

AGENDA ITEM NO:

**UNIVERSITY COUNCIL
Academic Programs Committee
FOR INFORMATION ONLY**

PRESENTED BY: Roy Dobson; Chair, Academic programs committee

DATE OF MEETING: May 21, 2015

SUBJECT: Revision to the *Proposal for Academic or Curricular Change*
Form

COUNCIL ACTION: For information only

SUMMARY:

A subcommittee of the Academic Programs Committee was struck in 2013/14 to address the need to update the existing *Proposal for Academic or Curricular Change* form to ensure that proponents of new programs or of revisions to existing programs were providing the depth and breadth of information needed by the committee to make informed decisions. This subcommittee was struck in February 2014 and consisted of Sina Adl, Patti McDougall, Pauline Melis, and Sandra Calver. The subcommittee met as follows: February 26, March 19, April 1, and May 6, 2014

The aim of the revision is to ensure that the committee was receiving proposals that are complete and that the proposals being submitted are similar in scope and form.

The subcommittee considered recommendations from the Planning and Priorities committee of council, as well as information about the TABBS budgeting model and recommendations for program sustainability coming out of the TransformUS process to inform the changes to the proposal form.

The revised form prompts proponents with many questions to ensure that proposals are complete before being submitted to the committee saving effort both on the part of the committee members and of proponents. It should be noted that information regarding the admissions qualifications have been added to comply with the university's existing policy on Admissions.

Discussion of the required changes occurred with the whole Academic Programs Committee on the following dates, with extensive contributions from all members: May 20, September 24, November 26, and December 17, 2014, and April 22, 2015

ATTACHMENTS:

- Existing Proposal for Academic or Curricular Change Form
- Revised Proposal for Academic or Curricular Change Form



UNIVERSITY OF
SASKATCHEWAN

Proposal for Academic or Curricular Change

1. PROPOSAL IDENTIFICATION

Title of proposal:

Degree(s):

Field(s) of Specialization:

Level(s) of Concentration:

Option(s):

Degree College:

Contact person(s) (name, telephone, fax, e-mail):

Proposed date of implementation:

Proposal Document

Please provide information which covers the following sub topics. The length and detail should reflect the scale or importance of the program or revision. Documents prepared for your college may be used. Please expand this document as needed to embrace all your information.

3. RATIONALE

This statement should include information about program objectives, need for the program, demand, uniqueness, student outcomes including employment or academic opportunities, and the expertise of the sponsoring unit. Please specify how this proposal relates to department/college plans and to Systematic Program Review or other review recommendations.

4. DESCRIPTION OF PROGRAM CHARACTERISTICS

Please include a complete draft Calendar entry. In particular, please indicate if a template is already in place for such a program (for example, if it follows the general requirements and standards of B.Sc. programs) or if new standards are being introduced for this program. When existing courses are listed, please include the course title as well as the course number.

5. RESOURCES

Please describe what resources will be required by the new or revised program. Include information about the impact this proposal will have on resources used by existing programs. Please indicate whether the program be handled within the existing resources of the department or college (eg, faculty, secretarial support, equipment, information technology, laboratories, library resources, space, etc) or whether additional resources from the college or from PCIP will be required. Include any required memos from the Dean or department heads regarding resources, on the online portal.

6. RELATIONSHIPS AND IMPACT OF IMPLEMENTATION

Please describe the impact this program will have on department activities and on students, and on other departments or colleges. Describe the consultation process followed for this program. Include any memos received, or have them attached to the online portal.

7. BUDGET

Please indicate if budget allocations within the department or the college will change due to this program.

College Statement

Please provide here or attach to the online portal, a statement from the College which contains the following:

- ☐ Recommendation from the College regarding the program
- ☐ Description of the College process used to arrive at that recommendation
- ☐ Summary of issues that the College discussed and how they were resolved

Related Documentation

At the online portal, attach any related documentation which is relevant to this proposal to the online portal, such as:

- ☐ Excerpts from the College Plan and Planning Parameters
- ☐ SPR recommendations
- ☐ Relevant sections of the College plan
- ☐ Accreditation review recommendations
- ☐ Letters of support
- ☐ Memos of consultation

It is particularly important for Council committees to know if a curriculum changes are being made in response to College Plans and Planning Parameters, review recommendations or accreditation recommendations.

