The next open meeting of the Senate of the University of Victoria is scheduled for Friday, February 1, 2013 at 3:30 p.m. in the Senate and Board Chambers, University Centre, Room A180.

AGENDA as reviewed by the Senate Committee on Agenda and Governance.

1. **APPROVAL OF THE AGENDA**  
   
   2. **MINUTES**  
      
      a. January 4, 2013 (SEN-FEB 1/13-1)  
         
         Motion: That the minutes of the open session of the meeting of the Senate held on January 4, 2013 be approved and that the approved minutes be circulated in the usual way.

3. **BUSINESS ARISING FROM THE MINUTES**  
   
   a. Follow-up on Presentation on University Rankings

4. **REMARKS FROM THE CHAIR**  
   
   a. Report on the Acceptance Declined Survey  
   b. Update on Percentage Grading  
   c. Overview of Draft Updated IT Governance Structure  
   d. President’s Report

5. **CORRESPONDENCE**
6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Awards - Dr. Annalee Lepp, Chair

i. New and Revised Awards

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document, as recommended by the Senate Committee on Awards:

- Aga Khan Academy Scholarship (Revised)
- Council Of International Schools Scholarship* (Revised)
- United World College Scholarship (Revised)
- Professional Employees Association (PEA) Scholarship* (Revised)
- James S. Carfra, Q.C. Memorial Bursary* (New)
- McCarthy Tétrault LLP Alumni Entrance Scholarship* (New)
- Sheridan Scott – Telecommunications Hall Of Fame Entrance Scholarship* (New)
- London Drugs Foundation Scholarship (New)
- Bennett Jones LLP Alumni Entrance Scholarship* (Revised)
- Carolyn E. & Robert J. McCormick Aboriginal Entrance Scholarship (Revised)
- Nash & Company Entrance Scholarship* (Revised)
- Edna And Bernard Nash Memorial Entrance Scholarship* (New)
- Black Press Business Scholarships (Revised)
- Dr. Douglas Earl Alcorn Scholarship* (Revised)
- Founders Committee Graduation Award In Law In Honour Of Allan Cox, Hamish Gow And Robert Hutchinson* (Revised)
- Pemberton Holmes Entrance Scholarship In Honour Of Davine Burton* (Revised)

*Administered by the University of Victoria Foundation

b. Senate Committee on Curriculum - Dr. Tim Haskett, Chair

i. Annual Report

Motion: That Senate receive the 2012/2013 annual report of the Senate Committee on Curriculum for information.
ii. Major Curriculum Changes *(SEN-FEB 4/13-3)*  

**Motion**: That Senate approve the major curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2013-14 academic calendar.

**Motion**: That Senate authorize the Chair of the Senate Committee on Curriculum to make small changes and additions that would otherwise unnecessarily delay the submission of items for the academic calendar.

Note: The summaries of the major curriculum changes from the faculties have been included in the docket. The complete curriculum submissions (including minor curriculum changes) can be reviewed by contacting the Office of the University Secretary starting on Monday, January 28, 2013.

c. Ad hoc Committee to Consider the Curriculum Process - Dr. Michael Webb, Chair

   i. Draft Report and Recommendations *(SEN-FEB 4/13-4)*  

7. PROPOSALS AND REPORTS FROM FACULTIES

a. Faculty of Law

   i. Governance Rules for Law Faculty Council *(SEN-FEB 4/13-5)*  

      **Motion**: That Senate approve the Rules for Law Faculty Council, as recommended by the Faculty of Law.

8. OTHER BUSINESS

a. Ten-Year Sessional Calendar *(SEN-FEB 4/13-6)*  

      **Motion**: That Senate approve the 2012-2022 Ten-Year Sessional Calendar.

b. Academic Year Important Dates *(SEN-FEB 4/13-7)*  

      **Motion**: That Senate approve the 2013/14 Academic Year Important Dates calendar for submission to the 2013/14 academic calendar.
c. Emeritus (SEN-FEB 4/13-8)  

**Motion:** That Senate receive for information the Emeritus list for submission to the 2013/14 academic calendar.

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d. Senate Meeting Dates (SEN-FEB 4/13-9)  

**Motion:** That Senate approve the 2013/14 Senate Meeting Dates and Other Important Dates schedule.

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e. Enrolment Projections – R. Tremblay (SEN-FEB 4/13-10)  

**Motion:** That Senate approve, and recommend to the Board of Governors that it also approve, a projected annualized working enrolment target of 17,528 for the academic year, subject to revision in the event of new information regarding mandated growth, funding levels, and application rates.

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9. **ADJOURNMENT**
A meeting of the Senate of the University of Victoria was held on January 4, 2013 at 3:30 p.m. in the Senate and Board Chambers, University Centre, room A180.

1. **APPROVAL OF THE AGENDA**

   Motion: (R. Burke/R. Lipson)
   That the agenda be approved as circulated.

   **CARRIED**

2. **MINUTES**

   Motion: (M. MacDonald/R. Lipson)
   That the minutes of the open session of the meeting of the Senate held on November 2, 2012 be approved and that the approved minutes be circulated in the usual way.

   **CARRIED**

3. **BUSINESS ARISING FROM THE MINUTES**

   There was none.

4. **REMARKS FROM THE CHAIR**

   a. **President’s Report**

   Dr. Turpin reported that Prof. Jamie Cassels had been selected the university’s next President. Dr. Eastman acknowledged and thanked the members of Senate who served on the presidential search committee. She said there would be an opportunity to meet with Prof. Cassels at an event on January 17, 2013.

   With respect to provincial matters, Dr. Turpin reminded members of Senate of the Opportunity Agenda for BC, noting that an event on this topic would be held on campus at the end of the month. He also reported that the provincial government had announced $200,000 in one-time funding to continue the LE,NONET Project.

   Dr. Turpin provided an update on matters at the university. He reported that:
   - the university had reached agreements with all staff bargaining groups, and was currently engaged in mediation with the Faculty Association;
   - on November 19, 2012, a report of UVic’s economic impact had been released;
honorary degrees were awarded at Fall 2012 convocation to Honorable Steven Point, Mrs. Gwendolyn Point, Mr. Dave Obee and Dr. Naomi Halas;

during an honouring ceremony at the First Peoples House on November 14, 2012, UVic was pleased to announce that Honourable Steven Point and Mrs. Gwendolyn Point had agreed to serve as patrons of First Peoples House;

the Marnie Swanson International Commons was officially opened on November 19, 2012;

recognition of the National Day of Remembrance and Action on Violence Against Women took place on December 3, 2012;

an international team led by UVic, the California Institute of Technology and the University of Michigan broke another series of records for data-transfer speed;

in December, one of the world’s leading physics magazines, *Physics World*, named two projects with strong UVic connections to a top 10 list for 2012;

Ocean Networks Canada has developed a new application, Coastbusters, to document the debris from last year’s devastating earthquake in Japan now washing up on BC shores;

the Legacy Gallery is featuring a 50th anniversary exhibit *Honoris Causa: Artist Honorary Degree Recipients*; and

in 2012, UVic was recognized as one of Canada’s top diversity employers.

With regard to awards and honours at the university, Dr. Turpin announced that:

- UVic student Ms. Tara Paterson had been awarded a Rhodes Scholarship;
- the Queen Elizabeth II Diamond Jubilee medal was awarded to Prof. Jamie Cassels;
- the American Association for the Advancement of Science awarded the Distinction of Fellow to Earth and Ocean Sciences professor Andrew Weaver;
- in early November, School of Health Information Science professor Andre Kushniruk received the 2012 Canadian Health Informatics Award for Leadership in the Field of Health Informatics;
- Prof. Nicholas Galanin, the 2012/13 Audain Professor in Contemporary Arts of the Pacific Northwest at UVic, received a $50,000 Rasmuson Fellowship from United States Artists;
- UVic law student Ms. Elizabeth Zarpa received national recognition for her contributions to the Canadian Inuit community;
- the UVic Vikes women’s rowing program captured its third consecutive Canadian universities title in early November; and
- Mr. Nick Clewley, UVic’s Interim Director of Marketing was named the winner of the Times-Colonist’s third annual “So You Think You Can Write” contest.

b. University rankings

Ms. Cheryl Sivertson from the Department of Institutional Planning and Analysis provided a presentation on university rankings.

In response to a question from Dr. Webb, Ms. Sivertson said she would have to ask Mr. Eder to comment on overall perceptions of the rankings. In response to a further question from Dr. Gordon, she said Mr. Eder could also comment on the discrepancies between rankings. It was agreed to follow up with him on these points.
c. 2013/14 Budget Update

Dr. Turpin introduced Ms. Gayle Gorrill, Vice-President Finance and Operations. He said that, because there were still some uncertainties with the budget, including information regarding the provincial grant and negotiations with the Faculty Association, it was not yet possible to give a detailed presentation on next year’s budget.

Ms. Gorrill provided members of Senate with a presentation on university finances and budget. She reviewed the university’s sources of revenue and expenditures, and discussed how money is allocated. Ms. Gorrill reviewed the total budget by vice-presidential portfolio and discussed structural challenges with the budget. She provided information about budget cuts being made in the upcoming year, and provided members of Senate with information regarding how carry-forward funds are dealt with.

In response to a question from Dr. Ulysses, Ms. Gorrill clarified how sessional instructors were represented in the budget charts in her presentation. There was a brief discussion regarding the deficit for the upcoming year.

5. CORRESPONDENCE

a. Letter received November 10, 2012 and response dated December 6, 2012

Dr. Turpin reviewed the correspondence.

b. Campus Planning Committee

i. Semi-annual report

Motion: (T. Haskett/J. Walsh)
That Senate receive the 2011/2012 semi-annual report of the Campus Planning Committee for information.

CARRIED

6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

a. Senate Committee on Academic Standards

i. Annual Report

Dr. Webb commented on the undergraduate grading patterns report. He requested that the Senate Committee on Academic Standards review the report when it comes forward with a view to providing Senate with an analysis and recommendations, as appropriate.
Motion: (M. Purkis/H. Brunt)
That Senate receive the 2011/12 annual report of the Senate Committee on Academic Standards for information.

CARRIED

b. Senate Committee on Admission, Re-registration and Transfer

i. Annual Report

Motion: (A. Monahan/T. Haskett)
That Senate receive the 2011/12 annual report of the Senate Committee on Admission, Re-registration and Transfer.

CARRIED

c. Senate Committee on Agenda and Governance

i. Annual Report

Motion: (R. Burke/P. Keller)
That Senate receive the 2011/12 annual report of the Senate Committee on Agenda and Governance.

CARRIED

d. Senate Committee on Awards

i. New and Revised Awards

Dr. Monahan suggested that the wording of the Pemberton Holmes Entrance Scholarship in Honour of Davine Burton be clarified. Ms. Lori Nolt said she would follow up with the faculty.

In response to a question from Dr. Gordon, Dr. Tiedje provided a rationale for lowering the required GPA in the Faculty of Engineering: Dean’s Entrance Scholarship.

Motion: (M. Kennedy/M. Purkis)
That Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document as recommended by the Senate Committee on Awards:

- Nancy Lee Graduate Scholarship (new)*
- Dr. Douglas Earl Alcorn Scholarship (revised)*
- Island Savings Growing Island Families Together (Gift) Bursaries (new)
- UVic Transfer Scholarship (revised)
- JTS Scholarship (new)*
- Pemberton Holmes Entrance Scholarship in Honour of Davine Burton (new)*
- Dr. Gordon L. Diewert Community Service Entrance Award (new)
• Thomas M. Hess Scholarship in Indigenous Language Revitalization (revised)*
• Albert Aloucks Bursary (new)*
• James A. & Laurette Agnew Memorial Award (new)*
• Paul Parizeau Bursary (revised)*
• East China Normal University Entrance Scholarship (revised)
• Churchill Foundation Vancouver Island’s Aleck Trawick Scholarship in Political Science (revised)*
• Louis F. Lindholm, Q.C. Entrance Scholarship (new)*
• Maurice William Summerhayes Memorial Scholarship (revised)*
• Marion MacLeod Memorial Scholarship (new)
• Faculty of Engineering: Dean’s Entrance Scholarship (revised)
• John F. Baker Emergency Fund (new)*
• Malcolm Manson Memorial Award (new)*
• Vikes Entrance Scholarship (new)
• President’s Scholarship (revised)

* Administered by the University of Victoria Foundation

CARRIED

e. Senate Committee on Planning

i. Proposal for PhD in Health Informatics

Motion: (M. Purkis/D. Hamilton)
That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a program leading to a degree of PhD in Health Informatics to be offered by the Faculty of Human and Social Development and the Faculty of Graduate Studies, as described in the document entitled “PhD Health Informatics”, dated October 15, 2012 and that this approval be withdrawn if the program should not be offered within five years of the granting of approval. A start date will be determined after consultation with Graduate Admissions and Records. Once Senate and the Board of Governors have approved the proposal, the proposal must be posted on the Ministry of Advanced Education website for peer review for a period of 30 days.

CARRIED

ii. Proposal for PhD in Environmental Studies

Motion: (D. Capson/P. Keller)
That Senate approve, and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a program leading to a degree of PhD in Environmental Studies to be offered by the Faculty of Social Sciences and the Faculty of Graduate Studies, as
described in the document entitled “PhD in Environmental Studies”, dated November, 2012 and that this approval be withdrawn if the program should not be offered within five years of the granting of approval. A start date will be determined after consultation with Graduate Admissions and Records. Once Senate and the Board of Governors have approved the proposal, the proposal must be posted on the Ministry of Advanced Education website for peer review for a period of 30 days.

CARRIED

iii. Proposal for Course-Based, Non-thesis Master’s Degree Option for Master of Public Health

Motion: (M. Purkis/D. Capson)
That Senate approve, and recommend to the Board of Governors that it also approve, the proposal for a Course-based Master of Public Health as described in the document entitled “MPH Proposal for Course-based Masters” dated October 26, 2012.

CARRIED

iv. Proposal for Course-Based, Non-thesis Master’s Degree Option for Master of English

Motion: (T. Haskett/D. Capson)
That Senate approve, and recommend to the Board of Governors that it also approve, the proposal for a Course-based Master of English as described in the document entitled “Course-only Path Through English Master’s Program” dated September 6, 2012.

CARRIED

v. Proposal for Course-Based, Non-thesis Master’s Degree Option for Master of Social Work

Motion: (M. Purkis/J. Walsh)
That Senate approve, and recommend to the Board of Governors that it also approve, the proposal for a Course-based Master of Social Work as described in the document entitled “Completion of MSW Degree Through a ‘Course Based’ Option” dated October 31, 2012.

CARRIED
vi. Proposal for Course-Based, Non-thesis Master’s Degree Option for Master of Global Business

Motion: (S. Klein/D. Hamilton)
That Senate approve, and recommend to the Board of Governors that it also approve, the proposal for a Course-based Master of Global Business as described in the document entitled “Proposal to Change the Master of Global Business Program from a Project-based to Course-only Format” dated October 2012.

CARRIED

7. PROPOSALS AND REPORTS FROM FACULTIES

There were none.

8. OTHER BUSINESS

a. Procedures for the Appointment of the University Secretary

Dr. Turpin reviewed the revisions to the policy.

Motion: (R. Tremblay/M. Purkis)
That Senate approve, and recommend to the Board of Governors that it also approve, the attached revised Policy GV0325 Procedures for the Appointment of the University Secretary (Registrar).

CARRIED

b. Recommendation to add non-voting invitee to Senate

Motion: (P. Keller/H. Brunt)
That the Associate Vice-President International be added to Senate as a non-voting invitee with speaking rights.

CARRIED

Dr. Baer abstained from voting.

There being no other business the meeting was adjourned at 4:27 p.m.
MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA
Effective from July 1, 2012

EX OFFICIO MEMBERS - University Act: Section 35
(2) (a-f)

Chancellor: Murray Farmer (31/12/14)
President and Vice-Chancellor: David Turpin, Chair
V.P. Academic & Provost: Reeta Tremblay
V.P. Research: Howard Brunt
Dean, Peter B. Gustavson School of Business:
Saul Klein
Dean of Education: Ted Riecken
Dean of Engineering: Thomas Tiedje
Dean of Continuing Studies: Maureen MacDonald
Acting Dean of Fine Arts: Lynne Van Tuyl
Dean of Graduate Studies: David Capson
Dean of Humanities: John Archibald
Dean of HSD: Mary Ellen Purkis
Dean of Science: Robert Lipson
Dean of Social Sciences: Peter Keller, Vice-Chair
University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES -
Section 35 (2) (g)

BUSI: Brock Smith (30/6/15)
Richard-Wolfe (30/6/13)
EDUC: Mary Kennedy (30/6/14)
Geraldine Van Gyn (30/6/13)
ENGR: Micaela Serra (30/06/13)
Yang Shi (30/6/14)
FINE: Patricia Kostek (30/6/15)
Jan Wood (30/6/13)
GRAD: Annalee Lepp (30/6/13)
John-Walsh (30/6/14)
HUMA: Abdul Roudsari (30/6/15)
Debra Sheets (30/6/13)
HUMS: Jamie Dopp (30/6/13)
Laura Parisi (30/6/15)
LAWF: Gillian Calder (30/6/14)
Robert Howell (30/6/13)
SCIE: Robert Burke (30/6/14)
Florin Diacu (30/6/14)
SOSC: Rosaline Canessa (30/6/15)
Michael Webb (30/6/14)

MEMBERS ELECTED BY THE FACULTY
MEMBERS - Sections 35 (2) (g)

Jann Aragon - SOSC (30/6/15)
Doug Baer - SOSC (30/6/14)
Sikata Banerjee - HUMS (30/6/13)
Alison Chapman - HUMS (30/6/15)
Kathryn Gillis - SCIE (30/6/14)
Reuven Gordon - ENGR (30/6/14)
David Harrington - SCIE (30/6/13)
Tim Hasket - HUMS (30/6/13)

MEMBERS ELECTED BY THE FACULTY
MEMBERS (continued)

Susan Lewis Hammond - FINE (30/6/14)
Adam Monahan - SCIE (30/6/14)
Leslee Francis Pelton - EDUC (30/6/14)
Margot Wilson - SOSC (30/6/15)

MEMBERS ELECTED FROM THE STUDENT
ASSOCIATION - Section 35 (2) (h)

Rachel Barr (SOSC) (30/6/13)
Peter Bell (GRAD)
Andrew Fortune (SOSC)
David Foster (HUMA)
David Hamilton (ENGR)
Emilie Henriksen (FINE ARTS)
Nicole Iaci (SOSC)
Kelsey Mech (SCIE)
Ariel Mishkin (BUSI)
Yiannis Pappas-Acreman (LAW)
Emily Rogers (HUMA)
Peter Schalk (GRAD)
Gabrielle Sutherland (SOSC)
Ariel Tseng (HUMS)
Kelly Watson (GRAD)
TBA (EDUC)

MEMBERS ELECTED BY THE CONVOCATION
- Section 35 (2) (i)

Nav Bassi (31/12/14)
Linda Hannah (31/12/14)
Robbyn Lanning (31/12/14)
Cathy McIntyre (31/12/14)

ADDITIONAL MEMBERS - Section 35 (2) (k)

Head, Division of Medical Sciences: Oscar Casiro
Member elected by the Professional Librarians:
Tracie Smith (30/06/15)
Continuing Sessional: Alicia Ulysses (30/06/14)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Julia Eastman

BY INVITATION - Seated with specified speaking
rights

Assoc. V.P. Student Affairs: Jim Dunsdon
Assoc. V.P. Academic Planning: Catherine Mateer
Registrar: Lauren Charlton
Associate University Secretary: Carrie Andersen
MEMORANDUM

TO: Secretary of Senate
    University Secretary’s Office

DATE: January 16, 2013

FR: Lori Nolt, Director, Student Awards and Financial Aid
    Secretary, Senate Committee on Awards

RE: Awards Recommended to Senate for Approval

The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

*Administered by the University of Victoria Foundation
Additions are underlined
Deletions are struck through

AGA KHAN ACADEMY SCHOLARSHIP (REVISED)

A scholarship of $90,000, payable at $22,500 per year over 4 years, is awarded to an academically outstanding international student entering an undergraduate program at the University of Victoria directly from one of the Aga Khan Academies. Canadian citizens and permanent residents are not eligible for this scholarship. Scholarship recipients are selected on the basis of academic excellence (a minimum of 32 International Baccalaureate points), community service, school involvement and leadership. The financial need of the applicant will also be considered.

To be automatically renewed a student must have completed a total of 12 or more academic units in two terms of study between May and April and maintained a grade point average of 7.50 or higher on the best 12 units. The scholarship is automatically renewed for each year of the student’s full time study until completion of a first degree or for a maximum of four years, whichever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal is considered if a student’s grade point average falls below 7.00.

A student whose grade point falls below 7.50 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a grade point average of 7.50 or higher in the two terms. Any student who takes neither a co-op or work experience work term nor academic units for one or more terms may forfeit their scholarship.
COUNCIL OF INTERNATIONAL SCHOOLS SCHOLARSHIP* (REVISED)

Two scholarships of $90,000, payable at $22,500 per year over four years, are awarded to academically outstanding international students entering an undergraduate program at the University of Victoria directly from a school that is a member of the Council of International Schools. Canadian citizens and permanent residents are not eligible for these scholarships. Scholarship recipients are selected on the basis of academic excellence, community service, school involvement and leadership. The financial need of the applicant will also be considered. Students selected to receive the Council of International Schools Scholarship are not eligible for the United Way World College Scholarships.

To be automatically renewed a student must have completed a total of 12 or more academic units in two terms of study between May and April and maintained a grade point average of 7.50 or higher on the best 12 units. The scholarship is automatically renewed for each year of the student’s full time study until completion of a first degree or for a maximum of four years, whichever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal is considered if a student’s grade point average falls below 7.00.

A student whose grade point falls below 7.50 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a grade point average of 7.50 or higher in the two terms. Any student who takes neither a co-op or work experience work term nor academic units for one or more terms may forfeit their scholarship.

UNITED WORLD COLLEGE SCHOLARSHIP (REVISED)

Four scholarships of $90,000 payable at $22,500 per year over 4 years are awarded to academically outstanding international students entering an undergraduate program at the University of Victoria directly from a United World College. Canadian citizens and permanent residents are not eligible for these scholarships. Scholarship recipients are selected on the basis of academic excellence (a minimum of 32 International Baccalaureate points), community service, school involvement and leadership. The financial need of the applicant will also be considered. Students selected to receive The United World College Scholarships are not eligible for The Council of International Schools Scholarships.

To be automatically renewed a student must have completed a total of 12 or more academic units in two terms of study between May and April and maintained a grade point average of 7.50 or higher on the best 12 units. The scholarship is automatically renewed for each year of the student’s full time study until completion of a first degree or for a maximum of four years, whichever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal is considered if a student’s grade point average falls below 7.00.
A student whose grade point falls below 7.50 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. Students registered in a co-op or work experience work term will automatically be renewed when they next complete 12 or more academic units in two terms, provided they have a grade point average of 7.50 or higher in the two terms. Any student who takes neither a co-op or work experience work term nor academic units for one or more terms may forfeit their scholarship.

PROFESSIONAL EMPLOYEES ASSOCIATION (PEA) SCHOLARSHIP* (REVISED)

One or more scholarships are awarded to academically outstanding full or part-time undergraduate students entering or continuing at the University of Victoria with a GPA of at least a 4.0 and who are UVic PEA members or their dependants. Applicants must complete the online application by May 31. Selection of the recipients will be made by the PEA ProD Committee.

JAMES S. CARFRA, Q.C. MEMORIAL BURSARY* (NEW)

One or more bursaries are awarded to undergraduate students in the Faculty of Law J.D. program who have demonstrated financial need. Nomination of the student recipients will be made by the Faculty of Law.

