

The SFU logo consists of the letters 'SFU' in a white, bold, sans-serif font, set against a solid red rectangular background.

SFU

SIMON FRASER UNIVERSITY  
ENGAGING THE WORLD

# SFU Undergraduate Curriculum Workshop

Senate & Academic Services

# Agenda

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

# Senate & Academic Services (SAS) Staff

- Kris Nordgren, Assistant Registrar
- Rosa Balletta, SAS Secretary (Recording Secretary, SCUS)
- Steven Noel, Senate Assistant & Electoral Officer
- Annie Young, Program Assistant (Calendar/Outlines)
- Winnie Chu, Program Assistant (APR)
- Arlette Stewart, Academic Integrity Coordinator

# University Curriculum & Institutional Liaison Staff

- Jill Sutherland, Director UCIL
  - Secretary to Senate Committee on University Priorities (SCUP)
- Jocelyn Chapman, Coordinator, UCIL
  - Recording Secretary to SCUP

# Terminology

- APR – Academic Progress Report
- BOG – Board of Governors
- Docushare – online repository of all Senate documents
- FPP – Full Program Proposal
- NOI – Notice of Intent

# Terminology

- SCUP – Senate Committee on University Priorities
- SCUS – Senate Committee for Undergraduate Studies
- SIMS – Student Information Management System aka goSFU
- 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 Forms\* – make no assumptions

## Completing Course & Program Change forms accurately:

- Cutting/pasting from the most current Calendar?
  - **Changes since last Calendar publication?**
- All programs?
  - Major/honours/minor/extended minor/joint programs/certificate/PBD?
  - Different text? – ensure change is submitted for each separate program
  - Mass changes to blocks of courses – is the change identical for all?

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

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



# 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

# Calendar Publication Frequency

In 2022, SCUS approved a phased approach to the Calendar publication schedule going forward

## Rationale

- Frequent curriculum changes during one academic year can be disruptive to students, faculty, and staff:
  - Academic Calendar degree and program requirements are set at the time of admission;
  - Three potential sets of requirement per year creates ambiguity for students and staff as to which set of requirements applies to which student, ***especially with joint programs***;
  - Potential for error in course and academic progress planning and at the time of graduation

# Calendar Publication Frequency

## Initial Phase - 2023

- Maintain **three publications (fall/spring/summer)** annually, but limit the type of changes that can be submitted in each publication cycle:
  - **Fall calendar** (effective in September - full Academic Year) – Major modifications and policy changes that may impact students **negatively** (e.g. increase to GPA requirements; major changes to curriculum that impact courses and prerequisites)
  - **Spring calendar** (effective in January) - Minor modifications and urgent policy changes that will have a **positive** effect on students are permitted (e.g. improvements to academic progress/pathway to degree completion, removing barriers, reducing GPA requirements)
  - All calendars – editorial and administrative items are permitted at any time (correcting errors, minor nature)

# Calendar Publication Frequency

## Phase two

- Assess the outcomes from phase one
- Consider further reducing the frequency of calendar publications to twice per year (removing the Summer Calendar publication)

# The Steps (generally)

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

# The Steps (generally)

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

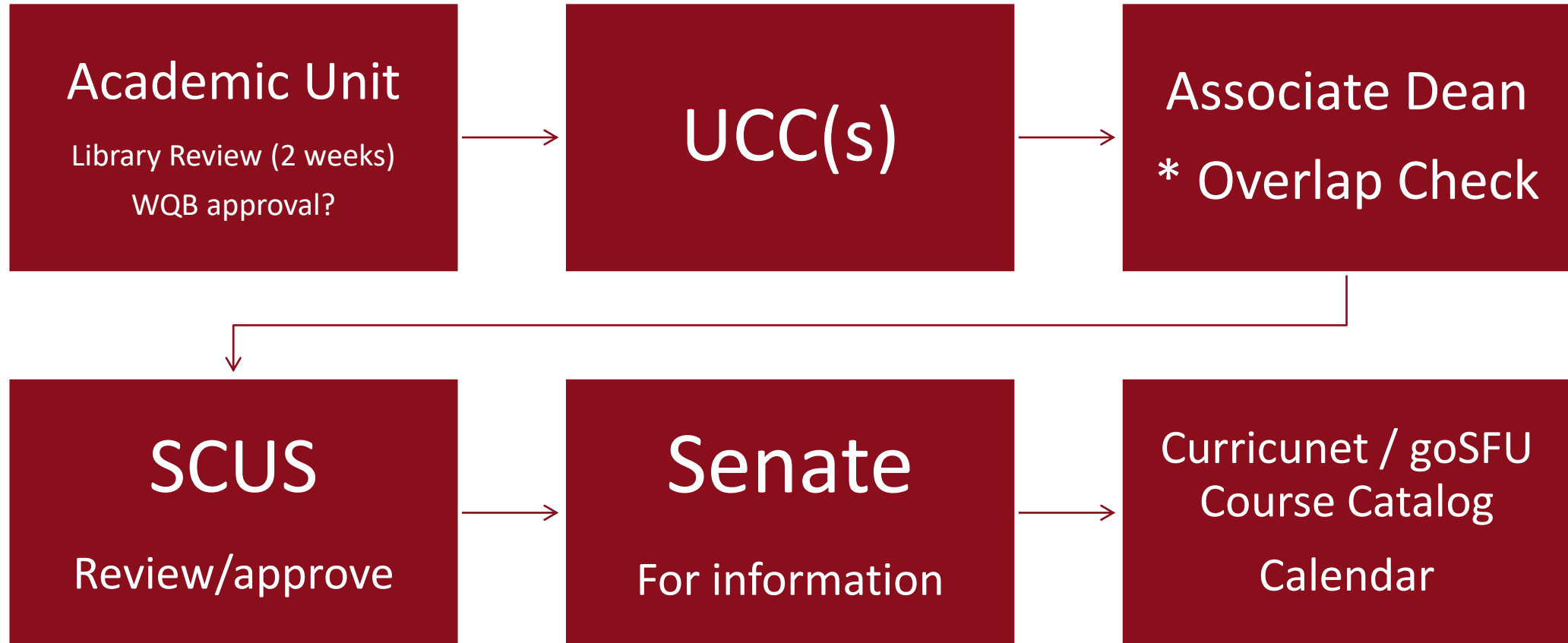
\*note: new programs may require BC Ministry of Advanced Education approval

