University Course Challenge (UCC) Submissions – Basic Outline and Guidelines

PART 1: INTRODUCTION/HEADER SECTION

The Introduction/header should include the following information:

College or School sponsoring changes:
Date of College or School approval:
Contact person:
Categorize the UCC submission (proposed for either approval or information or combination of both)

PART 2: BODY OF PROPOSAL – FORMAT

Proposals should be organized and itemized by type of curricular change and should correspond to the *Authority for Approval Chart*. Each type of change should be grouped and identified in the submission, using headings such as "New Course," "Minor Program Revision," "Course Deletion," "Prerequisite Change," etc. I've listed out the main headings from our chart for your use here:

Additions and Deletions

- New Course – must include course label, title, number, and credit unit assignment
- Course Deletion – full course entry to be included
- New Concentration/Deleted Concentration
- New Minor/Deleted Minor
- New Teaching Area/ Deleted Teaching Area

Program Changes

- Minor, Concentration, or Teaching Area Name Change
- Minor Program Change (examples: substitution of a different course for an existing course in a program; addition or deletion of a requirement in a program; change to concentrations in a program; minor change to number of credit units in a program; any change to a required course in a program; change to lists of electives if under other college's authority; change to any aspect of program that affects another college)

Course Changes

- Pre or Corequisite changes that involve another college's courses
- Change to equivalent/mutually exclusive status between courses from different colleges
- Change to credit units of an existing course (requires new number too)
- Any change to course that affects another college

NOTES:

- All changes must be fully outlined and marked up in RED; we need to see the "before and after" to properly make updates, pending approval.
- Please ensure that all references to courses include credit units, for example, as noted in <mark>yellow</mark>:

CHEM 375.<mark>3</mark>: Environmental Chemistry
The disposal and treatment of waste materials will be discussed in terms of their effect on the gaseous and aqueous environments. A series of problems designed to illustrate the material covered in each topic will be assigned. The laboratory sessions are designed to give some understanding of how tests for environmental quality are carried out in the field and in the laboratory.
Prerequisite(s): CHEM 115.<mark>3</mark> or CHEM 146.<mark>3</mark>

PART 3: RATIONALE SECTION

Each motion requires the inclusion of a rationale:

Rationale: Each motion must contain a rationale or explanation that addresses the need for the change. This helps other colleges evaluate the impact of the change on their own programs and helps RS and SIS understand the impact of the change on the Catalogue and Degree Works as a whole, and, most importantly, the work that needs to be done to implement the change. It can also indicate if other administrative units need to be given a "heads-up." The following information should be included in the rationale:

- Reason for proposed new course or proposed modifications to existing course and an indication of how the course or change will fit into a program of study
- Reason for proposed deletion of existing course
- Indication of how a proposed change fits into the program of study
- Names of persons and/or units consulted and contact person responsible for the proposed change

Please consider the following questions when you are developing your rationale. These may not be relevant to consider for all change proposals, but they may help to consider when developing your rationale:

- Are there changes to the restrictions applicable on a course or program? Other colleges will need to know this.
- Why are other colleges' courses being added or removed from a program? This allows colleges to plan accordingly.
- Does the change impact tuition/fees? If so, I may need to seek advice from staff in the Registrar's Office and/or the Financial Strategy Office (FSO).
- Does the change expand or reduce the required class sizes? If so, I will notify our Room Scheduling Unit.

- Has course or program content changed, requiring a need to change prerequisites, restrictions, equivalents?

ITEMS FOR INFORMATION/CORRECTION

University Course Challenge postings are wonderful because they facilitate collegiality and curricular awareness across campus, but also because they are very forgiving! We all make submission errors from time to time. The "Information Section" of submissions is always available for you to document corrections. Please include the full entry with corrections in red and always add the original date of submission to the UCC. This way, we have a full record of the change, which is <u>invaluable</u>!

Note on Implementation Schedule

All program changes and any course changes which affect the nature or course sequencing of a student's program will automatically take effect in the academic year following their approval (i.e., the year the information is published in the Course and Program Catalogue). Implementation schedules that are different from this will be considered exceptional and must receive approval from the Registrar.

Please consult these links when devising your UCC submission:

UCC Policy and Procedures:
https://governance.usask.ca/proposals/course-challenge.php#AboutUniversityCourseChallenge

Academic and Curricular Changes Authority Chart:
https://governance.usask.ca/proposals/curricular-changes.php#AuthorityChart

University Course Challenge Postings can be accessed here:
https://governance.usask.ca/proposals/course-challenge.php#CourseChallengePostings