

The SFU logo consists of the letters 'SFU' in a white, bold, sans-serif font, centered within a solid red square.

SFU

SIMON FRASER UNIVERSITY  
ENGAGING THE WORLD

# SFU Undergraduate Curriculum Workshop

Senate & Academic Services

# Agenda

- introductions
- terminology
- the steps
- timelines
- the forms
- effective dates
- calendar changes
- reminders
- resources

# Terminology

- APR – Academic Progress Report
- BOG – Board of Governors
- Online repository of all Senate documents
- FPP – Full Program Proposal
- NOI – Notice of Intent
- UCIL – University Curriculum and University Liaison

# Terminology

- SCUP – Senate Committee on University Priorities
- SCUS – Senate Committee for Undergraduate Studies
- goSFU/SIMS – Student Information Management System
- STT – Special Temporary Topic
- UCC – Undergraduate curriculum committee
- WQB – Writing, Quantitative, Breadth Requirements

# Calendar Changes

All undergraduate curriculum changes require approval by SCUS:

- Courses:
  - title, description, prerequisites, units, WQB, equivalency, repeat for credit, etc.
- Programs:
  - anything that changes the program requirements – e.g. course lists, CGPA – admission/continuance/program, concentration titles, etc.

# The Steps (generally)

1. Initial draft – input/feedback from faculty/staff/SAS
2. Approval of departmental UCC  
\*(except Beedie, Education, & Health Sciences)
3. Approval of faculty UCC
4. Approval of SCUS
5. Approval of SCUP (new programs, name changes)

# The Steps (generally)

6. Senate – for information or approval
7. Board of Governors\*
8. CurricUNET & Course Catalog (goSFU)
9. Calendar & APR

\*note: new programs may require BC Ministry of Advanced Education approval

# Completing the New Course Form

## Completing New Course forms accurately:

- Descriptions should be:
  - Concise – ideally no longer than 50 words
  - **Do not** start with “***This course...***” in the first sentence
- Repeat for credit? Special Topics?
  - Include in Description
  - Indicate the total completions allowed and if the course may be offered under different topics in the same term
- Equivalent Course notes



# Completing the New Course Form

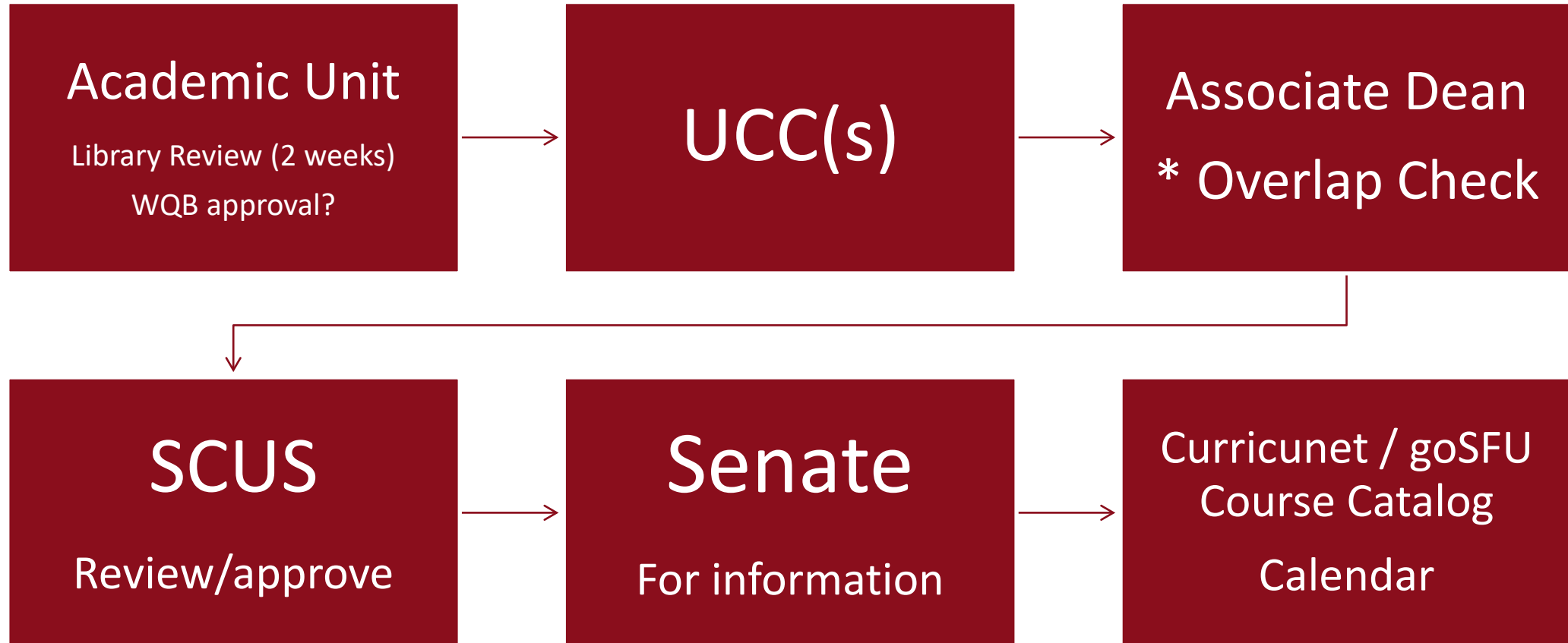
## Completing New Course forms accurately - **Prerequisites:**

- Prerequisites should be clearly stated:
  - **Parentheses** – enclose a list of courses, usually “one of”
  - “**And**”, “**or**” – see both uses below
  - **Minimum grade** – “all” or “both”, if more than one (or different min. grade for different courses?)
- **Corequisites**
  - Should both courses be taken at the same time, or can one be completed prior to the other?

E.g.

Prerequisite: (ENSC 151 or CMPT 120 or CMPT 130) and (MATH 151 or MATH 150), all with a minimum grade of C-. Corequisite: MATH 152 and MATH 232.

