



LAKEHEAD UNIVERSITY

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

CHANGE REQUEST REPORT

Change Request Tracking Number: 2018-SOC-6670

Title of Change Request: Courses-Modifications-UG-History-Changes to 4th  
year title

Status of Change Request: In Workflow

Change Request can't be split

**CHANGE REQUEST CONTENTS**

#	Type	Title
1.	New Version of a Course	Introduction to Archival Studies

**CHANGE REQUEST HISTORY**

Workflow Stage	Action Type	Action Taken By	Change Made	Action Rationale	Date
Initiator	Approved	Michel Beaulieu	Yes	Submitted to workflow	09/10/2018, 06:59 PM
Submission Review (Academic & Curriculum Development Coordinator)	Approved	Submission Review	No	Approved on September 11, 2018 (Pam)	09/11/2018, 11:51 AM
Dean and Faculty Council Review Stage	Approved	Betsy Birmingham	Yes	Approved on October 4, 2018	10/04/2018, 12:17 PM
Senate - Referral Stage	Relegated	Senate Admin	No	Relegated back to Dean and Faculty Council Review Stage per request from Dr. Birmingham.	10/04/2018, 02:47 PM

**SUPPORTING DOCUMENTS**

None.

**SUPPORTING DOCUMENTS AUDIT TRAIL**

None.

**CHANGE REQUEST COMMENTS**

None.

1.	New Version of a Course	Introduction to Archival Studies
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**Justification**

A slight change in the course title to better reflect the content and current disciplinary norms.

**COURSE DETAILS**

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

**Course Code:** History 4851 The code is the 'subject' plus the course number

	(e.g. "Biology 1110").
Title of Course:	Introduction to Archival <del>Science</del> Studies
Course Description:	A seminar exploring archival theory and practice, including an overview of skills needed to work in archives and contemporary issues in archival management. Focuses on the functions of the archives, such as acquisition, appraisal, arrangement and description, preservation, reference, outreach, and technology in archives. Students are provided with a foundation in the theory, methodology, and practice of archival studies, as well as the sense of their professional and social responsibilities and the knowledge of the ethical and legal dimensions of their work. Students will participate in hands-on work in archives and special collections.
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:	5 FCEs in History and at least a 70% average in all History courses, or registration in the Certificate in Public History Program, or permission of the Chair of the Department of History
List any corequisites for this course here:	
List any special notes or restrictions for this course here:	Open only to Honours History Majors or learners registered in the Certificate in Public History 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 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>2016</del> 2019-1720
Calendar End Term. When is	No Specified End Date Use No Specified End date unless you are

the last calendar year this should be displayed?:	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?:	<del>This amendment to the prerequisite and notes allows entry for Certificate students into required courses</del> A slight change in the course title to better reflect the content and current disciplinary norms. 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.
Will this request impact student enrolment in another program in a different faculty/unit?:	No.
Will additional resources be required (space, staff, equipment, etc)?:	No.
How will this impact existing teaching loads within this faculty/unit?:	No.
What is the impact on the demand for teaching support services (library, computers, staff, etc)? :	No.
Will this course require outside support? If yes, please outline the amount and timing of the funding:	No.





