senate Curriculum Committee may grant an extension to the consulted department or proceed to review the package in the absence of the consult form.

In the case of consults that are returned to departments with comments requiring some type of follow-up (e.g., overlap concerns, suggestions and questions addressed by other departments, etc.), please consult with the affected department/program and address these matters **before** submitting the package of materials to the Senate Curriculum Committee. Often, communication between parties at this stage can find mutual ground for the concerns addressed. Explain in the rationale for the course what was done to resolve such concerns in the case of consults that propose changes, or address concerns. Make sure to include the how this was addressed in your form.

The more the Senate Curriculum Committee is informed of how such matters were addressed and resolved, mutually, at this earlier level, the less likely proposal will be tabled as the Committee seeks to understand matters between affected parties.

### **How do we designate our course as a humanities, social science, science or Indigenous Course Requirement?**

Before you select this option on the form, make sure that you followed the appropriate process for achieving the designation. Information is available on the website about each process.

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