# The Steps – New Course



# Courses – Potential Impacts to Timeline

## Things to remember:

- Library resources check – SCUS Library Rep
- Overlap check – SCUS Faculty Rep/UCC Chair
- WQB approval – UCIL (pending)
- Program Impact checks (units,prereq,TW) - SAS
- Course Impact checks (prereqs, equivalency)

# Completing the Course Change Forms\*

## Completing **Course Change** forms accurately:

- Use the most current language published in the Calendar OR
- Use the most recent version if there were changes since current Calendar publication
- Clearly indicate the changes on the form using underline and ~~striketrough~~
- Deleting or temporarily withdrawing?
  - Program Impact Analysis report request to [sfucal@sfu.ca](mailto:sfucal@sfu.ca)
  - Course Impact Analysis – prerequisites and equivalent courses (conducted by department curriculum coordinator/initiator)

\* Remember: use the most current forms, found here:

<http://www.sfu.ca/senate/senate-committees/scus/ugrad-curriculum.html>

# The Forms – Course Changes

Completing Course Change forms accurately:

- Copy the most recent version of the course from the Calendar (or the most recent Senate approved change)
- **Do not submit** as ~~“FROM” and “TO”~~
  - Edit the existing text, deleting old text with ~~strikethrough~~, and underlining new text
- Make sure to click on the Type of Changes check boxes – remember that Description, Prerequisite and Equivalent Statement are different sections, but appear as one in the Calendar

# The Forms – Course Changes

## **ENGL 199W - Writing to Persuade (3)**

An introduction to reading and writing from a rhetorical perspective. The course treats reading and writing as activities that take place in particular circumstances and situations, in contrast to the traditional emphasis on decontextualized, formal features of texts. It prepares students for reading and writing challenges they are likely to encounter within and beyond the classroom. **Prerequisite:** 12 units. Students with credit for ENGL 199 may not take this course for further credit. Writing.

