

# Memorial University of Newfoundland

## Undergraduate Calendar Change Proposal Form

### Instructions

#### **PURPOSE**

The Senate Committee on Undergraduate Studies (SCUgS) has been asked by Senate to ensure that proposals for changes to the University Calendar are submitted in a standardized manner. As such, the Calendar Change Proposal Form has been developed to facilitate the vetting of these proposals and to ensure that the information required by Senate is provided.

#### **FORMAT**

The Calendar Change Proposal Form should be submitted to SCUgS as both Word and PDF documents. A 12-point non-italicized font should be used.

The Form consists of three components:

1. A Cover Page, which summarizes the type(s) of Calendar change being proposed and is to be signed by the appropriate Dean or Vice-President.
2. One or more Senate Summary Pages, which feature the information required for consideration by Senate.
3. An Appendix Page, which features the information required for consideration at levels of approval prior to Senate.

#### **THE COVER PAGE**

- “List of Changes”: This section should briefly summarize the types of Calendar changes being proposed, and indicate any relevant courses or programs.
- “Administrative Authorization”: This section should be signed by the Dean of the relevant faculty or school or an appropriate Vice-President. A proposal cannot be considered by SCUgS until this signature has been received by the Secretary to the Committee.

#### **THE SENATE SUMMARY PAGE**

Because different information is needed for Calendar changes affecting courses, programs and regulations, a different Senate Summary Page exists for each of these three categories, and they should be used appropriately. Each type is described in detail below. In unusual cases, it may be that none of the three types is appropriate for a planned Calendar change; in such a situation, the proposer should contact the Secretary to the Committee at [scugs@mun.ca](mailto:scugs@mun.ca) to seek advice on the appropriate format to use.

Normally, an individual Senate Summary Page should be included for each course, program and/or regulation for which a Calendar change is proposed. However, in cases

where a number of similar changes are being proposed, it is acceptable for multiple courses, programs or regulations to be included on a single Senate Summary Page of the corresponding type.

As a guide for the proposer, some of the following instructions are summarized on the Senate Summary Pages themselves. These summaries appear in [a red font between square brackets] and should all be deleted before the proposal is submitted to SCUgS.

Some sections are common to all three types of Senate Summary Page:

- “Rationale”: This section should concisely but clearly communicate why these Calendar changes are being proposed. Where appropriate, it should discuss their benefit to students, strategies to communicate their ramifications to faculty and students, and any substantive modifications made to the proposal as a result of feedback from other academic units. If the proposer intends for these changes to come into effect prior to or later than the next edition of the University Calendar, this should be explained.
- “Calendar Changes”: This section should list the proposed Calendar change(s) themselves. The existing Calendar text should be copied from the current Calendar PDF file and pasted into the Senate Summary Page. Additions should be indicated by underlining and deletions by ~~strikethroughs~~.
- “Calendar Entry After Changes”: This section should list the corresponding Calendar entries as they would appear once the changes proposed under “Calendar Changes” have taken effect (that is, a “clean” version should be presented without underlining or strikethroughs).
- “Secondary Calendar Changes”: Calendar changes will often result in additional changes to other parts of the Calendar. It is the responsibility of the proposer to work with other units to identify any such changes and reflect them in this section. Common sources of secondary Calendar changes include, but are not limited to, cross-listed (“same as”) courses, credit-restricted courses, courses common at more than one campus, and joint programs. Proposers should take care to consider the possible ramification of Calendar changes not only on their own faculty or school, but also on other faculties and schools, as well as the other Memorial University campuses.

If a lengthy set of Calendar changes is being proposed, the text of the “Calendar Changes”, “Calendar Entry After Changes” and/or “Secondary Calendar Changes” sections can instead be appended to the Senate Summary Page, with a comment to that effect included in the appropriate places on the Senate Summary Page itself.

## **THE SENATE SUMMARY PAGE FOR COURSES**

- “Course Number and Title”: This section should list the course number and title as they currently appear in the Calendar (in the case of an existing course) or as they are being proposed (in the case of a new course). For a new course, the

proposer should ensure that the combination of subject code and course number has not previously been used at any Memorial University campus; if needed, the Assistant Registrar for the proposer's faculty or school and the Secretary of the Committee can provide assistance in carrying out this verification.

- “Revised Course Number and Title”: This section should be included only if the number and/or title of the course are being revised, and should indicate the result of such a change; otherwise, this section can be deleted in its entirety. If the course number is being revised, the proposer should ensure that the combination of subject code and course number has not previously been used at any Memorial University campus; if needed, the Assistant Registrar for the proposer's faculty or school and the Secretary of the Committee can provide assistance in carrying out this verification.
- “Abbreviated Course Title”: This section need only be included if a new course is being proposed, or if the title of an existing course is being revised; otherwise, this section can be deleted in its entirety. The abbreviated course title is the title as it appears on a student's transcript, and is strictly limited to **29 characters, including spaces**.
- “Calendar Changes”: In addition to the general instructions provided above, proposers should be aware 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).