MCCARTHY TETRAULT LLP ALUMNI ENTRANCE SCHOLARSHIP* (NEW)

One or more scholarships are awarded to undergraduate students entering the Faculty of Law J.D. program who have demonstrated academic excellence. Nomination of the student recipients will be made by the Faculty of Law.

SHERIDAN SCOTT – TELECOMMUNICATIONS HALL OF FAME ENTRANCE SCHOLARSHIP* (NEW)

One or more scholarships are awarded to undergraduate students entering the Faculty of Law J.D. program who have demonstrated academic excellence. Preference may be given to a student who has demonstrated interest in the areas of economics or telecommunications through academic or extra-curricular pursuits. Nomination of the student recipients will be made by the Faculty of Law.

LONDON DRUGS FOUNDATION SCHOLARSHIP (NEW)

A scholarship of $1,000 will be awarded to an academically outstanding undergraduate student in the School of Public Health and Social Policy.
BENNETT JONES LLP ALUMNI ENTRANCE SCHOLARSHIP* (REVISED)

One or more scholarships are awarded to undergraduate students entering the Faculty of Law J.D. program who have demonstrated academic excellence. Nomination Selection of the student recipients will remain at the discretion of the Faculty of Law.

CAROLYN E. & ROBERT J. MCCORMICK ABORIGINAL ENTRANCE SCHOLARSHIP (REVISED)

A scholarship of $9,000 is awarded to an Aboriginal undergraduate student entering the Faculty of Law J.D. program who has demonstrated academic excellence. Selection Nomination of the student recipient will be made by the Faculty of Law.

NASH & COMPANY ENTRANCE SCHOLARSHIP* (REVISED)

A scholarship is awarded to an undergraduate student entering the Faculty of Law J.D. program who has demonstrated academic excellence. Nomination Selection of the student recipient will be made by the Faculty of Law.

EDNA AND BERNARD NASH MEMORIAL ENTRANCE SCHOLARSHIP* (NEW)

A scholarship is awarded to an undergraduate student entering the Faculty of Law J.D. program who has demonstrated academic excellence. Preference will be given to a student with a university degree in Education or Psychology. Nomination of the student recipient will be made by the Faculty of Law.

BLACK PRESS BUSINESS SCHOLARSHIPS (REVISED)

Up to thirty-seven scholarships of $5,000 each are awarded to outstanding undergraduate students entering or continuing in the Faculty of Business, one scholarship to a student from each district on the attached table. Applications together with a letter stating their applicant's future goals, career ambitions/aspirations and a letter of reference must be submitted to the Faculty of Business by June 30th February 28th. Payment of this scholarship will be made in two installments, the first in September and the second in January. The second installment will be dependent upon the recipient maintaining full time registration in the Peter B. Gustavson School of Business.

DR. DOUGLAS EARL ALCORN SCHOLARSHIP* (REVISED)

A scholarship is awarded to an academically outstanding 4th year undergraduate student who is pursuing a degree in Psychology and who demonstrates an interest in abnormal psychology, and who has completed at least two years of study at UVic and who is proceeding to medical school in September. Candidates must provide written acceptance of their entry into an approved medical school. Preference will be given to a student considering a medical career.
FOUNDERS COMMITTEE GRADUATION AWARD IN LAW IN HONOUR OF ALLAN COX, HAMISH GOW AND ROBERT HUTCHINSON* (REVISED)

The Victoria Bar Association has endowed and provides annual funds in an amount not less than $500.00 for the Founders Committee Graduation Award in honour of Allan Cox, Hamish Gow and the Honourable Bob Hutchinson who, with Murray Fraser, were members of the organizing committee for the Law School at the University of Victoria. The award is given to a graduating undergraduate student who is articling in Victoria, and who has made an outstanding contribution to the educational experience of their fellow students, and has demonstrated a commitment to public service and relations with the profession during their time at the Faculty of Law. The award shall be made at the Annual Meeting of the Victoria Bar Association, and shall be presented by the President of the Victoria Bar Association and the Dean of the Faculty of Law, may be presented at the Annual General Meeting of the Victoria Bar Association.

PEMBERTON HOLMES ENTRANCE SCHOLARSHIP IN HONOUR OF DAVINE BURTON* (REVISED)

One scholarship will be awarded to a student entering the Faculty of Law J.D. program who has demonstrated academic excellence. Preference will be given to a student who has shown continued athletic commitment to the sport of rugby as a player, coach or in any other capacity either as a current Vike or Vike alumni or through any other rugby program. If a student who satisfies the aforementioned criteria is not eligible in a given year, the scholarship may be renewed for the previous year’s recipient. Nomination of the student recipient and renewal decisions will remain at the discretion of the Faculty of Law.

Lori Nolt

2012/2013 Senate Committee on Awards
Dr. A. Lepp (Chair), Ms. L. Nolt (Secretary), Dr. A. Baniasad, Ms. K. Barnes, Ms. L. Charlton, Dr. M. Kennedy, Dr. C. Mateer, Mr. J. Potter, Ms. C. Swayze, Ms. K. Waterson, Dr. M. Wilson, Dr. R. Wolfe, Ms. J. Wood
MEMORANDUM

University of Victoria

SENATE COMMITTEE ON CURRICULUM

10 January 2013

To: Senate

From: Tim Haskett, Chair
Senate Committee on Curriculum

Re: 2012-2013 Annual Report to Senate

The annual meeting of the Senate Committee on Curriculum was held over 5 days – 10, 11, 12, 13, 14 December 2012. The primary business of the meetings was to review the Major and Minor Changes to the University Curriculum (program and course offerings) for duplication, overlap and inconsistency, particularly where more than one Faculty is involved, and to report any observations or recommendations to Senate.

2013-2014 Calendar Submissions - Major Changes

A copy of the major curriculum changes for all faculties is available for viewing in the Office of the University Secretary. Copies of the Summary Sheets for all Major Curriculum Changes are attached.

Each Faculty submission was reviewed and the Faculty Curriculum Chair responded to questions concerning duplication, overlap and the impacts of changes in service courses (courses required in the programs of other Faculties). As a result of the discussion, Faculty submissions were revised.

Motion: That Senate approve the major curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the 2013-2014 academic calendar.

Motion: That Senate authorize the Chair of the Senate Committee on Curriculum to make small changes and additions that would otherwise unnecessarily delay the submission of items for the academic calendar.

2012-2013 Annual Report

All Curriculum Change Submissions were uploaded to the Committee's SharePoint website, allowing committee members to review and submit comments for discussion prior to the December meetings.

The 2012-2013 Curriculum Submissions have been archived on the Committee's SharePoint website.

The Committee instituted process improvements: a single working document of queries and suggested changes, with a workflow process to ensure proper carry-forward as follow-up work is done by Faculty Curriculum Chairs; the inclusion in this document of the various reports from the Chair, the Registrar and Associate Registrar, the Committee member assigned as the lead reader, and items raised from the floor; the separation and approval of purely editorial changes, to be carried-forward by the Office of the Registrar.

The Associate University Secretary submitted a copy of the Draft Recommendations from the Ad Hoc Senate Committee to Consider the Curriculum Process, dated 29 November 2012, for consideration and comment by the committee members.

The Committee expressed its gratitude to the faculty and staff of the academic and administrative units that work to produce the Curriculum Change submissions, and to the Calendar and Curriculum unit in the Office of the Registrar for managing the curriculum submissions and supporting the work of the Committee.

The Committee recommends that Senate consider the following pro forma motion:

Motion: That Senate receive the 2012/2013 annual report of the Senate Committee on Curriculum for information.
### Members of the Committee

**Chair**
- Tim Haskett

**Vice-Chair**
- Leslee Francis-Pelson

**Vice-President Academic and Provost**
- Reeta Tremblay

#### Faculty Curriculum Chairs
- **Business**
  - David McCutcheon
- **Education**
  - Alison Preece
- **Engineering**
  - Panajotis Agathoklis
- **Fine Arts**
  - Arthur Rowe
- **Graduate Studies**
  - Margot Wilson
- **Human & Soc. Dev.**
  - Veronica Pacini-Ketchabaw
- **Humanities**
  - Tim Haskett
- **Law**
  - Elizabeth Adjin-Tettey
- **Science**
  - Colin Scarfe
- **Social Sciences**
  - Michael Webb

#### Academic Standards Committee Representatives
- **Chair**
  - Eric Sager
- **Student Senator**
  - Emily Rogers

#### Office of the University Secretary
- **Associate University Secretary**
  - Carrie Anderson

#### Office of the Registrar
- **Registrar**
  - Lauren Charlton
- **Associate Registrar**
  - Kathleen Boland
- **Director, Graduate Admissions & Records**
  - Bert Annear
- **Calendar Editor**
  - Bernard LaVie
- **Committee Secretary**
  - Jill Carruthers

#### Guests
- **Assistant Dean, Graduate Studies**
  - Patricia McKenzie
- **Assistant Director, Co-op**
  - Andrea Giles
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Business

ORIGINATING DEPARTMENT/SCHOOL: Bachelor of Commerce Program

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. David McCutcheon, 6426

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - Change to Business Co-op Work Term Challenge</td>
<td>1</td>
<td>Business Co-op</td>
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<tr>
<td>9 - Change to English Requirements</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>9 - Change to Business Co-op Work Term Challenge</td>
<td>3-4</td>
<td>Business Co-op</td>
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<tr>
<td>9 - Academic Performance Requirements</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 - Change to Permissions for International Exchange</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary of major changes

Printed 14-Jan-13
# SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Co-operative Education Program  
**ORIGINATING DEPARTMENT/SCHOOL:** Co-operative Education  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Andrea Giles  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

## Types of Major Changes

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</tr>
</thead>
<tbody>
<tr>
<td>COOP</td>
<td>1. New course/program: Science Work Experience Program</td>
<td>2</td>
<td>NA</td>
</tr>
<tr>
<td>COOP</td>
<td>1. New course/program: Biochemistry and Microbiology Co-operative Education/Internship Program</td>
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<td>NA</td>
</tr>
<tr>
<td>COOP</td>
<td>1. New course/program: Humanities Work Experience Program</td>
<td>6</td>
<td>NA</td>
</tr>
<tr>
<td>COOP</td>
<td>12. Other: Editorial Changes and clarification</td>
<td>8</td>
<td>NA</td>
</tr>
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</table>

Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:**

**ORIGINATING DEPARTMENT/SCHOOL:** Division of Medical Sciences

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Local)</th>
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</thead>
<tbody>
<tr>
<td>DMSC</td>
<td>3129</td>
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### COURSE #

<table>
<thead>
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<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDS 325</td>
<td>New course/program: Geriatric Pharmacology</td>
<td>1</td>
</tr>
</tbody>
</table>

Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Education  
**ORIGINATING DEPARTMENT/SCHOOL:** Curriculum and Instruction (EDCI)  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Pat Bright  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
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<th>PAGE # IN EXTERNAL SUBMISSION</th>
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</thead>
<tbody>
<tr>
<td>AE 330</td>
<td>#1 - New course – <em>Visual Design for Marketing, Advocacy and Persuasion</em></td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>EDCI 340</td>
<td>#1 - New course – <em>Media Activism, Social Justice, and Educational Change</em></td>
<td>2</td>
<td>None</td>
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<tr>
<td>EDCI 338</td>
<td>#2 – Change in aim of course</td>
<td>3A</td>
<td>None</td>
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<tr>
<td>EDCI 487</td>
<td>Change of mutually-exclusive designation, sequence credit or cross-listing</td>
<td>3</td>
<td>None</td>
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</table>

Summary of major changes  

Printed 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Education

ORIGINATING DEPARTMENT/SCHOOL: Educational Psychology and Leadership Studies (EPLS)

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Zoria Crilly 7760

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
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3. change in course unit value, division of year-long course, merging two semester courses
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5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. 63, 16.3, Cert. &amp; Dipl. Memo to Librarian</td>
<td>12. Other: Transfer credit to Masters program</td>
<td>1-2</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>None</td>
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</tbody>
</table>

Summary of major changes

Printed 14-Jan-13
Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<tbody>
<tr>
<td>EPHE 241</td>
<td>4. Change in Course number – Pg 66 col 1</td>
<td>1</td>
<td>N/A</td>
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<tr>
<td>EPHE 242</td>
<td>4. Change in Course number – Pg 67 col 2</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>EPHE 344</td>
<td>4. Change in Course number – Pg 68 col 1 &amp; 2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>EPHE 344</td>
<td>8. Change in prerequisite</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>EPHE 355</td>
<td>8. Change in prerequisite</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>EPHE 360</td>
<td>8. Change in prerequisite</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>EPHE 380</td>
<td>8. Change in prerequisite</td>
<td>6</td>
<td>N/A</td>
</tr>
<tr>
<td>EPHE 441</td>
<td>8. Change in prerequisite</td>
<td>6</td>
<td>N/A</td>
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<tr>
<td>EPHE 449</td>
<td>8. Change in prerequisite</td>
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<td>N/A</td>
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<tr>
<td>EPHE 455</td>
<td>8. Change in prerequisite</td>
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<td>N/A</td>
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<tr>
<td>EPHE 456</td>
<td>8. Change in prerequisite</td>
<td>6</td>
<td>N/A</td>
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</table>

Summary of major changes

Printed 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Education

ORIGINATING DEPARTMENT/SCHOOL: Indigenous Education (IED)

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Nick Claxton 8389

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
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8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

COURSE #

(TYPE OF CHANGE
(include titles of all new courses)

PAGE # IN EXTERNAL SUBMISSION EFFECT (UNIT)

P. 56, 10.0, B.Ed. Ind. Revitalization

9. Change in Program Requirement: inclusion of different course and course name changes

1-4 None

IED 251

1. New course: Indigenous Language Teaching and Learning Practicum

5 None

Memo to Associate Dean

6

Summary of major changes

Printed 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY:  Education

ORIGINATING DEPARTMENT/SCHOOL:  Teacher Education (TEAC)

FACULTY/DEPARTMENT OR SCHOOL CONTACT:  Carol Urquhart/Marian Ward  7877

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
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6. change of mutually-exclusive designation, sequence credit information, or cross-listing information

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<tr>
<td>p.57 AdmReq.</td>
<td>12. Other: Change in admission requirements</td>
<td>1-2</td>
<td>Geography</td>
</tr>
<tr>
<td>p.58 BEd.PDP</td>
<td>12. Other: Change in admission requirements</td>
<td>3-4</td>
<td>Geography</td>
</tr>
<tr>
<td>p.59 BEd PDP</td>
<td>12. Other: Change in admission requirements</td>
<td>5-6</td>
<td>Geography</td>
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<td>SupportEmails</td>
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<td>7-8</td>
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<tr>
<td>p.60Art/Mus/PE</td>
<td>12. Other: Change to teaching area requirements</td>
<td>9-10</td>
<td>Engl/Ha</td>
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<td>SupportEmails</td>
<td></td>
<td>11-14</td>
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<tr>
<td>p.61 PE</td>
<td>4. Change in course number</td>
<td>15-16</td>
<td>None</td>
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<tr>
<td>p.61 BISC</td>
<td>12. Other: course option</td>
<td>17</td>
<td>Biochem</td>
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<td>SupportEmails</td>
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<td>18-19</td>
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<tr>
<td>p.62 PHYS</td>
<td>3,4. Change in course unit value; change in course number</td>
<td>20</td>
<td>Physics</td>
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<td>SupportEmail</td>
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<td>21</td>
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<td>p.62 SocSt.</td>
<td>12. Other: editorial</td>
<td>22-23</td>
<td>None</td>
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<tr>
<td>p.62 Theatre</td>
<td>12. Other: change to teaching area requirements</td>
<td>24-25</td>
<td>None</td>
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<tr>
<td>p.64 Dipl in Sec</td>
<td>12. Other: additional teaching area information</td>
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<td>p.64 Dipl in Sec</td>
<td>12. Other: admission requirements for Computer Science teaching concentration</td>
<td>26A</td>
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<td>p.65 SocSt.</td>
<td>12. Other: editorial</td>
<td>27-28</td>
<td>None</td>
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<tr>
<td>p.65 Theatre</td>
<td>12. Other: change in teaching area admission requirements</td>
<td>29</td>
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<tr>
<td>p. 65 Technology</td>
<td>12. Other: Technology admission requirements</td>
<td>29A</td>
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<tr>
<td>p.65 Music</td>
<td>12. Other: course substitution</td>
<td>30-31</td>
<td>None</td>
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<tr>
<td>ED-P 250</td>
<td>9. Change in program requirement</td>
<td>32</td>
<td>None</td>
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<tr>
<td>ED-P 350</td>
<td>9. Change in program requirement</td>
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<td>9. Change in program requirement</td>
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<td>ED-P 490</td>
<td>9. Change in program requirement</td>
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<tr>
<td>ED-P 780</td>
<td>9. Change in program requirement</td>
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Summary of major changes

Printed 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Engineering

ORIGINATING DEPARTMENT/SCHOOL: N/A

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Stephanie Willerth 7303

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<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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<tbody>
<tr>
<td>Program Requirements</td>
<td>9 – change in program requirement</td>
<td>1</td>
<td>Econ</td>
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<tr>
<td>BME 335</td>
<td>1 - Biosensors and Instrumentation</td>
<td>2</td>
<td>None</td>
</tr>
<tr>
<td>BME 350</td>
<td>2 – change in aim of course</td>
<td>3</td>
<td>MECH</td>
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<tr>
<td>BME 401A</td>
<td>1 - Special Topics</td>
<td>4</td>
<td>None</td>
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<tr>
<td>BME 401B</td>
<td>1 - Special Topics</td>
<td>4A</td>
<td>None</td>
</tr>
<tr>
<td>BME 401C</td>
<td>1 - Special Topics</td>
<td>4B</td>
<td>None</td>
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Summary of major changes iii
Printed 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Engineering

ORIGINATING DEPARTMENT/SCHOOL: Civil Engineering

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Caterina Valeo 8623

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
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6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
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8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<th>EXTERNAL EFFECT (UNIT)</th>
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Summary of major changes: iv
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Engineering

ORIGINATING DEPARTMENT/SCHOOL: Computer Science

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Michael Zastre 5771

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program 7. change in grading
2. change in aim of course 8. change in pre or co-requisite
3. change in course unit value, division of year-long 9. change in program requirement
course, merging two semester courses 10. deletion of course (except under 5 year rule)
4. change in course number 11. discontinuation of a program/degree
5. change in contact hours 12. other
6. change of mutually-exclusive designation, sequence
   credit information, or cross-listing information

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<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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Summary of major changes: i
Printed: 14-Jan-13
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** ENGINEERING

**ORIGINATING DEPARTMENT/SCHOOL:** Electrical and Computer Engineering

**FACULTY DEPARTMENT OR SCHOOL CONTACT:**

<table>
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Summary of major changes: v

Printed: 14-Jan-13
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Faculty of Engineering

**ORIGINATING DEPARTMENT/SCHOOL:** Engineering (Dean's)

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** LiliAnne Jackson, Associate Dean, Undergraduate Programs

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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Summary of major changes ii

Printed: 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Engineering

ORIGINATING DEPARTMENT/SCHOOL: Mechanical Engineering

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Yang Shi 3178

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
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12. other

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<tr>
<td>MECH 410</td>
<td>8</td>
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<td>MECH 450A-450F</td>
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<td>MECH 464</td>
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<td>MECH 472</td>
<td>1. Introduction to Electron Microscopy</td>
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<td>MECH 483</td>
<td>1. Mechanics and Energy Conversion for Living Cells</td>
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<td>MECH 494</td>
<td>2</td>
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Summary of major changes: vi
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Engineering

ORIGINATING DEPARTMENT/SCHOOL: Computer Science, and Electrical and Computer Engineering

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Jens Weber

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
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<tr>
<th>COURSE #</th>
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<th>EXTERNAL EFFECT (UNIT)</th>
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<tr>
<td>Program Requirements</td>
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<td>Academic Schedule</td>
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<td>Academic Schedule Notes</td>
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<td>3</td>
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<td>SENG 271</td>
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<td>SENG 399 Design Project I</td>
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<td>SENG 498 Honours Thesis</td>
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<td>SENG 499</td>
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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Engineering

ORIGINATING DEPARTMENT/SCHOOL: Engineering and Computer Science/Math Coop Education Programs

FACULTY/DEPARTMENT OR SCHOOL CONTACT:
(Name) Meeta Khurana
(Local) 5824

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
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9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<td>General Regulations</td>
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<td>Computer Science/Math Co-op Program</td>
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<td>Engineering Co-op</td>
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Summary of major changes: viii
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Fine Arts

ORIGINATING DEPARTMENT/SCHOOL: Department of History in Art

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Debbie Kowalyk

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
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8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<td>6, 12. Change of mutually-exclusive designation, sequence credit information or cross-listing information. Minor change to description.</td>
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<td>10. Deletion of Course</td>
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<td>HA 120</td>
<td>12. Other: Note Removal</td>
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<td>HA 264</td>
<td>12. Other: Restriction on repeating courses</td>
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<td>HA 280</td>
<td>12. Other: Limitation on repeating course. Retention under 5-year rule</td>
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<td>HA 470</td>
<td>12 Other: Limitation to repeatable course</td>
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<td>HA 488B</td>
<td>12 Other: Editorial change to description. Deleting repeatable option</td>
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<tr>
<td>HA 488D</td>
<td>12 Other: Note Removal</td>
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<tr>
<td>HA 488G</td>
<td>12. Other: Editorial change to description. Deleting repeatable option</td>
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<td>HA 488H</td>
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<td>HA 488R</td>
<td>12. Other: Editorial change to description. Retention under 5-year rule. Deleting repeatable option.</td>
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<td>HA 489A</td>
<td>12. Other: Editorial change to description. Limiting repeatable course</td>
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Summary of major changes 1

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**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Faculty of Fine Arts  
**ORIGINATING DEPARTMENT/SCHOOL:** School of Music  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Patrick Boyle  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

### Types of Major Changes

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information  
7. change in grading  
8. change in pre or co-requisite  
9. change in program requirement  
10. deletion of course (except under 5 year rule)  
11. discontinuation of a program/degree  
12. other

<table>
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<tr>
<th>COURSE #</th>
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<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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<tbody>
<tr>
<td>MUS 280</td>
<td>3, 5, 12. General Program Change in course unit value, division of year-long course, merging two semester courses. Change in contact hours. Clarification of entry for transfer students.</td>
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<td>See Pgl-None</td>
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<td>MUS 380</td>
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<td>MUS 480</td>
<td>3, 5. Change in course unit value, division of year-long course, merging two semester courses. Change in contact hours.</td>
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<td>MUS 209</td>
<td>12. Adding limitation to repeatable course, retention under 5-year rule</td>
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<tr>
<td>MUS 309</td>
<td>12. Adding limitation to repeatable course, retention under 5-year rule</td>
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Summary of major changes  

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### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Fine Arts  
**ORIGINATING DEPARTMENT/SCHOOL:** Theatre  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Conrad Alexandrowicz

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

#### Types of Major Changes

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information  
7. change in grading  
8. change in pre or co-requisite  
9. change in program requirement  
10. deletion of course (except under 5 year rule)  
11. discontinuation of a program/degree  
12. other

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<td>3. Change in course unit value, division of year-long course, merging two semester courses. Change in contact hours.</td>
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<td>THEA 465</td>
<td>3. Change in course unit value, division of year-long course, merging two semester courses. Change in contact hours.</td>
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Summary of major changes  
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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Fine Arts

ORIGINATING DEPARTMENT/SCHOOL: Visual Arts Department

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Vikky Alexander

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<td>(include titles of all new courses)</td>
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<td>9. Change in program requirement</td>
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<tr>
<td>9. Change in program requirement</td>
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<td>ART 334</td>
<td>8. Change in pre or co-requisite</td>
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<tr>
<td>ART 352</td>
<td>1. New course: Audain Studio Seminar</td>
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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Fine Arts

ORIGINATING DEPARTMENT/SCHOOL: Writing

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Valerie Tenning 7306

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<td>Writing Programs</td>
<td>9. Change in program requirement</td>
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<td>Minor in Film Studies</td>
<td>1. New course: ‘Introduction to Creative Writing’</td>
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<td>CW100E</td>
<td>1. New course: ‘Introduction to Creative Writing’</td>
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<td>WRIT 306</td>
<td>8. Change in pre or co-requisite</td>
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<td>WRIT 320</td>
<td>9. Change in program requirement</td>
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<td>WRIT 321</td>
<td>12. Change to maximum number of units</td>
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<td>WRIT 326</td>
<td>1. New course: ‘Digital Media for Storytellers’</td>
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Summary of major changes

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**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Humanities

**ORIGINATING DEPARTMENT/SCHOOL:** English

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Michael Nowlin 7264

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12. other

**COURSE # | TYPE OF CHANGE (include titles of all new courses) | PAGE # IN EXTERNAL SUBMISSION | EFFECT (UNIT)**
--- | --- | --- | ---
101 | 9 – change in program requirement | 11 |  
146 | 5 – change in contact hours | 12 |  
200B | 2 – change in aim of course | 13 |  
200C | 1 – reinstated course - English Literature, 1800-1914 | 14 |  
301 | 2 - change in aim | 15 |  
302 | 8 – change in pre-requisite (+ accompanying minor 1, 2) | 16 |  
303 | (+ accompanying minor 1, 2) | 17 |  
305 | (+ accompanying minor 1,2) | 18 |  
401 | (+ accompanying minor 2) | 19 |  
406 | (+ accompanying minor 2) | 20 |  
407 | | 21 |  
412 | (+ accompanying minor 1, 2) | 22 |  
417 | | 23 |  
418 | | 24 |  
419A | 1 – Narrative Film to 1945 | 25 | Contacted  
419B | 1 - Narrative Film since 1945 | 26 | History of Art + modern language depts.

