

**UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE  
REQUEST FOR DECISION**

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**PRESENTED BY:** Roy Dobson, Chair, Academic Programs Committee of Council

**DATE OF MEETING:** January 24, 2013

**SUBJECT:** Curricular Approval Process Revisions

**DECISION REQUESTED:**

*It is recommended:*

That Council approve the revised Framework for Approval of Academic and Curricular Changes at the University of Saskatchewan

**PURPOSE:**

University Council approves revisions to university policies relating to academic programs.

**SUMMARY:**

One of the goals of the second integrated plan was to streamline the process and timelines required for the university's curricular approval and implementation processes.

The attached chart was originally developed in 2002, following development of the first Nomenclature Report and the delegation of much curricular approval authority to colleges. At that time, the chart listed types of curricular changes but did not include a rationale to describe why various items were listed at various levels. Some of the requirements have proven to be unnecessary, and updating was also required due to implementation of TABBS budgeting and PCIP resources.

This revision provides a framework and rationale for decision-making at various levels which will provide guidance to faculty and administrators as issues arise in the future. The chart also integrates the TABBS model and devolves or delegates curricular decisions based on their anticipated college and resource impact.

SESD has now completed a searchable, web-based submission system for colleges to use in submitting their curricular changes for university-level approval, either through Council or through the University Course Challenge. This will be introduced over the next few months. To streamline these processes, the Academic Programs Committee has revised its framework for how academic and curricular changes are approved.

The document attached shows the revised text of the Framework, plus notes about what is changing in college and university approval processes.

**REVIEW:**

Over the last two years, an ad hoc subcommittee chaired by Professor John Rigby, commitment leader for engagement and decision-making in the second Integrated Plan, has met to discuss principles for streamlining of procedures and the development of the new SEDS submission system. Following further discussions with the Academic Programs Committee and Professor Rigby, the revised approval chart was developed in consultation with staff in colleges, SEDS, PCIP, and the Office of the University Secretary.

The Academic Programs Committee discussed this proposal with Professor Rigby and approved this chart at its December 12, 2012 meeting.

**ATTACHMENTS:**

Text and notes on the Framework for Approval of Academic and Curricular Changes at the University of Saskatchewan,

Previous version: [http://www.usask.ca/university\\_secretary/council/committees/academic\\_programs/report\\_files/changes\\_chart.php](http://www.usask.ca/university_secretary/council/committees/academic_programs/report_files/changes_chart.php)

New text with changes shown in red		Notes on changes
<p><b>Framework for Approval of Academic and Curricular Changes at the University of Saskatchewan</b></p> <p>Under <i>The University of Saskatchewan Act (1995)</i>, University Council is responsible for overseeing and directing the university's academic affairs. This includes prescribing curricula, programs of instruction and courses of study in colleges, schools or departments.</p> <p>The following describes the principles and rationale of delegations of curricular approval authority made by University Council. Questions or issues about the appropriate level of approval required for a curricular change will be reviewed by the Academic Programs Committee of Council.</p>		<p>This new section articulates the overall framework under which Council operates in establishing levels of approval for academic programs.</p>
<b>UNIVERSITY</b>		
<p><b>General Principle</b></p> <p>Existing programs, curricular innovations and changes will maintain reasonable consistency in academic standards, program requirements and expectations, and student experience.</p>		<p>The new General Principle sections articulate the principles of approval at the various levels.</p> <p>The new Rationale sections explain the range and basis for approvals at each level.</p>
<p><b><u>Council approval</u></b></p> <p><b>Rationale</b> Council approves academic matters, which establish university precedents, set policies, or affect allocation of university resources.</p>	<p><b>Additions or deletions</b></p> <ul style="list-style-type: none"> <li>• Addition of a new degree or degree-level program*</li> <li>• Addition of a template for a new certificate, a major or honours program, or graduate program</li> <li>• Deletion of a degree or degree-level program or template</li> <li>• Establishment or disestablishment of a college or department</li> <li>• Deletion of a field of study at the major, honours or graduate level which has significant academic or financial implications</li> </ul> <p><b>Program changes</b></p> <ul style="list-style-type: none"> <li>• Change in the qualifications for admission to a program<sup>†</sup></li> <li>• Change in the quota for admission to a college. <sup>†</sup></li> </ul>	<p>Delegates to APC approval of new fields and levels of concentration within an existing program template</p> <p>Delegates deletions to APC unless significant</p>