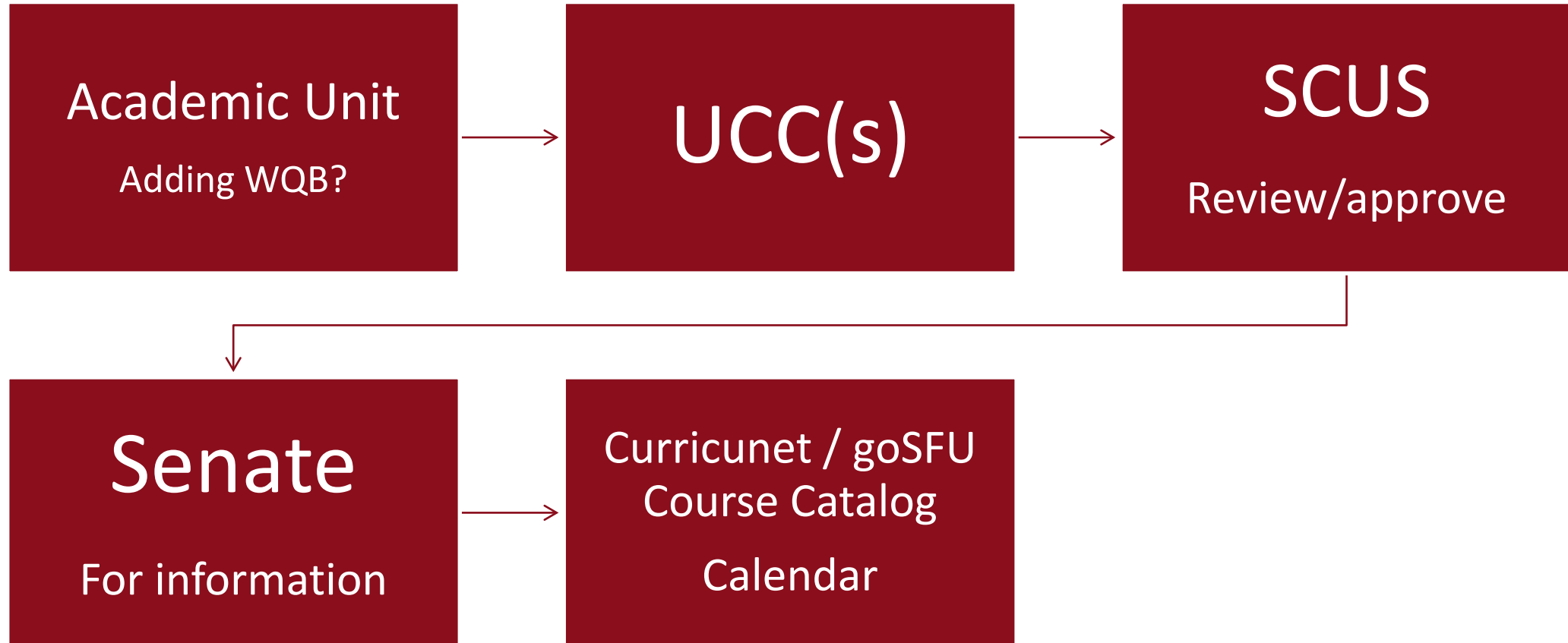
Description

Prerequisite

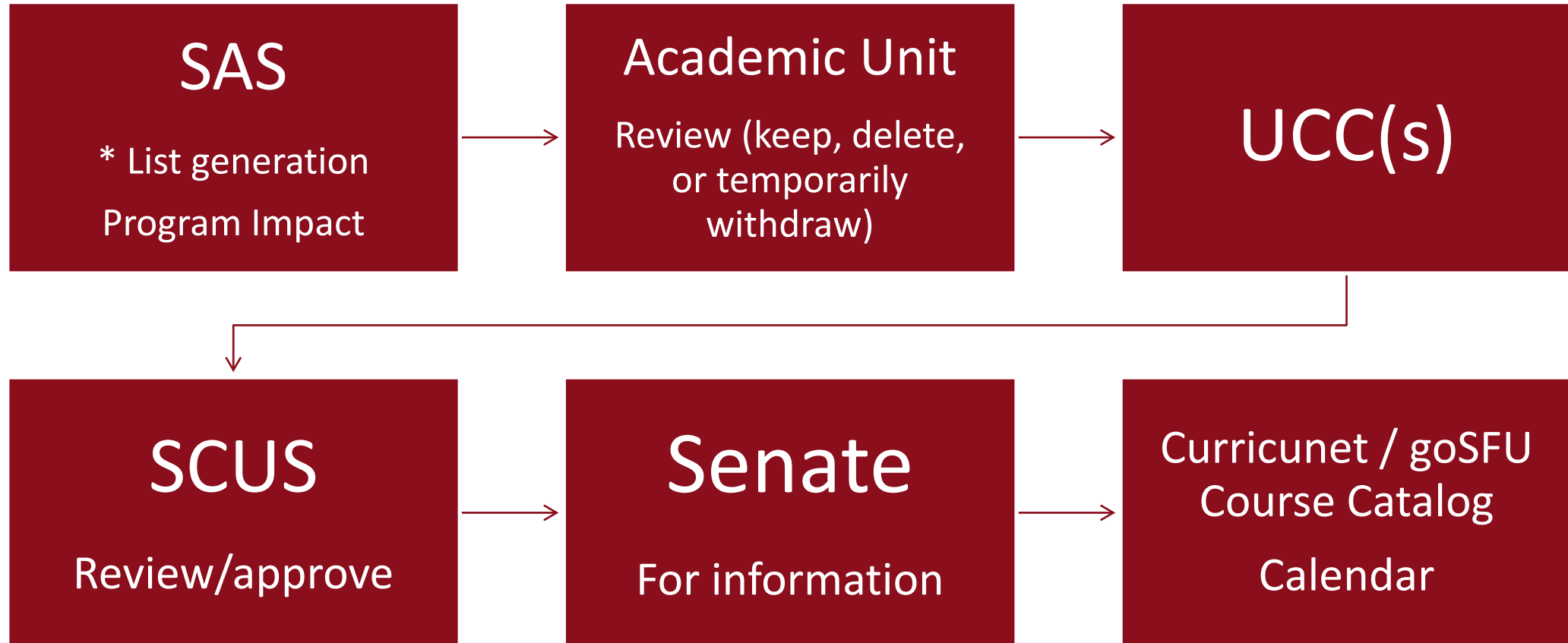
Equivalent Statement

Designation

# The Steps – Course Modification



# The Steps – Temporarily Withdrawing a Course



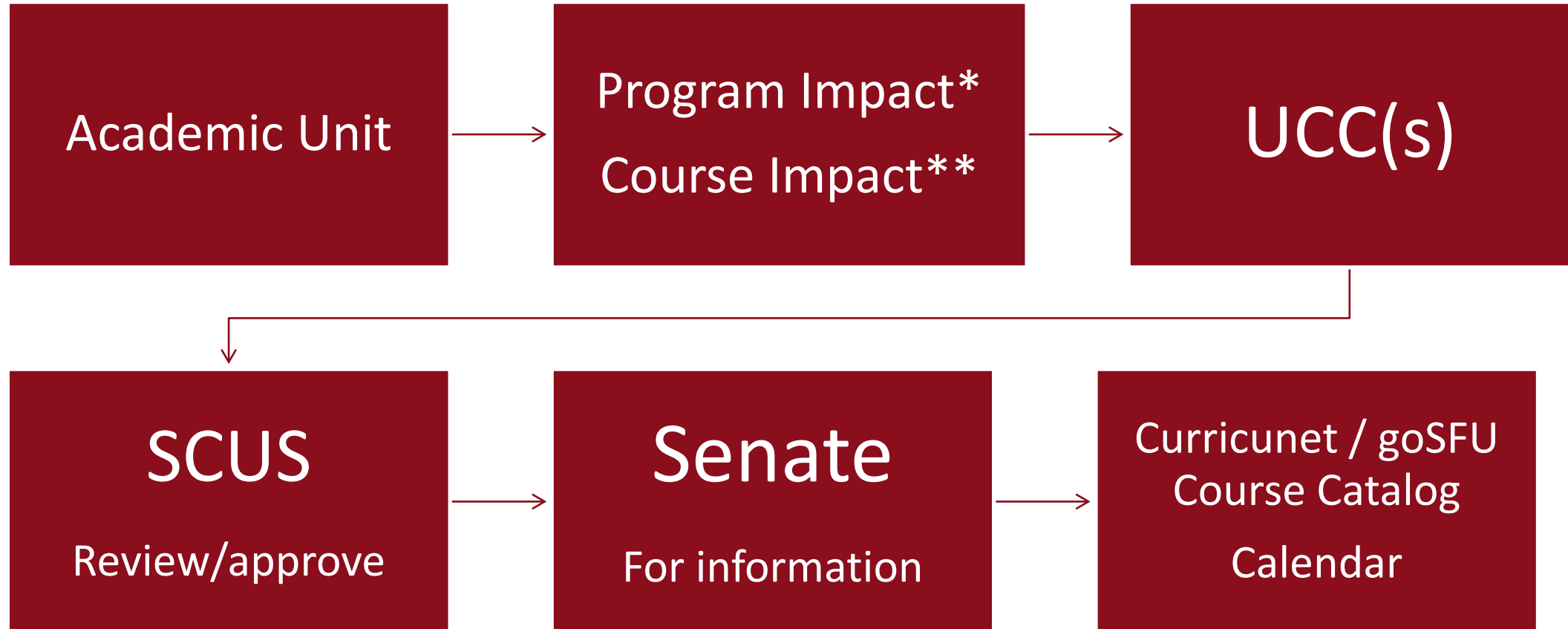


# The Steps – Reinstating a Temporarily Withdrawn Course\*



\* Note: if reinstating a temporarily withdrawn course with changes, then follow the Course Modification process