Summary of major changes ii
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9. change in program requirement  
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<td>Literature requirement</td>
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<tr>
<td>Experience requirement</td>
<td>9.</td>
<td>2</td>
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<tr>
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<td>8- change in pre requisite</td>
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<tr>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Humanities

ORIGINATING DEPARTMENT/SCHOOL: Germanic and Slavic Studies

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Elena Pnevmonidou

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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<tr>
<td>SMST 301</td>
<td>6. Change of mutually-exclusive designation, sequence credit or cross-listing information</td>
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<td>GMST 405</td>
<td>10. Change in exclusion.</td>
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<td>SLST 401</td>
<td>8. Change in prerequisite</td>
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Summary of major changes

Printed 14-Jan-13
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<table>
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<tr>
<td>GRS 379</td>
<td>12. Other: change in exclusion</td>
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<td>PHIL</td>
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Summary of major changes

Printed 14-Jan-13
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:**  Humanities  
**ORIGINATING DEPARTMENT/SCHOOL:**  Hispanic and Italian Studies  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**  Lloyd Howard  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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#### COURSE #  

<table>
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<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
</tr>
</thead>
</table>
| Mediterranean Studies Prog.  
MEST Major  
MEST Minor  
MEST Support Courses | 9. Change in program requirement (combining Spain/Italy concentrations) | M1 | Religious Studies  
Religious Studies  
ANTH/FRAN/HA/HIST/MEDI/PHIL/RS/EUS/GREE/GRS/LATI/POLI |
| MEST Italy  
ITAL 378  
MEST 320  
SPAN 209  
SPAN 473B | 9. Change in program requirement (combining Spain/Italy concentrations)  
1. New course “From Mussolini to Berlusconi and Beyond”  
1. New course “Topics in Mediterranean Studies”  
1. New course “Cultural Icons: Famous, Infamous and Unsung Hispanics”  
10. Deletion of course | M5a/b  
M6  
M7  
M8  
M9 |  

Summary of major changes
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9. change in program requirement  
10. deletion of course (except under 5 year rule)  
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12. other

<table>
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<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE (include titles of all new courses)</th>
<th>PAGE #</th>
<th>EXTERNAL SUBMISSION EFFECT (UNIT)</th>
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<tr>
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<td>Change in program requirement</td>
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<td>Prog Req’ts – Honours</td>
<td>Change in program requirement</td>
<td>2</td>
<td>GRS</td>
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<td>Prog Req’ts – General &amp; Minor</td>
<td>Change in program requirement</td>
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<td>HIST 105A</td>
<td>New course - World History 1890-1945</td>
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<td>HIST 105B</td>
<td>New course - The World Since 1945</td>
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<td>HIST 120</td>
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<td>HIST 120A</td>
<td>New course – History of England to 1689</td>
<td>8</td>
<td>None</td>
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<tr>
<td>HIST 120B</td>
<td>New course – History of England from 1698</td>
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<td>New course - Europe from Napoleon’s Empire to the European Union</td>
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<td>New course – Studies in History</td>
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<td>HIST 343B</td>
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<td>HIST 348A</td>
<td>New course - Hockey Nation: Sports History and Canadian Identity</td>
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<td>ENGL/EPHE</td>
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<td>HIST 355</td>
<td>Change in course unit value change in course unit value, division of year-long course, merging two semester courses</td>
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<td>HIST 365</td>
<td>New course - Democracy, War and Nation Building in Europe, 1814-1914, change in aim of course, change in course unit value, change in pre or co-requisite.</td>
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<td>HIST 380T</td>
<td>New Course - The Created Medieval History of J.R.R. Tolkien’s Middle-Earth</td>
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<td>HIST 393</td>
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<td>HIST 394</td>
<td>Change in pre or co-requisite</td>
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**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Humanities

**ORIGINATING DEPARTMENT/SCHOOL:** Humanities (HUMA)

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Office of the Dean

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
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8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
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<thead>
<tr>
<th>COURSE #</th>
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<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
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<tr>
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<td>3, 12. Change in course unit value, division of year-long course &amp; other</td>
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<td>1. New course. <em>Advanced Topics in Humanities</em></td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Humanities

ORIGINATING DEPARTMENT/SCHOOL: Digital Humanities (HUMA)

FACULTY/DEPARTMENT OR SCHOOL CONTACT: JI

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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Humanities/Social Sciences

ORIGINATING DEPARTMENT/SCHOOL: Indigenous Studies

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Christine O'Bonsawin x. 3807

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<tr>
<td>IS 490</td>
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The document provides a summary of proposed major curriculum changes originating from the Humanities and Latin American Studies departments. It outlines the types of changes, such as new courses, program changes, and contact information for the Faculty/Department or School Contact. The summary emphasizes the need for sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order, with each page of Major and Minor Changes numbered independently. If a change affects another academic unit, it is indicated. The document lists specific course changes and the corresponding types of changes, with contact details for the Faculty/Department or School Contact. The table includes columns for Course #, Type of Change, Page # in External Submission, and Effect (Unit).
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Humanities

ORIGINATING DEPARTMENT/SCHOOL: Linguistics

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Martha McGinnis 7429

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<tr>
<td>BA Applied Linguistics Honours</td>
<td>9. change in program requirement</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BA Applied Linguistics Major</td>
<td>9. change in program requirement</td>
<td>3</td>
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<td>9. change in program requirement</td>
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<tr>
<td>Diploma Applied Linguistics</td>
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<td>5. change in contact hours 12. accompanying minor change #4</td>
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<td>LING 186</td>
<td>5. change in contact hours 12. accompanying minor change #4</td>
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<td>4. change in course number</td>
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<td>1. New course/program - American Sign Language VI</td>
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</table>
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Humanities

**ORIGINATING DEPARTMENT/SCHOOL:** Medieval Studies

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Local</th>
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<tbody>
<tr>
<td>Marcus Milwright</td>
<td>6302</td>
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</table>

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6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
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8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<th>PAGE # IN EXTERNAL SUBMISSION</th>
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<td>Honours</td>
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Summary of major changes
### Types of Major Changes

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<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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<tr>
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<td>9. Change in program requirement</td>
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<td>PAAS 103</td>
<td>1. New or reinstated course: War and Peace in Asia and the Pacific</td>
<td>3</td>
<td>History</td>
</tr>
<tr>
<td>PAAS 130</td>
<td>5. Change in contact hours</td>
<td>4</td>
<td></td>
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<tr>
<td>PAAS 131</td>
<td>5. Change in contact hours</td>
<td>5</td>
<td></td>
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<tr>
<td>PAAS 152</td>
<td>1. New or reinstated course: Essentials of Chinese Civilisation (in Chinese)</td>
<td>6</td>
<td></td>
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<tr>
<td>PAAS 398</td>
<td>1. New or reinstated course: Asia-Pacific Experience Research Project</td>
<td>7</td>
<td>Co-op</td>
</tr>
<tr>
<td>PAAS 484</td>
<td>1. New or reinstated course: Identity in Animated Japanese Cinema</td>
<td>8</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>PAAS 393</td>
<td>2. Change in aim of course</td>
<td>9</td>
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</tr>
</tbody>
</table>

Summary of major changes
### Summary of Proposed Major Curriculum Changes

**Originating Faculty:** Humanities

**Originating Department/School:** Department of Philosophy

**Faculty/Department or School Contact:** Jeff Foss, Interim Chair, 7513 (Name) (Local)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
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6. change of mutually-exclusive designation, sequence credit information, or cross-listing information

7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
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<tbody>
<tr>
<td>PHIL 337</td>
<td>8. Change in pre or co-requisite</td>
<td>1</td>
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<tr>
<td>PHIL 379</td>
<td>12. Other: change in exclusion</td>
<td>2</td>
<td>GRS</td>
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Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Humanities  
**ORIGINATING DEPARTMENT/SCHOOL:** Technology and Society Interdisciplinary Minor Program  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** David Leach  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

#### Types of Major Changes

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2. change in aim of course  
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<tbody>
<tr>
<td>TS 320</td>
<td>1: Special Topics in Technology and Society</td>
<td>M1</td>
<td>EDUC, ENGG, FA, HSD, SOSC</td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Human and Social Development

ORIGINATING DEPARTMENT/SCHOOL: School of Child and Youth Care

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Christine Shelton 7988

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
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12. other

COURSE #    TYPE OF CHANGE    PAGE # IN EXTERNAL SUBMISSION    EXTERNAL EFFECT (UNIT)

<table>
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<th>COURSE #</th>
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<tbody>
<tr>
<td>CYC 310</td>
<td>#8 Delete 210 prerequisite</td>
<td>4</td>
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<tr>
<td>CYC 470</td>
<td>#8, 12 Change to prerequisite; edit to course title and description</td>
<td>5</td>
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<tr>
<td>CYC 471</td>
<td>#1 New course: Addictive Behaviours in Children, Youth and Families</td>
<td>6</td>
<td></td>
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<tr>
<td>CYC 495</td>
<td>#8 Change to wording of prerequisite</td>
<td>7</td>
<td></td>
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<tr>
<td>CYC 463</td>
<td>#6 Change of M/X designation</td>
<td>8</td>
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<tr>
<td>CYC 470</td>
<td>#9 Degree in Child and Youth Care Required Courses – deletion of 462 &amp; 463; addition of 470 &amp; 471.</td>
<td>2</td>
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<tr>
<td>CYC 310</td>
<td>#9 Standing – Policy on Deferrals – Removed as per SCC meeting – must go to SCAS</td>
<td>1</td>
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Summary of major changes

Printed: 2-Jan-13
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Human & Social Development  
**ORIGINATING DEPARTMENT/SCHOOL:** School of Health Information Science  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Dr. Abdul Roudsari  
(N) 8576  
(Local)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program  
2. change in aim of course  
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<tr>
<td>HINF 200</td>
<td>9. Change in program requirement</td>
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<td>NIL</td>
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<td>HINF 265</td>
<td>12. Removal from note of 172 that no longer exists</td>
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<td>NIL</td>
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<td>HINF 335</td>
<td>8. Update course description to reflect 140 is now a co-requisite</td>
<td>3</td>
<td>NIL</td>
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<tr>
<td>HINF 335</td>
<td>12. Removal of Note referring to 172 that no longer exists</td>
<td>4</td>
<td>NIL</td>
</tr>
</tbody>
</table>

Summary of major changes
Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<tr>
<td>#1</td>
<td>Change in program</td>
<td>1-4</td>
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<tr>
<td>#9</td>
<td>Change in program requirement – Expansion of Progression information</td>
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<tr>
<td>#9</td>
<td>Change in program requirement - Standing</td>
<td>6</td>
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<tr>
<td>#12</td>
<td>Other: Change in total amount of transfer credit permitted in BSN programs &amp; addition of transfer credit limitations for post-diploma students</td>
<td>7</td>
<td></td>
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<tr>
<td>#12</td>
<td>Other: Clarification of AWR requirements</td>
<td>8</td>
<td></td>
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<tr>
<td>NURS 300/400</td>
<td>Change in program requirement – Addition of General Elective</td>
<td>9</td>
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<td>#9</td>
<td>Change in program requirement</td>
<td>10</td>
<td></td>
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<tr>
<td>#4</td>
<td>Change in course number</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>NURS 425</td>
<td>#9 Change in program requirement – Expansion of Progression information</td>
<td>12</td>
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Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:**
Human and Social Development

**ORIGINATING DEPARTMENT/SCHOOL:**
School of Public Administration

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**
Heather Kirkham, Program Manager (8067)
Evert Lindquist, Director (8084)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

### Types of Major Changes

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12. other

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</table>
| ADMN 200 New | **1. New course:**
• ADMN 200 (1.5) International Community Development Through Activism and Capacity Building | 1 | n/a |
| Professional Specialization Certificate | **11. Discontinuation of a Program:**
• Deleting a Professional Specialization Certificate program: Cultural Sector leadership – effective immediately | 2 | n/a |
| Diploma in Local Government Management | **#9, #12 Change in program requirement and other**
• Adding existing courses to the electives list for the Diploma in Public Sector Management program
• Allowing a substitution for ADMN 465 Local Government Policy | 3 | n/a |
| Professional Specialization Certificate | **#9, #12 Change in program requirement and other**
• Adding existing courses to the electives list for various Professional Specialization Certificate program. | 4 | n/a |

Summary of major changes

Heather Kirkham
Sept. 26/12
Revised Dec. 10/12
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:**
Human and Social Development

**ORIGINATING DEPARTMENT/SCHOOL:**
Public Health and Social Policy - HSD

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**
Doug Thompson

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<tr>
<td>AGEI 471</td>
<td>2, 10. change in aim of course; deletion of course (except under 5 year rule)</td>
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<td>DSST 440</td>
<td>2, 10. change in aim of course; deletion of course (except under 5 year rule)</td>
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<tr>
<td>HLTH 322</td>
<td>10. deletion of course (except under 5 year rule)</td>
<td>10</td>
<td>10</td>
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<td>HLTH 360</td>
<td>2. change in aim of course</td>
<td>1</td>
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<td>HLTH 430</td>
<td>3. change in course unit value, division of year-long course, merging two semester courses</td>
<td>12</td>
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<td>HLTH 435</td>
<td>3. change in course unit value, division of year-long course, merging two semester courses</td>
<td>13</td>
<td>13</td>
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<tr>
<td>INGH 450</td>
<td>2, 10. change in aim of course; deletion of course (except under 5 year rule)</td>
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Summary of major changes

Printed 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Human and Social Development

ORIGINATING DEPARTMENT/SCHOOL: School of Social Work

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Melvin Peters 8034

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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COURSE # TYPE OF CHANGE PAGE # IN EXTERNAL
(include titles of all new courses) SUBMISSION EFFECT
(UNIT)

Page 129 #9 Change in Program Requirement 1 None
SOCW 304 #9 Change in Program Requirement 2 None
SOCW 404 #9 Change in Program Requirement 3 None
SOCW 404A #9 Change in Program Requirement 4 None

Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: LAW

ORIGINATING DEPARTMENT/SCHOOL: N/A

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Elizabeth Adjin-Tettey eadjinte@uvic.ca 8182

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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COURSE # TYPE OF CHANGE PAGE # IN EXTERNAL SUBMISSION EFFECT (UNIT)

JD+MPA Double Degree Prog 9 Change in program requirements 1 Public Admin
Concentration in Env'l Law and Sustainability 9 Change in program requirement 3 N/A
Co-op Education Program 9 Change in program requirement + Accompanying minor #2 5 N/A
Law 304 8 Change in pre or co-requisite 10 N/A
Law 321 2 Change in aim of course 12 N/A
Law 341 2 Change in aim of course, Editorial change to title and description 13 N/A
Law 342 8 Change in pre or co-requisite 14 N/A
Law 348 2 Change in aim of course 15 N/A
Law 353 A 4 Change in Course Number (new 386A) 16 N/A
Law 353A 4 Change in Course Number (new 386B) 18 N/A
Law 367 2 Change in aim of course, Editorial change to title and description 20 N/A
Law 368 2 Change in aim of course, Editorial change to title and description 21 N/A
Law 339 2 Change in aim of course 22 N/A

Summary of major changes

Printed 14-Jan-13
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:**  SCIENCE  
**ORIGINATING DEPARTMENT/SCHOOL:**  BIOCHEMISTRY & MICROBIOLOGY  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**  CHRIS UPTON  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<td>Program Requirements</td>
<td>9 Honours Program</td>
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<td>ENGL 135</td>
<td>9 REMOVED as program requirement</td>
<td>2, 3, 5, 6, 8, 9, 10, 11</td>
<td>ENGL</td>
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<td>CHEM 235</td>
<td>9 CHEM 235 changed to CHEM 232</td>
<td>2, 3, 4, 5, 6, 7, 8, 9, 10, 11</td>
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<td>CHEM 352</td>
<td>9 CHEM 352 changed to CHEM 452</td>
<td>2, 3, 8, 9</td>
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<td>CHEM 353</td>
<td>9 CHEM 353 changed to CHEM 453</td>
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<td>PHYS 112</td>
<td>9 PHYS 112 changed to PHYS 110 and 111</td>
<td>2,3,4,5,6,7,8,9,10,11</td>
<td>PHYS</td>
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<td>Program notes</td>
<td>9 Note regarding Math 100 and 101 reworded</td>
<td>2, 3</td>
<td>MATH</td>
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<tr>
<td>Program notes</td>
<td>9 Note regarding min C+ in PHYS 102 removed</td>
<td>2, 3, 4, 5, 6, 7</td>
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<td>MICR 402</td>
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Summary of major changes
## SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Science  
**ORIGINATING DEPARTMENT/SCHOOL:** Biology  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Réal Roy  
**Name**  
**Local**  
**472-5071**

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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7. change in grading  
8. change in pre or co-requisite  
9. change in program requirement  
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11. discontinuation of a program/degree  
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**TYPE OF CHANGE**  
(include titles of all new courses)  
**PAGE # IN EXTERNAL SUBMISSION**  
**EFFECT (UNIT)**

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<tbody>
<tr>
<td>All programs</td>
<td>9. change of program requirement</td>
<td>M1</td>
<td>PHYS</td>
</tr>
<tr>
<td>Marine Biology Concentration</td>
<td>1. new program: Concentration in Marine Biology</td>
<td>M2</td>
<td>SEOS</td>
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<td>Combined Major in Biology and Psychology</td>
<td>9. change in program requirement</td>
<td>M3</td>
<td>PSYCH</td>
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<tr>
<td>BIOL 365</td>
<td>8. change in pre or co-requisite</td>
<td>M4</td>
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</tr>
<tr>
<td>BIOL 439</td>
<td>12. other</td>
<td>M5</td>
<td></td>
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<tr>
<td>BIOL 447</td>
<td>8. change in pre or co-requisite</td>
<td>M6</td>
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</tr>
<tr>
<td>BIOL 457</td>
<td>1. new course: Paleoecology and Environmental Change</td>
<td>M7</td>
<td></td>
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<tr>
<td>BIOL 461</td>
<td>1. new course: Fisheries Ecology and Management</td>
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<tr>
<td>BIOL 470</td>
<td>12. other</td>
<td>M9</td>
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</tr>
<tr>
<td>BIOL 490A</td>
<td>8. change in pre or co-requisite</td>
<td>M10</td>
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<tr>
<td>BIOL 490B</td>
<td>8. change in pre or co-requisite</td>
<td>M11</td>
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<tr>
<td>BIOL 490D</td>
<td>8. change in pre or co-requisite</td>
<td>M12</td>
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<tr>
<td>BIOL 490E</td>
<td>8. change in pre or co-requisite</td>
<td>M13</td>
<td></td>
</tr>
<tr>
<td>BIOL 490F</td>
<td>8. change in pre or co-requisite</td>
<td>M14</td>
<td></td>
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<tr>
<td>BIOL 490G</td>
<td>8. change in pre or co-requisite</td>
<td>M15</td>
<td></td>
</tr>
<tr>
<td>MRNE 401</td>
<td>9. change in program requirement</td>
<td>M16</td>
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</tr>
<tr>
<td>MRNE 402</td>
<td>9. change in program requirement</td>
<td>M17</td>
<td></td>
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</table>

Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Science  
**ORIGINATING DEPARTMENT/SCHOOL:** Chemistry  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Alexandre G. Brolo, 7167

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information  
7. change in grading  
8. change in pre or co-requisite  
9. change in program requirement  
10. deletion of course (except under 5 year rule)  
11. discontinuation of a program/degree  
12. other

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
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</thead>
<tbody>
<tr>
<td>CHEM 091</td>
<td>8. Update on high school math pre requisite</td>
<td>19</td>
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<tr>
<td>CHEM 101</td>
<td>8. Update on high school math pre requisite</td>
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<td>CHEM 102</td>
<td>8. Update pre requisite</td>
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<td>ENG</td>
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<tr>
<td>CHEM 150</td>
<td>8. Update on high school math pre requisite + update description of contents</td>
<td>22</td>
<td>n/a</td>
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<td>CHEM 213</td>
<td>8. Change in prerequisite</td>
<td>23</td>
<td>n/a</td>
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<tr>
<td>CHEM 231</td>
<td>2. Change in course contents</td>
<td>24</td>
<td>SCI</td>
</tr>
<tr>
<td>CHEM 232</td>
<td>2. Change course title + change aim of course</td>
<td>25</td>
<td>SCI</td>
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<tr>
<td>CHEM 235</td>
<td>10. Deleted course</td>
<td>26</td>
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<tr>
<td>CHEM 324</td>
<td>8. Change in pre-requisite</td>
<td>27</td>
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<tr>
<td>CHEM 337</td>
<td>5. Change in contact hours (lab component was eliminated)</td>
<td>28</td>
<td>BIOC</td>
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<tr>
<td>CHEM 352</td>
<td>4. Change course number</td>
<td>29</td>
<td>n/a</td>
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</table>

Summary of major changes...
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Science

**ORIGINATING DEPARTMENT/SCHOOL:** Chemistry

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**
Alexandre G. Brolo
7167

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

#### Types of Major Changes

- 7. new course/program
- 8. change in aim of course
- 9. change in course unit value, division of year-long course, merging two semester courses
- 10. change in course number
- 11. change in contact hours
- 12. change of mutually-exclusive designation, sequence credit information, or cross-listing information
- 7. change in grading
- 8. change in pre or co-requisite
- 9. change in program requirement
- 10. deletion of course (except under 5 year rule)
- 11. discontinuation of a program/degree
- 12. other