Consultation Forms

At the online portal, attach the following forms, as required

Required for all submissions:

- ☐ Consultation with the Registrar form

Required for all new courses:

- ☐ Course proposal forms
- ☐ OR Calendar-draft list of new and revised courses

Required if resources needed:

- ☐ Information Technology Requirements form
- ☐ Library Requirements form
- ☐ Physical Resource Requirements form
- ☐ Budget Consultation form



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1. Academic justification:

- a. *Describe why the program would be a useful addition to the university, from an academic programming perspective.*
- b. *Giving consideration to strategic objectives, specify how the new program fits the university signature areas and/or integrated plan areas, and/or the college/school, and/or department plans.*
- c. *Is there a particular student demographic this program is targeted towards and, if so, what is that target? (e.g., Aboriginal, mature, international, returning)*
- d. *What are the most similar competing programs in Saskatchewan, and in Canada? How is this program different?*

2. Admissions

- a. *What are the admissions requirements of this program?*

3. Description of the program

- a. *What are the curricular objectives, and how are these accomplished?*
- b. *Describe the modes of delivery, experiential learning opportunities, and general teaching philosophy relevant to the programming. Where appropriate, include information about whether this program is being delivered in a distributed format.*
- c. *Provide an overview of the curriculum mapping.*
- d. *Identify where the opportunities for synthesis, analysis, application, critical thinking, problem solving are, and other relevant identifiers.*
- e. *Explain the comprehensive breadth of the program.*
- f. *Referring to the university "Learning Charter", explain how the 5 learning goals are addressed, and what degree attributes and skills will be acquired by graduates of the program.*
- g. *Describe how students can enter this program from other programs (program transferability).*
- h. *Specify the criteria that will be used to evaluate whether the program is a success within a timeframe clearly specified by the proponents in the proposal.*
- i. *If applicable, is accreditation or certification available, and if so how will the program meet professional standard criteria. Specify in the budget below any costs that may be associated.*

4. Consultation

- a. *Describe how the program relates to existing programs in the department, in the college or school, and with other colleges. Establish where students from other programs may benefit from courses in this program. Does the proposed program lead into other programs offered at the university or elsewhere?*
- b. *List units that were consulted formally, and provide a summary of how consultation was conducted and how concerns that were raised in consultations have been addressed. Attach the relevant communication in an appendix.*
- c. *Provide evidence of consultation with the University Library to ensure that appropriate library resources are available.*
- d. *List other pertinent consultations and evidence of support, if applicable (e.g., professional associations, accreditation bodies, potential employers, etc.)*

5. Budget

- a. *How many instructors will participate in teaching, advising and other activities related to core program delivery (not including distribution/ breadth requirements or electives)? (estimate the percentage time for each person).*
- b. *What courses or programs are being eliminated in order to provide time to teach the additional courses?*
- c. *How are the teaching assignments of each unit and instructor affected by this proposal?*

- d. *Describe budget allocations and how the unit resources are reallocated to accommodate this proposal. (Unit administrative support, space issues, class room availability, studio/practice rooms laboratory/clinical or other instructional space requirements).*
- e. *If this program is to be offered in a distributed context, please describe the costs associated with this approach of delivery and how these costs will be covered.*
- f. *If this is an interdisciplinary program, please indicate whether there is a pool of resources available from other colleges involved in the program.*
- g. *What scholarships will students be able to apply for, and how many? What other provisions are being provided for student financial aid and to promote accessibility of the program?*
- h. *What is the program tuition? Will the program utilize a special tuition model or standard tuition categories? (The approval authority for tuition is the Board of Governors).*
- i. *What are the estimated costs of program delivery, based on the total time commitment estimates provided? (Use TABBS information, as provided by the College/School financial officer)*
- j. *What is the enrolment target for the program? How many years to reach this target? What is the minimum enrolment, below which the program ceases to be feasible? What is the maximum enrolment, given the limitations of the resources allocated to the program?*
- k. *What are the total expected revenues at the target enrolment level, separated into core program delivery and distribution/breadth requirements or electives? What portion of this expected revenue can be thought of as incremental (or new) revenue?*
- l. *At what enrolment number will this program be independently sustainable? If this enrolment number is higher than the enrolment target, where will the resources come from to sustain the program, and what commitments define the supply of those resources?*
- m. *Proponents are required to clearly explain the total incremental costs of the program. This is to be expressed as: (i) total cost of resources needed to deliver the program: (ii) existing resources (including in-kind and tagged as such) applied against the total cost: and (iii) a listing of those resource costs that will require additional funding (including new in-kind support).*
- n. *List all new funding sources and amounts (including in-kind) and the anticipated contribution of each to offsetting increment program costs. Please identify if any indicated funding is contingent on subsequent approval by a funding authority and/or future conditions. Also indicate under what conditions the program is expected to be cost neutral. The proponents should also indicated any anticipated surpluses/deficits associated with the new program*

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