



## MEMORANDUM

To: Ms. Barbara Eccles, Secretary of Senate

From: Dr. Richard Maundrell, Chair, Senate Academic Committee

Senate Meeting: March 30, 2020

Subject: Senate Academic Committee Report

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The Senate Academic Committee (SAC) met on March 11, 2020

1. Calendar Changes Efficiencies – Housekeeping versus Senate Approved Changes (see attached)
2. Quality Assurance subcommittee
  - 2.1 MOVED to recommend that the Senate approve the following calendar change requests:
    - HBA English transfer from Con. College Film Production Diploma (2019-SOC-6972-B)
    - MSc Computer Science with Specialization in Artificial Intelligence (2019-SCI-7031)
    - HBCOMM 3 year Transfer program – Orillia (2019-BUS-7152)
    - Program Major Modification GR English Specialization in Social Justice Studies (2019-SOC-7212)
    - Program Modification UG Health Sciences Change to Minor in Gerontology (2020-HBS-7232)
3. Senate Academic Committee - Regulations subcommittee
  - 3.1 MOVED to recommend that the Senate approve the following calendar change requests:
    - Modifications to PhD Educational Studies Regulations (2019-EDU-6994)
    - Regulations modification – UG – Psychology (2019-HBS-7098)
    - Removing One Year Education Professional Program regulations (2019-EDU-7201)
    - Minor changes to Environmental Science and History teachables (2019-EDU-7208)
    - Kinesiology regulation modification for 4193 special event undergraduate (2019-HBS-7106)
    - Regulations Modification GR Health Sciences (2019-HBS-7186-A)

- Admission Requirements Modification GR Health Sciences (2019-HBS-7186-B)
- Regulation modification GR Psychology (2019-HBS-7214)

4. Joint Senate Academic Committee / Ogimaawin-Aboriginal Governance Council (SAC/O-AGC) subcommittee

4.1 MOVED to recommend that the Senate approve the following calendar change requests:

- Course Modification UG Social Work (2019-HBS-7081)
- Course Modification UG Aboriginal Education Remove labs from Type E Courses (2019-EDU-7120)
- Course Modification UG French 3650 (2019-SOC-7136)
- Change title of Indigenous Learning 4411 (2019-SOC-7206)

Respectfully submitted,

Dr. Richard Maundrell  
Chair, Senate Academic Committee

**MEMORANDUM**

Date: 24 March 2020

To: Dr. Richard Maundrell, Chair, Senate Academic Committee (SAC)

From: Dr. Rhonda Koster, Interim Deputy Provost and Vice Provost (Teaching &amp; Learning)

Subject: **Calendar Change Efficiencies - Housekeeping versus Senate Approved Changes**

In light of the conversation that occurred at Senate January 20<sup>th</sup>, 2020 when the changes to the timing of calendar submissions was tabled for discussion, I met with the Associate University Secretary and the secretary for the Senate Undergraduate Studies Committee to examine ways to increase efficiencies in the calendar change submission process. These were presented to the SAC at their meeting on March 11, where it was determined that the proposed changes should be brought to Senate for information and an opportunity for feedback prior to the next meeting of the SAC (on April 3). The changes do not address the discussion at Senate (March 2) regarding the overall organization and structure of our academic calendar.

The recommendation is to distinguish between those calendar changes that could be considered as housekeeping and those that require Senate approval, as outlined in Table 1. The process for making a housekeeping change to the Academic Calendar would involve the following:

- a) Enrolment Services is contacted by the academic unit Chair/Director or Administrative Assistant (copying the Chair/Director) regarding the change that they would like to make.
- b) Enrolment Services will make the change to the Academic Calendar. Housekeeping changes will only be made to the current Academic Calendar and not to any previous calendars.
- c) Enrolment Services will track all housekeeping changes on a document that will be available upon request.

**Note:** If Enrolment Services thinks that the change requested is not a housekeeping change, they will consult the Deputy Provost and the University Secretariat for confirmation. If it is confirmed that the change is not a housekeeping change the department will be required to submit the change through Curriculum Navigator so that it goes through the Senate approval process.

**This memo will be shared with Senators via email. We are seeking feedback by the end of the day, April 2.**

**Table 1: Housekeeping Changes vs Senate Approved Changes to the Academic Calendar**

Type of Change	Housekeeping Changes	Senate Approved Changes
<b>Courses**</b>	<ul style="list-style-type: none"> <li>• Spelling/grammar/formatting corrections</li> <li>• Changes to the course title</li> <li>• Minor changes to the course description</li> <li>• Changes to the offering (hours of instruction) in regards to the term the course could be offered</li> <li>• Adding/changing the course classification (excluding Type E: Indigenous Content)</li> <li>• Reinstating a course to the calendar without any changes from the original version</li> </ul>	<ul style="list-style-type: none"> <li>• Change to a course number</li> <li>• Revamping of entire course description</li> <li>• Adding/removing of offering hours (hours of instruction)</li> <li>• Adding/removing/modifying of course prerequisites</li> <li>• Adding/removing/modifying of course corequisites</li> <li>• Adding/removing/modifying course special notes or restrictions</li> <li>• Change to the grade scheme</li> <li>• Adding or removing a cross-list to an existing course</li> <li>• Creating a new course</li> <li>• Discontinuing a course</li> <li>• Reinstating a course to the calendar with changes from the original version</li> <li>• Adding/removing of the Type E: Indigenous Content classification from an existing course</li> <li>• Any changes to an existing Type E: Indigenous Content course</li> </ul>
<b>Programs (includes degree programs, certificate programs, and minor programs)</b>	<ul style="list-style-type: none"> <li>• Spelling/grammar/formatting corrections</li> <li>• Adjustments to language in program requirements in order to be consistent with standard calendar language</li> </ul>	<ul style="list-style-type: none"> <li>• Change to the title of a program/major</li> <li>• Changes to the program requirements needed to complete the degree (major modification or less significant changes)</li> <li>• Removing a program from the calendar</li> <li>• Reinstating a program to the calendar</li> <li>• Creating a new degree/major, minor, for credit certificate, concentration/specialization</li> <li>• Offering the program at another campus</li> </ul>
<b>Regulations and Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Spelling/grammar/formatting corrections</li> <li>• Changes to the title of the regulation or admission requirement</li> <li>• Points of clarification on existing regulations or admission requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to the content of the regulation or admission requirement</li> <li>• Implementing the admission requirement at another campus</li> <li>• New regulation or admission requirement</li> </ul>

\*\*Any changes to a Type E: Indigenous Content course will continue to go through the Senate approval process.