**University of Toronto Scarborough**

**Undergraduate Course Change Proposal**

*This template can be used to draft proposal changes for existing undergraduate courses. All course change proposals must be formally submitted through the Curriculum Manager (CM) system before they can be reviewed and sent forward to governance.*

**FOR DCC: Overview of Proposed Changes**

Please use the summary box below to indicate which elements of the course are being changed:

|  |
| --- |
| * \_\_\_\_\_ Course Title * \_\_\_\_\_ Course designator and/or level * \_\_\_\_\_ Unit * \_\_\_\_\_ Associated with (Division) * \_\_\_\_\_ Associated with (Unit) * \_\_\_\_\_ Alias Course Code * \_\_\_\_\_ Joint Course Offering * \_\_\_\_\_ Credit Value * \_\_\_\_\_ Course Description * \_\_\_\_\_ Prerequisite * \_\_\_\_\_ Corequisite * \_\_\_\_\_ Exclusion * \_\_\_\_\_ Recommended Preparation * \_\_\_\_\_ Enrolment Limits * \_\_\_\_\_ Breadth Requirements * \_\_\_\_\_ Learning Outcomes * \_\_\_\_\_ Topics Covered * \_\_\_\_\_ Methods of Assessment * \_\_\_\_\_ Mode of Delivery * \_\_\_\_\_ Language of Instruction * \_\_\_\_\_ Course Experience * \_\_\_\_\_ Grading * \_\_\_\_\_ Publication Sections |

Reading the form:

1. This template is structured to mirror what you see in CM. The CM fields appear in grey.
2. Use the righthand column to input your information. This column is white with a dark border.
3. Instructions, Notes, Tips, and Reminders for how to fill out each field appear in purple.
4. Any fields highlighted in red are not applicable to UTSC or will be filled out by the Dean’s Office. You can ignore these fields.
5. Some fields have been pre-filled for your convenience.

Tips for working with Faculty:

1. Consider using a different colour to highlight fields you want faculty to fill out
2. Each area has a collapsible heading (click the grey arrow to collapse). If there are whole areas you want faculty to ignore, consider sending the form with only the areas which are applicable to them expanded, and collapse the rest.

Note: Please only fill in “New” fields if they are changing.

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| **Version Start Session:** Please select the session and year the course changes will be offered (i.e. Fall 2021). Normally this will be the Fall term of the academic year (i.e. Fall 2022). |  |

## Course Code and Title

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| --- | --- |
| **Existing Course Code:** |  |
| **New Course Code Number** If you are changing the level of the course, the new course must first be approved by Tammy Parsonson in the Registrar’s Office.  Any change to the credit value/weight change (H, Y) must also be approved by the Office of the Registrar. Please bear in mind that changes to the credit value/weight of the course will require additional changes to the Fixed Credit Value field in the General Information Area of the proposal. |  |
| **Existing Course Title:** |  |
| **New Course Title**: |  |
| **Level of Instruction:** | Undergraduate |
| **New Abbreviated Title**: | The Dean’s Office will update this field. |
| **Previous Course Code** | Where there has been a course code change, the Dean’s Office will update this field |

## Responsibility

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| --- | --- |
| **Division:** | University of Toronto Scarborough |
| **New Unit:** If the course will now be offered by another academic unit, enter the name of the academic unit.  **Note**: Courses do not typically move from one academic unit to another. If this is the type of change you want to make you must discuss it in advance with the Programs and Curriculum Coordinator. Rather than moving the course, it is more likely that one course will be deleted, and a new course proposed. |  |

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| New Associated With (Division) Field:  If the course will now be offered in association with another University of Toronto Division, enter the name of the Division. Bear in mind that you will be adding that Division to the workflow. |  |
| **New Associated with (Unit):**  If the course will now be offered in association with another UTSC academic unit, enter the name of the unit. Bear in mind that you will be adding that Academic Unit to the workflow. |  |

## General Information

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| --- | --- |
| **Campus** | Scarborough |
| **New Alias Course Number:** If the course will now be double numbered with another course enter the full course code for the partner course; e.g., BIOA10H3.  If the course will now be triple numbered, add a semi-colon and the additional full course code, e.g. BIOA10H3; CHMA10H3. |  |
| **New Jointly Offered with Course(s) Field:**If the course will now be offered jointly with a graduate course, enter the full graduate course code. |  |
| **New Credit Value:  Note**: UTSC undergraduate courses will normally have a “Fixed” value. If you change the course to “Variable”, you must provide a compelling rationale for this. | Fixed = the value will not change;  Variable = the value will change |
| **New Fixed Credit Value:**  Please add the decimal value for the course, i.e. 0.5 (H) or 1.0 (Y) |  |

## Governance Routing

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| --- | --- |
| **Proposal Divisional Review** The Dean’s Office will update this field. | This proposal requires full divisional review  This proposal requires abbreviated divisional review. |
| **Inclusion in Program Field:** Will the proposal/changes trigger modifications in any of the department’s programs? | This proposal/change triggers modifications in your unit   This proposal/change has no impact on programs |

