**Memorial University of Newfoundland**

**Undergraduate Calendar Change Proposal Form**

**Cover Page**

**LIST OF CHANGES**

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

* New course(s):
* Amended or deleted course(s):
* New program(s):
* Amended or deleted program(s):
* New, amended or deleted Glossary of Terms Used in the Calendar entries
* New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
* New, amended or deleted General Academic Regulations (Undergraduate)
* New, amended or deleted Faculty, School or Departmental regulations
* Other:

**ADMINISTRATIVE AUTHORIZATION**

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of approval by Faculty/Academic Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Memorial University of Newfoundland**

**Undergraduate Calendar Change Proposal Form**

**Senate Summary Page for Courses**

**COURSE NUMBER AND TITLE**

[This is the course number and title as they currently appear in the Calendar.]

**REVISED COURSE NUMBER AND TITLE**

[If the proposal includes a change to the course number and/or title, then they should be listed here. Otherwise, this section can be deleted in its entirety.]

**ABBREVIATED COURSE TITLE**

[If the proposal involves a change to the course title or the regularization of a special topics course, the abbreviated course title should be indicated here. Otherwise, this section can be deleted in its entirety. The abbreviated course title is strictly limited to ***29 characters, including spaces***.]

**RATIONALE**

[This section should address ***why*** the Calendar change is being proposed. It should include an executive summary which can be used by the Dean's Office in an email requesting formal feedback.]

**ANTICIPATED EFFECTIVE DATE**[Please provide the date/semester that it is expected these changes will come into effect.]

**CALENDAR CHANGES**

[The proposed Calendar change(s) should be listed here. Additions should be indicated by underlining and deletions by ~~strikethroughs~~. Note that Senate regulations limit the length of a Calendar course description to ***at most 75 words***, excluding the course number, title, and details (such as any prerequisites).]

**CALENDAR ENTRY AFTER CHANGES**

[This section should present the Calendar entries as they would appear in print, without underline and strikethrough formatting.]

**SECONDARY CALENDAR CHANGES**

[If the proposed Calendar changes result in additional changes to other sections of the Calendar, these should be listed here, in an underline and strikethrough format. If there are no secondary Calendar changes then this section can be deleted in its entirety.]

**Memorial University of Newfoundland**

**Undergraduate Calendar Change Proposal Form**

**Appendix Page**

**CONSULTATIONS SOUGHT RESPONSE DATE**

[Indicate here that the Dean's office sends CCP out for formal consultation. The text of the request for formal feedback sent to these units will also be attached to this Appendix Page. If a response is received, the date of the response will be noted here and the text of the response attached to this Appendix Page. If no response is received, this will be indicated here.]

Business Yes/No

Education Yes/No

Engineering Yes/No

Grenfell Campus Yes/No

Human Kinetics and Recreation Yes/No

Humanities and Social Sciences Yes/No

Labrador Institute Yes/No

Marine Institute Yes/No

Medicine Yes/No

Music Yes/No

Nursing Yes/No

Pharmacy Yes/No

Registrar’s Office Yes/No

Science Yes/No

Social Work Yes/No

Here, proposers should list each academic unit to which the attached Calendar changes (or a draft thereof) were sent for informal feedback. Include in the list any informal consultation with Grenfell.

**LIBRARY REPORT**

[The text of the request for feedback sent to the Library, and the text of the response from the Library, should be attached. For new course proposals, a library report is required and should be submitted to the Dean's Office for inclusion in the final proposal. In the case of “Special Topics” courses, a Library Report is not required.]

**RESOURCE IMPLICATIONS**

[Indicate any resource implications, including with regards to instructional costs and Library holdings, arising from the attached Calendar changes. If there are no such implications, indicate this.]

Check box as applicable (☑)

|  |  |  |  |
| --- | --- | --- | --- |
| *Courses that are part of load* | *YES* | *NO* | *N/A* |
| Q1. Will the course be taught by a tenured or tenure track Academic Staff Member as part of load? *(if yes, complete 1a to 1c; if no, proceed to Q2 )* |  |  |  |
| a) Required course: will it be taught every year? |  |  |  |
| b) Elective course: will it be taught on a regular rotation depending on the academic unit’s teaching plan? |  |  |  |
| c) Elective course: will it hinder the academic unit’s ability to offer its core program? |  |  |  |
| *Proceed to Q3.* |  |  |  |

Q2. If the course will be taught as overload by an Academic Staff Member, or by a per-course instructor (PCI) or by any other contractual instructor, please answer each of the following.

a) Approximately how often will the course be taught?

b) Why can’t the course be offered by a tenured or tenure track Academic Staff Member as part of normal load?

