

Memo

To: Senate

From: Dr. Rhonda Koster
Chair, Ad Hoc Committee

Date: 24/11/2010

Re: Ad Hoc Committee Final Report – For Information

Dear Colleagues,

As many of you are aware, the process for “calendar changes” through the Senate committees can be somewhat confusing, especially for those navigating it for the first time. Several Senate members had informal discussions with the Secretary of Senate, about trying to make this process more clear; as a result of this concern, in May 2009, an Ad Hoc Committee was struck through the Senate Executive committee, comprised of the Senate Committee Chairs from Senate Undergraduate Studies, Senate Academic, Senate Budget, Graduate Studies Faculty Council, and Senate Continuing Education and Distance Learning. The purpose of the committee was to determine the efficiencies of the current curriculum and calendar change process through Senate, to develop communication pathways between affected Senate committees, and to provide appropriate information for the wider University community on these processes.

The committee has been meeting since May 2009, and has recently concluded most of its work. Given the need for transparency of information, we were not able to determine a more efficient (i.e. less steps) process for curriculum/calendar changes through Senate. The committee however, has ensured that the pathway of approvals is more efficient by clarifying the roles of the various Senate committees (each committee reviewed their Terms of Reference), and determining what kinds of curricular or calendar changes need to go through each committee.

As part of this process, the committee has developed a series of tables that illustrate the pathways various curricular and calendar changes would take to navigate the Senate approval process. These tables were vetted through each affected Senate committee (SUSC, SBC, SAC, CEDL and Graduate Studies Faculty Council) for their approval. The tables define the order of approvals as they move through the Senate committees. At this time, communication between Senate committees will still be the responsibility of each Senate Chair. Once a new electronic system for curriculum/calendar changes is in effect, this process will become automated.

In an effort to improve communication and understanding of the Senate curriculum/calendar change process to the wider Lakehead University community, the committee has developed a series of information pieces regarding the overall process, and a "what you can expect" section for each of the Senate committees in the process. It is anticipated that these elements, along with the Senate pathways approvals tables will be posted to the Senate website in the near future.

Sincerely,



Dr. Rhonda Koster
Chair, Ad Hoc Committee

Processing Curriculum/Calendar Changes

All curricular and/or calendar change requests begin in the home department/school, where they must first receive unit level (Chair/Director) approval. These requests must then be forwarded to the respective Dean (and Faculty Council) for approval, before being passed on to the formal Senate approvals process.

NOTE: The deadline for amendments to the calendar must be received for Senate committee review no later than the January meeting. All calendar changes submitted by the January Senate meeting will be in effect for the next academic year.

Submissions after January will be in effect for the academic year, one year later.

Calendar Changes requiring approval from only the Chair/Director and Dean (Table 1- Other Calendar Change Requests) will be forwarded directly to the Registrar when all of the necessary signatures have been received. As an Item of Information at the last Senate meeting of each term, the Registrar will submit a full list of all Calendar Changes that were made based only the Registrar's approval.

In all other instances, once the Dean(s) have signed the completed Calendar Change form, the original signed document will be submitted to the Secretary of Senate. To ensure transparency, all received Calendar Changes will be listed as an "Item for Information" on the next Senate Meeting Agenda and the original documentation will be posted as a link.

The steps provided below outline the process of submitting a curriculum/calendar change through Senate:

1. Once approved within the academic unit, any curriculum/calendar change requiring Senate approval must be submitted on the calendar change form (see the *Calendar Changes link on the Senate website, <http://senate.lakeheadu.ca/>*). (You will need MicroSoft InfoPath software to be able to use this form.)
2. If the proposed changes are connected in any way to another academic unit (such as cross-listed courses, elective courses in another program) signatures must be obtained from the Chair/Director of that program.
3. Once the calendar change form has been complete, it must be approved by the respective Faculty Council (or equivalent) for approval and the signature of the Dean.
4. The calendar change submission is then given to the Secretary of Senate, who will forward them to the appropriate Senate Committee Chair to begin the review process. Table 2 (Undergraduate Calendar Change Approvals), Table 3 (Graduate Calendar Change Approvals) and Table 4 (Administrative Changes), provides information on the process for approvals for each type of calendar change.

5. Once all Senate committees have provided their approvals, each request will be listed under either *Undergraduate or Graduate Calendar Changes for Approval* on the Senate Agenda and a motion will be made for final approval by Senate. All of the supporting documentation coming forward with the recommendations for approval will be posted with the Senate Agenda one week prior to the Senate meeting.

Calendar Change Process: Senate Undergraduate Studies Committee (SUSC)

The steps provided below outline the process of submitting a calendar change through SUSC.