Content  
Step 1: Copy and paste the existing complete online Calendar entry **from CM** (including all requisites, exclusions, enrolment limits, recommended preparation, non-curricular note, and breadth requirement category) into the appropriate boxes below.  
Step 2: Show all the changes being made; please do not use track changes:

* Use the “~~Strikethrough~~” function, and yellow highlighting to show deleted copy.
* Add all new copy in red. Where you are adding elements such as requisites, exclusions, etc. for the first time, don’t forget to include the label (e.g., Prerequisites, Co-Requisites, Exclusions, etc.)
* Disable all hyperlinks.
* Do not use bullets and manually enter any numbered lists
* If you want to go to the next line, hit shift + enter
* **Do NOT copy and paste** from Word into CM

|  |  |
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| **Complete Course Calendar Description (showing changes):  \*Note: don’t forget to include all of the requisites fields from the online Calendar Description:**   * Prerequisites * Co-requisites * Exclusions * Recommended Preparation * Enrolment Limits * Note * Breadth Requirement Category |  |
| **New Course URL**: |  |

## Breadth and Distribution

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| **Breadth Requirement Division** | University of Toronto Scarborough |
| **Breadth Requirements** If you are changing the existing breadth requirement category, click on the trashcan next to the existing selection and enter the new category from the drop-down menu.  Note: only one breadth requirement category can be selected. |  |
| **Distribution Requirements** | \*Not applicable to UTSC |
| **Engineering Accreditation Units and Engineering Complementary Studies** | **\***Not applicable to UTSC |

## University of Toronto Scarborough – Divisional Data

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| --- | --- |
| **Discipline—Academic Unit** | **\***The Dean’s Office will complete this field |
| **Discipline Area** | \*The Dean’s Office will complete this field |
| **New Learning Outcomes** Describe any changes to the learning outcomes here. |  |
| **New Topics Covered** Describe any changes to the topics covered here. |  |
| **New Methods of Assessment** Describe any changes to the methods of assessment here. |  |
| **Assessment Scheme \*Pending. Not yet added to CM**  This is **optional information** you can include. You can choose to use this to identify the marking scheme for the course. Identify each assessment tool and the value of that tool in the course. |  |

## Delivery

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| **Total Instructional Hours** | \*UTSC does not track this. Leave empty | |
| **Intended Offering Term** | Any | |
| **Existing Mode of Delivery:** | In Class  Online  Hybrid | |
| **New Mode of Delivery:  Academic units MUST select one mode of delivery. Please see the** [**Mode of Delivery Guidelines**](https://hive.utsc.utoronto.ca/public/dean/academic%20administrators/DCD%202021-22/Delivery_Mode_Guidelines_July2021.pdf) **for more information.  \*\*If you are adding or revising the course’s Mode of Delivery (for example, adding an online section) to the course, you must explain in the Rationale why you are adding or changing the Mode of Delivery. Bear in mind you may also want to edit the Course Description to state that there are different modes offered, as applicable.**  • “In Class” = The majority of instruction is delivered in-class (e.g. lectures, seminar discussion, midterms etc.). In-class courses may include some online elements (e.g. flipped classroom tools, online discussion boards, online office hours).  • “Online” = All of the instructional interaction occurs without the student and instructor being in the same physical location. When a course is delivered predominantly online, assessments are normally also conducted and submitted online.  • “Hybrid” = is designed such that face-to-face teaching time is reduced, but not eliminated. A course is considered to be hybrid if at least one-third of scheduled class time is replaced by online activities. Assessments for hybrid courses may be conducted in-person and/or online. | In Class  Online  Hybrid | |
| **New Language of Instruction** If the language instruction is changing, please select the relevant option(s), and explain why in your rationale. | English  French  English and French  Other   English and Other | |
| **Offering/Delivery Options \*Pending. Not yet added to CM**  **Standard:** a course that is offered over one or two terms. This is the typical delivery option for the majority of courses at UTSC.  **Modular:** a course that is divided into separate components, each of which may have their own mode of delivery.  **Continuous**: a course where students may be enrolled over many sessions, such as graduate thesis work.  **\*Standard is default. If you are altering the course to offering to one of the other options, you must explain why in the Rationale** | Standard  Modular  Continuous |
| **New Course Experience**  **\*This field is used to identify courses that are designated as Experiential Learning (EL). For more information on EL types and subtypes, please see the** [**Experiential Learning Course Tagging Instructions.**](file:///\\ourspace.utsc.utoronto.ca\Curriculum\EL%20Course%20Tagging%20Project%202021\Experiential%20Learning%20Course%20Tagging%20Instructions.docx)  **\* If you are adding or revising an Experiential Learning component to the course, select the Type of EL component. You must explain in your Rationale the nature of the component and why it qualifies as the Type selected. Bear in mind you may also want to edit the Course Description to include the addition of the EL component.**  **\*If there is no Experiential Learning component in this course, do not check any of the boxes.**  **Partnership-Based Experiences**:All students complete a course requirement through supervision or engagement with an organization or individual external to the University or the course (e.g., internship within U of T).  **Professional Work Term**: All students complete a full-time work experience (on or off-campus) without the integration of academic content and assessment by a U of T course instructor (e.g., Co-op work term).  **University-Based Experience**: All students engage solely with the course instructor(s) to achieve course learning outcomes.  **Note:** This field will only appear for Undergraduate courses. | Partnership-Based Experience  University-Based Experience   Professional Work Term | |