Q3. If the course is planned as a distance course, does DELTS support it and has DELTS confirmed that it will offer financial and administrative support?

Q4. Will the course require any further resources (e.g. extra administrative supports)? Please explain and justify.

**ADDITIONAL INFORMATION REQUIRED FOR NEW COURSE PROPOSALS**

[For all new course proposals, a sample syllabus must be provided and must include required elements: course description, instructor information, method of evaluation (including weights and dates), required textbook(s), provisional schedule of readings and assignments. Use of the HSS Syllabus template is encouraged (see [Develop a course Syllabus](https://www.mun.ca/hss/faculty-and-staff/faculty-administrative-tasks/).]

**Title of Proposal:**

**Checklist for Faculty of Humanities and Social Sciences Course/Program Proposals**

This checklist helps faculty to avoid errors and omissions in calendar change proposals. The completed checklist will be reviewed by a secretary in the Office of the Dean of HSS before the Associate Dean (Curriculum and Programs) assesses the draft proposal in preparation for submission to the Curriculum and Programs Committee. Proposals reviewed after October 31 may not be eligible for the next academic year’s University Calendar.

**Faculty member: check boxes as applicable**

|  |  |  |
| --- | --- | --- |
|  | YES | N/A |
| 1. Has the completed proposal been approved by your academic unit’s undergraduate committee and/or by the unit as a whole, including the Head? |  |  |
| 1. Will the change impact the calendar entry of another unit/department, **including Grenfell Campus and interdisciplinary HSS programs**? If so, this is identified in the “secondary change” section, and written consent should be appended. |  |  |
| 1. Has a Word version of the proposal been submitted, not a pdf? (so that the Dean’s Office can make edits as appropriate, if applicable. Authors will be consulted about any edits) |  |  |
| 1. Does the proposal use all required headings, 12 point font, and include page numbers? |  |  |
| 1. Does the title on the front page of the proposal identify the name of the course/program? |  |  |
| 1. Is an executive summary, rationale or similar topline information included? (during formal consultations coordinated by the Office of the Dean of HSS this summary will be circulated electronically so that recipients can quickly grasp key aspects before reviewing the proposal itself). |  |  |
| 1. Does the “Resource Implications” section include the Dean’s Office checklist template for this section? (not applicable to a course that will use an existing special topic number) |  |  |
| 1. Has a library report been requested or appended? (not required for special topics courses) |  |  |
| 1. Is the course title/description free from technical jargon and extraneous content? (e.g., instead of “2620 English: This course will...” just begin “2620 English will...”). |  |  |
| 1. Are proposed deletions to existing Calendar language identified using strikethroughs, ~~like this~~, and proposed Calendar additions identified by underlining, like this? |  |  |
| 1. Does the proposal avail of the opportunity to use the “Secondary Changes” section to delete inactive courses that have not been offered in many years? |  |  |
| 1. Has a weekly breakdown of assigned reading and activities been provided? |  |  |
| 1. Has the Faculty member teaching the course been identified? |  |  |
| 1. Have marks for all parts of the evaluation, and the approximate dates of evaluation, been identified? At least 20% of the final grade must be returned before the last day to drop courses without academic prejudice (roughly 2 weeks after the midterm break). |  |  |
| 1. If a special topics course: has a course number been identified on the cover page of the proposal? (a number should be assigned by the Assistant Registrar for HSS) |  |  |
| 1. Does the “Summary Page for Senate” repeat changes to Calendar language, using the ~~strikethroughs~~ and underlines technique (not applicable if an existing special topic number). |  |  |

*updated: Sept-2023*

The person that the Office of the Dean should contact with any questions about the attached proposal:

Name (print legibly) Phone / email

Departmental Head Signature:

Documents which need to be included, if applicable, for CPC/FacCouncil/SCUGS should be attached here:

- Course Outline/Syllabus

- Library Report (if and when available)

- Email issued for Consultation & Comments/Feedback/Responses received (to be added by staff in the Dean's Office).