#### COURSE # | TYPE OF CHANGE | PAGE # IN EXTERNAL SUBMISSION | EFFECT (UNIT)
--- | --- | --- | ---
CHEM 353 | 4. Change course number | 30 | n/a
CHEM 400A | 8. Change in pre-requisite | 31 | n/a
CHEM 437 | 8. Change pre-requisite | 32 | n/a
CHEM 458 | 8. Change pre-requisite | 33 | n/a
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Science

ORIGINATING DEPARTMENT/SCHOOL: School of Earth and Ocean Sciences

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Jay Cullen

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
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<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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<tbody>
<tr>
<td>Minor in Ocean Science</td>
<td>#9 Change in program requirement</td>
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<tr>
<td>Honours in Earth Sciences</td>
<td>#9 Change in program requirement</td>
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<tr>
<td>Major in Earth Sciences</td>
<td>#9 Change in program requirement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EOS Combined programs (re: discontinuation of PHYS 112)</td>
<td>#9 Change in program requirement</td>
<td>4</td>
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<tr>
<td>Combined Honours in Physics and Earth Sciences (Geophysics)</td>
<td>#9 Change in program requirement</td>
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<tr>
<td>Combined Major in Physics and Earth Sciences (Geophysics)</td>
<td>#9 Change in program requirement</td>
<td>6</td>
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<tr>
<td>Combined Honours in Chemistry and Earth and Ocean Sciences</td>
<td>#9, 8 Change in program requirement / Change in pre or co-requisite</td>
<td>7</td>
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</tr>
<tr>
<td>Combined Major in Chemistry and Earth and Ocean Sciences</td>
<td>#9, 8 Change in program requirement / Change in pre or co-requisite</td>
<td>8</td>
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<tr>
<td>EOS 225</td>
<td>#8 Change in prerequisite</td>
<td>9</td>
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<tr>
<td>EOS 260</td>
<td>#8 and Minor Change in prerequisite; Editorial change to title and description</td>
<td>10</td>
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<tr>
<td>EOS 311</td>
<td>#8 Change in pre or co-requisite</td>
<td>11</td>
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<tr>
<td>EOS 316</td>
<td>#8 Change in pre or co-requisite</td>
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<td>EOS 365</td>
<td>#6 Change of mutually-exclusive designation</td>
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<tr>
<td>Course Code</td>
<td>Change in Pre or Co-requisite</td>
<td>Page</td>
<td></td>
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<tr>
<td>-------------</td>
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<td>EOS 210</td>
<td>#8 Change in pre or co-requisite</td>
<td>14</td>
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<td>EOS 314</td>
<td>#8 Change in pre or co-requisite</td>
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<td>EOS 315</td>
<td>#8 Change in pre or co-requisite</td>
<td>16</td>
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<td>EOS 340</td>
<td>#8 Change in pre or co-requisite</td>
<td>17</td>
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<td>EOS 431</td>
<td>#8 Change in pre or co-requisite</td>
<td>18</td>
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<td>EOS 300</td>
<td>#8 Change in pre or co-requisite</td>
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<td>EOS 400</td>
<td>#8 Change in pre or co-requisite</td>
<td>20</td>
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</table>
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Science

ORIGINATING DEPARTMENT/SCHOOL: Mathematics and Statistics

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Jill Simmons 7451

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>9. Change in program requirements – Honours: Chemistry / Math</td>
<td>1</td>
<td>CHEM</td>
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<td>Program</td>
<td>8. Change in pre- or co-requisite - Honours: Chemistry / Math</td>
<td>2</td>
<td>CHEM</td>
</tr>
<tr>
<td>Program</td>
<td>9. Change in program requirements – Major: Chemistry / Math</td>
<td>3</td>
<td>CHEM</td>
</tr>
<tr>
<td>Program</td>
<td>8. Change in pre- or co-requisite - Major: Chemistry / Math</td>
<td>4</td>
<td>CHEM</td>
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<tr>
<td>Program</td>
<td>9. Change in program requirements – Honours &amp; Major: CSC / Math</td>
<td>5</td>
<td>CSC</td>
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<tr>
<td>Program</td>
<td>9. Change in program requirements – Honours: CSC / Statistics</td>
<td>6</td>
<td>CSC</td>
</tr>
<tr>
<td>Program</td>
<td>9. Change in program requirements – Major: CSC / Statistics</td>
<td>7</td>
<td>CSC</td>
</tr>
<tr>
<td>Program</td>
<td>9. Change in program requirement – Combined Major: Financial Mathematics and Economics</td>
<td>8</td>
<td>ECON</td>
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<td>Program</td>
<td>9. Change in program requirement – Honours: Physics / Math</td>
<td>9</td>
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</tr>
<tr>
<td>Math 161</td>
<td>2. Change in Aim of Course</td>
<td>10</td>
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<tr>
<td>Math 162</td>
<td>2. Change in Aim of Course</td>
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<tr>
<td>Math 301</td>
<td>8. Change in pre- or co-requisite</td>
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<td>STAT 355</td>
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<td>13</td>
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</table>
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Science

ORIGINATING DEPARTMENT/SCHOOL: Physics and Astronomy

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Mark Laidlaw 7701

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

Physics and Astronomy has a complicated curriculum submission this year. The intent is simple: We are reorganizing our first-year program, creating two 1.5 unit courses (PHYS 110 and 111) which replace the existing courses PHYS 112, PHYS 122, and PHYS 125. These courses appear extensively in prerequisites and program requirements. All changes submitted here include consequences of this reorganization. There are program changes Honours in PHYS, Combined Honours in PHYS/EOS (Geophysics), Combined Major in PHYS/EOS (Geophysics), Combined Honours in PHYS/CSC, and Combined Major in PHYS/CSC as detailed below.

The course reorganization change affects all units in Science, and all units in Engineering, as well as Education, Linguistics, Geography, and Psychology. A consultation document is attached.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omnibus Program Changes</td>
<td>9 – Program requirements (Replace PHYS 112 with 110, 111)</td>
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<tr>
<td>Honours PHYS</td>
<td>9 – Program requirements (PHYS 112 with 110, 111 and reduce PHYS electives)</td>
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<tr>
<td>Honours PHYS/EOS</td>
<td>9 – Program requirements (PHYS 112 with 110, 111 and reordering named course requirements)</td>
<td>3</td>
<td>EOS</td>
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<td>Major PHYS/EOS</td>
<td>9 – Program requirements (PHYS 112 with 110, 111 and reordering named course requirements)</td>
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<tr>
<td>Honours PHYS/CSC</td>
<td>9 – Program requirements (PHYS 112 with 110, 111; CSC 484 with 484A-D; eliminate ENGL 115)</td>
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<td>CSC</td>
</tr>
<tr>
<td>Major PHYS/CSC</td>
<td>9 – Program requirements (PHYS 112 with 110, 111; CSC 484 with 484A-D; eliminate ENGL 115)</td>
<td>6</td>
<td>CSC</td>
</tr>
<tr>
<td>Honours PHYS/BIOC</td>
<td>9 – Program requirements (PHYS 112 with 110, 111, and removal of requirement for named ENGL course)</td>
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<td>BCMB</td>
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<tr>
<td>Major PHYS/BIOC</td>
<td>9 – Program requirements (PHYS 112 with 110, 111, and removal of requirement for named ENGL course)</td>
<td>8</td>
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<tr>
<td>Course Code</td>
<td>Description</td>
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<td>-------------</td>
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<tr>
<td>ASTR 150</td>
<td>8 – change in prerequisites (replace PHYS 112)</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>ASTR 250</td>
<td>8 – change in prerequisites (replace PHYS 112)</td>
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<td>PHYS 102</td>
<td>6 – change in M/X, previously not for credit after taking 112, now not for credit after taking 110 or 111</td>
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<tr>
<td>PHYS 110</td>
<td>1 – New course: Introductory Physics I</td>
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<td>PHYS 111</td>
<td>1 – New course: Introductory Physics II</td>
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<td>PHYS 112</td>
<td>10 – deletion</td>
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<td>PHYS 120</td>
<td>6 – change in M/X, previously M/X with 112, now M/X with 110</td>
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<tr>
<td>PHYS 122</td>
<td>10 – deletion</td>
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<tr>
<td>PHYS 125</td>
<td>10 – deletion</td>
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<td>PHYS 130</td>
<td>6 – change in M/X, previously M/X with 112, now M/X with 111</td>
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<tr>
<td>PHYS 210</td>
<td>8 – change in prerequisites (replace PHYS 112)</td>
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<td>PHYS 214</td>
<td>8 – change in prerequisites (replace PHYS 112)</td>
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<td>PHYS 215</td>
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<td>8 – change in prerequisites (replace PHYS 112)</td>
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<td>PHYS 321A</td>
<td>8 – change in prerequisites (replace PHYS 112)</td>
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<td>PHYS 342</td>
<td>8 – change in prerequisites (replace PHYS 112)</td>
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**Types of Major Changes**

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
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<tr>
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<th>PAGE # IN SUBMISSION</th>
<th>EXTERNAL EFFECT (UNIT)</th>
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<tbody>
<tr>
<td>1.</td>
<td>New program</td>
<td>New co-op program (Science Work Experience Program)</td>
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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Sciences

ORIGINATING DEPARTMENT/SCHOOL: Anthropology

FACULTY/DEPARTMENT OR SCHOOL CONTACT: April Nowell 7054

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<th>COURSE #</th>
<th>TYPE OF CHANGE (include titles of all new courses)</th>
<th>PAGE IN EXTERNAL SUBMISSION</th>
<th>EFFECT BREAKDOWN (UNIT)</th>
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<tr>
<td>ANTH 315</td>
<td>#8 Change in prerequisite</td>
<td>M1</td>
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</tr>
<tr>
<td>ANTH 380</td>
<td>#1 New course (Directed Experiential Learning in Anthropology)</td>
<td>M2</td>
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<tr>
<td>ANTH 402</td>
<td>#8 Change in prerequisite</td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Sciences

ORIGINATING DEPARTMENT/SCHOOL: Economics

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Merwan Engineer

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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Summary of major changes ii

Printed: 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Sciences

ORIGINATING DEPARTMENT/SCHOOL: Environmental Studies

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Val Schaefer

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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12. other

COURSE # TYPE OF CHANGE PAGE # IN EXTERNAL

(include titles of all new courses)

SUBMISSION EFFECT

ER 313 (8) Change in pre-requisites M1

Summary of major changes i

Printed: 14-Jan-13
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Sciences
ORIGINATING DEPARTMENT/SCHOOL: Environmental Studies
FACULTY/DEPARTMENT OR SCHOOL CONTACT: Val Schaefer

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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Science

ORIGINATING DEPARTMENT/SCHOOL: Geography

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Rosaline Canessa

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
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7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

COURSE #

(TYPE OF CHANGE
(include titles of all new courses)

PAGE # IN EXTERNAL SUBMISSION EFFECT (UNIT)

GEOG 304 1. New course: Coastal Conservation M1
GEOG 323 8. Change in pre or co-requisite M2
GEOG 325 8. Change in pre or co-requisite M3
GEOG 348 8. Change in pre or co-requisite M4
GEOG 366 8. Change in pre or co-requisite M5
GEOG 399 10 Deletion of course (except under 5 year rule) M6
GEOG 456 8. Change in pre or co-requisite M7

Summary of major changes

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### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Humanities/Social Sciences

**ORIGINATING DEPARTMENT/SCHOOL:** Indigenous Studies

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**

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<tr>
<td>Dr. Christine O’Bonsawin</td>
<td>x. 3807</td>
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Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

#### Types of Major Changes

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2. Change in aim of course
3. Change in course unit value, division of year-long course, merging two semester courses
4. Change in course number
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7. Change in grading
8. Change in pre or co-requisite
9. Change in program requirement
10. Deletion of course (except under 5 year rule)
11. Discontinuation of a program/degree
12. Other

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Summary of major changes

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### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** SOCIAL SCIENCES  
**ORIGINATING DEPARTMENT/SCHOOL:** POLITICAL SCIENCE  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Rosemary Barlow  

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**Types of Major Changes**

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2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
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9. change in program requirement  
10. deletion of course (except under 5 year rule)  
11. discontinuation of a program/degree  
12. other

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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Sciences

ORIGINATING DEPARTMENT/SCHOOL: Psychology

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Frederick Grouzet 7537

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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11. discontinuation of a program/degree
12. other

COURSE # TYPE OF CHANGE PAGE # IN SUBMISSION EXTERNAL EFFECT

(include titles of all new courses) UNIT

Requirements Common to BA and BSc Degree in Psychology 9. Change in program requirement M1 BIO
Combined Biology and Psychology Requirement 9. Change in program requirement M2 BIO
Combined Biology and Psychology Requirement 9. Change in program requirement M3 BIO
Combined Biology and Psychology Requirement 9. Change in program requirement M4 BIO
Combined Biology and Psychology Requirement 9. Change in program requirement M5 BIO
Combined Biology and Psychology Requirement 9. Change in program requirement M6 BIO
Combined Major in Psychology and Computer Science 9. Change in program requirement M7 CSC
Combined Major in Psychology and Computer Science 9. Change in program requirement M8 CSC

Summary of major changes


**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Social Sciences

**ORIGINATING DEPARTMENT/SCHOOL:** Sociology

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Kevin Walby 3783

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Summary of major changes
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<td>202</td>
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<td>315</td>
<td>#9 Change in program requirement</td>
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<td>327</td>
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<td>331</td>
<td>#9 Change in program requirement</td>
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</table>
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Social Sciences

ORIGINATING DEPARTMENT/SCHOOL: Technology and Society Interdisciplinary Minor Program

FACULTY/DEPARTMENT OR SCHOOL CONTACT: David Leach 7627

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

COURSE # TYPE OF CHANGE PAGE # IN EXTERNAL
(include titles of all new courses) SUBMISSION EFFECT
UNIT

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<td>TS 320</td>
<td>1: Special Topics in Technology and Society</td>
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M1 Fine Arts

Summary of major changes

Printed: 14-Jan-13
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** ANTH

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Yin Lam  7051

(Name)  (Local)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

### Types of Major Changes

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3. change in course unit value, division of year-long course, merging two semester courses  
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11. discontinuation of a program/degree  
12. other

### COURSE #  TYPE OF CHANGE  PAGE # IN EXTERNAL SUBMISSION  EFFECT (UNIT)

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Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Graduate Studies  

**ORIGINATING DEPARTMENT/SCHOOL:** Biology  

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Dr. Diana Varela  

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information  
7. change in grading  
8. change in pre or co-requisite  
9. change in program requirement  
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Business

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Shannon Perdigao 8077

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<td>MBA 500</td>
<td>(12) MBA Addition of Special Fees (MBA + MEng or MBA + MSc Double Degree Program Fees)</td>
<td>M1</td>
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<td>MBA 500</td>
<td>(3) MBA Change in Course Unit (Essentials of Business and Leadership)</td>
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<td>MBA 529 and MBA 571</td>
<td>(12) MBA Change in Second Year Options (EDHEC Options)</td>
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<td>(3) MBA Change in Course Unit Value (Int’l Logistics and Supply Chain Management, Int’l Financial Management)</td>
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<td>(1) MGB New Course, (9) Change in Program Requirement, (10) Deletion of Course (MGB Program)</td>
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<td>MBA 572</td>
<td>(6) MBA Change in Cross-listing and (8) Pre &amp; Co-requisites</td>
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<td></td>
<td>(International Marketing and Global Strategy)</td>
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<td>BUS 650</td>
<td>(1) PhD New Course (Selected Topics in Research Methods &amp; Analysis)</td>
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</table>

Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: School of Child and Youth Care

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Sandra Curran 4857

(Name) (Local)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
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<tr>
<th>COURSE #</th>
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<th>EXTERNAL EFFECT (UNIT)</th>
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<td>CYC 641</td>
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**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:**  
Faculty of Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:**  
Co-operative Education

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:**  
Andrea Giles  
6211

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

- 1. new course/program
- 2. change in aim of course
- 3. change in course unit value, division of year-long course, merging two semester courses
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- 12. other

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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Computer Science

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Alex Thomo

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
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<td>CSC 595</td>
<td>#2 Change in aim of course</td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: GRADUATE STUDIES

ORIGINATING DEPARTMENT/SCHOOL: Curriculum and Instruction

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Pat Bright 7807

(Name) (Local)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
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<td>Curriculum Studies-Thesis Option (MA)</td>
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</table>

Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** School of Earth and Ocean Sciences

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Dante Canil, Graduate Advisor  
(Name) 4180  
(Local)

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

### Types of Major Changes

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
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6. change of mutually-exclusive designation, sequence, credit information, or cross-listing information  
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8. change in pre or co-requisite  
9. change in program requirement  
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Summary of major changes
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** Educational Psychology and Leadership Studies

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Zoria Crilly 7760

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

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2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
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<td>Admission to Master's Programs — Counselling Psychology — change in pre or co-requisite</td>
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<td>ED-D 542</td>
<td>Special Education Focus Area Requirements (MA and MEd) — change in program requirement</td>
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<td>ED-D 571</td>
<td>New Course — A Comprehensive Investigation of Servant Leadership</td>
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<tr>
<td>ED-D 600</td>
<td>New Course — Advanced Assistive Technology in the Inclusive Classroom</td>
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<td>ED-D 605</td>
<td>Learning and Teaching in Higher Education — Restrictions and editorial change to title</td>
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<td>ED-D 614</td>
<td>Educational Psychology: Apprenticeship in Teaching in Higher Education — Changes in course unit value, description, note and pre or co-requisite</td>
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<td>ED-D 615</td>
<td>New Course — University Teaching</td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: English

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Chris Douglas, Graduate Adviser 7265

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<tr>
<td></td>
<td>1 Add MA Nineteenth Century Studies concentration</td>
<td>1, 2, 3, 6</td>
<td>WRIT</td>
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<tr>
<td></td>
<td>9 Revise MA language requirement</td>
<td>4, 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Remove reference to outdated MA program requirements.</td>
<td>6</td>
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<tr>
<td></td>
<td>9 Revise PhD language requirement</td>
<td>7</td>
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</tbody>
</table>
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Electrical and Computer Engineering

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Dr. Hong-Chuan Yang

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
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8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

<table>
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<tr>
<th>COURSE #</th>
<th>TYPE OF CHANGE</th>
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<tr>
<td>ELEC 582</td>
<td>10</td>
<td>ECE Major 01</td>
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<tr>
<td>ELEC 584</td>
<td>1 – Dynamics and Control of Switched Mode Power Supplies</td>
<td>ECE Major 02</td>
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<tr>
<td>ELEC 585</td>
<td>1 – Motor Drive Dynamics</td>
<td>ECE Major 03</td>
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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Exercise Science, Physical and Health Education

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Jill M. Tate 8374

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<tr>
<td>MA Kinesiology</td>
<td>3. change in unit value</td>
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<td>N/A</td>
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<tr>
<td>MEd Coaching Studies</td>
<td>10. other: no co-certification possible through the National Coaching Institute due to the deletion of NCCP Level 4/5 tasks.</td>
<td>3</td>
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<tr>
<td>EPHE 598</td>
<td>3. change in unit value</td>
<td>4</td>
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</table>

Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Germanic and Slavic Studies

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Elena Pnevmonidou 7324

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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<td>change is course number</td>
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<td>GMST 591</td>
<td>change is course number</td>
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<td>None</td>
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<tr>
<td>GMST 599</td>
<td>change is course number</td>
<td>12</td>
<td>None</td>
</tr>
<tr>
<td>SMST 590</td>
<td>Directed Studies in Slavic Studies I – new course</td>
<td>13</td>
<td>None</td>
</tr>
<tr>
<td>SLST 591</td>
<td>Directed Studies in Slavic Studies II – new course</td>
<td>14</td>
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<tr>
<td>SLST 599</td>
<td>Thesis – new course</td>
<td>15</td>
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</table>
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Hispanic and Italian Studies

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Lloyd Howard 7413

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

1. new course/program
2. change in aim of course
3. change in course unit value, division of year-long course, merging two semester courses
4. change in course number
5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<tr>
<td>Admissions</td>
<td>9. Language requirement</td>
<td>M1</td>
<td></td>
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<tr>
<td>ITAL 598</td>
<td>1. New course “Masters Essay”</td>
<td>M2</td>
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<tr>
<td>ITAL 599</td>
<td>1. New course “MA Thesis/Oral”</td>
<td>M3</td>
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<tr>
<td>SPAN 509</td>
<td>10. Deletion of course (two combined into one new course)</td>
<td>M4</td>
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<tr>
<td>SPAN 512</td>
<td>1. New course “Spanish and Latin American Literature of the 19th Century”</td>
<td>M4</td>
<td></td>
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<tr>
<td>SPAN 517</td>
<td>10. Deletion of course (two combined into one new course)</td>
<td>M4</td>
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</table>

Summary of major changes
# SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** GRADUATE STUDIES  
**ORIGINATING DEPARTMENT/SCHOOL:** HISTORY  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** THERESA GALLANT  
(Name)  
**(Local)**

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

## Types of Major Changes

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
6. change of mutually-exclusive designation, sequence, credit information, or cross-listing information  
7. change in grading  
8. change in pre or co-requisite  
9. change in program requirement  
10. deletion of course (except under 5 year rule)  
11. discontinuation of a program/degree  
12. other

## COURSE #  
(include titles of all new courses)  

<table>
<thead>
<tr>
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<td>Language Requirements</td>
<td>9.</td>
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<td>PhD Program</td>
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<td>Certificate in Cultural Heritage</td>
<td>1.</td>
<td>3</td>
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<tr>
<td>HIST 515A</td>
<td>1. Topical Field in Public History</td>
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Summary of major changes

Printed 14-Jan-13
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Graduate Studies  
**ORIGINATING DEPARTMENT/SCHOOL:** History in Art  
**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Debbie Kowalyk  
**(Name)**  
**7942**  
**(Local)**

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

1. new course/program  
2. change in aim of course  
3. change in course unit value, division of year-long course, merging two semester courses  
4. change in course number  
5. change in contact hours  
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information  
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8. change in pre or co-requisite  
9. change in program requirement  
10. deletion of course (except under 5 year rule)  
11. discontinuation of a program/degree  
12. other

<table>
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<th>PAGE # IN EXTERNAL SUBMISSION</th>
<th>EFFECT (UNIT)</th>
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</thead>
<tbody>
<tr>
<td>12. Other - Editorial change (Previously Minor Page 2)</td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Indigenous Education

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Nick Claxton 8389

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

Types of Major Changes

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9. change in program requirement
10. deletion of course (except under 5 year rule)
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12. other

COURSE # TYPE OF CHANGE (include titles of all new courses) PAGE # IN EXTERNAL SUBMISSION EXTERNAL EFFECT (UNIT)

Change in wording of Exceptional Admission Entry 1

Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Indigenous Governance (IGOV)

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Angela Polifroni 6436

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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3. change in course unit value, division of year-long course, merging two semester courses
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5. change in contact hours
6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

COURSE # TYPE OF CHANGE (include titles of all new courses) PAGE # IN EXTERNAL EFFECT SUBMISSION UNIT (UNIT)

Community Governance Project 5 1

IGOV 598 5 2

Summary of major changes
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** Linguistics

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Dr. Urbanczyk

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<tr>
<td>LING 508</td>
<td>8</td>
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<td>1.5 or 3.0</td>
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<tr>
<td>LING 509</td>
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</tr>
<tr>
<td>LING 510</td>
<td>8</td>
<td>3</td>
<td>1.5 or 3.0</td>
</tr>
<tr>
<td>LING 531</td>
<td>2</td>
<td>4</td>
<td>1.5</td>
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<tr>
<td>LING 578</td>
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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGIANATING FACULTY: Faculty of Graduate Studies