# Courses – Potential Impacts to Timeline

## Things to remember:

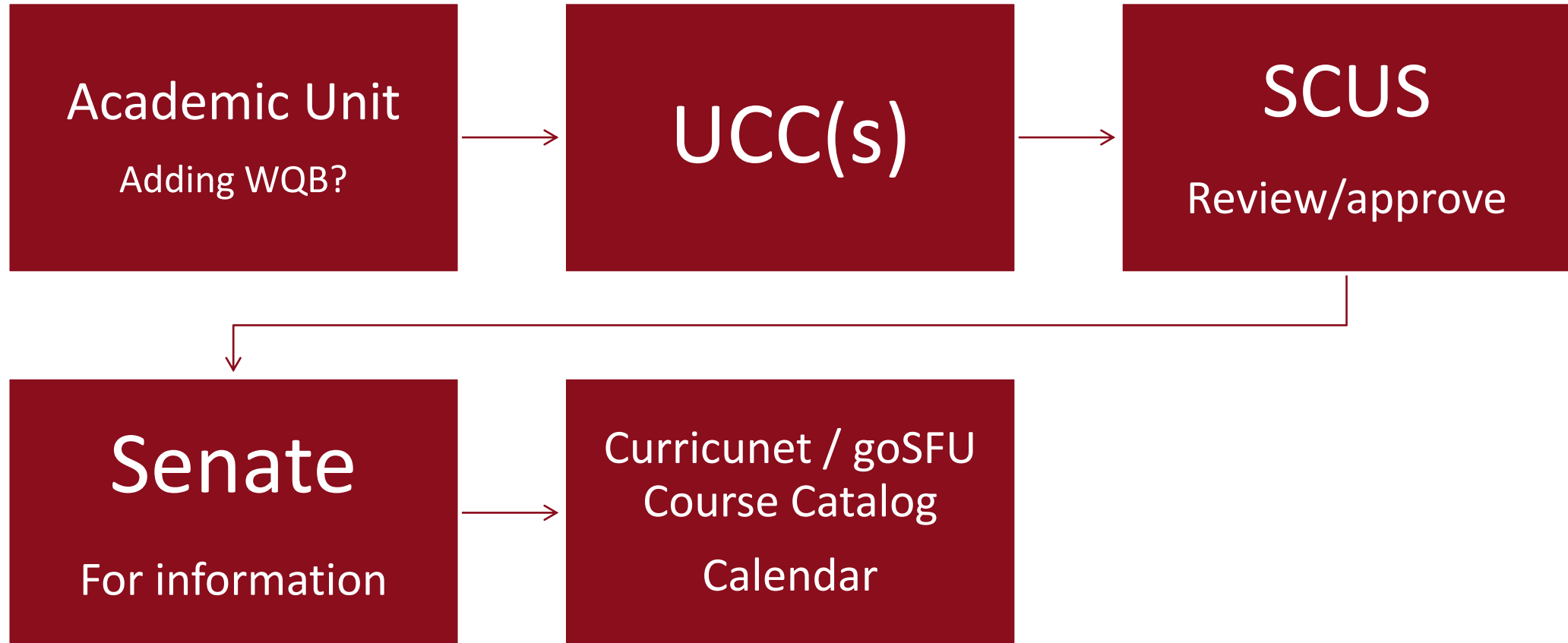
- Library resources check – SCUS Library Rep
- Overlap check – SCUS Faculty Rep/UCC Chair
- WQB approval – UCIL (pending)
- Program Impact checks (units,prereq,TW) - SAS
- Course Impact checks (prereqs, equivalency)