1. Once approved within the academic unit, and submitted on the calendar change form, through the Secretary of Senate, SUSC will review the requested change.
2. The Chair/Director of the program (or designate) may be requested to attend a meeting of SUSC to assist the committee in understanding the proposed change(s). If requested to attend such a meeting the following can be expected:
 - a. A copy of the submission will be provided
 - b. The attendee will be asked to summarize and explain the proposed changes to the committee
 - c. The committee will then ask a variety of questions regarding the proposed changes
 - d. The attendee will be asked to leave once all questions have been answered, and the committee will make their decision.
 - e. In some cases, additional clarification may be required which may result in further communication with the committee. If the submission is large and/or complex, it may require multiple visits to the committee.

Please note: there are often a number of submissions that the committee is considering at any given meeting, so each person may have to wait to join the meeting.

3. SUSC will make its recommendation to Senate, and if required, pass the proposed calendar changes on to Senate Budget Committee.

NOTE: If you wish to submit additional documents, please be advised that if they are not provided to the committee in advance of the meeting, your appearance may be postponed.

TABLE 1

OTHER CALENDAR CHANGE REQUESTS AND APPROVALS (not requiring traditional path of approvals)

| Required Approvals (In recommended order) | 1. Approval of Academic Unit (Chair/Director) and Dean | 2. Other |
|--|---|---|
| 1. Change In Course Number ONLY | √ | Submit to Registrar |
| 2. Changes To Information Provided On Faculty And/Or Staff Members | | Submit to Registrar (Verified by Human Resources) |
| 3. Changes to Non-Academic Regulations | √ | |
| 4. Spelling Errors (Alternative Spellings Are Determined, Using Canadian Dictionary), Grammatical Errors | | Submit to Registrar |
| 5. Change Of Existing Half Courses From Fall Term To Winter Term And Vice Versa | √ | Submit to Registrar |
| 6. Information On Services (Such As Housing, Part-Time Studies, Health Services) | | Submit to Registrar |
| 7. Inconsistencies In Wording/Entries Between Different Sections Of The Calendar (Substantiated by previous calendar change records) | √ | Submit to Registrar |

**TABLE 2
UNDERGRADUATE CALENDAR CHANGE APPROVALS**

| CALENDAR CHANGE REQUESTS REQUIRING SENATE APPROVALS | | | | | |
|---|-------------|-----------|------------|-----------|--------------------------------|
| Required Senate Approvals (In recommended order) *NOTE: All changes must begin with the respective "Faculty Council" | 1. SCEDL | 2. SAC | 3. SUSC | 4. SBC | 5. FINAL SENATE APPROVAL |
| 1. New Programs | | | | | |
| - New major, new specialization, new major concentration) | | √ | √ | √ | √ |
| - New minor | | √ | √ | √ | √ |
| - New certificate involving existing undergraduate credit courses (part of degree programs) | √ | √ | | √ | √ |
| - New certificate involving non credit courses | √ | √ | | √ | √ |
| 2. Changes To Program Requirements (Add, Modify, Delete) | | | | | |
| - Change in required courses, elective requirements, year levels | | | √ | √ | √ |
| - Changes/additions in special requirements of the program (the "notes") | | | √ | √ | √ |
| - Changes in course groupings within the academic unit | | | √ | √ | √ |
| - Changes in breadth requirements of faculty | | | √ | √ | √ |
| - Changes to certificate requirements | √ | | | √ | √ |
| - Delete a degree program | | √ | √ | √ | √ |
| - Delete a major, major specialization, major concentration | | √ | √ | √ | |
| - Delete a minor | | | √ | √ | √ |
| - Delete a certificate involving undergraduate credit courses (part of degree programs) | √ | | √ | √ | √ |

| | | | | | |
|---|---|---|---|---|---|
| - Delete a certificate involving non credit courses | √ | | | √ | √ |
| 3. Changes To Academic Regulations | | | | | |
| - Faculty | | √ | | √ | √ |
| - Other Academic Units | | | √ | √ | √ |
| - Degree Program | | √ | | √ | √ |
| 4. Changes In Admission Requirements | | | | | |
| - For a Faculty | | | √ | √ | √ |
| - For an Academic Unit | | | √ | √ | √ |
| 5. Substantive Changes To Calendar Preambles | | | √ | | √ |
| 6. New Course with Course Description | | | √ | √ | √ |
| 7. Course Changes: Additions/Changes/Deletions to: | | | | | |
| - Substantive changes to course title | | | √ | | √ |
| - Substantive changes to course description | | | √ | √ | √ |
| - Changes to course year levels | | | √ | √ | √ |
| - Changes to course credit weight | | | √ | √ | √ |
| - Changes to course pre-requisites/co-requisites | | | √ | √ | √ |
| - Changes to or additions of restrictions on who may take/use the course (Presented as Notes) | | | √ | √ | √ |
| - Changes to course hours of instruction (lecture/lab) | | | √ | √ | √ |
| - Delete a course | | | √ | √ | √ |
| 8. Cross-Calendaring: Additions/Changes/Deletions | | | √ | √ | √ |
| 9. Transfer Agreement New/Changes/Deletions | | √ | √ | √ | √ |
| 10. Articulation Agreement New/Changes/Deletions | | √ | √ | √ | √ |