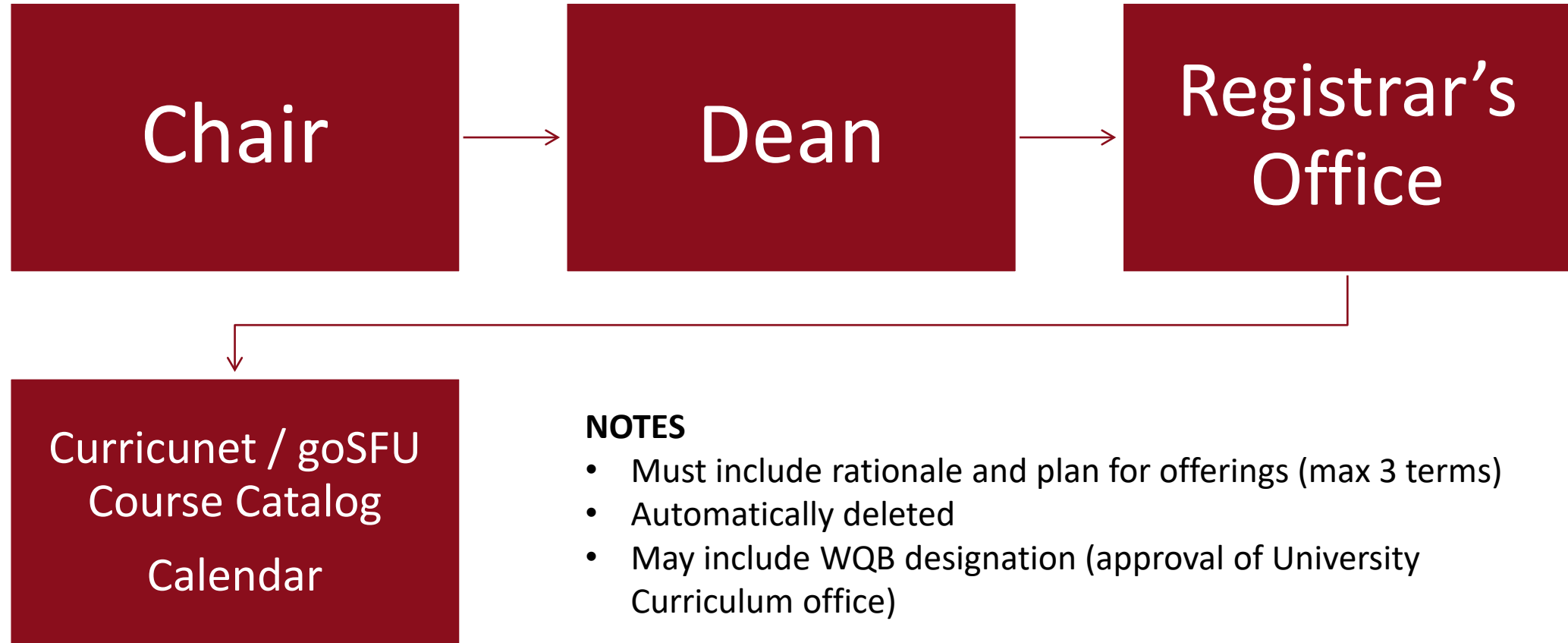
# The Steps – Delete Course (permanently)



\* Potential impact to program requirements – may require program modification (other faculties?)

\*\* Potential impact to course prerequisites – may require course modification

# The Steps – STT Course



## NOTES

- Must include rationale and plan for offerings (max 3 terms)
- Automatically deleted
- May include WQB designation (approval of University Curriculum office)

# Completing the New Program Form

## When is Ministry approval required?

- New bachelor degrees
- New major or joint major (if at least one of the fields is not currently an approved major)
- Significant revisions to an existing program (contact UCIL office)

## When is Ministry approval not required?

- New honours programs (if major is already approved)
- New joint majors (if both fields have an approved major)
- New minors/extended minors (if major is already approved)\*
- New certificates & post baccalaureate diplomas

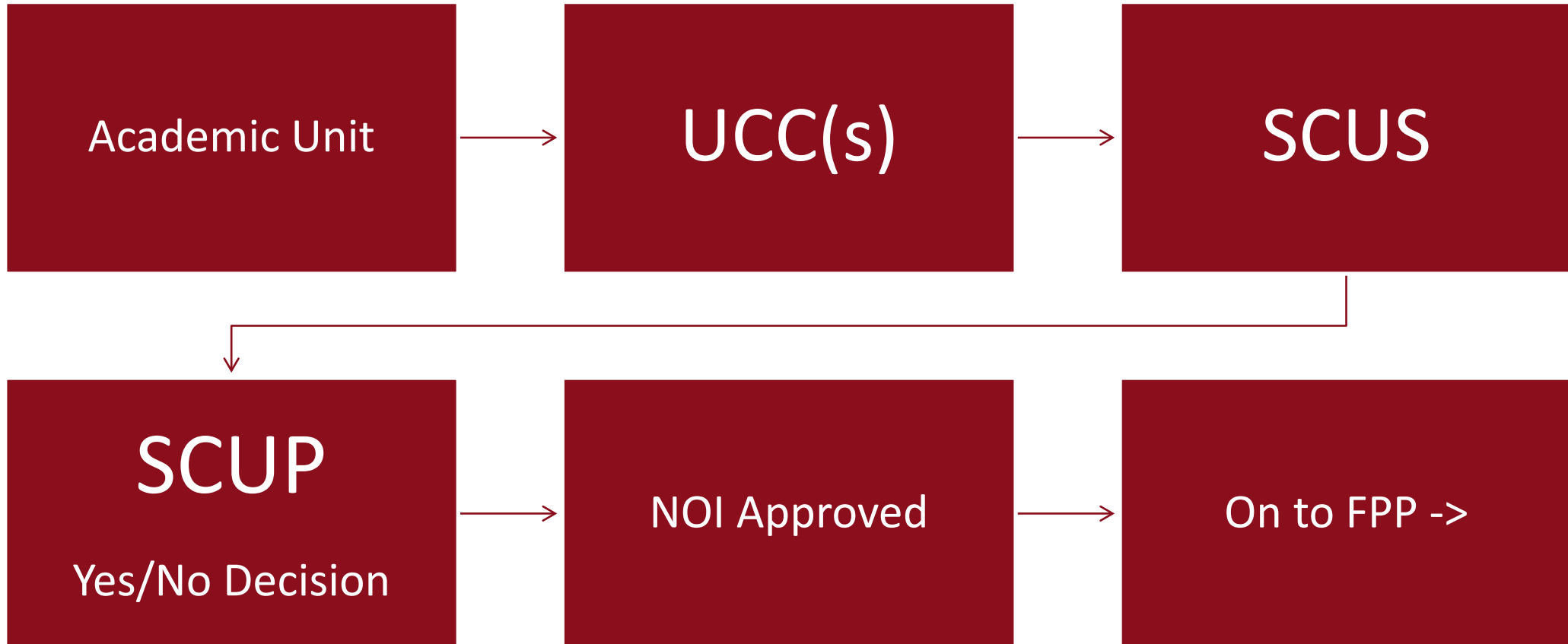
\* Contact UCIL, who will notify the Ministry for a determination of the proposed new minor

# Completing the New Program Form - NOI

## New programs involve a two step process – Notice of Intent (NOI) & Full Program Proposal (FPP)

- Process can take up to two years if Ministry approval required
- NOI is reviewed by SCUS and SCUP for feedback and approval to proceed in developing the FPP
- Programs that do not require Ministry approval can be submitted as a *letter* or memo of intent to SCUS, and can move directly to FPP
- Key items for NOI: description of program, resource requirements, budget, related programs and consultations/support

# The Steps – New Program NOI\*



\* NOI is not required for: new honours, minors, extended minors and joint programs if the major has been previously approved by the Ministry; nor for new certificates or PBDs. These proposals can go directly to FPP, although the faculty may submit a brief memo to SCUS in advance if they wish.