# The Steps – New Course

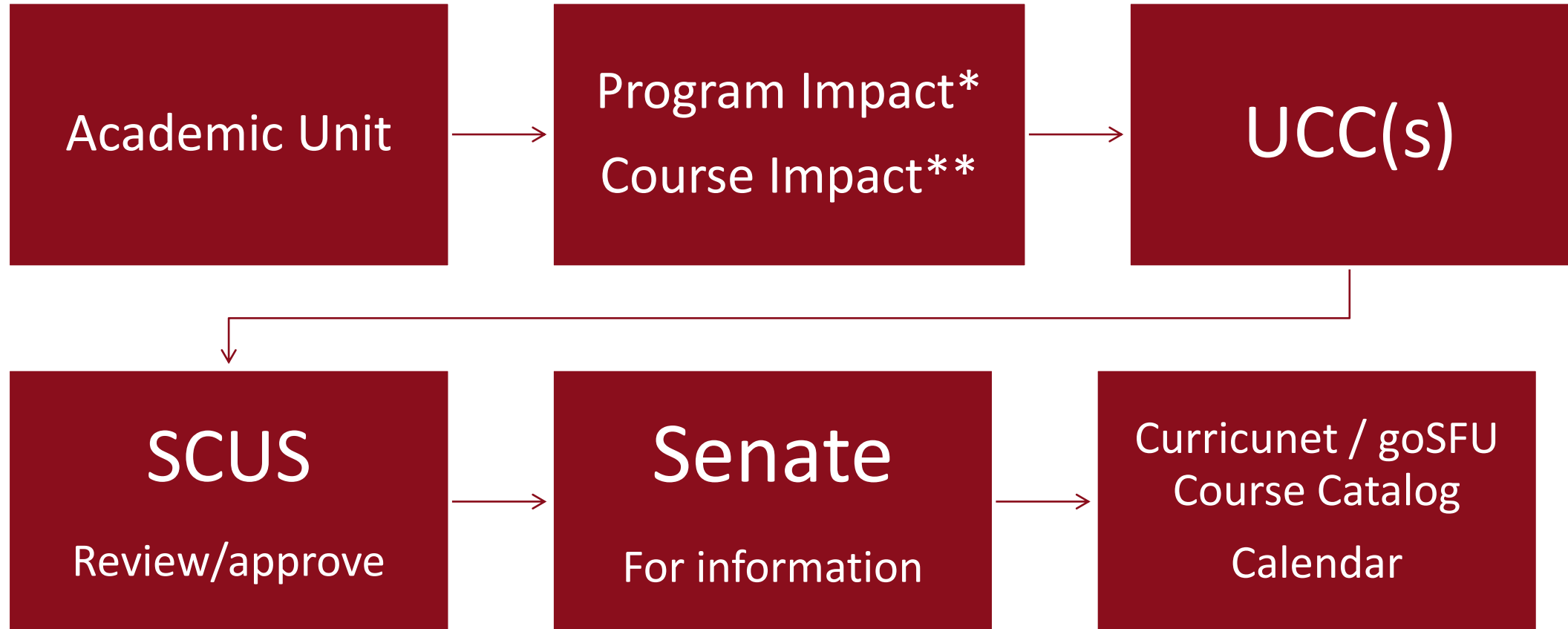




# The Steps – Course Modification



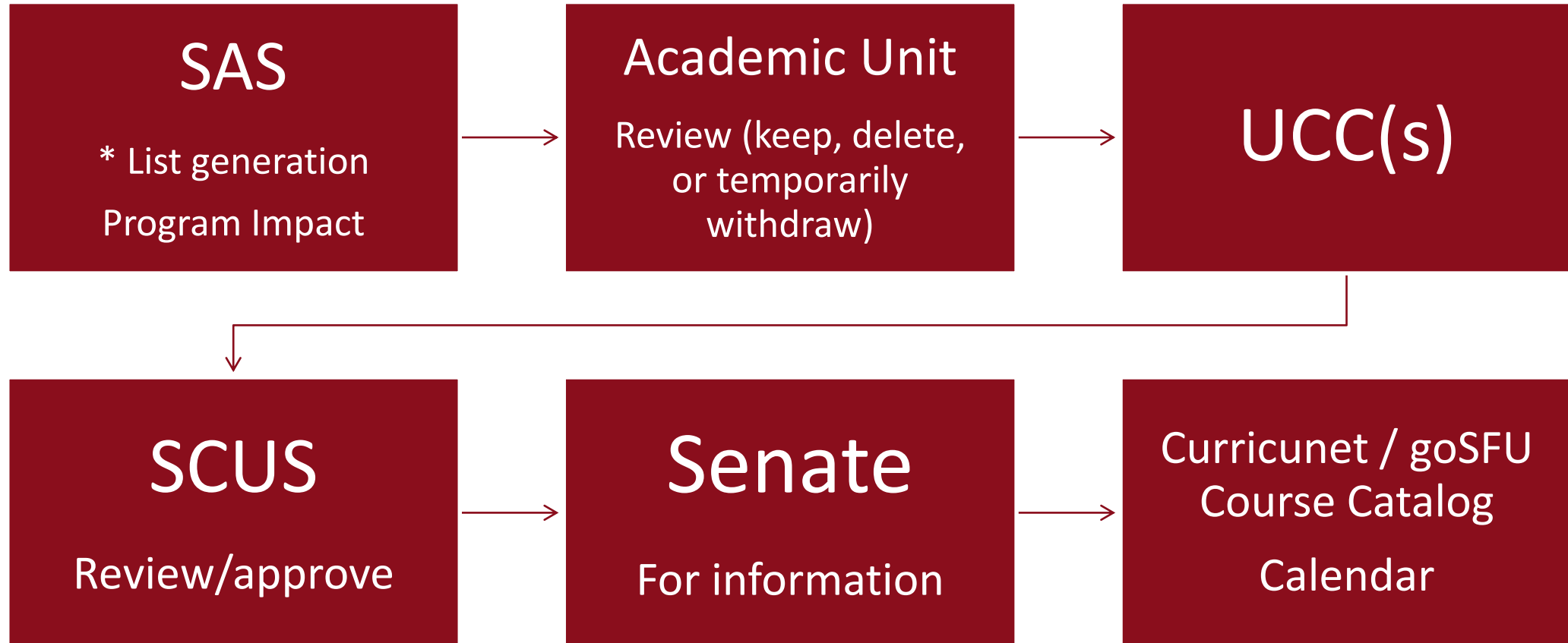
# The Steps – Delete Course (permanently)