	<ul style="list-style-type: none"> <li>• Change of department or college name</li> <li>• Change in the name of a degree</li> <li>• Replacement program</li> <li>• Program revisions <b>which are significant enough that university budgetary support is requested or likely to be required</b></li> <li>• <b>Changes to University policies on curriculum, admission, courses and examinations</b></li> </ul> <p>*A new program also requires Notice of Intent to Planning and Priorities Committee  <sup>†</sup> These changes also require endorsement of University Senate</p>	<p>Clarifies that Council should approve program changes which require budget support</p> <p>Clarifies that Council approves curricular policies</p>
<p><b><u>Academic Programs Committee (APC) approval</u></b></p> <p><b>Rationale</b>  APC ensures that the application and interpretation of University Council policies, precedents and nomenclature, relating to academic standards, program requirements and student experience, is reasonably consistent across programs.</p>	<p><b>Additions or deletions</b></p> <ul style="list-style-type: none"> <li>• Addition of a new certificate, a major or honours program, or graduate program <b>for which an approved template exists</b></li> <li>• <b>Addition of new field of study in an approved program</b></li> <li>• Addition of a greater depth of study (honours, PhD) in an existing approved program</li> <li>• <b>Deletion of a field of study at the major, honours or graduate level, unless this has significant academic or financial implications.</b></li> </ul> <p><b>Program changes</b></p> <ul style="list-style-type: none"> <li>• Addition or deletion of a Project, Thesis, or Course-based Option</li> <li>• Change to the name of a Field of Study</li> <li>• Change in the total number of credit units required for an approved degree program <b>when this change affects tuition or overall program length for students</b></li> <li>• Double-listing of courses</li> <li>• Academic Calendar, including changes to the calendar</li> <li>• Resolution of Challenges</li> <li>• <b>Changes to University procedures for administration of policies on curriculum, admission, courses and examinations</b></li> </ul>	<p>Delegated from Council unless it involves a new template</p> <p>Delegated from Council, unless APC determines the change has significant academic or financial implications and thus requires Council approval.</p> <p>Delegates to UCC approval of work experience and internships</p> <p>Delegates to UCC routine changes in credit unit totals except with tuition or length implications</p> <p>Delegated from Council</p>

