



**LAKEHEAD UNIVERSITY**

**FACULTY OF SOCIAL SCIENCES AND HUMANITIES**

**WOMEN'S STUDIES**

**CHANGE REQUEST REPORT**

Change Request Tracking Number: 2016-SOC-6008

Title of Change Request: Undergraduate Courses - Women's Studies

Status of Change Request: In Workflow

Change Request can be split

**CHANGE REQUEST CONTENTS**

#	Type	Title
1.	New Course	Special Topics, WS non-Core
2.	New Course	Special Topics, WS Non-Core
3.	New Course	Special Topics, WS Non-Core
4.	New Version of a Course	Honours Thesis

**CHANGE REQUEST HISTORY**

Workflow Stage	Action Type	Action Taken By	Change Made	Action Rationale	Date
Initiator	Approved	Women's Studies Department	No	Submitted to workflow	12/08/2016, 02:21 PM
Submission Review (Academic & Curriculum Development Coordinator)	Relegated	Submission Review	Yes	Additional Dean of SSH needs to be removed	12/12/2016, 08:35 AM
Initiator	Approved	Women's Studies Department	No	Thank you!	12/12/2016, 09:26 AM
Submission Review (Academic & Curriculum Development Coordinator)	Approved	Submission Review	Yes	Approved	12/12/2016, 02:15 PM

**SUPPORTING DOCUMENTS**

None.

**SUPPORTING DOCUMENTS AUDIT TRAIL**

None.

**CHANGE REQUEST COMMENTS**

Date	User	Change Request Comment
12/08/2016, 02:20 PM	Women's Studies Department	Introducing 3 special topics courses that can be used with requests to cross-list with non-core Women's Studies courses; correction to Group nomenclature missed last year for 4th-year course.

1.	New Course	Special Topics, WS non-Core
----	------------	-----------------------------

**Justification**

None. 2011-12 a Core course taught by WS and administered by WS. We need a new core Special Topics

WOM 2111 is a Core Course, taught from and administered by WS. We need a non-core special topics number for one-off cross-list requests from other Units for their courses.

#### COURSE DETAILS

NEW COURSE FORM - The following is information that will be displayed in the University Calendar

What is the new Course Code? (provided by Academic & Curriculum Development Coordinator):	Women's Studies 2011 The code is the 'subject' plus the course number (e.g. "Biology 1110").
Title of New Course:	Special Topics, WS non-Core
Course Description:	The content of this single term course will vary from year to year, and is a course cross-listed with Women's Studies, taught from another academic Unit. The course contents will be announced by the Women's Studies Department when the course is offered.
Credit Weight of this Course:	0.5 Example 0.25, 0.5, 1.0, 1.5 etc
Offering (Hours of instruction):	3-0; or 3-0 Example 3-0
List any prerequisites for this course here:	Women's Studies 1100, or permission from the Instructor and the Department Chair.
What is the Grade Scheme?:	
Is this a Special Topics course?:	Yes
Is this course cross listed with another? If so, enter the other course code here:	
Course Classification(s):	<ul style="list-style-type: none"><li>• Type A: Humanities</li><li>• Type B: Social Sciences</li><li>• Type D: Health and Behavioral Sciences</li></ul>

The following is information for Committee Review

Faculty or Institution Unit:	<ul style="list-style-type: none"><li>• Lakehead University</li></ul>
Calendar Start Term. When this change should be displayed in the Calendar:	2017-18
Information for Timetable: When will this be first offered?:	2017 Fall

Calendar End Term. When is the last calendar year this should be displayed?:	No Specified End Date Use No Specified End date unless you are removing it from the calendar.
Academic Level:	Undergraduate
Is this a required course, or an elective?:	Elective
What is the pedagogical rationale for this request? Why are you submitting this request?:	Women's Studies Core Courses are courses taught by and administered from within the WS Dept. WOME 2111, Special Topics, is a Core Course. When we're asked by other Units if we would like to make a one-off cross-list with a related Special Topics course taught from and administered by their Dept, we need a Special Topics number we can use that is not the WS Core Course number. The proposed course offers us a Special Topics, non-Core option for cross-listed Special Topics courses from other Units. For example, is this change required for accreditation?
Learning Outcomes:	See other Department's Special Topic. We cannot control the learning outcomes for a course that is not ours.

