

October 2013: Guidelines for Faculty Making Curriculum Change Requests

Guidelines for Faculty

1. The forms you must use for proposing changes to the curriculum (courses or programmes) are available on the Registrar's Office webpage at the following link:

https://central.acadiau.ca/registrar/faculty_information/Curriculum .

In making curriculum changes, please make sure that these changes cohere with the existing degree requirements of your program so as to avoid contradictions and inconsistencies. You are required to submit your curriculum proposals for a vote in your department or school before sending them to the Curriculum Committee of your faculty.

2. The deadline posted on the RO webpage is the date by which all submissions must be received by the Senate Curriculum Committee. The date by which you have to complete the initial preparation of your forms is the date established by your faculty Curriculum Committee. Their date will be chosen in such a way as to allow them to process all the forms submitted by the faculty, arrange for the authors to make any necessary changes and present the finalized forms to a meeting of your faculty council. Your forms will therefore need to be ready to go to your faculty curriculum committee sometime in October. Your faculty curriculum committee should specify its deadline for receiving your material early in the Fall term.

3. The details and complexity of the forms vary according to the changes you want to make, but several of the forms have questions about your consultations with students and your consultations with library staff. This means that you need to start the process of preparing your submission well in advance of your faculty deadline in order to gather the necessary information.

4. Note that course titles must be easily converted to a 'short' course title of no more than 30 characters for university transcripts. If the course title for the calendar entry exceeds this length, you must supply the short, 30 character version for transcript use. This constraint may affect the title that you choose.

5. Course descriptions may not exceed 60 words; this rule exists to ensure that the University calendar does not become too unwieldy or too expensive to produce. Course descriptions should be expressed in clear, grammatically-correct language and avoid jargon or overly-technical language, as far as is reasonably possible. The calendar is accessed by many people for many different reasons. It is the document that informs the public and students about what we teach, so it should be an accessible document and should provide accurate information. Courses that stand little chance of being offered in the foreseeable future should be deleted in order to avoid false advertising or the creation of false expectations for students.

6. Once your proposals have been approved by your faculty curriculum committee and presented to your faculty council, you are responsible for seeing that TEN paper copies (the required number) are sent to the Registrar's Office. The ten copies are then distributed to the ten members of the Senate Curriculum Committee for discussion and analysis. In some departments, the Head or Director or other delegate submits all proposals for the same unit; make sure you know how this is done in your unit and that whoever is responsible for submitting your proposals has the most

recent version of them. The Head or Director or delegate will need an electronic copy of your form(s) for submission to the Registrar's Office, and will include an electronic copy of the minutes of the relevant faculty council meeting and a summary page itemizing all the proposals from your unit.

Guidelines for Faculty Curriculum Committees

1. All the information you will need is available either on the Registrar's office website (https://central.acadiau.ca/registrar/faculty_information/Curriculum) or in the Constitution document of your faculty. You should check both these sources. Familiarize yourself with the forms and the instructions on the Registrar's Office webpage, since your faculty curriculum committee is responsible for ensuring that these forms are properly completed. Your faculty constitution will set out details concerning how curriculum proposals should be presented to your faculty.
2. **NOTE** the date (given on the webpage) by which all curriculum proposals must be forwarded to the University Curriculum committee and **SET** your deadline for receipt of submissions from your faculty. Proposals from your faculty must be presented at a meeting of your faculty council for information or approval, so you will set your date for the receipt of all curriculum proposals in relation to the date of that faculty council meeting so that you will be ready to present the finalized submissions at that time. Allow plenty of time for your committee to do its work; the deadline for the receipt of submissions from your faculty should probably be at least three weeks prior to the date of the November faculty council meeting. Circulate this date to all departments (or all colleagues) as soon as possible in September. In the same message give them the URL for the webpage where they can access the necessary forms.
3. When you receive the submissions from your faculty, the job of your committee is to go through each one ensuring that it has been properly completed. This includes **COUNTING** the number of characters used in the short course title and the number of words in the course description to make sure that these do not exceed the limits of 30 characters and sixty words respectively. However annoying they may seem, these constraints are very important. A viable short title is needed for university transcripts and should give a clear indication of what the course covered. The 60 word limit for course descriptions exists to ensure that the university calendar does not become too unwieldy a document or too expensive to produce. Courses that are no longer offered should be deleted so that the calendar remains an accurate reflection of what is actually taught at Acadia. In addition, make sure that course descriptions are clear and expressed in language that is grammatically correct. If you find that there are problems in any of these areas, it is not your job to make the corrections; you should simply return the forms to the authors and ask them to address the problems you have identified.
4. Two other common problem areas are the questions that arise on some of the forms relating to the canvassing of student opinion and consultation with the library. In the case of changes other than changes to a program as a whole, colleagues sometimes only get around to completing their curriculum change forms at the last minute and are unaware that they need to do these things. However, canvassing of student opinion and consultation with the library are required elements of the process for a number of curriculum proposals and if these things have not been done, the forms are incomplete and should be returned to the author so that they can be addressed.
5. It is advisable for the faculty curriculum committee to compare the proposed changes they receive from departments with the calendar entries relating to degree requirements in that department to ensure that colleagues have not inadvertently overlooked any of the consequences of their proposed changes. Check that the changes, if initiated, will not result in any contradictions or inconsistencies

within the program as a whole. If you come across something that seems unclear or problematic, consult with the department for clarification.

6. Once all the submissions have passed your inspection, prepare a document for presentation to your faculty council using the guidelines in your faculty constitution. Once the proposals have been presented to and, if necessary, approved by your faculty council, send a message to all the colleagues who made submissions instructing them to send 10 printed copies of each of their proposals to the Registrar's Office by the deadline stated on the webpage and one electronic copy to the Head/Director or delegate of the unit. The Head or Director or his/her delegate should send the electronic versions of all proposals, an electronic copy of the Faculty Council minutes dealing with the proposals, and a summary sheet setting out all the curriculum changes for their unit to the Registrar's Office.