ORIGIANATING DEPARTMENT/SCHOOL: Department of Mechanical Engineering

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Peter Oshkai

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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<th>EXTERNAL EFFECT</th>
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<tr>
<td>MECH 510</td>
<td>Living Cells and their Molecules: Mechanics &amp; Thermodynamics</td>
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<tr>
<td>MECH 512</td>
<td>Introductory Haptics</td>
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<td>none</td>
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<tr>
<td>MECH 522</td>
<td>Mechanics and Dynamics of Machining</td>
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<tr>
<td>MECH 554</td>
<td>Mechatronics</td>
<td>4</td>
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<td>MECH 558</td>
<td>Fundamentals of Hybrid Vehicles</td>
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<td>9</td>
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<td></td>
<td>9</td>
<td>8</td>
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</table>

Summary of major changes
### SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

**ORIGINATING FACULTY:** Faculty of Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** HSD/ School of Nursing

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Lori Klear 7961

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

**Types of Major Changes**

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3. change in course unit value, division of year-long course, merging two semester courses
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<tbody>
<tr>
<td>NUED 598 &amp; 599</td>
<td>Change in program requirement - Addition of NURS 509 and 514 to APL course requirements (thesis option)</td>
</tr>
<tr>
<td></td>
<td>Change in program requirement – Addition of NURS 509 and 514 to APL course requirements (project option)</td>
</tr>
<tr>
<td></td>
<td>Change in program requirement – addition of minimum required grades in all required courses in the Nurse Practitioner program</td>
</tr>
<tr>
<td>NURA 514</td>
<td>Other- Change in course prefix – Change from NUED598 to NURS 598 and NUED 599 to NURS 599</td>
</tr>
<tr>
<td>NURA 518</td>
<td>Other – Change in practice hours and unit value of course</td>
</tr>
<tr>
<td>NURS 568</td>
<td>New or reinstated course/program – NURS 568 – Trends and Issues in Advanced Practice Nursing</td>
</tr>
<tr>
<td>NURS 630</td>
<td>New or reinstated course/program – NURS 630 – Teaching Internship</td>
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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: Public Administration

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Silvia Dule 4196

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Types of Major Changes

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4. change in course number
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6. change of mutually-exclusive designation, sequence credit information, or cross-listing information
7. change in grading
8. change in pre or co-requisite
9. change in program requirement
10. deletion of course (except under 5 year rule)
11. discontinuation of a program/degree
12. other

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<th>EFFECT</th>
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<tbody>
<tr>
<td>12-</td>
<td>Update to admission requirements: international applicant language test scores (add IELTS)</td>
<td>2</td>
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<tr>
<td>516, 518, 580</td>
<td>9- update to core &amp; elective course listings (remove 516 &amp; 518, add 580)</td>
<td>3</td>
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</tr>
<tr>
<td>516</td>
<td>9- update to program requirement listings (remove 516 from course sequencing)</td>
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<td></td>
</tr>
<tr>
<td>516</td>
<td>10 – deletion of course from calendar (516)</td>
<td>5</td>
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</tr>
<tr>
<td>518</td>
<td>10 – deletion of course from calendar (518)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>520</td>
<td>10 – deletion of course from calendar (520)</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>589</td>
<td>6 – remove cross-listing of course, but not mutually-exclusive designation (589)</td>
<td>8</td>
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<tr>
<td>600</td>
<td>7- change permitted grading from INC to INP</td>
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<tr>
<td>604</td>
<td>6 – update to cross-listing (ADMN 604/POLI 610)</td>
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</table>

Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: School of Public Administration (Dispute Resolution)

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Evert Lindquist, Director
Heather Kirkham, Program Manager

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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Summary of major changes
### Summary of Proposed Major Curriculum Changes

**Originating Faculty:** Graduate Studies  
**Originating Department/School:** School of Public Administration  
**Faculty/Department or School Contact:** MACD/ Wendy Swan  

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Summary of major changes
SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY:  Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL:  Studies in Policy and Practice

FACULTY/DEPARTMENT OR SCHOOL CONTACT:  Doug Thompson  8204

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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: POLITICAL SCIENCE

FACULTY/DEPARTMENT OR SCHOOL CONTACT: ROSEMARY BARLOW

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**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Faculty of Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** Psychology

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Marsha Runtz

*(Name) (Local)*

7546

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Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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Summary of major changes
**SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES**

**ORIGINATING FACULTY:** Graduate Studies

**ORIGINATING DEPARTMENT/SCHOOL:** Public Health and Social Policy - HSD

**FACULTY/DEPARTMENT OR SCHOOL CONTACT:** Doug Thompson 8204

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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SUMMARY OF PROPOSED MAJOR CURRICULUM CHANGES

ORIGINATING FACULTY: Faculty of Graduate Studies

ORIGINATING DEPARTMENT/SCHOOL: School of Social Work

FACULTY/DEPARTMENT OR SCHOOL CONTACT: Jaime Ready 5622

Please provide sufficient information to make the nature of the proposed change clear to all receiving parties. The whole submission should be in Calendar order; pages of Major and Minor Changes should each be numbered in their own order, independently. If a change will affect another academic unit, please indicate which unit(s) are affected.

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Summary of major changes
Date: January 17, 2013
To: Member of Senate
From: Carrie Andersen
Associate University Secretary
Re: Ad Hoc Committee to Consider the Curriculum Process – Draft Report and Recommendations

As members of Senate may recall, an *ad hoc* committee to consider the curriculum process was established by Senate in April 2012.

Attached for your review and feedback is a draft report and recommendations from the *ad hoc* committee. Following discussion at Senate, further consultations will be undertaken. A final report and recommendations will then be submitted to Senate for approval.
Ad Hoc Senate Committee to Consider the Curriculum Process
Report and Recommendations
16 January 2013

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I. Background and review of issues with the current process

A curriculum change process needs to meet academic and administrative requirements. The growing size, complexity, and diversity of academic programs at the University of Victoria have contributed to a widespread sense across campus that key academic and administrative requirements are no longer being met by our current curriculum change process. In March 2012, the Senate Committee on Agenda and Governance submitted to Senate a memo outlining the rationale and terms of reference for an ad hoc committee to consider the curriculum process at the University of Victoria. The committee was proposed in response to concerns raised in recent years by deans, members of the Senate Committee on Curriculum and others about challenges inherent in the curriculum change process currently in place at UVic. As noted in the memo, some of these challenges are:

- The bulk of curriculum changes are typically done once per year and the timing for implementation of these changes is restrictive.
- The process is cumbersome and much time is spent at the faculty and Senate level reviewing technical changes and editorial matters.
- Consultation across units and faculties is not undertaken consistently or effectively.
- There are no clear rules of processes for referring changes to academic standards to the Senate Committee on Academic Standards, or for referring curriculum changes that constitute program changes to the Senate Committee on Planning.
- Cross-Faculty, interdisciplinary programs do not fit well into the current process.
- The process for considering curriculum changes for graduate courses is confusing, cumbersome and requires adherence to different timelines than undergraduate changes.

In response to concerns such as these, the Senate Committee on Curriculum made some changes and recommendations in 2009/10 and 2010/11. Arising from the January 2011 Senate Committee on Curriculum meetings, for example, was that committee’s recommendation for a second Senate Committee on Curriculum meeting in the spring to consider curriculum changes that support new programs. The committee also recommended that the annual meetings to consider the bulk of the curriculum submissions be held in December rather than January. While the intent of these recommendations was positively received by Dean’s Council, it was felt that they did not do enough to address the concerns that had been raised.

In response to this feedback, and in order to adequately consider and address concerns, the Senate Committee on Agenda and Governance recommended to Senate the creation of an ad
Ad Hoc Senate Committee to Consider the Curriculum Process

Report and Recommendations

18 January 2013

hoc committee to consider the curriculum process. Senate moved to create the committee at its April 13, 2012 meeting. The ad hoc committee’s terms of reference are:

- to undertake a comprehensive review of the current curriculum change process;
- to review the curriculum change processes at other Canadian universities, and the systems and technology at the university that are currently used and could be leveraged in the process;
- to consult with the Senate Committee on Curriculum, the Senate Committee on Planning, and members of the faculties and administrative units involved in the curriculum change process; and
- to provide recommendations to Senate on whether revisions to the current curriculum change process are called for and, if so, what these revisions should be, and how they might be reflected in Senate policy and procedures.

The ad hoc committee was directed to provide a report and recommendations to Senate by November, 2012. As the chair of the ad hoc committee explained to Senate at its November 2, 2012 meeting, the committee decided to extend the time frame of its review in order to thoroughly consider the issues involved, as well as the potential impact of its recommendations on other university processes such as scheduling and calendar production.

II. Current process

As an early step in considering the current curriculum change process at UVic, the ad hoc committee mapped the current process and timeline for the submission and approval of curriculum change proposals. As there is some variation among Faculties in terms of their internal processes before a proposal is brought forward to the Senate Committee on Curriculum, the committee contacted administrative personnel in different Faculties to clarify their processes. A flowchart, or process chart, was created which captures the different routes a proposed change might take on its way to approval (see Appendix A). The flowchart also maps the higher-level processes that are taking place as the proposal is being developed and makes its way through the various levels of approval.

III. Best practices

The committee has undertaken a review of current practices at UVic and other Canadian universities. This has helped to inform and contextualize the committee’s work. The results have been informative; however, the committee found it easier to collect information on current practices than on best practices. This is consistent with other similar endeavors at other
universities with which the committee is aware. For the most part, curriculum change processes have not attracted systematic attention beyond the level of individual universities.

In 2002-4, the Association of Registrars of the Universities and Colleges of Canada (ARUCC) commissioned a study and report investigating best practices around the production of calendars, particularly online calendars, at Canadian postsecondary institutions. The project consultant performed an extensive search of material on policies and practices around calendar production but found that there was little published material on the topic. For that reason, the 2004 ARUCC study relied on the results of a survey sent to member schools which garnered responses from about half of ARUCC’s member universities. The project and resulting report provided a good snapshot of then-current practices, and identified some issues and trends that member schools saw as important.

In the case of this report, attempts to review the literature on the subject led to a similar finding: there simply hasn’t been much discussion of “best practices” in the area of curriculum approval processes in post-secondary institutions. As the 2004 ARUCC report mentions, the notion of “best practices” presupposes that there are criteria against which such practices can be measured, and that these criteria are accepted by those working in the field. When that is not the case, “existing practices” need to replace “best practices” as the object of study. To accomplish this, the committee’s research and data collection focused on two areas: the curriculum change approval process currently in place at UVic, and those currently in place at other Canadian universities.

**Best practices at UVic**

In order to assess the current process in place at UVic, the ad hoc committee sought input from UVic deans, members of the senior administration, department and faculty-level administrators responsible for aspects of the curriculum change process, and staff involved in the production of the calendar. In general, the feedback received concerned particular aspects of the process, rather than criticism of the process as a whole. The committee agrees that some key features of the current process are valuable and should be retained. These include:

1) The situating of curriculum as an academic responsibility of faculty members and academic units. The University Act grants Senate authority to determine curriculum. All

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1 For example, integrating the approval process for calendar changes (of any sort) with the technical updating necessary for production of the calendar was identified as a key issue in the ARUCC survey. Also, there was general agreement that a school’s e-calendar (in whatever form that took) ought to be considered the official version of the calendar, rather than the print version. ARUCC presented their “Best Practices and Guidelines for Institutional Calendars” at their 2006 biennial meeting. First on their list of recommendations: “Move solely to the production of an e-calendar.”
aspects of curriculum design, development, implementation, and change currently are the responsibility of faculty members associated with particular academic units. Administrative assistance is provided largely at the unit level, with some support from central offices. The committee recommends that existing divisions of responsibility between faculty and staff, and between unit and central staff, be maintained, with enhancements to the advice and guidance available centrally (see Recommendation 2, below).

2) The general progression of approvals. There is strong support for the current practice whereby curriculum changes originate within the academic unit offering the program in question, move through a hierarchy of approvals with consultation and input from those units directly or indirectly impacted by the proposed change, and become part of the official University Calendar after approval at the Senate level. Each Faculty will continue to have a curriculum committee (except Graduate Studies; see recommendation 7, below) and will continue to approve curriculum submissions prior to consideration by Senate Committee on Curriculum. The chairs of Faculty curriculum committees will remain members of the Senate Committee on Curriculum with similar responsibilities for reviewing and approving submissions from other Faculties.

3) The principle that a curriculum change proposal must be well prepared, error-free, and properly vetted in order to progress to the next stage in the process. The onus for ensuring the quality of submissions will continue to be on the initiating unit, assisted by better information and simplified process requirements.

4) The recommendations are intended to be cost-neutral, implying acceptance of the current allocation of resources to the curriculum-change process. Improved processes will spread the workload for faculty and staff more evenly over the year and avoid the current concentration of effort once per year.

Commonly seen practices at other Canadian universities
The committee reviewed available information on curriculum change processes at nine Canadian universities. There is wide variation across universities in approval processes and administrative mechanisms, and it is not possible to identify best practices; what is best depends on circumstances at each university, including the provincial legislation establishing the powers of different governing bodies. Curriculum-change processes everywhere are complicated, involving numerous university offices, lengthy time lines, and complex instructions. However, there are approaches that appear with enough regularity at other Canadian universities that it is useful to list them here as examples of best practice:
1) **Categorization of curriculum changes.** While there is no consistent pattern in the categorization of type of curriculum and program change, many Canadian universities use a distinction between course changes and program changes, or a distinction between changes having implications outside of the originating department and those without external implications, as the basis for categorizing curricular changes. When universities do distinguish among different types of changes, the associated approval processes differ depending in part on the legislated powers of different governing bodies.

2) **Administrative approval mechanisms and paths.** Most universities require Senate-level approval for most kinds of curriculum changes. Some schools delegate approval of the more minor class of changes to a Senate-level committee and, at some schools, changes can be approved at the faculty level if they are clearly minor and have no implications beyond that faculty.

A number of universities use a “challenge” system for curriculum change deemed less substantial (though the definition of substantial varies greatly). In these systems, the unit initiating the change is required to make the proposed change available for review by other units, with those other units given a specified period of time in which to respond with any concerns or questions. Challenge systems essentially put the onus for consultation on units other than the one initiating the change, the reverse of the current situation at UVic.

Responsibility for preparing and formatting curriculum change submissions appears to be decentralized to academic units in virtually all other universities, rather than being the responsibility of a central office. This is similar to UVic practice.

Different mechanisms exist for undergraduate and graduate curriculum changes at virtually all universities. Two general patterns for approval processes appear, with many variations. In one, similar to the current practice at UVic, graduate curriculum changes are initiated by the specific unit offering the program and submitted to the school or faculty of graduate studies for its approval prior to incorporation into the calendar or approval by a body equivalent to UVic’s Senate. In the other, line-Faculty approval is required prior to incorporation in the calendar or (if higher-level approval is required) approval by a body equivalent to UVic’s Senate, in most cases accompanied by a mechanism to ensure the proposed changes also have the approval of the school or faculty of graduate studies.

3) **Frequency of meetings to consider curriculum changes and of calendar publication.** It is common for university bodies that make decisions on calendar changes to meet regularly throughout the year (in contrast to our practice of major Senate Committee on Curriculum meetings once per year.) At most of the schools studied, for example, university-level
curriculum committees meet monthly for at least nine or ten months of the year. It is also common to have an academic calendar that changes on two or three dates per year with approved curriculum changes taking effect only on the fixed dates for issuing a new version of the calendar. Annual calendars fixed for a full academic year are uncommon, and none changes on an ongoing basis rather than on fixed date. This frequency seems to be unrelated to whether a school possesses an electronic system for continuous calendar updating.

4) Provision of information and guidance. There is tremendous variation across universities in the nature and detail of guidance given to units for preparing submissions. Similarly, responsibility for providing guidance is distributed and shared among a wide variety of university offices, including the registrar’s office, the university secretary’s office, and the offices of individual faculties. However, at most of the nine schools, information on the process and the associated policies was easy to find and was accessible from multiple places on the school’s web pages. It was also clear, in most cases, which administrative unit “owned” the information and guided the process and, thus, where one would go to access support or more information.

Information on specific practices at the nine universities surveyed can be found in Appendix C.
IV. Recommendations

The Ad Hoc Senate Committee to Consider the Curriculum Process has undertaken a review of the process currently in place at the University of Victoria, has reviewed practices at other Canadian universities, and has solicited and reviewed feedback from stakeholders including Senate members, other faculty members, members of the senior administration, and administrative personnel. Meeting regularly over the summer and fall of 2012, the ad hoc committee has discussed and evaluated various proposed changes and their potential to streamline and improve the current curriculum change process.

This section of the report presents the committee's recommendations. They are organized as responses to the key issues identified by stakeholders and explored by the committee.

**Key Issue: More frequent opportunities to change curriculum are needed to enhance flexibility and allow innovation in academic programming. The current process permits changes only once per year and is slow and cumbersome.**

➢ Recommendation 1: Move from one approval cycle per year to three approval cycles per year.

The current process for curriculum change has one entry point. If a proposal has not been approved at the departmental and faculty level by October or November, it cannot proceed onward to the Senate level for approval in time to be included in the Calendar for the next academic year starting May 1. Moving from a once-yearly to three-times-yearly process will allow the university to implement curriculum changes in a way that is more responsive to the needs of students and increases flexibility for launching new initiatives. It will also allow the Senate Committee on Curriculum to return inadequately prepared submissions to the originating unit for resubmission in the next cycle without causing inordinate delay. The Senate Committee on Curriculum's terms of reference will be revised to clarify its authority to do so. Spreading the workload across three cycles will enable committees to review and approve proposed changes in a more thorough and timely fashion.

The committee recommends the creation of three approval cycles per year, with approved curriculum changes taking effect at the beginning of each of the three terms, i.e., May,
September, and January. The *ad hoc* committee has mapped what a three-cycle year would look like (see Appendix B); it shows the timeframes within which work will be done at each level of the process: unit, faculty, The Senate Committee on Curriculum, Senate, and the Registrar’s Office (the current cycle is similar to that shown as Cycle 1). Pending the possible adoption of a fully online Calendar, the University will continue to publish a Calendar for the academic year effective May 1, with changes taking effect on September 1 and January 1 published in revised versions by those respective dates. This means there will be May, September, and January versions of the annual Calendar. This could change in future with the adoption of a fully online Calendar.

The adoption of a three-times-yearly cycle has a number of broad implications. Units will not be required to use all three cycles for their own submissions. For example, a department or Faculty will be able to choose to use only one or two cycles, with those unit and Faculty-level decisions determining how often unit and Faculty curriculum committees meet. The Senate Committee on Curriculum will meet three times yearly. Deadlines for submissions to the Senate Committee on Curriculum will be enforced more strictly; curriculum changes that miss the entry point for one cycle can be resubmitted into the next cycle, as can changes that were inadequately prepared or for which consultation was insufficient.

The intention of the three-times-yearly cycle is to provide nimbleness in mounting new programs and new courses as well as to provide flexibility with other curriculum changes. New courses and programs could be initiated for any of the three cycles. Certain other types of changes will need to be submitted during certain cycles. Changes to regulations regarding academic standing, progression, discipline, and deadlines should be submitted in Cycle 1 or Cycle 2, but not Cycle 3, to avoid changes in these regulations occurring in the middle of Winter Session. Changes in program titles also should be introduced in Cycles 1 or 2 to avoid problems with transcripts. UVic’s current processes for timetabling of courses, scheduling of rooms, and student registration are session based, and units need to take this into consideration when planning curriculum changes that involve many courses (e.g., global changes in departmental course abbreviations). In some circumstances it will be best for units to submit such changes in Cycle 1 in order to ensure full consideration with respect to timetabling and rooming requirements. The Calendar Office will provide guidance on appropriate submission cycles for particular types of changes.

The committee also recommends UVic consider reforms to the scheduling and timetable process to take maximum advantage of the flexibility created by a three-cycle curriculum change process. For example, moving to an academic year based on three terms rather than
the current two sessions could permit the removal of the restrictions described in the preceding paragraph.

Key issues: Preparation of submissions requires detailed knowledge about academic regulations and about technical aspects of the process, and that knowledge is not readily available. Ensuring submissions meet technical requirements takes too much effort on the part of faculty, staff, and the Senate Committee on Curriculum.

> Recommendation 2: Improve access to, and subsequent application of, knowledge about the curriculum change process.

The current process relies heavily on a small number of faculty members and staff with detailed knowledge to transform ideas about curriculum changes into a form suitable for the Calendar. The difficulty of accessing and applying information about the process and the requirements curriculum submissions must meet is at the root of the difficulties with UVic's current curriculum-change process. Compared to many other Canadian universities, information is difficult to access, to interpret, and to apply. In many areas practice is based on convention rather than policy and is not applied consistently across campus. Compounding these issues is the lack of clear institutional ownership of the information.

Three categories of information are important: information about academic regulations governing curriculum changes; information about technical formatting and editorial style; and information about process. Much of the relevant information is located in the current Senate-approved policy and procedures documents, but many units are unfamiliar with this document and/or have difficulty applying it to their submissions. Those documents and the Senate Committee on Curriculum's terms of reference will be revised to reflect the recommendations in this report, and to clarify the responsibility and authority of the Senate Committee on Curriculum, the Office of the Registrar, and the Office of the University Secretary.
Specifically, the committee recommends the following:

a) Formalization of expectations that currently exist as conventions into written policies and guidelines under the jurisdiction of specific bodies, all to be approved by Senate;

b) Creation of more user-friendly reference documents outlining academic regulations, editorial and technical policy, and processes, all of which would be applied consistently across the University;

c) Clarification of circumstances under which consultation with other units is required, including examples.

d) Design of new forms (see recommendation 6, below) to prompt those preparing curriculum changes to identify the intent of proposed changes so they can be formatted properly, rather than expecting those preparing curriculum changes to know how to format the submissions (eg, regarding listing of prerequisites);

e) Creation of wayfinding documents to guide those preparing curriculum-change submissions at all stages of the process.

f) Creation of detailed timelines, including information about limitations on the ability to accommodate major program overhauls within the timetabling and scheduling process.

Key Issue: Uncertainty about program requirement changes that require approval of a Senate committee other than the Senate Committee on Curriculum means changes occasionally are introduced without proper oversight, and causes delays and additional workload for those preparing and reviewing curriculum submissions or program requirement changes.

Recommendation 3: Ensure calendar changes in areas under the jurisdiction of other Senate committees are considered by the appropriate committee.

The ad hoc committee recommends a number of changes to make it more likely that proposals involving academic standards, admissions, and major program changes are directed to the appropriate Senate committee before they reach the Senate Committee on Curriculum. This will include:
a) As part of recommendation 2, above, improve access to information about which types of changes require which committee’s approval in more user-friendly documents approved by Senate.

b) Create a separate form for program-requirement changes (see recommendation 5, below) to make it easier to identify changes that require the approval of a body other than the Senate Committee on Curriculum. Changes to courses (including the creation or deletion of specific courses) rarely raise broader issues that should go to other committees. Program-requirement change forms could include prompts that indicate when approval by another committee is required (see recommendations 2c), above, and 6, below).

c) The University Secretary’s representative on the Senate Committee on Curriculum, along with the Office of the Registrar, will help ensure submissions are directed to the Senate Committees on Planning, Academic Standards, and Admission, Re-registration and Transfer, as appropriate. Proposed changes that reach the Senate Committee on Curriculum without having gone to other required Senate committees will be deferred until the next the Senate Committee on Curriculum cycle, giving units and Faculties an incentive to ensure the change goes to the correct Senate committee without penalty of a year-long delay.