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

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

# The Steps – Temporarily Withdrawing a Course

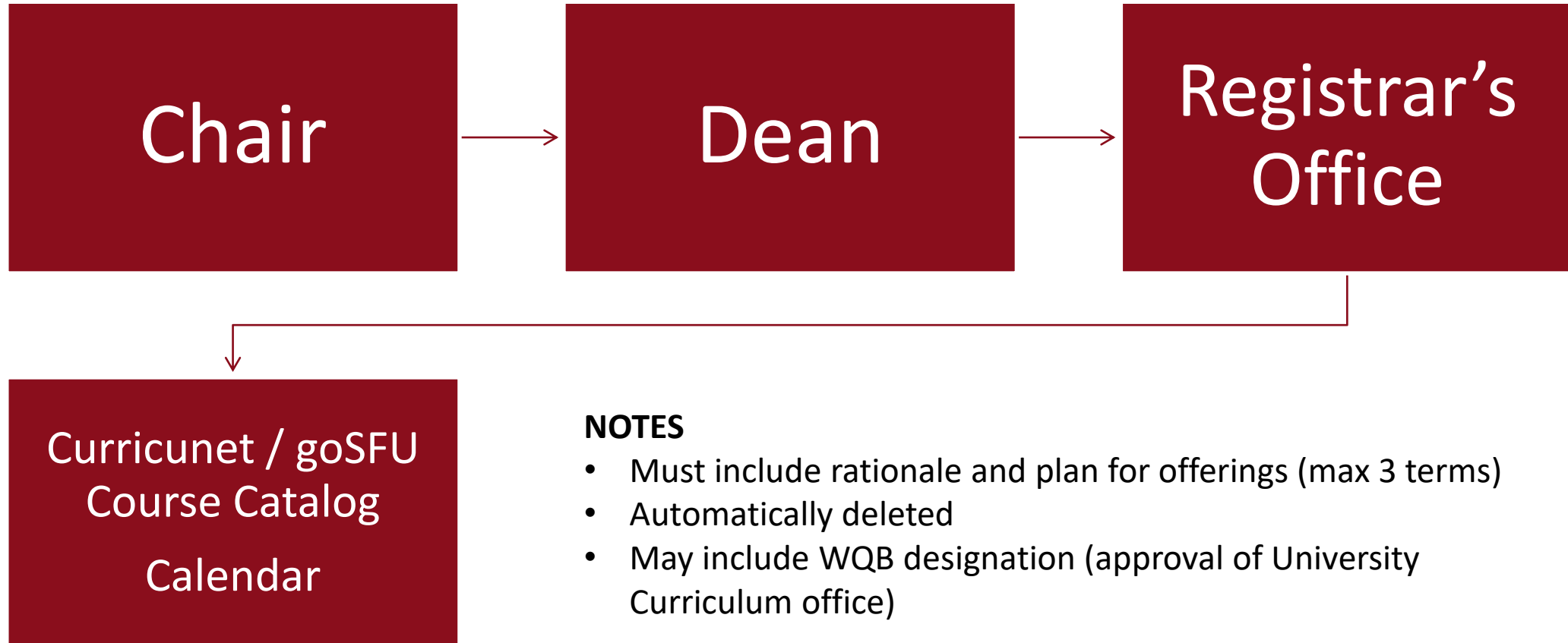


# The Steps – Reinstating a Temporarily Withdrawn Course\*



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

# The Steps – STT Course



## NOTES

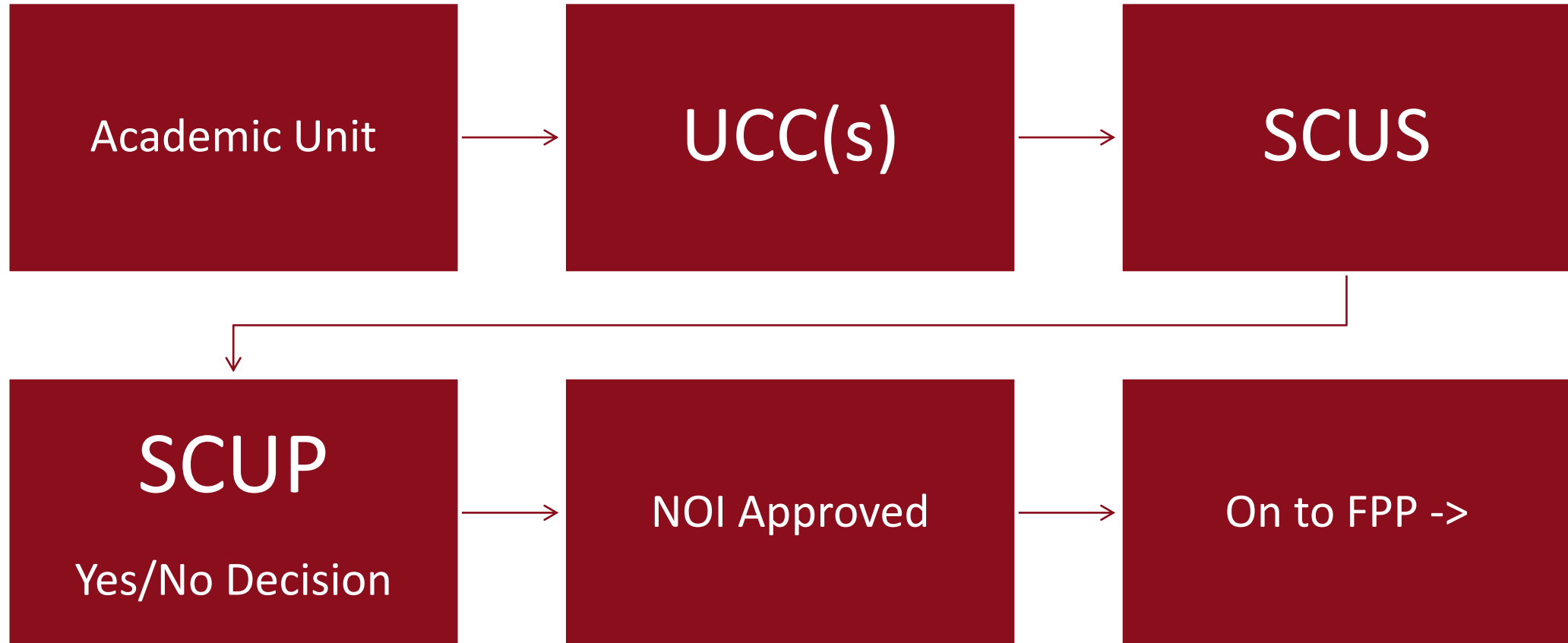
- Must include rationale and plan for offerings (max 3 terms)
- Automatically deleted
- May include WQB designation (approval of University Curriculum office)