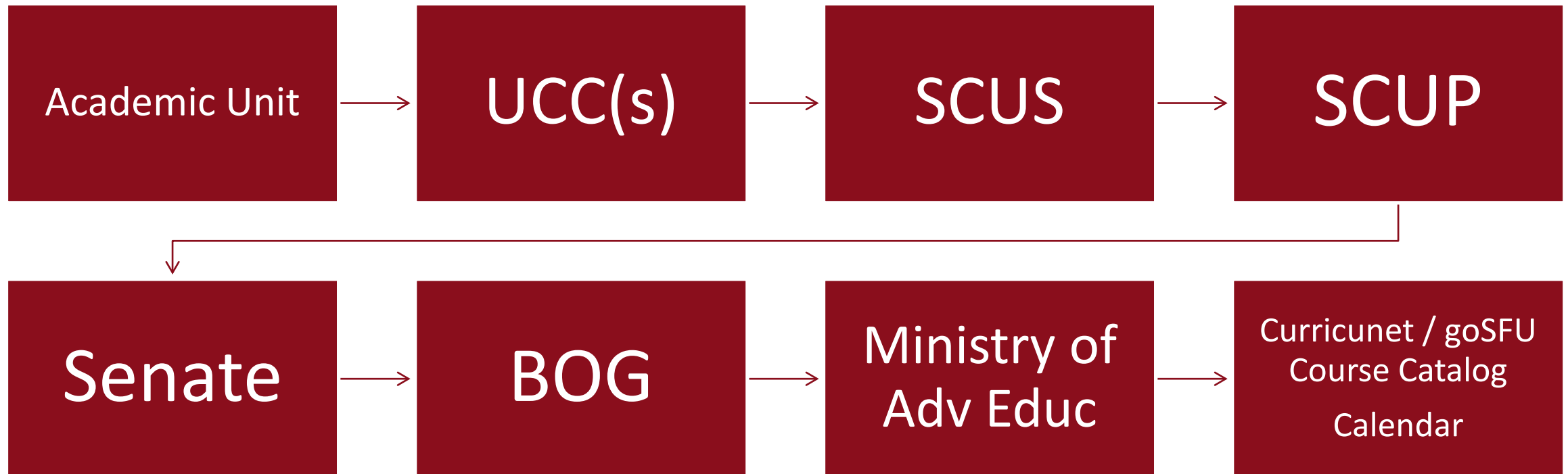
# Completing the New Program Form - FPP

Building from feedback from the NOI, the FPP includes:

- Program structure, core courses, existing and new courses
- Program resources, including target enrollment plan and budget
- Consultations, including letters of support from internal and external communities and other post-secondary institutions
- Evidence of student interest and labour market demand
- Calendar language/entry

If help needed, please reach out to the UCIL and/or my team (re: Calendar language)

# The Steps – New Program FPP





# Completing the Program Modification Form

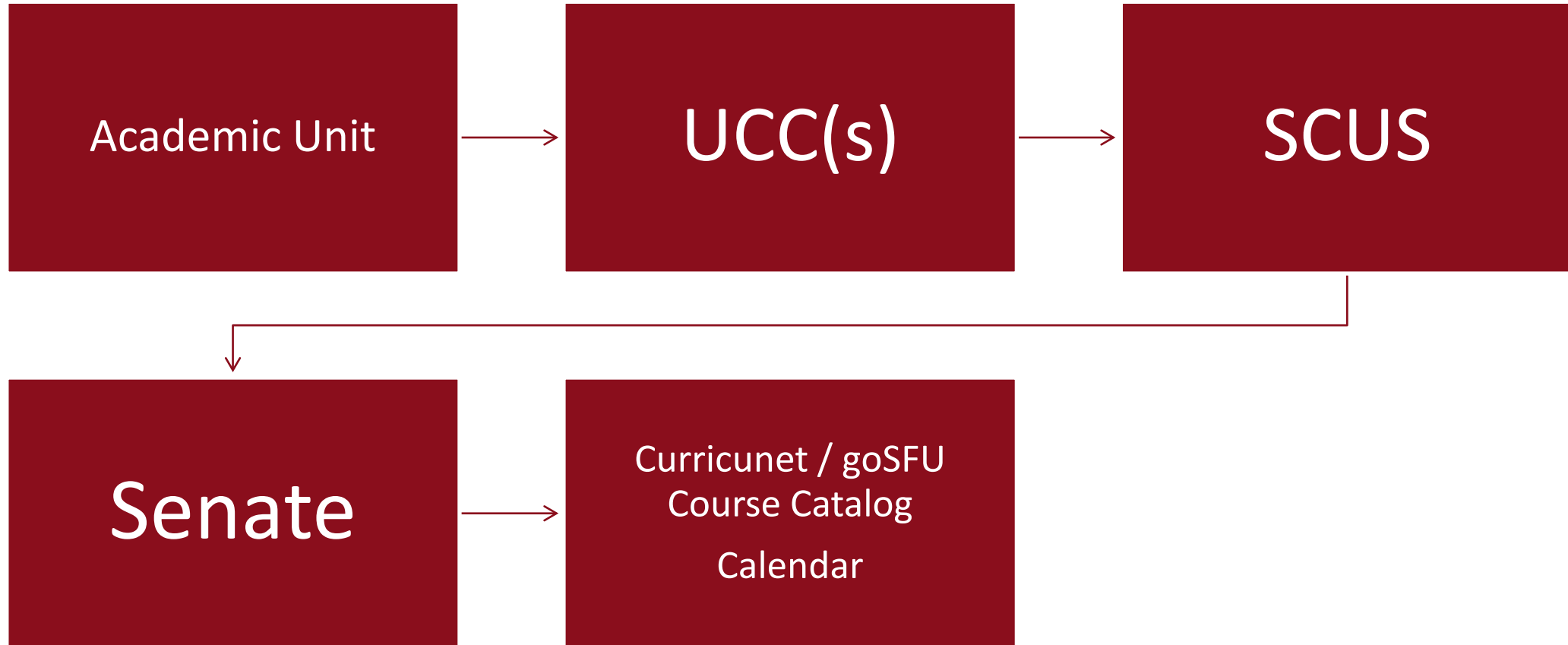
## Completing **Program Modification** forms accurately:

- Use the most current language published in the Calendar OR
- Use the most recent version if there were changes since current Calendar publication
- More than one program type? I.e. Major/honours/minors/extended minor/joint programs
  - Ensure change is made to ***all*** programs, if required
  - Different requirements? Submit a **separate form for each program**
  - Clearly indicate the changes on the form using **BOLD** and ~~strikethrough~~
  - Ellipsis (...) to identify existing Calendar text that is not changing, to save space & focus only on sections that are changing

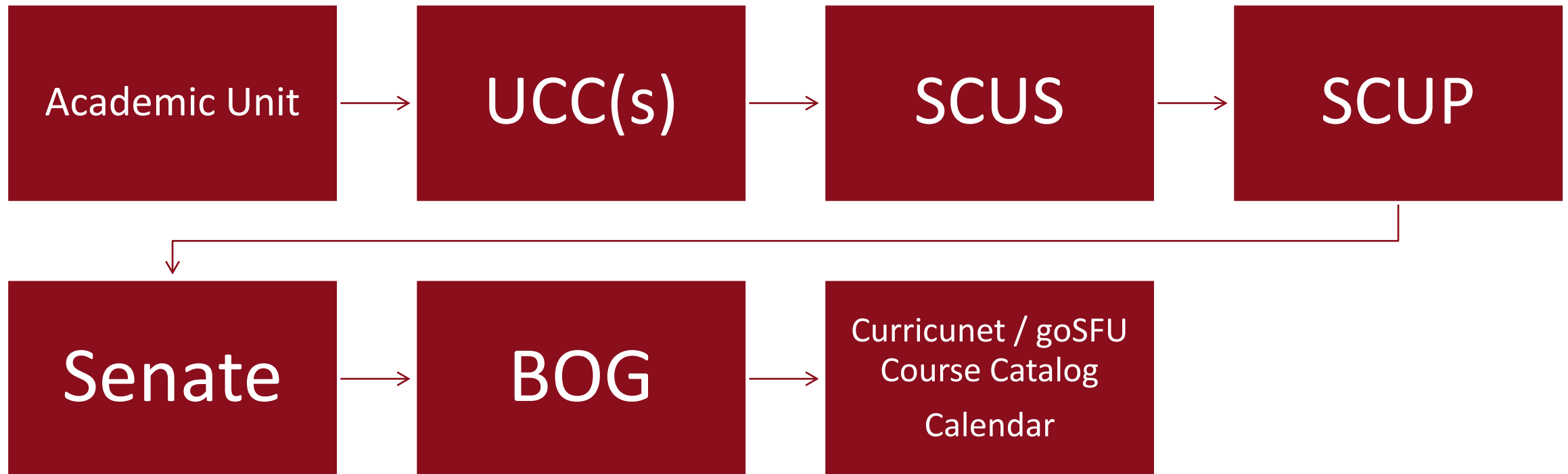
\* Remember: use the most current forms, found here:

<http://www.sfu.ca/senate/senate-committees/scus/ugrad-curriculum.html>

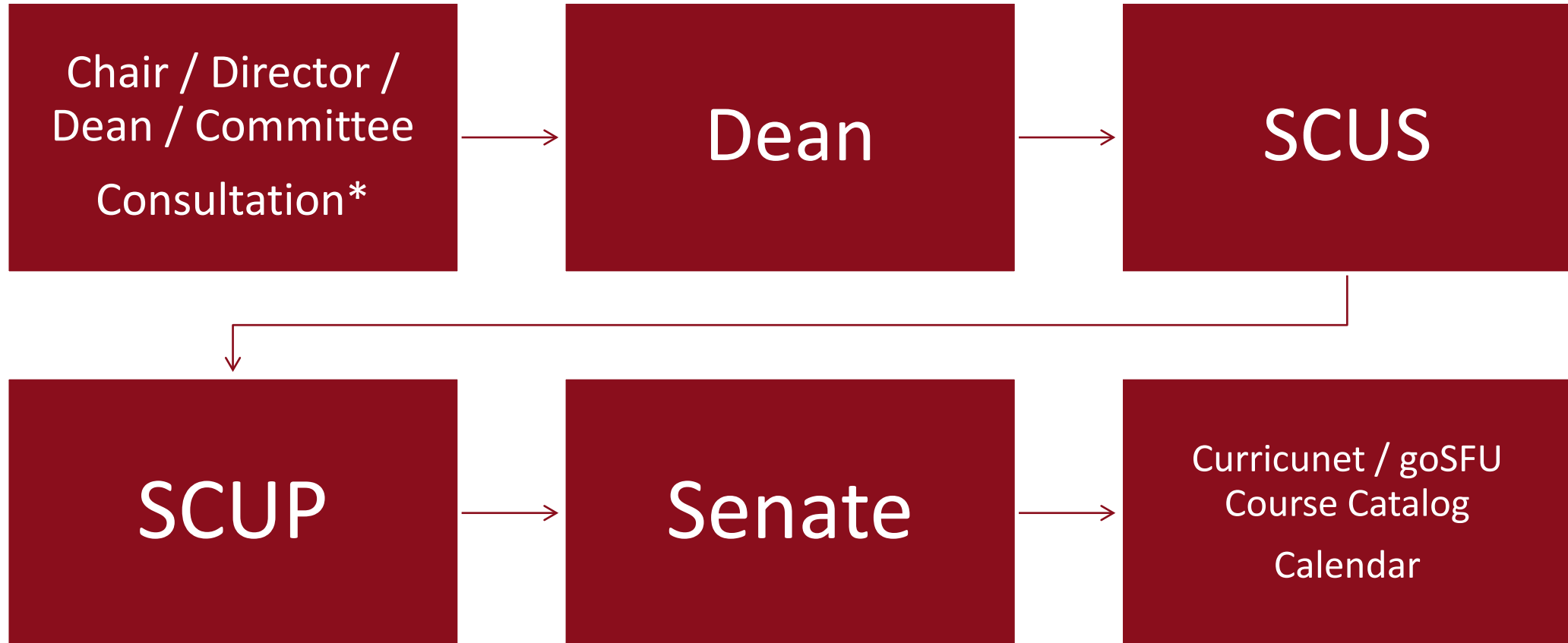
# The Steps – Program Modification



# The Steps – Program Title Change

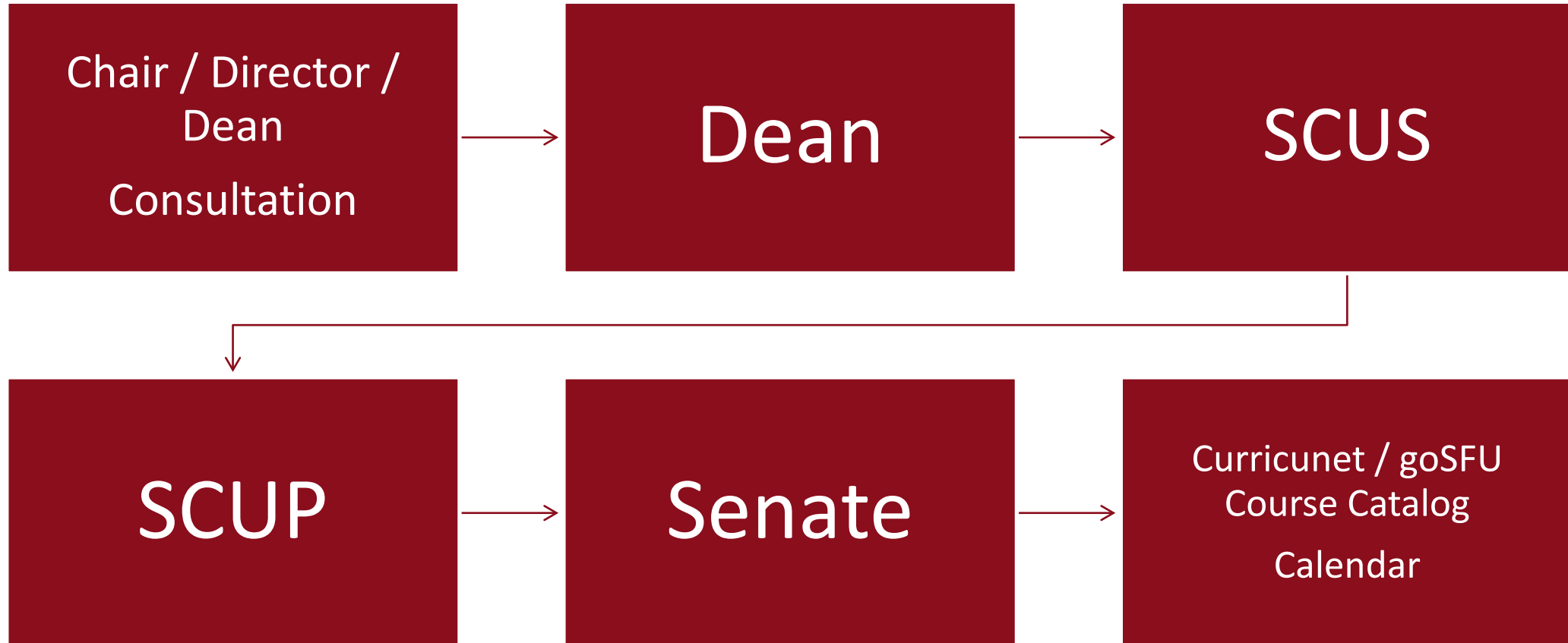


# The Steps – Suspension of Admission



\* Consult students, faculty & staff – ensure students in program have opportunity to complete or provide other options (e.g. reallocation of resources/alternate program/credential)

# The Steps – Program Termination



# The Steps – a realistic timeline\*

Academic Unit Proposal

Departmental UCC

Month 1

Faculty UCC

Month 2

SCUS

Month 3

Senate

Month 4

\*Sample Timeline for Course or Program Change

# Programs – Potential Impacts to Timeline

## Things to remember:

- New programs involve a two-stage process
  - NOI\*/FPP
- Program termination is also a two-stage process (normally)
  - Suspension of Admission
  - Program Termination
  - BUT, program termination can be fast-tracked if no enrolment
- SCUP approval?
  - Credential title changes
  - Program suspension & terminations

\* An NOI is not required for programs excluded from the Ministry's approval process

# Timeline & Calendar Publication Dates

## Senate approved changes:

- Fall Calendar – submitted January to April
- Spring Calendar – submitted May to July
- Summer Calendar – submitted September to December