Curriculum for new programs will be considered by the Senate Committee on Curriculum concurrent with the Senate Committee on Planning’s consideration of the proposal, consistent with current practice. The Senate Committee on Curriculum’s approval of curriculum will continue to be contingent upon the Senate Committee on Planning’s and Senate’s approval of the program. If the Senate Committee on Planning, Senate, or both request program changes that require greater-than-editorial changes as determined by the AVP Academic Planning, those curriculum changes will enter the subsequent curriculum change cycle.

Key Issues: Current procedures do not always ensure adequate consultation among units, and the need for consultation late in the process can cause delays and extra work.

➤ Recommendation 4: Improve consultations.

UVic’s traditional system of collegial governance requires that units proposing curriculum changes initiate consultations with other units that may have an interest in, or be affected by,
the proposed change, though collegial governance does not mean giving any unit a right to veto changes proposed by another unit. To ensure appropriate consultations take place before proposed changes reach the Senate Committee on Curriculum, the ad hoc committee recommends the following:

a) Clarify the need and expectation for consultation in explanatory documents (see recommendation 2b), above. These will clearly identify the situations under which consultation is required and the process for doing so.

b) Units proposing changes remain responsible for identifying other units that need to be consulted, for providing information about the proposed changes to the Chair, Director, or Dean of those other units, and for providing evidence of consultation to the Senate Committee on Curriculum. In cases in which consultation between units and their Faculties do not resolve an issue, the Senate Committee on Curriculum has the authority to resolve the issue by approving, rejecting, or (in consultation with affected units) deciding how to modify the submission. The Senate Committee on Curriculum's terms of reference will be revised to make this explicit.

c) Forms for program-requirement changes and course changes will include prompts to help identify other units that need to be consulted (see recommendation 2b, above).

d) Curriculum-change summary will provide other units with information needed to ascertain the impact of a proposed change on their own programs (see recommendation 6, below, for more on summary forms).

e) To ensure all units have an opportunity to review changes before approval, the committee recommends that all proposed changes (not just summary forms) be posted online, accessible to all Deans; Chairs of Faculty Curriculum Committees; other members of the Senate Committee on Curriculum; Associate Deans; Chairs of Departments; Directors of Schools and Interdisciplinary Programs; the Executive Director and program managers in Coop and Career Services; and the Associate University Librarian and subject librarians at least one week before the Faculty meeting at which the changes are to be approved. Faculties will submit the full package of curriculum changes (change forms and summary forms for program-requirement and course changes) to the Office of the Registrar at least one week before the Faculty meeting. The Office of the Registrar staff will make submissions available online (consistent with section 6.00 of the current Procedures on Curriculum Submissions) and notify all those with access that the changes are available for review and of the date of the Faculty meeting at which the changes were to be approved.

f) Units not previously consulted can initiate consultations with the unit and Faculty that has submitted a proposed change. Most issues will be resolved informally, but if
a unit’s or Faculty’s concerns are not addressed by the unit or Faculty submitting the change, the former could share any unresolved issues with the Senate Committee on Curriculum for its decision under recommendation 4b).

g) The library will be consulted on all course additions and deletions prior to the Faculty meeting at which the changes are to be approved, to enable the library to inform units when current holdings are inadequate to support proposed courses, and to ensure the library has information it needs to plan acquisitions (library consultation is not required for program changes, since any program changes with library implications will involve course additions or deletions). A system will be created to simplify the library’s acknowledgement of changes for which current holdings are adequate, and the library will communicate directly with any unit proposing changes for which this is not the case (with the communication shared with the Senate Committee on Curriculum). Librarians will not be required to attend meetings of Faculty curriculum committees.

h) Coop and Career Services will be consulted on any programmatic changes affecting coop programs, and on any changes to courses in which Coop and Career Services plays a role. This will be done before the Faculty meeting at which the changes are to be approved. Coop and Career Services will also have access to all changes approved by Faculties, as described above. Faculties are encouraged to include a representative from Coop and Career Services on the Faculty Curriculum Committee, as is the case at present with Engineering and Fine Arts. Coop and Career Services will consult with any academic unit affected by changes it initiates to coop programs (including work experience).

Key Issues: Distinguishing between minor and major changes creates additional work without real benefit. Forms do not distinguish clearly enough between program changes and course changes.

➢ Recommendation 5: Eliminate the distinction between major and minor changes, and create a distinction between program changes and course changes.

The distinction between major and minor curriculum change currently serves little practical purpose at any level of the approvals process. At the unit level, dividing curriculum changes in this way is confusing, error prone, and labour intensive both for the originator of the proposal
and for those supporting the process. It is common to include a change in the wrong category, and the correctness of a given designation is frequently debated at the unit, faculty, and the Senate Committee on Curriculum levels. Having been separated in this way, though, the two types of changes tend to be considered together by faculty curriculum committee chairs and the Senate Committee on Curriculum during the approvals process. Senate approval is required for major changes but not minor changes; however, in practice Senate almost always defers to the Senate Committee on Curriculum on major changes as well (the committee is not aware of any recent cases of major changes subject to substantive discussion on the floor of Senate). Any rationale for the distinction based on saving paper is no longer relevant, and will be even less so in light of other recommendations in this report. The ad hoc committee therefore recommends eliminating this distinction, with the implication that Senate will provide final approval for all curriculum changes (at present, authority for approving minor changes is delegated to the Senate Committee on Curriculum).

Consistent with practice at many other universities, the ad hoc committee recommends creating separate forms for program-requirement changes and course changes. Each type of form will have distinct prompts to help users and stakeholders accurately identify the nature of the proposed change (pending completion of the transition to new forms), and will make it easier to determine whether program-requirement changes need to be routed through a different Senate committee (see recommendation #3, above).

Key Issue: Curriculum change forms are difficult to use and require complicated decisions only loosely related to substantive needs of the process.

➢ Recommendation 6: Improve the forms used for curriculum change submissions.

The committee recommends that curriculum submission forms be revised to be more user-friendly, clear, and comprehensive. Changes likely will need to be introduced in stages, pending possible adoption of curriculum workflow software currently under consideration by the Registrar’s Office.

As noted earlier, current forms for minor and major changes will be replaced by forms for program-requirement and course changes. Both forms will continue to match existing and
proposed Calendar language side-by-side. Users will continue to categorize the nature of the proposed change using a typology on the form, as this helps users and reviewers consider the potential implications of the change and the consultation required to ensure the impact on other units is taken into account. The typologies will be revised to ensure they provide information Senate needs to guide its review of the proposed changes. Users will also be required to provide a more descriptive rationale, since many changes are not fully explained at present. The form will continue to query the user about consultation with other units, consistent with recommendations in #4, above.

Pending future developments, the committee recommends that new submission forms that incorporate the changes just described be created for the 2013-14 curriculum change cycles. These could take the form of revised Word documents, or form-fillable, saveable pdfs to provide greater clarity for users and improve the accuracy and completeness of submissions. By using fillable text boxes, check boxes, and drop-down lists, and by making mandatory the completion of certain fields, the forms can guide the user in the completion process. Using pdfs also creates the potential to automatically extract key pieces of information to create summary sheets and sort proposals by type.

Depending on the availability of information-system resources, the final stage will be the adoption of a fully online submission process using curriculum workflow software.

Key Issues: The process for graduate curriculum changes varies across Faculties; in some cases this leads to inadequate scrutiny, while in other cases there can be duplication of effort.

Recommendation 7: Improve the graduate curriculum change approval process.

At present, the process for considering curriculum changes for graduate courses and programs varies between Faculties; some units send graduate changes to their line Faculty for approval before those submissions go to the Faculty of Graduate Studies, while others send changes directly to the Faculty of Graduate Studies. In both cases, the submissions are reviewed in the Faculty of Graduate Studies Dean’s Office and approved by the Faculty of Graduate Studies Executive Committee and by Faculty of Graduate Studies before being sent to the Senate.
Committee on Curriculum for review and approval. Graduate level changes must be submitted to the Office of the Registrar around a month before undergraduate changes so they can be reviewed by the Faculty of Graduate Studies Dean’s Office and approved by the Faculty of Graduate Studies Executive Committee in time to be packaged with the undergraduate changes and reviewed by the Senate Committee on Curriculum. The “dual track” nature of the process creates confusion and creates situations where changes at the graduate level are not brought before the line faculty which has responsibility for administering the courses and whose own curriculum may be affected by those changes.

The *ad hoc* committee recommends that all graduate curriculum changes be reviewed and approved by the relevant line Faculty as well as the Faculty of Graduate Studies. Each Faculty will decide whether to have a distinct graduate curriculum committee or a single curriculum committee responsible for undergraduate and graduate changes. As is currently the case with undergraduate curriculum changes, units will submit graduate curriculum changes to the line-Faculty curriculum committee prior to approval by the Faculty. Once the line-Faculty curriculum committee has approved graduate curriculum changes, they will be submitted simultaneously to the line Faculty and the Faculty of Graduate Studies. Graduate curriculum changes require approval of both the line Faculty and the Faculty of Graduate Studies Executive Committee in order to be submitted to the Senate Committee on Curriculum.

Simultaneous submission to the Faculty of Graduate Studies and the line Faculty puts the onus on the unit proposing changes to ensure full consultation in advance.

Changes to the Faculty of Graduate Studies section of the graduate Calendar will continue to be the responsibility of the Faculty of Graduate Studies, with those changes routed through the appropriate Senate committee (normally the Senate Committee on Academic Standards for academic regulations, the Senate Committee on Admission, Reregistration and Transfer for admissions, etc).
Key Issue: Curriculum change processes for cross-Faculty interdisciplinary programs are unclear and are cumbersome in relation to the small scale of these programs.

➤ Recommendation 8: Simplify the process for approving curriculum changes for cross-Faculty interdisciplinary programs.

At present, curriculum changes for cross-Faculty interdisciplinary programs are supposed to be approved by all of the participating Faculties. With as many as six participating Faculties, this is cumbersome given the small scale of the programs and their limited staff support. The ad hoc committee recommends streamlining the process, in part by taking advantage of the new Office of Interdisciplinary Academic Programs. The Office is presently responsible for oversight of the following programs: Cultural, Social, and Political Thought (graduate); European Studies (undergraduate); Human Dimensions of Climate Change (undergraduate); Indigenous Studies (undergraduate); Social Dimensions of Health (graduate); Social Justice Studies (undergraduate); and Technology and Society (undergraduate). A number of additional programs are under development.

The ad hoc committee recommends the Director of the Office of Interdisciplinary Academic Programs, in consultation with each program, identify one Faculty as the "lead Faculty" for curriculum changes for that program. Such curriculum changes will be submitted to the lead Faculty’s curriculum committee, and to the Chairs of the Faculty Curriculum Committees of the other participating Faculties. The Chairs of Faculty Curriculum Committees other than that of the lead Faculty will determine whether proposed changes are of sufficient import to require review and approval by that Faculty as well as by the lead Faculty. Proposed changes for interdisciplinary programs will be posted online at least six weeks before the Senate Committee on Curriculum meeting at which the submissions will be considered, to create sufficient time for review by other academic units and to ensure adequate time for review by Faculties other than the lead Faculty.
Key Issue: The responsibility, membership, and authority of key bodies (the Senate Committee on Curriculum, the Office of the Registrar, the Office of the University Secretary, and Faculty curriculum committees) in some areas are not outlined sufficiently clearly, causing uncertainty when an issue cannot be immediately resolved.

> Recommendation 9: Clarify the responsibilities, membership, and authority in relation to curriculum of Faculties, Senate Committee on Curriculum, the Office of the Registrar, and the Office of the University Secretary.

The ad hoc committee recommends revision of the curriculum change policies and procedures to more clearly identify the responsibilities and authority of various bodies involved in the curriculum approval process. These will be outlined in the revised calendar policy and procedures document being drafted by the ad hoc committee to incorporate the recommendations in this report, and which requires approval by Senate.

In addition, the committee recommends the harmonization of certain practices across Faculties to ensure adequate review and consultation. Each Faculty’s curriculum committee will be required to have a representative from the Office of the Registrar (including the Graduate Admissions and Records Office, where appropriate) and from the Faculty’s academic advising office. Faculties will be required to ensure the library, Coop and Career Services, and other potentially affected units have been consulted prior to Faculty approval of curriculum changes. Each Faculty curriculum committee will be required to provide the Senate Committee on Curriculum a report summarizing the volume and character of changes it approves.

The ad hoc committee also considered the issue of including more explicit guidance concerning the criteria the Senate Committee on Curriculum should use when reviewing and approving curriculum submissions. The current terms of reference give the Senate Committee on Curriculum responsibility “To review the major curriculum changes proposed by the Faculties prior to submission to Senate”, but do not identify any criteria to guide its review. For example, the ad hoc committee discussed, but did not take a position on, whether the Senate Committee on Curriculum should be mandated to consider issues such as the quality of academic programs or the consistency of curriculum changes with overall University goals. The committee also
briefly discussed whether the Senate Committee on Curriculum should have academic representation beyond the chairs of Faculty curriculum committees, given the potential conflicts of interest they face, but also did not take any position on this issue.

The committee believes issues such as these are important to consider but go beyond the mandate it was given by Senate, which focused on process issues. The committee recommends that Senate consider how best to review the policy issues surrounding the Senate Committee on Curriculum mandate and terms of reference.

V. Implementation

Key Issue: The proposed revisions to the curriculum review process will require significant institution-wide changes. Changes to the process should be assessed and revised following implementation.

➢ Recommendation 10: The ad hoc committee undertake a review of changes to the curriculum review process and provide a report to Senate one year after implementation.

This report is being presented to Senate for discussion and feedback at the February 2013 Senate meeting. The ad hoc committee will revise the report as necessary in response to feedback it receives from Senate and other stakeholders to be consulted in January and February 2013. The revised report will be brought to the March 2013 Senate meeting for approval. If Senate approves the report, its recommendations will be incorporated into revised Calendar and Curriculum Policy and Procedures (University Policy AC1120), and those will be brought to the April 2013 Senate meeting for approval. The new policy and procedures will take effect for the 2013-14 academic year. The ad hoc committee will remain in operation in 2013-14 to address any unanticipated issues. One year after implementation of the new policy and procedures, the ad hoc committee will review the changes to the curriculum change process and provide a report to Senate on their impact and any recommendations for further revision.
APPENDIX A
Curriculum Change Flowchart and Timeline – Annual Cycle, General Processes 2012-13

Spring
Jun-Jul-Aug
Sept
Oct
Nov
Dec
Jan
Feb
Mar
Apr
May
June
July

Idea Development:
Faculty members, program staff develop idea/proposal for change.
- Consultation re: course and program design parameters/aims (inter-faculty, inter-faculty, U. administration).
- Interpretation and application of policy

Movement of Submission through University Approval Process:
- OREG and USEC staff shepherd documents
- Consultation with and redirection back to originating unit/faculty as required

Incorporation of Approved Changes to Curriculum and Calendar:
- completed by OREG; consultation with and redirection back to originating unit/Faculty as required

1. Sourcing and Application of Knowledge: to produce technically formatted data that conforms to institutional policy
   - in-house: people within unit or faculty with knowledge/expertise; internal policy documents
   - cross-campus: key contacts at OREG, USEC, etc.
   - consultation with units affected by change (library, co-op, budgetary, other affected

Calendar Published
Effective May 1
APPENDIX B

Proposed Curriculum Change Process - 3 Cycles per Year

Jul-Aug  Sept  Oct  Nov  Dec  Jan  Feb  Mar  April  May  June  Jul-Aug  Sept  Oct  Nov  Dec  Jan

Cycle 1
Undergraduate Curriculum Changes
Graduate Curriculum Changes
OMSG/Calendar Office
SGS Approval Oct/Nov
Senate Mtg Feb
OMSG/Calendar Office
Calendar published Nov, effective May 1

Cycle 2
If not approved, defer to next cycle
Undergraduate Curriculum Changes
Graduate Curriculum Changes
OMSG/Calendar Office
SGS Approval Jan/Feb
SCC Mtgs March
Senate Mtg May
OMSG/Calendar Office
Calendar published Sept, effective Sept 1

Cycle 3
If not approved, defer to next cycle
Undergraduate Curriculum Changes
Graduate Curriculum Changes
OMSG/Calendar Office
SGS Approval Apr/May
SCC Mtgs June
OMSG/Calendar Office
Calendar published Jan, effective Jan 1

* If not approved, defer to next cycle
APPENDIX C  
Curriculum Change Processes and Practices at other Canadian Universities

School: University of British Columbia

1. Types Of Curric Changes

Category 1: new program, new course, substantive change to a course or program, or one that affects other faculties, or one with budgetary implications.

Category 2: everything else. Can be submitted at any time.

2. Who Approves Curriculum Changes?

Category 1 Changes:
Undergrad: Originating Faculty sends Faculty Curric. Report → Senate Committee on Curriculum (SCC) Area Sub-committee (via Senate and Curriculum Services) w/i five days of Faculty approval → recommended to the Senate Committee on Curriculum → recommended to Senate.

Graduate: Originating Faculty sends Faculty Curric. Report → Curriculum and New Programs Committee of Graduate Council → the Senate Committee on Curriculum Area Sub-committee (via Senate and Curriculum Services) w/i five days of Faculty approval → recommended to the Senate Committee on Curriculum → recommended to Senate.

Category 2 Changes (not included as part of the Faculty Curriculum Report):
Undergrad: Originating Faculty → Editorial Sub-committee of the Senate Committee on Curriculum → sent on for publication. Reported for information to the Senate Committee on Curriculum and to Senate.

Graduate: Originating Faculty → Curriculum and New Programs Committee of Graduate Council → sent on for publication. Reported for information to the Senate Committee on Curriculum and to Senate.

3. Frequency Of Senate-Level Curric. Cttee Meetings

Senate Curriculum Cttee meets Aug, Sept, Oct, November (twice, 2-3 days apart), Dec, Jan, Feb, Mar (twice, 2-3 days apart), Apr, July. Cttee uses area sub-committees, including Editorial.

Senate approves Category 1 proposals in two rounds: one in the fall and one in the spring.
4. Calendar info

Senate & Curriculum Services helps administer Senate-approved content, ensures that approved changes make their way into the Calendar, and generally manages Calendar content.

The Draft Calendar (online, not accessible to the public) makes the Academic Calendar proofing process accessible to faculty and staff. The Draft Calendar "warehouses" revisions made by the Calendar coordinators, displaying ongoing editorial changes, new Senate and faculty-approved material, and corrections. Changes made by the Calendar coordinators, with the exception of changes to courses, will appear immediately in the Draft Calendar. The changes will not appear in the online Calendar until the following release.

Calendar releases typically occur in February and June of each year.

5. How Is Graduate Curriculum ChangeHandled?

See "Who Approves...?"

6. Other Info (Software Used, Etc.)

Curriculum development (course idea-to-approval work flow) and curriculum management (Course adds and changes done after Senate approval, Pre-and co-requisite management, Program adds and changes) done through Kuali Student system.

PPT on the system presented at ARUCC 2010 (Curric approval process starts on slide 22):
Kuali system presentation

7. Location/Origin Of Policies, Forms, Procedural Info

Unclear. Web locations include "Senate and Curriculum Services", "Enrolment Services", "Faculty and Staff - Student Services" (All have many links to curric guidelines)

8. Staff Positions Allocated To Curric And/Or Calendar Changes, if known

9. Relevant Web Site(S)

Curriculum Guidelines.
School: UBC Okanagan

1. Types Of Curric Changes

Cat 1 and Cat 2 as per UBC.

They have a more formal consultation process than Uvic's: library, other depts and faculties, and grad
studies all have separate forms, and there is a summary consultation sheet. Chair of Faculty CC must
sign off on forms before pkg can go to Senate.

2. Who Approves Curriculum Changes?

Senate Committee on Curriculum → Senate. Seems to be the same process re Cat 1 and Cat 2 as UBC,
except I can't see that they use area sub-committees.

3. Frequency Of Senate-Level Curric. Cttee Meetings

Curriculum Cttee meets monthly except June, July, August and sends recommendations to Senate,
which meets and considers curriculum in each month except for June, July, August.

4. Calendar info

The online Academic Calendar [http://www.calendar.ubc.ca/okanagan] is updated and released in
October, January, and May and is considered the official Academic Calendar at all times.

5. How Is Graduate Curriculum Change Handled?

Proposing faculty submits proposal for consultation to the College of Graduate Studies before
submitting to Senate Curric. Cttee (just as is done for other faculty, budget, and library consultations).

The Graduate Studies Council does not need to approve the proposal necessarily, but a signed form is
required to demonstrate graduate consultation. (form is on web site)

6. Other Info (Software Used, Etc.)

7. Location/Origin Of Policies, Forms, Procedural Info

Senate web site

8. Staff Positions Allocated To Curric And/Or Calendar Changes (Not Exhaustive!)
They have someone with the position: Associate Academic Governance Officer, Okanagan Senate Secretariat, Senate and Curriculum Services

9. Relevant Web Site(S)

Senate Curriculum Guidelines document.

Curriculum process web pages (excerpts from the Senate policy, plus links to deadlines and the forms)

Forms.
School: Simon Fraser University

1. Types Of Curric Changes

Major/minor. SCUS and SGSC seem to have approval authority ("send to Senate for information") for program changes and new courses as well as changes to existing courses. Their course change form is used for changes to Course number, Credit, Title, Description, Prerequisite, Course deletion, or Learning Outcomes.

2. Who Approves Curriculum Changes?

Senate Committee on Undergraduate Studies and Senate Graduate Studies Committee (both recommend major changes, approve minor) → Senate

SFU Senate ctees related to curriculum:

- SCUS: Senate Committee on Undergraduate Studies
- SGSC: Senate Graduate Studies Committee
- ACNGP: Assessment Committee for New Graduate Programs
- CC: Calendar Committee

3. Frequency Of Senate-Level Curric. Cttee Meetings

Senate meets monthly except for August (i.e., meets in June and July).

SCUS and SGSC meet monthly.

4. Calendar info

Official calendar is web-cased.

- Fall term calendar published June 15 (includes January to April Senate decisions that take effect September 1)
- Spring term calendar published October 15 (includes May to August Senate decisions that take effect January 1)
- Summer term calendar published February 15 (includes September to December Senate decisions that take effect May 1)

5. How Is Graduate Curriculum Change Handled?

Senate Graduate Studies committee (SGSC) reviews, recommends, approves and submits to SCUP and Senate curriculum changes related to the addition, deletion and modification of programs and courses, as well as revisions to relevant regulations.
Lots of info on the grad curriculum change process (flow, approve/recommend/forward, effective dates, consultations) here.

6. Other Info (Software Used, Etc.)

Their Degree Progress Report system (DPR), Curriculum Management System, and online Calendar are all electronic and all communicate with each other.

7. Location/Origin Of Policies, Forms, Procedural Info

Senate web site

8. Staff Positions Allocated To Curric And/Or Calendar Changes, if known

The staff managing the process are in a department called Senate and Academic Services, which looks to be w/i the Registrar’s Office.

Clerk position that:

- coordinates the flow of curriculum-related information from Senate to their three on-line systems (degree reporting, curric mgmt, calendar);
- provides technical information, user instruction, and support to departments;
- inputs data to databases;
- works with departments on non-curricular Calendar entries;
- inserts or modifies non-academic related text in the SFU Calendar;
- researches Senate documents to ensure accuracy and compliance with Senate policy and SFU Calendar publication conventions;
- provides guidance to departments, etc concerning Calendar’s production timeline, publishing standards, and conventions (e.g., text, spelling, terminology, formatting), content, and Senate and Senate Committee procedures;
- writes technical and administrative documentation to guide other users.