# Programs – Potential Impacts to Timeline

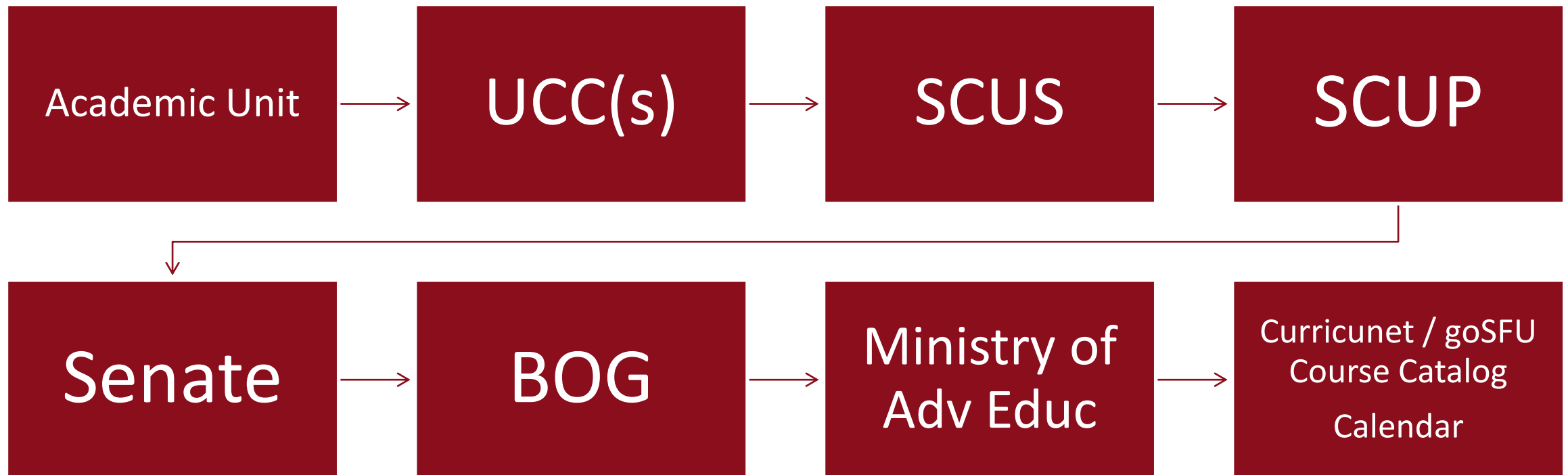
## Things to remember:

- New programs normally involve a two-stage process
  - NOI/FPP (NOI not required for new programs that do not require Ministry approval – e.g. certificate/PBD, minor/honours programs that exist as a major)
- Program termination is also a two-stage process (normally)
  - Suspension of Admission
  - Program Termination
  - However, program termination can be fast-tracked if no enrolment
- SCUP approval required for
  - Program name changes
  - Program suspension & terminations
  - Significant program changes may require Ministry degree determination