<p><b><u>University Course Challenge (UCC) approval</u></b></p> <p><b>Rationale</b> UCC is appropriate for straightforward curricular changes to existing programs, including those which may affect students and programs in other colleges*.</p> <p>*If, APC determines that curricular changes submitted to University Course Challenge have significant financial impact they will be referred to university budgetary authority for review prior to approval.</p>	<p><b>Additions or deletions</b></p> <ul style="list-style-type: none"> <li>• Addition of a new course or deletion of a course (unless deleted by Moribund Course Archive policy)</li> <li>• Addition or deletion of a lesser depth of study (such as a Minor, Cross-College Minor or concentration) in a field of study still taught as a Major.</li> <li>• Addition or deletion of a Work Experience or Internship Option</li> </ul> <p><b>Program changes</b></p> <ul style="list-style-type: none"> <li>• Change in name for a Minor or concentration</li> <li>• Straightforward program changes would include: <ul style="list-style-type: none"> <li>○ Substitution of a different course or courses for an existing course or courses in an approved program</li> <li>○ Changes to a majority of courses in an approved program (structure, content, scheduling)</li> <li>○ Addition or deletion of a requirement within an approved program</li> <li>○ Changes to the concentrations in an approved program</li> <li>○ Minor changes to the total number of credit units required for an approved program if this change does not affect tuition or program length</li> </ul> </li> <li>• Changes to the list of elective courses in a program if these changes affect the program or courses offered by another college</li> </ul> <p><b>Course changes</b></p> <ul style="list-style-type: none"> <li>• Prerequisite or corequisite changes including adding or removing permission or restrictions on a prerequisite if the changes affect another college</li> <li>• Determining equivalent courses and mutually exclusive courses, in cases where courses are from different colleges</li> </ul>	<p>Delegated from APC</p> <p>Delegated from APC</p> <p>Delegates to colleges unless these changes affect another college's program or courses</p> <p>Delegates to colleges unless these changes affect another college's courses</p> <p>Delegates to colleges unless these courses are from different colleges</p>
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	<ul style="list-style-type: none"> <li>• Reduction or increase of the number of credit units awarded for a course. <i>Note that this requires a new course number be assigned.</i></li> <li>• Interdisciplinary use of subject codes</li> <li>• Changes to an approved course, as listed below, if these changes affect the program or courses offered by another college</li> </ul>	Clarifies that other types of course changes should be submitted to UCC if these changes affect another college
<b>COLLEGE</b>		
<b>General Principle</b> Colleges are responsible for organizing and administering delivery of approved programs, and for ensuring that progression and graduation standards reflect the specific academic and professional standards and requirements of the degree programs offered by that college.		New section which articulates the principles on which college-level approval authority is based. Colleges may delegate to departments the authority to approve any of these changes, provided that they ensure any curricular changes affecting another college are submitted to UCC.
<u><b>College approval</b></u>  <b>Rationale</b> Colleges approve most straightforward changes in courses which do not affect students or programs in other colleges. Colleges also approve changes to the academic rules which affect student selection, progression and graduation.	<b>Additions</b> <ul style="list-style-type: none"> <li>• Creation of a "Double Honours or "Double Major" program in two existing Fields of Study</li> <li>• Award of a double-honours degree in fields where honours programs already exist</li> </ul> <b>Program changes</b> <ul style="list-style-type: none"> <li>• Change in the standards required for promotion or graduation <b>or residency</b></li> <li>• Change in the criteria for admission to a program</li> <li>• Change in internal partitions of the admission quota</li> <li>• <b>Changes to the list of elective courses in a program if the changes do not affect another college</b></li> </ul> <b>Course changes</b> <ul style="list-style-type: none"> <li>• <b>Determining equivalent courses and mutually exclusive courses within the college</b></li> <li>• Provided that the changes do not affect another college, straightforward course changes would include: <ul style="list-style-type: none"> <li>○ Change to administrative authority over a</li> </ul> </li> </ul>	Clarifies existing practice  Implements language from the U of S Admissions Policy  Delegated from UCC unless this change affects another college  Delegated from UCC unless this affects other colleges

	<p>course</p> <ul style="list-style-type: none"> <li>○ Prerequisite or corequisite changes including adding or removing permission or restrictions on a prerequisite unless this affects another college</li> <li>○ Changes to label, number, level, title, Course and Program Catalogue description, course content, lecture hours, evaluation</li> <li>○ Changes to the lecture, practicum/laboratory, tutorial, seminar/discussion requirements of a course</li> <li>○ Changes to methods of evaluation</li> <li>○ Splitting or combining courses. <i>Note that this requires a new course number be assigned.</i></li> </ul> <p>Any such course changes that do affect another college must be posted for approval through the University Course Challenge.</p>	Delegated from UCC unless this affects other colleges
<p><b><u>College of Graduate Studies and Research approval</u></b></p> <p><b>Rationale</b> University Council has delegated special authority to the College of Graduate Studies and Research to make program changes in graduate thesis programs which streamline those programs and enhance research productivity</p>	<p><b>Additions</b></p> <ul style="list-style-type: none"> <li>• Creation of a new concentration for an Interdisciplinary Studies graduate program.</li> <li>• Creation or deletion of a PGD program in a field where a Master's program exists</li> <li>• Creation or deletion of a Special Case graduate program at the PGD, Master's or PhD level</li> </ul> <p><b>Program changes</b></p> <ul style="list-style-type: none"> <li>• Changes, within prescribed limits, to the minimum course requirements for a Master's program or a PhD program.</li> </ul> <p>The curricular changes made by CGSR under this authority should be submitted to APC for information and forwarded to Council for information.</p>	New section to clarify the curricular authority which has been delegated to CGSR in the past.

<b>OTHER</b>		
<b>General Principle</b> Curricular approvals for non-degree-level programs has been delegated to academic officers, on the principle that while such programs make use of university administrative capacity and expertise, they are cost-recovery, service or adjunct programs only and do not require ongoing oversight by University Council.		
<b>Rationale</b> University Council has delegated to the Provost and to Deans the authority to approve Certificates of Successful Completion and Certificates of Attendance.	<u><b>Provost approval</b></u> Certificates of Successful Completion  <u><b>Dean approval</b></u> Certificates of Attendance	No changes