TABLE 3

GRADUATE CALENDAR CHANGE APPROVALS

| CALENDAR CHANGE REQUESTS REQUIRING GRADUATE COUNCIL AND SENATE APPROVALS | | | | | |
|---|--|----------|--------|--------|--------------------------|
| Required Approvals (In recommended order) *NOTE: All changes must begin with the respective "Faculty Council" | Graduate Council (approval prior to bringing to Senate) | 1. SCEDL | 2. SAC | 3. SBC | 4. FINAL SENATE APPROVAL |
| 1. New Programs | | | | | |
| - New program, new specialization, new stream/option | √ | | √ | √ | √ |
| - New certificate involving graduate credit courses (part of degree programs) | √ | √ | √ | √ | √ |
| - Major modification (including changes to fields) | √ | | √ | √ | √ |
| 2. Changes To Program Requirements (Add, Modify, Delete) | | | | | |
| - Change in required courses, and/or elective requirements | √ | | | √ | √ |
| - Changes/additions in special requirements of the program (the "notes") | √ | | | √ | √ |
| - Changes to certificate requirements | √ | √ | | √ | √ |
| - Delete a degree program | √ | | √ | √ | √ |
| - Delete a specialization | √ | | √ | √ | |
| - Delete a graduate certificate | √ | √ | | √ | √ |

| | | | | | |
|---|------------------------------------|--|---|---|---|
| - Delete a stream/option | √ | | √ | √ | √ |
| 3. Changes In Faculty of Graduate Studies Regulations | Graduate Council Initiates Request | | √ | √ | √ |
| 4. Changes To Graduate Program Regulations | √ | | | √ | √ |
| 5. Changes In Faculty of Graduate Studies Admission Requirements | Graduate Council Initiates Request | | √ | √ | √ |
| 6. Changes In Graduate Program Admission Requirements | √ | | | √ | √ |
| 7. Substantive Changes To Calendar Preambles | √ | | | | √ |
| 8. New Course With Course Description | √ | | | √ | √ |
| 9. Course Changes: Additions/Changes/Deletions to: | | | | | |
| - Substantive changes to course title | √ | | | | √ |
| - Substantive changes to course description | √ | | | √ | √ |
| - Changes to course credit weight | √ | | | √ | √ |
| - Changes to course pre-requisites/co-requisites | √ | | | √ | √ |
| - Changes to or additions of restrictions on who may take/use the course (Presented as Notes) | √ | | | √ | √ |
| - Changes to course hours of instruction (lecture/lab) | √ | | | √ | √ |
| 1. - Delete a course | √ | | | √ | √ |
| 10. Cross-Calendaring: Additions/Changes/Deletions | √ | | | √ | √ |

**TABLE 4
ADMINISTRATIVE ACADEMIC CHANGE APPROVALS**

| ADMINISTRATIVE CHANGE REQUESTS REQUIRING SENATE APPROVALS | | | | | |
|---|-----------------|---------------|-----------------|---------------|---|
| Required Senate Approvals (In recommended order) | 1. SCEDL | 2. SAC | 3. S USC | 4. SBC | 5. FINAL SENATE APPROVAL |
| Structure of Unit/Faculty | | | | | |
| *Academic re-organization across or within faculties. For example: - Unit moving to another Faculty - Unit consolidating, splitting or dissolving | | √ | √ | √ | √ |
| - *Change name of an Academic Unit | | √ | | | √ |
| - Change name of a Faculty | | √ | | | √ |

NOTE: These changes must begin with the unit, followed by the respective "Faculty Council"

If changing an existing fee (increasing, decreasing, deleting) or proposing a new fee:

1. Approval of Academic Unity (Chair/Director & Dean)
2. Vice President Finance Approval
3. Board of Governors Approval
4. Registrar for Calendar Update (and reporting to Senate)