# The Steps – New Program NOI

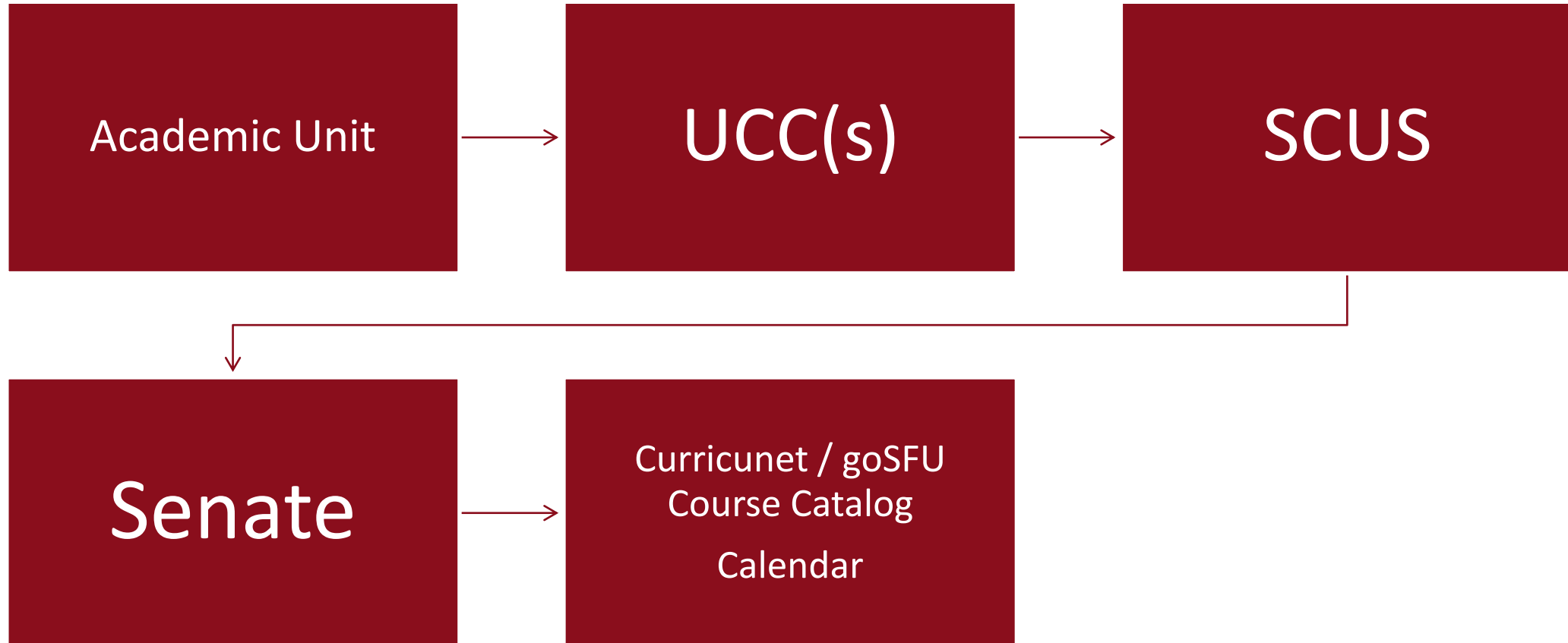


# The Steps – New Program FPP

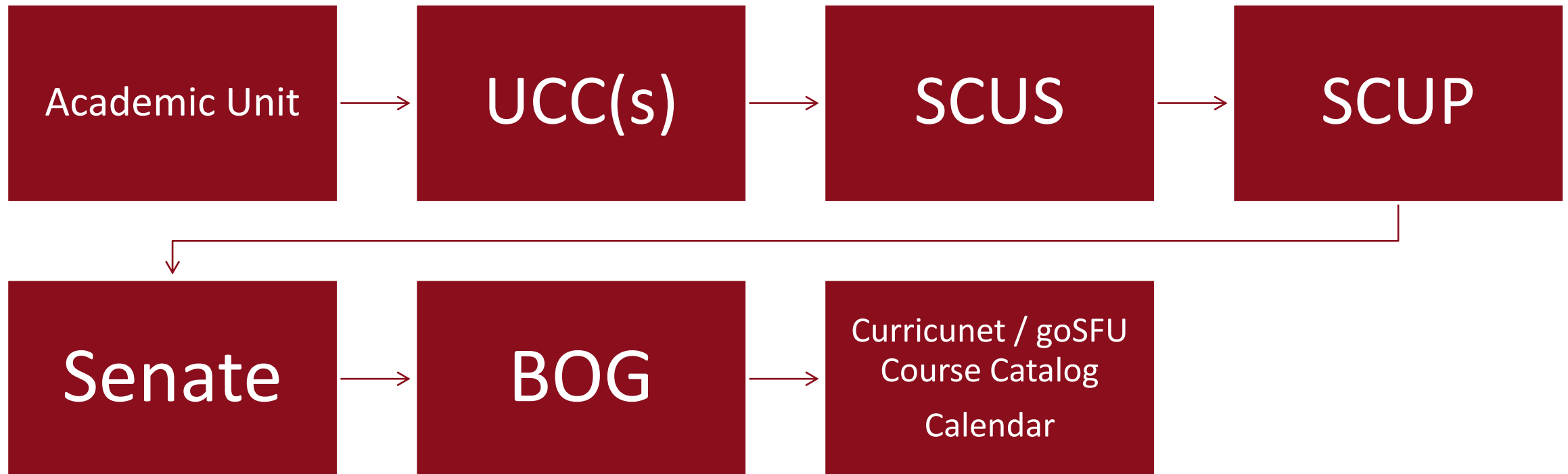




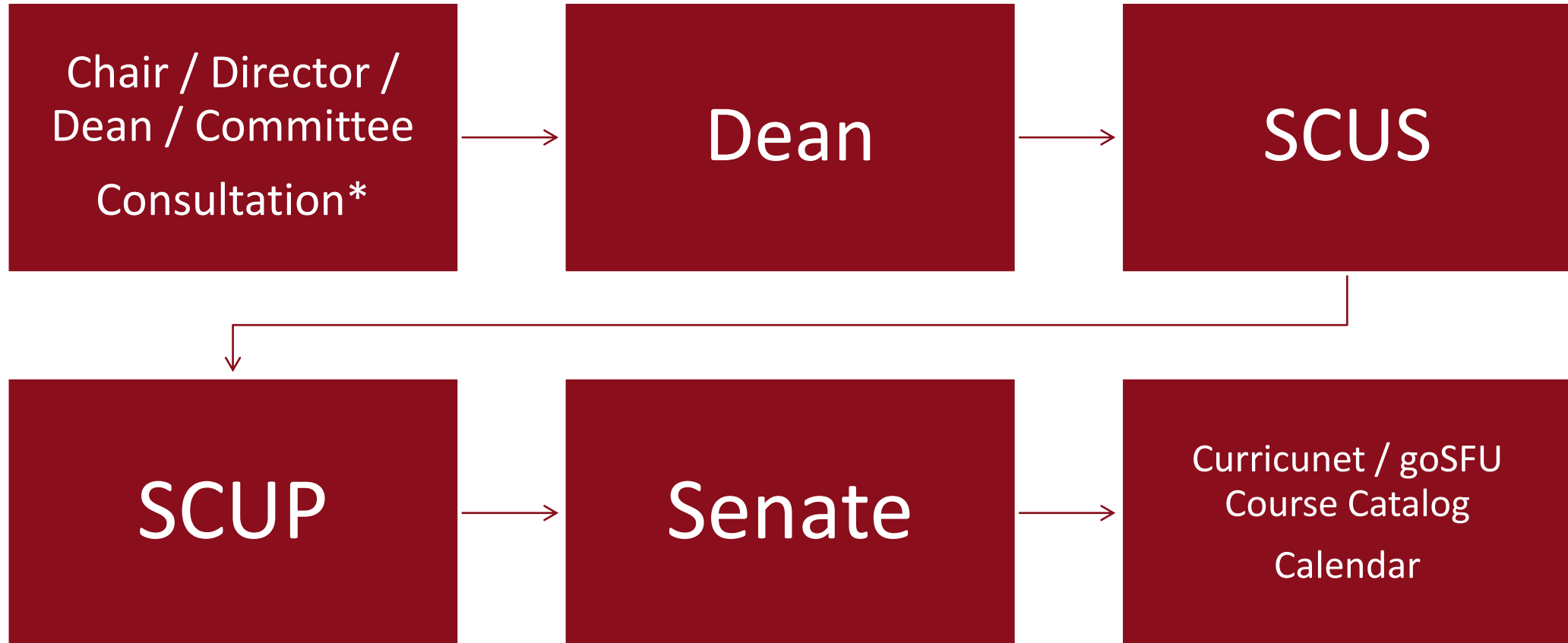
# The Steps – Program Modification



# The Steps – Program Title Change