The following is information for Senate Budget Committee Consideration

	NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.
Will this request impact student enrolment in another program within the same faculty/unit?:	No
Will this request impact student enrolment in another program in a different faculty/unit?:	No
Will additional resources be required (space, staff, equipment, etc)?:	None
How will this impact existing teaching loads within this faculty/unit?:	Not at all
What is the impact on the demand for teaching support services (library, computers, staff, etc)? :	None
Will this course require outside support? If yes, please outline the amount and timing of the funding:	No

2.	New Course	Special Topics, WS Non-Core
----	------------	-----------------------------

#### Justification

WOME 3111 is a Core course, taught from and administered by WS. We need a non-core Special Topics number for one-off cross-list requests from other Units for their courses

#### COURSE DETAILS

NEW COURSE FORM - The following is information that will be displayed in the University Calendar

What is the new Course Code? (provided by Academic & Curriculum Development Coordinator):	Women's Studies 3011 The code is the 'subject' plus the course number (e.g. "Biology 1110").
Title of New Course:	Special Topics, WS Non-Core
Course Description:	The content of this single term course will vary from year to year, and is a course cross-listed with Women's Studies, taught from another academic unit. The course contents will be announced by the Women's Studies Department when the course is offered.
Credit Weight of this Course:	0.5 Example 0.25, 0.5, 1.0, 1.5 etc
Offering (Hours of instruction):	3-0; or 3-0 Example 3-0
List any prerequisites for this course here:	Two FCE in Women's Studies, including at least one half-course at the second-year level, or permission of the instructor and Chair of the Department. The course may be taken more than once, provided that each section covers a different topic.
List any special notes or restrictions for this course here:	Women's Studies Group 1 or Women's Studies Group 2. Will appear in the Calendar. For example: A course fee for field activities may be required.
What is the Grade Scheme?:	
Is this a Special Topics course?:	Yes
Is this course cross listed with another? If so, enter the other course code here:	
Course Classification(s):	<ul style="list-style-type: none"> <li>• Type A: Humanities</li> <li>• Type B: Social Sciences</li> <li>• Type D: Health and Behavioral Sciences</li> </ul>

The following is information for Committee Review

Faculty or Institution Unit:	• Lakehead University
Calendar Start Term. When this change should be displayed in the Calendar:	2017-18
Information for Timetable: When will this be first offered?:	2017 Fall
Calendar End Term. When is the last calendar year this should be displayed?:	No Specified End Date Use No Specified End date unless you are removing it from the calendar.
Academic Level:	Undergraduate
Is this a required course, or an elective?:	Elective
What is the pedagogical rationale for this request? Why are you submitting this request?:	Women's Studies Core Courses are taught by and administered from the WS Dept. WOME 3111, Special Topics, is a Core Course. When we're asked by other Units if can make a one-off cross-list with a Special Topics course taught from and administered by their Dept, we need a Special Topics number we can use that is not a WS Core Course number. The proposed course offers us a Special Topics, non-Core option for cross-listed Special Topics from other Units. For example, is this change required for accreditation?
Learning Outcomes:	See other Department's Special Topic description. We cannot control the learning outcomes for a course that is not ours.

The following is information for Senate Budget Committee Consideration

	NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.
Will this request impact student enrolment in another program within the same faculty/unit?:	no
Will this request impact student enrolment in another program in a different faculty/unit?:	no
Will additional resources be required (space, staff, equipment. etc)?:	none

How will this impact existing teaching loads within this faculty/unit?:	not at all
What is the impact on the demand for teaching support services (library, computers, staff, etc)? :	none
Will this course require outside support? If yes, please outline the amount and timing of the funding:	no

3.	New Course	Special Topics, WS Non-Core
----	------------	-----------------------------

#### Justification

WOME 4110 is a Core course, taught from and administered by WS. We need a non-core Special Topics number for one-off cross-list requests from other Units for their courses

#### COURSE DETAILS

NEW COURSE FORM - The following is information that will be displayed in the University Calendar

What is the new Course Code? (provided by Academic & Curriculum Development Coordinator):	Women's Studies 4011 The code is the 'subject' plus the course number (e.g. "Biology 1110").
Title of New Course:	Special Topics, WS Non-Core
Course Description:	The content of this single term course will vary from year to year, and is a course cross-listed with Women's Studies, taught from another academic Unit. The course contents will be announced by the Women's Studies Department when the course is offered.
Credit Weight of this Course:	0.5 Example 0.25, 0.5, 1.0, 1.5 etc
Offering (Hours of instruction):	3-0, or 3-0 Example 3-0
List any prerequisites for this course here:	Two FCE in Women's Studies, including at least one half-course at the third-year level, or permission of the instructor and Chair of the Department.
List any special notes or restrictions for this course here:	Women's Studies Group 1 or Women's Studies Group 2. Will appear in the Calendar. For example: A course fee for field activities may be required.



