

MEMORANDUM

Date: November 16, 2012

To: Senate

From: University Secretary, Karen Roche

Subject: Update on Curriculum Navigator Software

As of September 2012, a soft launch of the new software, Curriculum Navigator, began. Curriculum Changes requiring Senate approval are now submitted through this software.

In order to make changes to the University Calendar, a formal Calendar Change request is required. In the past this process would begin with a paper copy that was hand-delivered to the appropriate Dean for sign-off. This paper copy would then be used by Senate Committees for review and possible editing, eventually finding its way to the Calendar Officer for implementation.

With the introduction of the Curriculum Navigator software, the initiator now submits their Calendar Change request electronically, eliminating the possibility of duplicate paper versions and allowing for ease of tracking. The proposed request is then transferred electronically through the appropriate workflow until it has reached the final approval at Senate. The software will assist with tracking the request throughout the approval process, indicating which committees have reviewed the document, and recording any revisions/comments made.

Each Calendar Change request continues to be listed on the Senate agenda as it was previously, and Senate access to view the change request in its entirety remains the same (through an online pdf file indicating the proposed changes).

As well as increasing efficiency, this software ensures transparency and reduces paper consumption throughout the Calendar Change approval process.

If you have any questions regarding electronic versioning of Calendar Changes, please direct them to Amanda Trevisanutto, Governance Officer – Senate: amanda.trevisanutto@lakeheadu.ca