### **THE SENATE SUMMARY PAGE FOR PROGRAMS**

- “Program Title”: This section should list the program title as it currently appears in the Calendar (in the case of an existing program) or as it is being proposed (in the case of a new program).
- “Revised Program Title”: This section should be included only if the title of the program is being revised, and should indicate the result of such a change; otherwise, this section can be deleted in its entirety.

### **THE SENATE SUMMARY PAGE FOR REGULATIONS**

- “Section of Calendar”: This section should indicate where the regulations being added or revised reside in the Calendar.

### **THE APPENDIX PAGE**

As a guide for the proposer, some of the following instructions are summarized on the Appendix Page itself. These summaries appear in **[a red font between square brackets]** and should all be deleted before the proposal is submitted to SCUgS.

- “Consultations Sought”: It is imperative that consultation with academic units be initiated by the unit proposing Calendar changes before they are submitted to SCUgS. This ensures that all relevant units have an opportunity to comment on the proposal, and affords the proposing unit an opportunity to respond to these

comments and/or reflect them in their submission. It also encourages a collegial environment in which there is an awareness of developments in programs, courses and regulations across the University.

As such, proposals should be forwarded to all faculties, schools and campuses; a distribution list is available at [www.mun.ca/regoff/](http://www.mun.ca/regoff/) under “Related Content > Forms for Calendar Changes” to facilitate this process. Proposers are also encouraged to consider whether feedback from other bodies, both within and external to the University, should be sought. For instance, a proposal which may affect the University’s admissions process (whether the general application process, or a faculty- or school-specific process) should be reviewed by the Associate Registrar for Admissions, Office of the Registrar. Proposals with implications for online course offerings, or which draw upon new or existing educational technologies or instructional designs, should be referred to the Centre for Innovation in Teaching and Learning (CITL). If a proposal may impact the College of the North Atlantic’s Comprehensive Arts & Science Transfer program, then the CNA should be consulted. In order to provide a reasonable opportunity for input while not introducing untenable delays, **four weeks** should be allowed for consultation.

This section should list each academic unit or other body from which feedback was requested. The text of the request for feedback sent to these units should be attached to the Appendix Page. If a response was received, the date of the response should be indicated, and the text of the response attached to the Appendix Page. If no response was received, this should be indicated.

- “Library Report”: This section should confirm the date of receipt of a Library Report, which consists of an appraisal by the relevant Collections Librarian of the currency of Library holdings to support the proposal. A Library Report is required by SCUgS for Calendar change proposals involving any of the following:
  - Introduction of a new course (except when this solely consists of reserving a new block of special topics course numbers)
  - Regularization of a special topics course
  - Changes to a course description
  - Introduction of a new program
  - Changes to course requirements for a program

In such cases, **six weeks** should be allowed for the Library to complete the assessment and produce the Report. The text of the request for feedback sent to [univlib@mun.ca](mailto:univlib@mun.ca) should be attached to the Appendix Page. For all other proposals, no separate Library Report is needed; the Library should instead be consulted alongside other academic units as described under “Consultations Sought”. In such cases, this section can be deleted in its entirety.

- “Resource Implications”: This section should indicate any resource implications arising from the proposed Calendar changes. For instance, this section may

address how teaching resources will be provided (such as new faculty or sessional hires, an existing course becoming inactive, a faculty member returning to a regular teaching load, a reduction in course remissions in the unit), as well as any non-teaching resources which may be required, including administrative and academic support, new Library holdings, and new or updated equipment (such as laboratory and software requirements). If there are no resource implications, this should also be indicated; some justification may be required if it is not apparent why the proposal would be without associated costs.

Note that any proposal involving the introduction of a new tuition or program fee must be separately submitted to the Vice-President's Council, and from there the Board of Regents. Neither SCUgS nor Senate has the authority to approve such fees.

- "Additional Information Required for New Course Proposals": If a new course is being proposed, this section should provide samples of the course outline (as it would appear on a course syllabus; that is, in more detail than the course description), the method of evaluation, and the textbook. It should also identify one or more potential course instructors. These details are not binding, but they should offer insight into the topics to be covered and the work which will comprise a student's final grade in the course. As such, these materials should adhere to all applicable University regulations, in particular those in General Academic Regulations 6.7 (Evaluation of Student Work).

## **QUESTIONS**

Any questions about the Calendar change process should be referred, in the first instance, to the Assistant Registrar for the proposer's faculty or school, and otherwise to the Secretary of the Committee at [scugs@mun.ca](mailto:scugs@mun.ca).