What is the Grade Scheme?:	Other
Is this a Special Topics course?:	Yes
Is this course cross listed with another? If so, enter the other course code here:	
Course Classification(s):	<ul style="list-style-type: none"> <li>• Type A: Humanities</li> <li>• Type B: Social Sciences</li> <li>• Type D: Health and Behavioral Sciences</li> </ul>

The following is information for Committee Review

Faculty or Institution Unit:	• Lakehead University
Calendar Start Term. When this change should be displayed in the Calendar:	2017-18
Information for Timetable: When will this be first offered?:	2017 Fall
Calendar End Term. When is the last calendar year this should be displayed?:	No Specified End Date Use No Specified End date unless you are removing it from the calendar.
Academic Level:	Undergraduate
Is this a required course, or an elective?:	Elective
What is the pedagogical rationale for this request? Why are you submitting this request?:	Women's Studies Core Courses are taught and administered from the WS Dept. WOME 4110, Special Topics, is a Core Course. When we're asked by other Units if can make a one-off cross-list with a Special Topics course taught from and administered by their Dept, we need a Special Topics number that is not the WS Core Course number. The proposed course offers us a Special Topics, non-Core option for cross-listed Special Topics courses from other Units. For example, is this change required for accreditation?
Learning Outcomes:	See other Department's Special Topic descriptions. We cannot control the learning outcomes for a course that is not ours.

The following is information for Senate Budget Committee Consideration

	NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.
--	---



Will this request impact student enrolment in another program within the same faculty/unit?:	no
Will this request impact student enrolment in another program in a different faculty/unit?:	no
Will additional resources be required (space, staff, equipment, etc)?:	none
How will this impact existing teaching loads within this faculty/unit?:	not at all
What is the impact on the demand for teaching support services (library, computers, staff, etc)? :	none
Will this course require outside support? If yes, please outline the amount and timing of the funding:	no

4.	New Version of a Course	Honours Thesis
----	-------------------------	----------------

#### Justification

We forgot to change the Group nomenclature from A and B to 1 and 2 following on the changes to University course categories system.

#### COURSE DETAILS

MODIFY COURSE FORM - The following is information that will be displayed in the University Calendar

Course Code:	Women's Studies 4901 The code is the 'subject' plus the course number (e.g. "Biology 1110").
Title of Course:	Honours Thesis
Course Description:	Women's Studies Majors may apply to substitute a fourth-year Honour's Thesis for one FCE Women's Studies Group <del>A-1</del> or Group <del>B-2</del> course(s) at the fourth-year level. Requirements are a minimum 80% in the Women's Studies major, and approval from a supervisor within the Women's Studies Department at the supervisor's discretion. Students must present a written preliminary plan of study and obtain written permission from the Women's Studies supervisor before registering for this option.
Credit Weight of this	1.0 Example 0.25, 0.5, 1.0, 1.5 etc

Course:	
Offering (Hours of instruction):	3-0; 3-0 Example 3-0
List any prerequisites for this course here:	Two FCE in Women's Studies, including at least one half-course at the third-year level, or permission of Supervisor and Chair of the Department
List any corequisites for this course here:	
List any special notes or restrictions for this course here:	Restricted to students in an honours program in Women's Studies. Women's Studies Core Course or Women's Studies Group 1 Course Will appear in the Calendar. For example: A course fee for field activities may be required.
What is the Grade Scheme?:	
Is this a Special Topics course?:	
Is this course cross listed with another? If so, enter the other course code here:	
Course Classification(s):	<ul style="list-style-type: none"> <li>• Type A: Humanities</li> <li>• Type B: Social Sciences</li> </ul>

The following is information for Committee Review

Faculty or Institution Unit:	<ul style="list-style-type: none"> <li>• Lakehead University</li> <li>• Faculty of Social Sciences and Humanities</li> </ul>
Calendar Start Term. When this change should be displayed in the Calendar:	<del>2015</del> 2017-1618
Calendar End Term. When is the last calendar year this should be displayed?:	No Specified End Date Use No Specified End date unless you are removing it from the calendar.
Academic Level:	Undergraduate
Is this a required course, or an elective?:	
What is the pedagogical rationale for this request? Why are you submitting this request?:	<del>The department is noting our course categories in the Calendar Listings, instead of on the information page to help students identify the required courses at each year level, and has changed the previous We forgot to change Group A and B Women's Studies to 1 and 2 to avoid confusion when the University implements Groups A-D . We are also making our pre-requisites consistent in Core Courses at each year level, in this course description when we applied the change to the other course</del>

descriptions. For example, is this change required for accreditation?

Learning Outcomes:

Associated Changes - List all other requests that are associate with this change (enter request number or title):

The following is information for Senate Budget Committee Consideration

---

NOTE: Complete each section and provide full explanations for both "yes" and "no" answers. This will not be displayed in the calendar but will be used by the Senate Budget Committee when considering approval of this proposal. The creator of this proposal may be asked to attend a committee meeting to discuss this proposal. Contact the Chair of the Senate Budget Committee if you wish to discuss any of the questions below.

Will this request impact student enrolment in another program within the same faculty/unit?:

No impact anticipated.

Will this request impact student enrolment in another program in a different faculty/unit?:

No impact anticipated.

Will additional resources be required (space, staff, equipment, etc)?:

No additional resources required.

How will this impact existing teaching loads within this faculty/unit?:

No impact anticipated.

What is the impact on the demand for teaching support services (library, computers, staff, etc)? :

No impact anticipated.

Will this course require outside support? If yes, please outline the amount and timing of the funding:

No outside support required.