## Grading and Enrolment Details

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| **New Grading:** If the grading practice for the course is changing, please explain why in the rationale:• “Standard Grading as per the University Assessment and Grading Practices Policy”; This option will be selected for most UTSC courses;  • When an alternative grading scale, such as CR/NCR (Credit/No Credit) or H/P/F (Honours/Pass/Fail), is being used to grade all students in the course, the grading is “Override default grading”, and the appropriate check box (H/P/F or CR/NCR) is checked. | Standard Grading per the University Assessment and Grading Practices Policy   Override default grading   H/P/F   CR/NCR |
| **New Enrolment Options:** Normally, the CR/NCR will be checked. If this is changed, please uncheck the box and explain why in the rationale. | Credit/No Credit |
| **New Repeatable for Credit:**  If the repeatable for credit practice for the course is changing, please select from the following options, and explain why in the rationale. | Course may not be repeated for credit  Course may be repeated for credit |

## Administrative Information

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| **Calendar Exclusion** | \*The Dean’s Office will update this field |
| **Publication** | **\***The Dean’s Office will update this field |
| **Section**  If the course is going appear in more than one section of the calendar, add the sections here. |  |
| **Add Another Publication**  \*Select only if this course will appear in multiple calendars (i.e. UTM or FAS) |  |
| **Online Course Evaluation** Tick this box if you will be excluding this course from online course evaluations.  **Note:** You must explain why you have made this decision in your Rationale. | Exclude this course from Online Course Evaluations |
| **ACORN Availability** If you do not want students to be able to enrol themselves in this course through ACORN, check this box.  **Note:** If you check this box, you will need to provide a rationale for this. | Exclude this course from student self-enrolment in ACORN |

## Proposal Questions - General

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| **Rationale:** The rationale must address each of the changes you’ve proposed and why.  For Example:  1. The course title/description has been revised to better reflect the topics and content covered in this course. 2. The course prerequisites have been revised to ensure students are able to meet the demands of the course.  3. The course exclusions has been revised to identify courses with similar or overlapping content. **Note: please ensure your rationale is concise and accurate.** |  |
| **New overlap of course content with current courses offered by other departments/programs?**  If the proposed change(s) will result in overlap with courses offered by other academic units at UTSC, describe the overlap here. Otherwise, leave the field empty. |  |
| **Consultation Undertaken:** Describe the consultation regarding the course, including any internal consultation, and all consultation outside of the academic unit proposing the course. You MUST include the following:   * The date on which the proposal was approved by your DCC. * The date on which any academics impacted by the changes were apprised of the changes. * The date on which the Registrar’s Office approved the new course code (if the course code is changing)   **Note**: all proposals must involve some degree of consultation – even it if it is only within the academic unit. **It is never valid to leave the consultation field empty, or respond “N/A”.** |  |
| **Resources Required:**  Describe any impact the changes will have on resources and how the unit plans to deal with them. If there is no impact, say “None”.  **Note**: If the proposed changes will require new or additional resources for teaching, TA support, equipment or infrastructure, these must be approved by the Dean’s Office **before** the course change proposal can be sent to governance for approval. |  |
| **Parts of a Program Proposal**  Please bear in mind that your proposed change(s) may impact your programs/courses, and you must submit a change proposal for each impacted offering.  Please list all of the impacted programs and courses (including all programs and courses outside of your academic unit).  For example: *UTSC programs using this course:*  Major in English: course is an option in requirement 1 – proposal submitted  *UTSC courses using this course:* XXXA31H3: course is a prerequisite/co-requisite – proposal submitted |  |
| **Programs of study for which this course might be suitable** If there are programs outside of your academic unit that the course is suitable for, indicate this here; you may want to consider sharing the proposal with those units. |  |
| **Estimated Enrolment**  What is the estimated enrolment for the course? |  |
| **Instructor**  Where possible, indicate the instructor’s name; otherwise indicate whether the course will be taught by regular faculty, or sessional faculty. |  |
| **Revived Courses** | \*Not applicable for a new course. Leave empty. |
| **Additional Proposal Documents** | **\*** Do not use this area. If you have any supporting documents relevant to the proposal, attach them in the Additional Course Documents section. |
| **Additional Course Documents**  If you like, you can attach any supporting documents relevant to the standing record of the course |  |