9. Relevant Web Site(S)

grad curriculum change procedure
info on Senate Undergrad curriculum ctte
School: Concordia

1. Types Of Curric Changes

Major/minor distinction

Minor changes:
- Include these changes to existing courses: Numbers, Titles, Prerequisites, Credit values (only where no net change is involved; e.g., splitting a 6-credit course into 3-credit courses), Descriptions, Notes.
- Also includes changes to requirements for existing Minor programs and minor changes to degree program requirements (Addition, deletion, substitution of a course in a series of course options; e.g., “6 credits chosen from...”)
- These changes become official when approved by Faculty Councils and the Council of the School of Graduate Studies and when deposited with Academic Programs Committee (APC) and the Registrar.

2. Who Approves Curriculum Changes?

Academic Programs Committee → Senate Steering Committee → Senate

The Vice-Provost, Teaching and Learning oversees the submission and approval of curriculum proposals for the University through the Academic Programs Committee (APC).

Major Curriculum Changes - Upon approval by Faculty Councils (and for graduate curriculum, Council of the School of Graduate Studies), major modifications must be submitted to Senate through the Academic Programs Committee. Upon completion of its consideration of the proposed modifications, the APC reports its recommendations to the Senate.

Minor Curriculum Changes - These changes become official when approved by Faculty Councils and the Council of the School of Graduate Studies and when deposited with Academic Programs Committee (APC) and the Registrar.

3. Frequency Of Senate-Level Curric. Cttee Meetings

APC meets: Sept, twice in Oct (3 weeks apart), Nov, , Dec, Jan, Feb, Mar, Apr, May.

4. Calendar info

Concordia uses a system called Provotrack: a web-based curriculum submission tool that departments and Faculties/Schools use to submit their curriculum proposals through the approval process.
Provotrack allows users to revise their dossiers as they are presented throughout the process, and proposals are retained in a database management system.

The Calendar is available solely online and constitutes the official Undergraduate Calendar of the University. The most recent version of the Calendar is the only version currently in effect.

The online version of the 2012-2013 Undergraduate Calendar is up to date as of March 2012 (revision schedule unknown.)

5. How Is Graduate Curriculum Change Handled?

Grad curriculum changes go through the line faculty for approval and then to the Council of the School of Graduate Studies.

6. Other Info (Software Used, Etc.)

Provotrack

7. Location/Origin Of Policies, Forms, Procedural Info

Board And Senate Administration is through the Office of the Vice-President, Institutional Relations and Secretary General.

Provost's office has information and forms.

8. Staff Positions Allocated To Curric And/Or Calendar Changes, if known

n/a

9. Relevant Web Site(S)

Curriculum process guidelines

Grad curric approval flow chart

Undergrad curric approval flow chart

JMSB at Concordia has some links re curriculum process here.
School: University of Calgary

1. Types Of Curric Changes

2. Who Approves Curriculum Changes?

The Calendar and Curriculum Subcommittee (CCS), created by the General Faculties Council of the University of Calgary ("GFC"), is responsible to the GFC's Academic Planning and Priorities Committee ("APPC"). It serves to:

a) approve all proposed changes to courses (hours, title, content etc).

b) approve all minor program changes, such as addition and deletions of courses, degree options etc.. There is also an Academic Program Subcommittee whose mandate is to evaluate and recommend to APPC proposals for the creation, alteration or deletion of programs.

This is a new structure, as of July 2012, resulting from task force recommendations.

3. Frequency Of Senate-Level Curric. Ctte Meetings

CALENDAR AND CURRIC. SUBCOMMITTEE meets monthly, October to June (i.e., not July, August, or Sept.)

4. Calendar info

5. How Is Graduate Curriculum Change Handled?

6. Other Info (Software Used, Etc.)

7. Location/Origin Of Policies, Forms, Procedural Info

Office of the Secretariat

8. Staff Positions Allocated To Curric And/Or Calendar Changes , if known

9. Relevant Web Site(S)

General Faculties Council (GFC) Committee structure

Program Approval process
School: University of Alberta

1. Types Of Curric Changes

Minor/major distinction.

At the graduate level:
- Minor Changes are those which do not change the basic nature and/or intent of the program.
- Major Changes are those which change the basic nature and/or intent of the program, or which result in a change or addition to the degree designations of the Faculty of Graduate Studies and Research.

2. Who Approves Curriculum Changes?

CHALLENGE SYSTEM

- All proposals for major changes to existing undergraduate and graduate programs (e.g., new degree designation, new curriculum) are submitted to the Provost and Vice-President (Academic), who then put the proposal before the Academic Planning Committee (APC).
- APC has the final authority to approve such proposals unless, in the opinion of the Vice-President (Academic), the proposal should be forwarded to the General Faculties Council (GFC) with an attendant recommendation from APC.
- Minor program changes are circulated for challenge to interested parties as set out in Section 37 of the GFC Manual.
- In cases where it is not clear if a change is major or minor, the Vice-President (Academic) will decide.

Example of timing and process – Implementing a course or program change for effect in September 2012:

Submit the proposal to line Faculty → vet and consult other affected Faculties → amend and have the proposal approved at line Faculty Council → submit the proposal to UofA Governance for vetting and circulation → respond to challenges (if any) → achieve final approval through the GFC mandated process by October 20, 2011 for inclusion in the 2012-2013 calendar by the RO Calendar Editor

3. Frequency Of Senate-Level Curric. Cttee Meetings

- Secretary to GFC shall circulate once per month, during the first week of each month, all course changes received and they will be subject to challenge.
- Academic Planning committee (APC) meets 2-3 times per month from September to June. General Faculties Council (GFC) meets October, November, January, March. May, June.
4. Calendar info

UofA Recruitment Viewbook

- published in the summer preceding the academic year it pertains to (i.e., the 2012-2013 Viewbook is published in Summer 2011).
- contains all of the changes that have been approved through governance prior to publication.

Course listings on "Bear Tracks" and in the Calendar are essentially identical although Bear Tracks will include course changes and courses that have been approved for implementation after the Calendar has been printed (i.e., Bear Tracks is more “up to date”).

The first draft of the Calendar contains all of the information that the RO Calendar Editor has received from UofA Governance through the appropriate GFC/Board committees (i.e., ASC/APC/GFC) and AET up until the beginning of October of the previous year.

- So, to implement a course or program change for effect in September 2012, final approval from GFC must be done by October 2011 for inclusion in the 2012-2013 Calendar by the RO Calendar Editor.

5. How Is Graduate Curriculum Change Handled?

- All proposed grad changes submitted to the Dean of the Faculty of Graduate Studies and Research (FGSR);
- Dean assesses the proposed changes:
  - Editorial or administrative -> submitted directly to the GFC Secretary to be circulated to interested staff for information;
  - Major changes, or minor changes which have potential impact on other units -> submitted to the Council of FGSR for ratification
  - Minor Changes approved by the Council of FGSR -> submitted to the Secretary of GFC for information and circulation.
  - Major Changes approved by the Council of FGSR -> forwarded to the Provost and Vice-President Academic -> approved or routed through the University's committee system by the Provost and Vice-President (Academic).

6. Other Info (Software Used, Etc.)

7. Location/Origin Of Policies, Forms, Procedural Info

Registrar’s Office - info related to calendar creation and change Governance website - info related to GFC (its Terms of reference, policies, c'ttees) and challenge process
8. Staff Positions Allocated To Curric And/Or Calendar Changes, if known

- Policy Development and Issues Advisor: Assists in governance/policy/process related questions throughout Calendar production
- RO Calendar Editor: Responsible for the production of the Calendar in print and electronic formats
- At level of GFC: Appeals Coordinator (re challenges)

9. Relevant Web Site(S)

- Super complicated Calendar Guide - an internal guide to changes, edits and updates to the calendar (includes rules and regs for diff. types of changes)
- calendar drafts - drafts are posted on the Faculty & Staff page; notices are sent out when drafts are posted
- Governance Committee Terms of Reference, meeting schedules & materials
- Challenge posting site
- UofA Governance Toolkit

GFC Policy 37 – policies on

- Courses and Programs
- General Regulations and Course and Program Changes), which covers Approval of New Courses
- Challenging Procedures
- Changes to Existing Programs
- Discontinuance of Service Courses
- Course Numbering and Naming
- General Policies re Service Courses
- Repeating of and Withdrawal from Courses
- Prerequisite and and Corequisite Course Requirements, and
- Course Weighting
School: University of Manitoba

1. Types Of Curric Changes

Differentiation between changes involving < or > 9 credit hours.

Separate forms for new courses, modifications to courses, and deletion of courses.

2. Who Approves Curriculum Changes?

Senate Committee on Curriculum and Course Changes (SCCCC) recommends to Senate for their approval.

3. Frequency Of Senate-Level Curric. Cttee Meetings

- Two cycles per year:
  - Fall submission deadline Sept. 14 (August if changes involving >9 credit hours or if resource implications) for Senate meeting December.
  - Spring submission deadline Feb. 15 for Senate meeting May.
- Senate meets monthly except July and August.

4. Calendar info

On-line calendar is official version.

5. How Is Graduate Curriculum Change Handled?

- The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes.

- FGS vets course change proposals through the Programs and Planning, Executive and Faculty Council of Graduate Studies committees.

- Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.

- Same distinction re +/- 9 credit hours.

- Submission to the Faculty of Graduate Studies must include signatures of Approval by Department Head and Graduate Chair, Department or Faculty Graduate Committee.

6. Other Info (Software Used, Etc.)
Consultation: A statement from the subject librarian must accompany all proposals for new courses and significant course revisions. Where there is possible curricular overlap or infringement or conflict of jurisdiction, the proposing unit must obtain written agreement to the change from all parties concerned.

7. Location/Origin Of Policies, Forms, Procedural Info

University Governance web site: Info on Senate and cttees, etc., policies including policy on submission of course, curriculum and program changes.

8. Staff Positions Allocated To Curric And/Or Calendar Changes (Not Exhaustive!)

9. Relevant Web Site(S)

Schedule for curric change submissions

GUIDELINES FOR COMPLETION OF PROPOSAL FOR UNDERGRADUATE OR CERTIFICATE COURSE CHANGE FORM
School: Dalhousie University

1. Types Of Curric Changes

2. Who Approves Curriculum Changes?

Dept Curric Cttee → Faculty Curric Cttee → approved (?)

Program modifications, deletions, and approvals are approved by Senate Academic Programs and Research Committee.

3. Frequency Of Senate-Level Curric. Cttee Meetings

4. Calendar info

"Ideally, proposals should be submitted by August or September in order to be approved by both committees (Dept'l and Faculty) and submitted for entry into the University Undergraduate Calendar for the following year."

Elsewhere: "The forms must be submitted at least FIVE MONTHS prior to the term in which the change comes into effect. For inclusion in the Calendar, the request should be sent to the Committee prior September 1 of the preceding year."

Print calendar is official version.

5. How Is Graduate Curriculum Change Handled?

Same as with other faculties (changes don't seem to go through line Faculty).

6. Other Info (Software Used, Etc.)

7. Location/Origin Of Policies, Forms, Procedural Info

Forms, info, instructions appear on faculty web sites. Approved calendar changes are forwarded to Registrar's Office.

8. Staff Positions Allocated To Curric And/Or Calendar Changes, if known

Information Coordinator, Registrar's Office

9. Relevant Web Site(s)
School: McGill University

1. Types Of Curric Changes

Complicated! See "Who approves..."

2. Who Approves Curriculum Changes?

Key to Committees (all are Senate level):
   APC: Academic Policy Committee
   SCTP: APC subcommittee on Courses and Teaching Programs
   CGPS: Council of Graduate and Postdoctoral Studies

New Programs:
Offering unit → Administering faculty → SCTP → (CGPS where applicable) → APC → Senate → Update to Calendars/SIS

Minors and options added to existing programs and Major revisions to programs:
Offering unit → Administering faculty → SCTP → CGPS (where applicable) → APC → Senate (for information) → Update to Calendars/SIS

Moderate and minor revisions to programs and program retirements:
Offering unit → Administering faculty → SCTP Chair/SCTP/CGPS (for approval or information) → APC (for information) → Senate (for information) → Update to Calendars/SIS

New courses:
Offering unit → Administering faculty → SCTP (for approval or for information) → CGPS/APC (for information) → Senate (for information) → Update to Calendars/SIS

Revised courses:
Offering unit → Administering faculty → SCTP (for approval or information) → CGPS/APC (for information) → Senate (for information) → Update to Calendars/SIS

Discontinued/retired courses:
Final approval rests with the Administering Faculty → Update to Calendars/SIS. Summary reports provided to SCTP, CGPS and APC, and an annual report to Senate.

Minor course revisions approved by faculty committees are sent directly to Enrolment Services.

3. Frequency Of Senate-Level Curric. Cttee Meetings

SCPT meets monthly Sept-May, with two meetings/month in Jan, Feb and April.
4. Calendar info

November 1st submission to SCTP for a course to be listed in the Calendar for the following academic year.

March 1st submission to SCTP for a course to be approved in time for September registrations.

5. How Is Graduate Curriculum Change Handled?

Faculty of Grad Studies normally has one Associate Dean of Research and Graduate Education per faculty. This may be how grad curric changes are discussed/approved at line faculty level, but unsure. Regardless, it is after grad curric changes are approved by APC subcommittee on Courses and Teaching Programs (SCTP) that they go to Council of Graduate and Postdoctoral Studies (CGPS), for info only.

6. Other Info (Software Used, Etc.)

Minerva

7. Location/Origin Of Policies, Forms, Procedural Info

Senate web site has info on cttees and mandates.

Minerva system contains all forms and presumably instructions on using them.

Faculty web sites tend to have instructions on how to complete the process, e.g., http://www.mcgill.ca/medresearch/bcc/how

8. Staff Positions Allocated To Curric And/Or Calendar Changes, if known

9. Relevant Web Site(S)

Pursuant to s. 40 of the University Act, I am pleased to submit the attached Law Faculty Council Rules to the Senate of the University of Victoria for its approval.

The rules relating to voting members of Faculty Council (faculty members) are intended to replace previous Senate motions passed on November 2, 1977 and November 6, 1991. The rules relating to student voting members of Faculty Council are pursuant to the Senate motion of November 2, 1977 entitling the Faculty of Law to determine student voting members of Faculty Council. Both motions are attached.

The other rules are new and do not replace previously approved Senate motions.

The Law Faculty Council Rules were approved by Law Faculty Council on November 28, 2012. Associate Dean Elizabeth Adjin-Tettey chaired a committee that prepared a report and recommendations to Faculty Council.

I trust that the request for approval will be considered at the Senate meeting of February 1, 2013.

Donna Greschner
2 Nov. 1977 That, in accordance with Senate’s motion of 5 February 1975, in regard to membership in a Faculty, voting membership in the Faculty of Law be granted effective the date of appointment to persons holding regular full-time appointments in the Faculty.

That, in accordance with Senate’s motion of February 5, 1975, in regard to student representation in the meetings and proceedings of a faculty, a number of students registered in the Faculty of Law be entitled to participate and vote in meetings of the Faculty of Law as determined by the Faculty of Law from time to time, and that the procedures for appointing such student representation be left to the Faculty of Law to determine.

6 Nov. 1991 That, in accordance with the Senate motion of 5 February 1975 in regard to membership in a faculty, membership in the Faculty of Law be granted to persons who are designated (on their appointment notices) as regular full-time or part-time faculty in the Faculty of Law.
1.0 Membership in Faculty Council

1.1 The voting members of Faculty Council are as follows:
   a) Regular faculty members in the Faculty of Law, as defined in the Framework Agreement, including faculty members on Study Leave, but excluding faculty members on sick leave or long-term disability.
   b) Six students currently enrolled in the J.D. program. One student from each of the three years of the J.D. program will be elected by the students registered in that year; three students will be members of the LSS Executive for the year and will be nominated by the LSS Executive to serve for that year.
   c) One student currently enrolled in either the LL.M. or Ph.D. program of the Faculty of Law. The graduate student representative will be elected by students in the graduate program.
   d) One staff member, elected by and from the non-academic staff who hold continuing appointments.

1.2 Votes at Faculty Council meetings must be cast in person. For greater certainty, no person not physically present at the meeting may vote by proxy, email, through links by computer or telephone or cast a vote by any other means.

1.3 The following persons hold the right to attend and speak at meetings, but do not have the right to vote:
   a) Emeritus Professors;
   b) Visiting and adjunct Professors;
   c) Sessional instructors currently teaching at least one course at the Faculty of Law;
   d) A representative of the Law Society of British Columbia, selected by the Benchers of the Law Society;
   e) Other persons who provide unique perspectives on an issue under discussion as determined by majority vote of eligible voting members who are present and voting.

1.4 The following persons have the right to be present at any open session of Faculty Council:
   a) Any student registered in the J.D. or graduate programs offered by the Faculty of Law;
   b) Any member of the non-academic staff;
   c) Any alumnus of the Faculty of Law at UVic.

2.0 Agenda and Motions at Faculty Council

2.1 Save for special meetings of Faculty Council including marks meeting, the following rules govern the setting and adoption of agenda for Faculty Council meetings:
   a) The Dean, in consultation with the Associate Deans, shall set the agenda for Faculty Council meetings in accordance with the procedures of this section. The Dean may also consult with relevant Committee Chairs and student representatives.
   b) A call for agenda items shall be sent to voting members of Faculty Council two weeks prior to the scheduled meeting date.
   c) Proposed agenda items should be classified as either:
      i) Items for information only;
ii) Items for discussion of Faculty Council; or
iii) Proposed motions.

d) Proposed agenda items and supporting documents must be submitted to the Dean’s office by the return date and time stated in the call for agenda items. Only items submitted by the due date will be considered for inclusion in the agenda.
e) Proposed motions should normally have been discussed in the appropriate committee before being submitted to Faculty Council and, when submitted for inclusion in the agenda, must be accompanied by supporting documents setting out the rationale for the motion.
f) The Dean, in consultation with the Associate Deans, shall approve all agenda items for Faculty Council and shall normally circulate the final agenda at least five calendar days prior to the scheduled meeting date.

2.2 The following rules govern the adoption of and amendments to the agenda at Faculty Council meetings:
a) Unless a voting member of Faculty Council objects at the meeting, the agenda shall be deemed adopted as circulated;
b) In the event of objection, the agenda may be amended at the meeting by way of a motion which may be moved from the floor by any member eligible to vote at the meeting;
c) A proposed motion to amend the agenda must be approved by a simple majority of the members eligible to vote who are present and voting.

2.3 Motions to be considered at a Faculty Council meeting must be included in the agenda to be circulated prior to the meeting, subject to the following exceptions:
a) A motion to amend the agenda may be proposed from the floor, as provided for in section 2.2 (b);
b) Motions arising directly from any amendment to the agenda may be moved from the floor;
c) Motions to amend a motion included in the agenda or a motion under 2.3 (b) or motions directly related to those motions may be moved from the floor;
d) Prior to any other motion from the floor being considered by the meeting, a 2/3 majority of members eligible to vote who are present and voting must pass a preliminary motion that the matter is urgent and that there was no opportunity for the motion to have been included in the agenda circulated prior to the meeting.

3.0 Proceedings at Faculty Council Meetings

3.1 The Dean will normally Chair the meeting and, if the Dean is unavailable, may delegate an Associate Dean to act as Chair.
3.2 Unless otherwise provided in these rules, a motion must be moved and seconded and, to pass, must be approved by a simple majority of those members eligible to vote who are present and who vote on the motion. However, motions to approve the agenda and the minutes of any previous meeting will be deemed to have been adopted and approved unless a voting member of Faculty Council objects.
3.3 Amendments to motions must be moved and seconded and must be debated and voted upon prior to consideration of the main motion.
3.4 A motion to adjourn does not need to be seconded.
3.5 The Chair of the meeting is counted in the quorum and may vote on any motion, but does not have a casting vote in case of a tie.
3.6 The quorum for Faculty Council meetings is 17 members who are eligible to vote at the meeting. The quorum for closed session of Faculty Council meetings is 9.
3.7 If no quorum is present within fifteen minutes of the scheduled starting time of the Faculty Council meeting, then
a) The Chair shall adjourn the meeting;
b) The Chair shall reschedule the meeting for which no quorum was present for a time not longer than one week from the date of the adjourned meeting;
c) The agenda for the rescheduled meeting need not be re-circulated; and
d) If, within fifteen minutes of the scheduled starting time of any Faculty Council meeting rescheduled under this section for want of a quorum, a quorum is still not present, the Chair may proceed with the meeting and transact all business that is on the agenda.

4.0 Meetings of Faculty Council

4.1 Faculty Council meetings will be designated either “open” or “closed” by the Dean.
   a) Subject to s. 4.1 b), only faculty members may attend closed sessions of Faculty Council;
   b) A designated staff member may attend a closed session to record the proceedings.

4.2 The following items will only be included in the agenda of a closed session of Faculty Council:
   a) Individual student matters such as standing, promotion, probation, etc.;
   b) Discussion of grades and approval of grades, except as to matters of general policy;
   c) Scholarships and awards, except as to matters of general policy;
   d) Examination-related issues, except as to matters of general policy;
   e) Election of faculty members to Faculty and University committees;
   f) Matters concerning the employment, rights or duties of faculty members or matters that would affect the privacy of individual faculty members.

4.3 Other business will generally be conducted at open sessions of Faculty Council. However, matters other than those listed in section 4.2 may be placed upon the agenda of a closed session of Faculty Council by simple majority of those present and voting at an open session of Faculty Council.

4.4 Each year, at an open meeting of Faculty Council scheduled prior to the end of classes in April, Committees operating in the Faculty will provide an annual report to Faculty Council. The report will review the work of the Committee over the past year, and, if possible, include issues to be addressed in the next academic year.

4.5 At an open session of Faculty Council in September of each year, Faculty Council will by resolution adopt a list of all standing committees in the Faculty.

5.0 Amending the Governance Rules

These rules may be amended, subject to the approval of Senate, by vote of a simple majority of members eligible to vote who are present and voting.

6.0 Transitional Provision

That the members of Faculty Council agree to conduct the business of Faculty Council for any interim period between November, 2012 and formal Senate approval of these Governance Rules in accordance with these rules.
Date: January 16, 2013

To: Members of Senate

From: Julia Eastman, University Secretary

Re: Ten-Year Sessional Calendar

Under its authority for the academic governance of the university, Senate approves the Ten-Year Sessional Calendar at its February meeting, each year adding one more year to the calendar. This is a request for approval of the attached updated Ten-Year Sessional Calendar.

Recommended motion:

That Senate approve the 2012-2022 Ten-Year Sessional Calendar.