# Sample Timeline & the Calendar

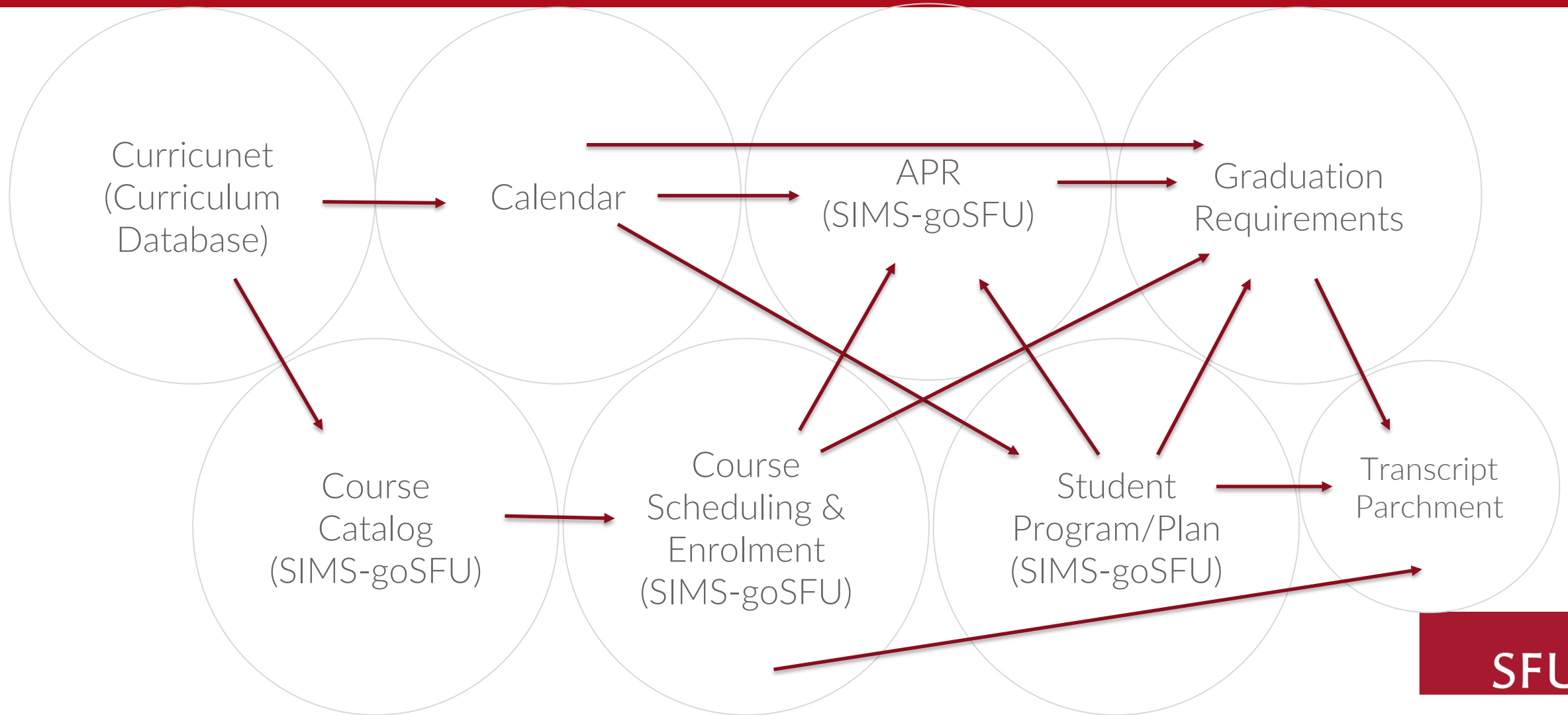
## Program & Course Changes for the Spring 2025 Calendar

- Submitted to Senate by July 2024
- Submitted to SCUS by June 2024
- Submitted to Faculty UCC by May 2024
- Submitted to Department UCC by April 2024
- Academic Unit – completed by March 2024

# Effective Dates

- Effective dates drive all systems
  - Curricunet
  - Calendar
  - SIMS/goSFU – Course Catalog, Student Program/Plan
  - Scheduling
  - Academic Progress Report (APR)

# Curriculum interconnectivity



# Post-approval – the Calendar & APR

Senate approved changes for the term:

- Courses & programs entered into Calendar & courses uploaded into SIMS/goSFU prior to enrolment for that effective date /term
- Calendar sub-editors review and sign-off confirmation
- E.g. Fall 2024 = 2024/09/01 – published by June 2024
- New programs & changes are entered into APR for that effective date / term, ready before start (effective date = requirement term)
- New program codes entered into SIMS/goSFU to enable Student Program/Plan (requirement term = effective date)
- Calendar Publication Term = Effective Date = Requirement Term

# Reminders

- Are you working from the most up to date Calendar language?
  - I.e. have you submitted changes since the last published Calendar?
- Does the program change apply to ALL of your unit's programs?
  - I.e. major/honours/minor/joint programs?
- New courses for a new or existing program?
  - Should it be added to your other programs as an option/elective?
- Unit requirements – does it all add up?
- Prerequisite logic – “and”, “or”, use of parentheses, equivalent courses – does it make sense?

# Reminders - Equivalency

When adding an equivalency statement – is it being added to the other courses at the same time? Other department/faculty?

## Enforced by goSFU

- Two-way or  $A=B$  ( $A=B=C$ ,  $A=B=C=D$ , etc.)

## Not Enforced by goSFU

- Sequential (A before B, but not B before A)
- One-way ( $A=B$ , but  $B \neq A$ )
- Special Topics

# Importance of Accurate Documents

- The timelines are tight – no room for error
- Inaccurate or incomplete documents submitted to SCUS/SCUP/Senate may result in further delay or denial
- Errors missed through the curriculum approval process may not be caught until Calendar or APR entry, and may require resubmission to UCC/SCUS/etc.
- Delays may impact program requirements, which impacts students

# The Curriculum Process – One Team

We are all working together to make this work:

- Faculty – Academic & Advising Staff – Administrative Staff
- Accurate Curriculum Documents = Accurate Calendar/APR = Happy Students (and happy advisors)



# Senate & Academic Services Staff

- Kris Nordgren, Assistant Registrar
- Rosa Balletta, SAS Secretary (SCUS)
- Steven Noel, Senate Assistant & Electoral Officer
- Annie Young, Program Assistant (Calendar)
- Winnie Chu, Program Assistant (APR)
- Concetta Di Franceso, Manager-Appeals (WE)
- Arlette Stewart, Academic Integrity Coordinator

# Resources

SCUS dates and minutes

<http://www.sfu.ca/senate/senate-committees/scus.html>

Senate documents

<https://docushare.sfu.ca/dsweb/View/Collection-12682>

SCUP

<http://www.sfu.ca/senate/senate-committees/scup.html>

Senate approved Calendar guidelines

<https://docushare.sfu.ca/dsweb/Get/Document-399034/S.10-143.pdf>

Undergraduate Curriculum Management

<http://www.sfu.ca/senate/senate-committees/scus/ugrad-curriculum.html>

WQB information

[http://www.sfu.ca/ugcr/for\\_faculty.html](http://www.sfu.ca/ugcr/for_faculty.html)

Questions?