Best regards,

Julia Eastman
University Secretary

JE/klm

Attachment
**UNIVERSITY OF VICTORIA SESSIONAL CALENDARS**

### SUMMER SESSION

<table>
<thead>
<tr>
<th>Year</th>
<th>May/Aug (&quot;K&quot;) courses begin</th>
<th>May and May/June (&quot;A&quot;&amp;&quot;M&quot;) courses begin - May</th>
<th>Victoria Day-May</th>
<th>May (&quot;A&quot;) courses end</th>
<th>June (&quot;J&quot;) courses begin-June</th>
<th>Spring Convocation-June</th>
<th>May/June and June (&quot;M&quot;&amp;&quot;J&quot;) courses end-June</th>
<th>Canada Day-July 1</th>
<th>July and July/August (&quot;P&quot;&amp;&quot;R&quot;) courses begin</th>
<th>July and July/August (&quot;P&quot;&amp;&quot;R&quot;) courses end</th>
<th>August (&quot;Q&quot;) courses begin-July</th>
<th>Last day of classes - May/August (&quot;K&quot;) courses</th>
<th>B.C. Day - August</th>
<th>Examinations begin - May/August courses-August</th>
<th>Examinations end - May/August courses-August</th>
<th>July/August and August (&quot;R&quot;&amp;&quot;Q&quot;) courses end-August</th>
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<td>Jun 6</td>
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<td>10,11,12,13,14</td>
<td>29</td>
<td>Sun</td>
<td>7</td>
<td>4</td>
<td>1</td>
<td>29</td>
<td>10</td>
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<tr>
<td>2019</td>
<td>May 6</td>
<td>13</td>
<td>20</td>
<td>June 4</td>
<td>June 6</td>
<td>9,10,11,12,13</td>
<td>28</td>
<td>Mon</td>
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<td>2020</td>
<td>May 4</td>
<td>11</td>
<td>18</td>
<td>June 3</td>
<td>June 3</td>
<td>13,14,15,16,17</td>
<td>27</td>
<td>Tue</td>
<td>9</td>
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<tr>
<td>2021</td>
<td>May 3</td>
<td>10</td>
<td>24</td>
<td>June 2</td>
<td>June 4</td>
<td>12,13,14,15,16</td>
<td>26</td>
<td>Wed</td>
<td>10</td>
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<td>28</td>
<td>13</td>
<td>5</td>
<td>6</td>
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</table>

### WINTER SESSION

<table>
<thead>
<tr>
<th>Year</th>
<th>Labour Day-September</th>
<th>Classes start</th>
<th>Thanksgiving-October</th>
<th>November 11</th>
<th>Reading Break-November</th>
<th>Fall Convocation-November</th>
<th>Classes end-December</th>
<th>Examinations-December</th>
<th>Classes start-January</th>
<th>Family Day - February</th>
<th>Reading Break-February</th>
<th>Easter weekend</th>
<th>Classes end-April</th>
<th>Examinations-April</th>
<th>Summer class days</th>
<th>Days lost</th>
<th>Fall class days</th>
<th>Days lost</th>
<th>Winter class days</th>
<th>Days lost</th>
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<tbody>
<tr>
<td>2012</td>
<td>3</td>
<td>6</td>
<td>8</td>
<td>Nov 11</td>
<td>12 - 14</td>
<td>13 &amp; 14</td>
<td>3</td>
<td>1</td>
<td>3</td>
<td>6</td>
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<tr>
<td>2013</td>
<td>2</td>
<td>4</td>
<td>14</td>
<td>Nov 11</td>
<td>11 - 13</td>
<td>10 &amp; 12</td>
<td>3</td>
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<tr>
<td>2014</td>
<td>1</td>
<td>3</td>
<td>13</td>
<td>Nov 11</td>
<td>10 - 12</td>
<td>9 &amp; 10</td>
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<td>2015</td>
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<td>9</td>
<td>12</td>
<td>Nov 11</td>
<td>9 - 13</td>
<td>8 &amp; 12</td>
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<tr>
<td>2016</td>
<td>4</td>
<td>8</td>
<td>13</td>
<td>Nov 11</td>
<td>8 - 13</td>
<td>13 - 17</td>
<td>3</td>
<td>1</td>
<td>4</td>
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<tr>
<td>2017</td>
<td>2</td>
<td>7</td>
<td>12</td>
<td>Nov 11</td>
<td>7 - 13</td>
<td>12 - 16</td>
<td>3</td>
<td>1</td>
<td>4</td>
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<tr>
<td>2018</td>
<td>6</td>
<td>6</td>
<td>11</td>
<td>Nov 11</td>
<td>6 - 13</td>
<td>11-15</td>
<td>3</td>
<td>1</td>
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<tr>
<td>2019</td>
<td>5</td>
<td>2</td>
<td>9</td>
<td>Nov 11</td>
<td>5 - 13</td>
<td>10-14</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>6</td>
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<td>26</td>
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<td>59</td>
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</tr>
<tr>
<td>2020</td>
<td>4</td>
<td>1</td>
<td>8</td>
<td>Nov 11</td>
<td>4 - 13</td>
<td>9-12</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>6</td>
<td>4-13</td>
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<tr>
<td>2021</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>Nov 11</td>
<td>3 - 13</td>
<td>8-12</td>
<td>3</td>
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<td>6</td>
<td>3-13</td>
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<td>59</td>
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</tr>
</tbody>
</table>
Attached is the ten-year calendar for the period 2012-2022. The annual calendars are subject to approval by Senate each year.

The dates for the Faculty of Law may differ because they are approved each year.

Secretary of Senate
Administrative Services Building

Adopted by Senate 2 December 1987
Date: January 16, 2013

To: Members of Senate

From: Julia Eastman, University Secretary

Re: 2013/2014 Academic Year Important Dates

Attached for Senate’s approval is the 2013/2014 Academic Year Important Dates Calendar. This calendar will be submitted for inclusion into the 2013/2014 academic calendar.

Recommended motion:

_That Senate approve the 2013/2014 Academic Year Important Dates for submission to the 2013/2014 academic calendar._

Best regards,

Julia Eastman
University Secretary

JE/klm

Attachment
## 2013/2014 ACADEMIC YEAR

### IMPORTANT DATES

<table>
<thead>
<tr>
<th>2013/2014 OFFICIAL ACADEMIC YEAR BEGINS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER SESSION 2013</strong></td>
</tr>
<tr>
<td>See Summer Session Calendar for complete dates</td>
</tr>
</tbody>
</table>

### May 2013
- **1 Wednesday** May-August courses begin for all faculties
- **1 Wednesday** May and May-June courses begin
- **3 Friday** Senate meets
- **8 Wednesday** Last day for course changes (Faculty of Law only)***
- **20 Monday** Victoria Day*
- **23 Thursday** Senate Committee on Academic Standards meets to approve convocation lists
- **24 Friday** May courses end

### June 2013
- **3 Monday – 11 Tuesday** Congress of the Humanities and Social Sciences Classes will not be scheduled during Congress
- **10 Monday – 14 Friday** Spring Convocation
- **12 Wednesday** June courses begin
- **27 Thursday** May-June courses end

### July 2013
- **1 Monday** Canada Day*
- **1 Monday & 2 Tuesday** Reading Break May–August sections only
- **5 Friday** June courses end
- **8 Monday** July and July-August courses begin
- **29 Monday – 31 Wednesday** Supplemental and deferred examinations for Winter Session 2012-2013 (except for Engineering courses)
- **30 Tuesday** July courses end
- **31 Wednesday** August courses begin

### August 2013
- **2 Friday** Classes end for Faculty of Law
- **5 Monday** British Columbia Day *
- **6 Tuesday** Examinations begin for Faculty of Law***

### WINTER SESSION – FIRST TERM

#### September 2013
- **2 Monday** Labour Day*
- **3 Tuesday** First-year registration and opening assembly for Faculty of Law
- **4 Wednesday** First term classes begin for all faculties
- **12 Thursday** Last day for course changes in Faculty of Law
- **17 Tuesday** Last day for 100% reduction of tuition fees for
standard first-term and full-year courses. For non-standard courses see www.registrar.uvic.ca

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Friday</td>
<td>Last day for adding courses that begin in the first-term</td>
</tr>
<tr>
<td>30 Monday</td>
<td>Last day for paying first-term fees without penalty</td>
</tr>
</tbody>
</table>

**October 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td>8 Tuesday</td>
<td>Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see <a href="http://www.registrar.uvic.ca">www.registrar.uvic.ca</a></td>
</tr>
<tr>
<td>14 Monday</td>
<td>Thanksgiving Day*</td>
</tr>
<tr>
<td>23 Wednesday</td>
<td>Senate Committee on Academic Standards meets to approve convocation lists</td>
</tr>
<tr>
<td>31 Thursday</td>
<td>Last day for withdrawing from first-term courses without penalty of failure</td>
</tr>
</tbody>
</table>

**November 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td>11 Monday</td>
<td>Remembrance Day*</td>
</tr>
<tr>
<td>11 Monday  – 13 Wednesday</td>
<td>Reading Break (except Faculty of Law)</td>
</tr>
<tr>
<td>12 Tuesday &amp; 13 Wednesday</td>
<td>Fall Convocation</td>
</tr>
</tbody>
</table>

**December 2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Saturday</td>
<td>Deadline to apply to graduate for Spring convocation</td>
</tr>
<tr>
<td>3 Tuesday</td>
<td>Last day of classes for Faculty of Law</td>
</tr>
<tr>
<td>4 Wednesday</td>
<td>Last day of classes in first-term except Faculty of Law and Faculty of Human and Social Development**</td>
</tr>
<tr>
<td>6 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td>6 Friday</td>
<td>First-term examinations begin for Faculty of Law</td>
</tr>
<tr>
<td>7 Saturday</td>
<td>First-term examinations begin, except Faculty of Law and Faculty of Human and Social Development**</td>
</tr>
<tr>
<td>20 Friday</td>
<td>First-term examinations end for all faculties</td>
</tr>
<tr>
<td>25 Wednesday</td>
<td>Christmas Day*</td>
</tr>
<tr>
<td>26 Thursday</td>
<td>Boxing Day*</td>
</tr>
<tr>
<td>25 December – 1 January</td>
<td>University closed</td>
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**WINTER SESSION – SECOND TERM**

**January 2014**

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>1 Wednesday</td>
<td>New Year’s Day*</td>
</tr>
<tr>
<td>6 Monday</td>
<td>Second-term classes begin for all faculties</td>
</tr>
<tr>
<td>10 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td>16 Thursday</td>
<td>Last day for course changes for Faculty of Law</td>
</tr>
<tr>
<td>21 Tuesday</td>
<td>Last day for 100% reduction of second-term fees for standard courses. For non-standard courses see <a href="http://www.registrar.uvic.ca">www.registrar.uvic.ca</a></td>
</tr>
<tr>
<td>24 Friday</td>
<td>Last day for adding courses that begin in the second-term</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>February 2014</strong></td>
<td></td>
</tr>
<tr>
<td>31 Friday</td>
<td>Last day for paying second-term fees without penalty</td>
</tr>
<tr>
<td>7 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td>10 Monday</td>
<td>Family Day*</td>
</tr>
<tr>
<td>11 Tuesday</td>
<td>Reading Break for all faculties</td>
</tr>
<tr>
<td>11 Tuesday – 14 Friday</td>
<td>Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see <a href="http://www.registrar.uvic.ca">www.registrar.uvic.ca</a></td>
</tr>
<tr>
<td>28 Friday</td>
<td>Last day for withdrawing from full-year and second-term courses without penalty of failure</td>
</tr>
<tr>
<td><strong>March 2014</strong></td>
<td></td>
</tr>
<tr>
<td>7 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td><strong>April 2014</strong></td>
<td></td>
</tr>
<tr>
<td>4 Friday</td>
<td>Last day of classes for all faculties, except Faculty of Human and Social Development**</td>
</tr>
<tr>
<td>7 Monday</td>
<td>Examinations begin for all faculties, except Faculty of Human and Social Development**</td>
</tr>
<tr>
<td>18 Friday</td>
<td>Good Friday*</td>
</tr>
<tr>
<td>21 Monday</td>
<td>Easter Monday*</td>
</tr>
<tr>
<td>22 Tuesday</td>
<td>Examinations end for Faculty of Law***</td>
</tr>
<tr>
<td>25 Friday</td>
<td>Examinations end for all faculties except Faculty of Law</td>
</tr>
<tr>
<td><strong>2014/2015 OFFICIAL ACADEMIC YEAR BEGINS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SUMMER SESSION 2014</strong></td>
<td>See Summer Studies Calendar for complete dates</td>
</tr>
<tr>
<td><strong>May 2014</strong></td>
<td></td>
</tr>
<tr>
<td>2 Friday</td>
<td>Senate meets</td>
</tr>
<tr>
<td>5 Monday</td>
<td>May-August courses begin for all faculties</td>
</tr>
<tr>
<td>12 Monday</td>
<td>May and May-June courses begin</td>
</tr>
<tr>
<td>12 Monday</td>
<td>Last day for course changes (Faculty of Law only)***</td>
</tr>
<tr>
<td>19 Monday</td>
<td>Victoria Day*</td>
</tr>
<tr>
<td>22 Thursday</td>
<td>Senate Committee on Academic Standards meets to approve convocation lists</td>
</tr>
<tr>
<td><strong>June 2014</strong></td>
<td></td>
</tr>
<tr>
<td>4 Wednesday</td>
<td>May courses end</td>
</tr>
<tr>
<td>5 Thursday</td>
<td>June courses begin</td>
</tr>
<tr>
<td>9 Monday – 13 Friday</td>
<td>Spring Convocation</td>
</tr>
<tr>
<td>27 Thursday</td>
<td>May-June and June courses end</td>
</tr>
<tr>
<td>30 June – 1 July</td>
<td>Reading Break May-August sections only</td>
</tr>
<tr>
<td><strong>July 2014</strong></td>
<td></td>
</tr>
<tr>
<td>1 Tuesday</td>
<td>Canada Day*</td>
</tr>
<tr>
<td>1 Tuesday</td>
<td>Deadline to apply to graduate for Fall convocation</td>
</tr>
</tbody>
</table>
3 Thursday | July and July-August courses begin
25 Friday | July courses end
28 Monday | August courses begin
29 Tuesday – 31 Thursday | Supplemental and deferred examinations for Winter Session 2012-2013 (except for Engineering courses)

**August 2014**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Friday</td>
<td>May-August classes end for all faculties</td>
</tr>
<tr>
<td>4 Monday</td>
<td>British Columbia Day*</td>
</tr>
<tr>
<td>5 Tuesday</td>
<td>May-August examinations begin for all faculties</td>
</tr>
<tr>
<td>18 Monday</td>
<td>May-August examinations end for all faculties</td>
</tr>
<tr>
<td>20 Wednesday</td>
<td>July-August and August courses end</td>
</tr>
</tbody>
</table>

* Classes are cancelled on all statutory holidays and during reading breaks. Administrative offices and academic departments are closed on statutory holidays. Holidays that fall on a weekend are observed on the next available weekday, normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.

** Faculty of Human and Social Development dates to be announced.

*** See also Faculty of Law for more details regarding Summer 2013 and Summer 2014 Important Dates for law courses.
Date: January 16, 2013

To: Members of Senate

From: Julia Eastman, University Secretary

Re: 2012/13 Emeritus and Emerita

Below is a listing of faculty, senior instructors and librarians who were granted emeritus and emerita status in 2012/13. This list is for Senate’s information and will be submitted for inclusion into the 2013/2014 academic calendar.

Lorna Crozier, BA (Sask), MA (Alta), LLD (Regina), D.Litt (Sask)
Valerie Gonzales, BSc (USC), MSc, PhD (UVic)
Robert (Roy) Graham, MA, MEd, PhD
Arnold Keller, BA (George Williams), MA (Claremont), PhD (Con)
Lawrence McCann, BA (Victoria), MA, PhD (Alberta)
P. Jane Milliken, BScN, MA, PhD (Alta)
Richard Ogmundson, BA (Victoria), MA, PhD (Michigan)
Nozomi Riddington, BA (Tokyo Women’s Christian), MA, MFA (UMass), MA (UBC)
Andrew Rippin, BA (UofT), MA, PhD (McGill)
George Spence, BSc (Calg), MSc, PhD (UBC)
Jane Turner, BA(Carleton), MA (Carleton), MAS (UBC)
Arthur Watton, BSc (Imp Coll, Lond), PhD (McMaster)

Recommended motion:

That Senate receive for information the 2012/13 Emeritus and Emerita list for submission to the 2013/2014 academic calendar.

Best regards,

Julia Eastman
University Secretary

JE/klm
Date: January 16, 2013

To: Members of Senate

From: Julia Eastman, University Secretary

Re: 2013/2014 Senate Meeting Dates and Other Important Dates

Attached for Senate’s approval is the schedule of Senate meetings for 2013/2014, together with due dates for submission of materials for the agenda.

The timely assembly of a docket containing the agenda, correspondence, proposals and reports requires that all items and materials to be considered at a regular meeting reach the Office of the University Secretary by noon two weeks before the meeting. Following the due date, the Senate Committee on Agenda and Governance prepares the agenda in accordance with its terms of reference and the Rules to Govern the Conduct of Senate Procedures. The open docket is posted on the Senate SharePoint site six days before the meeting. The closed docket is distributed in paper copy six days before the meeting.

Recommended Motion:

That Senate approve the 2013/2014 Senate Meeting Dates and Other Important Dates, as attached.

Best regards,

Julia Eastman
University Secretary

JE/klm

Attachment
### Schedule of 2013/14 Senate Meetings and Other Important Dates

<table>
<thead>
<tr>
<th>Agenda Materials due in USEC by 12:00 p.m.</th>
<th>Senate Committee on Agenda &amp; Governance Meeting 9:30 – 10:30, ASB, boardroom 110 (unless otherwise noted)</th>
<th>Mail Out (morning of)</th>
<th>Meetings will be held at 3:30 p.m. in the Senate and Board Chambers (Room A180, University Centre (unless otherwise noted))</th>
</tr>
</thead>
</table>
| -                                       | -                                                                                                | -                     | September 13  
Annual Senate Orientation and Welcome Reception |
| September 18                            | September 20                                                                                   | September 27           | October 4 |
| October 16                              | October 18                                                                                     | October 25             | November 1  
Location: BWC, room A104 |
| November 20                             | November 22                                                                                   | November 29            | December 6 |
| December 11                             | December 13                                                                                   | December 20            | January 10 |
| January 22                              | January 24                                                                                     | January 31             | February 7  
To be determined  
Joint Senate and Board Retreat  
(location and time TBA) |
| February 19                             | February 21                                                                                   | February 28            | March 7 |
| March 19                                | March 21                                                                                       | March 28               | April 4 |
| April 15                                | April 17                                                                                      | April 25               | May 2 |

### Schedule of 2013/14 Senate Committee on Academic Standards meetings to approve Convocation lists

<table>
<thead>
<tr>
<th>Agenda Materials due in USEC by 12:00 p.m.</th>
<th>Agenda &amp; Governance Meeting</th>
<th>Mail Out (by noon)</th>
<th>Meeting</th>
</tr>
</thead>
</table>
| October 18                               | No meeting scheduled        | October 21        | October 23  
10:30 a.m. – 12:30 p.m.  
Location: Senate and Board Chambers, Room A180, University Centre |
| May 16                                   | No meeting scheduled        | May 20            | May 22   
10:30 a.m. – 12:30 p.m.  
Location: DSB, room C112 |

PLEASE RETAIN THIS SCHEDULE FOR FUTURE REFERENCE
Date: January 15, 2012
To: Secretary of the Senate
From: Reeta C. Tremblay, Vice-President Academic and Provost
Re: Enrolment Projections for 2013/14

Highlights

This memorandum recommends the level of student enrolment for the coming year (2013/14). For the year 2012/13, the University of Victoria was funded by the Ministry of Advanced Education (A VED) to enrol 16,528 FTE students. The Ministry indicates that for 2013/14 there will be no funded increase in graduate and undergraduate FTEs. Thus, pending confirmation of the Ministry’s figures, the Ministry’s total enrolment target for UVic will remain at 16,528. Because international enrolments are not included in the Ministry target, UVic’s ultimate internal enrolment target will be 17,528: this represents an enrolment target of 1000 FTE international students and is 100 higher than for 2012/13 when the target was 900. UVic plans to increase international undergraduate students to 1,250 FTE by 2015/16 as follows:

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<td>Increase</td>
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<td>100</td>
<td>100</td>
<td>150</td>
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<tr>
<td>UG Int’l Target</td>
<td>900</td>
<td>1,000</td>
<td>1,100</td>
<td>1,250</td>
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There has been excellent progress made on attaining UVic’s internal enrolment target. In previous years, there was a lag in filling new seats, given the very rapid expansion of educational capacity in the province, and working targets were set. Over the past two years, we have made strong progress on enrolments and are projecting to have substantially met this internal target without sacrificing the quality of our entering students. Indeed, entering student GPA’s have increased.
Background

Under the University Act, the Board of Governors determines the level of student enrolments upon recommendation from Senate. This memorandum recommends a level of enrolment for the coming fiscal year, and this enrolment level will be subject to review throughout the year in light of changing information regarding application rates, summer session enrolments, funding levels, and other factors.

The university's operating grant from the province is based on a specified enrolment expectation. The enrolment projections and the funded levels set by government are defined in terms of annualized student FTEs (full time equivalent), which is calculated by dividing the total unit course registrations of students by the full-time unit course requirements of the program of their registration. FTEs are closely related to EETs (equivalent enrolments taught), which is calculated by dividing the total course registrations of students by 15. The enrolment level is an annual target that is met through counting FTE in the summer session, the winter session, and the TRU/Open Learning courses delivered by UVic.

Analysis

This section describes the components of our enrolment plan.

First, the University is expected to meet the enrolment targets set by the Ministry of Advanced Education, as they provide the base operating grant and programmatic funding to the institution. For the 2012/13 academic year the University of Victoria was funded for 14,488 FTE undergraduate students and 2,040 FTE graduate students, for a total of 16,528 FTE. For 2013/14 we have been advised by AVED to expect no increase in targets for undergraduate or graduate enrolments—the total provincially funded enrolments would thus remain at 16,528 FTE.

In addition to the minimum targets set out and funded by the Ministry of Advanced Education, the University enrolls other students. International students paying full fees are not included within the Ministry funded targets. UVic’s plan is to enrol 1000 FTE international undergraduate students.

Report on 2012/13 Targets (see Chart 1)

Enrolments at the university have grown substantially over the years that funding was received from the Ministry to create new programs. As was the case for the five prior years, enrolments in 2012/13 have substantially met Ministry targets, and in addition this year, enrolments are projected to substantially attain UVic’s internal targets as well.

The overall environment is one in which there has been a very substantial increase in post-secondary capacity across the province and there is also increased competition among post secondary institutions for students, as well as a declining youth population. More specific challenges continue to be a steep decline in BC college transfer applications resulting from the expansion of mandates and programs at colleges and the five new universities which were former university colleges. The University is taking steps to enhance the recruitment and retention of highly qualified students in all
disciplines in order to ensure that we strengthen our position as a university of choice for excellent students from our region and across the country.

Given that the university's undergraduate student growth over the past three years has occurred mostly in first year enrolments (as opposed to transfer students), this growth has now begun to compound as the larger first-year class fills in the upper years. The strategic focus, therefore, has shifted towards retention and success, as well as recruitment.

Enrolment Targets for 2013/14

The list below shows enrolment targets for both Ministry-funded enrolment accountabilities and UVic's internal enrolment target for 2013/14. It is proposed that we approve an internal enrolment target of 17,528, or 100 FTE higher than the target for 2012/13. The faculty plans have been developed to accommodate at least this level of enrolment. Admission standards will vary by program, depending upon levels of student interest and demand, but as in past years will be above the senate-approved standards (which are 67% for high school graduates and 60% for college transfers). The GPA cutoff was maintained in 2012 at 75%.

Summary of 2013/14 Enrolment Recommendations:

| 2013/14 Ministry funded undergraduate FTE | 14,488 |
| 2013/14 Ministry funded graduate FTE     | 2,040  |
| Total Ministry funded FTE for 2013/14   | 16,528 |
| Planned enrolments beyond funded level  | 1,000  |
| Total Ultimate Internal Target          | 17,528 |

I request that Senate approve the following motion:

*THAT the Senate approve, and recommend to the Board of Governors that it approve, a projected annualized internal enrolment target of 17,528 FTE for the 2013/14 academic year, subject to revision in the event of new information regarding mandated growth, funding levels, and application rates.*
Chart 1

University of Victoria Enrolments and Projections

FTE

UVIC Ultimate Target
ALMD Target
Total undergraduate and graduate FTE

00-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11 11-12 12-13 13-14

13,313 13,921 15,900 15,572 16,629 17,506 17,623 17,573 17,528