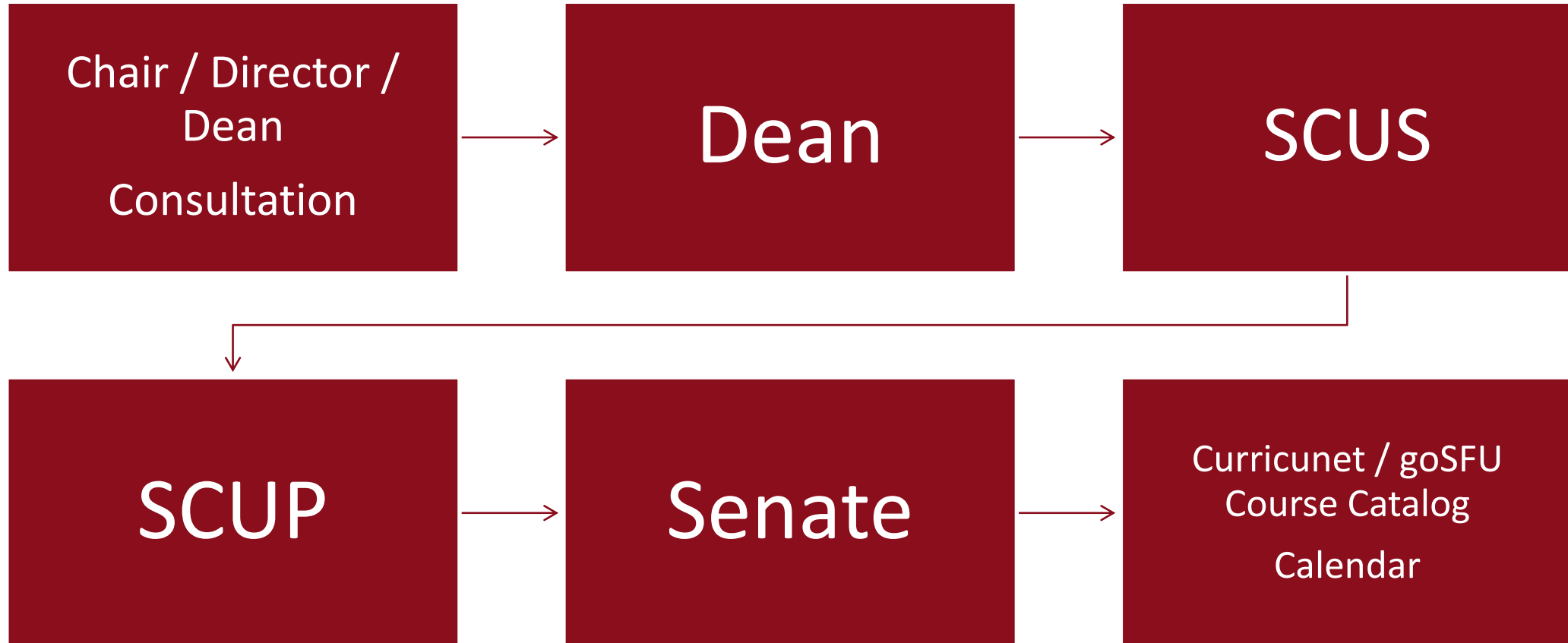


# The Steps – Suspension of Admission



\* 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

# Sample Timeline & the Calendar

## Program & Course Changes for Summer 2022

- Submitted to Senate by December 2022
- Submitted to SCUS by November 2022
- Submitted to Faculty UCC by October 2022
- Submitted to Department UCC by September 2022
- Academic unit – curriculum developed by August 2022

# Post-approval – the Calendar & APR

Senate approved changes for the term:

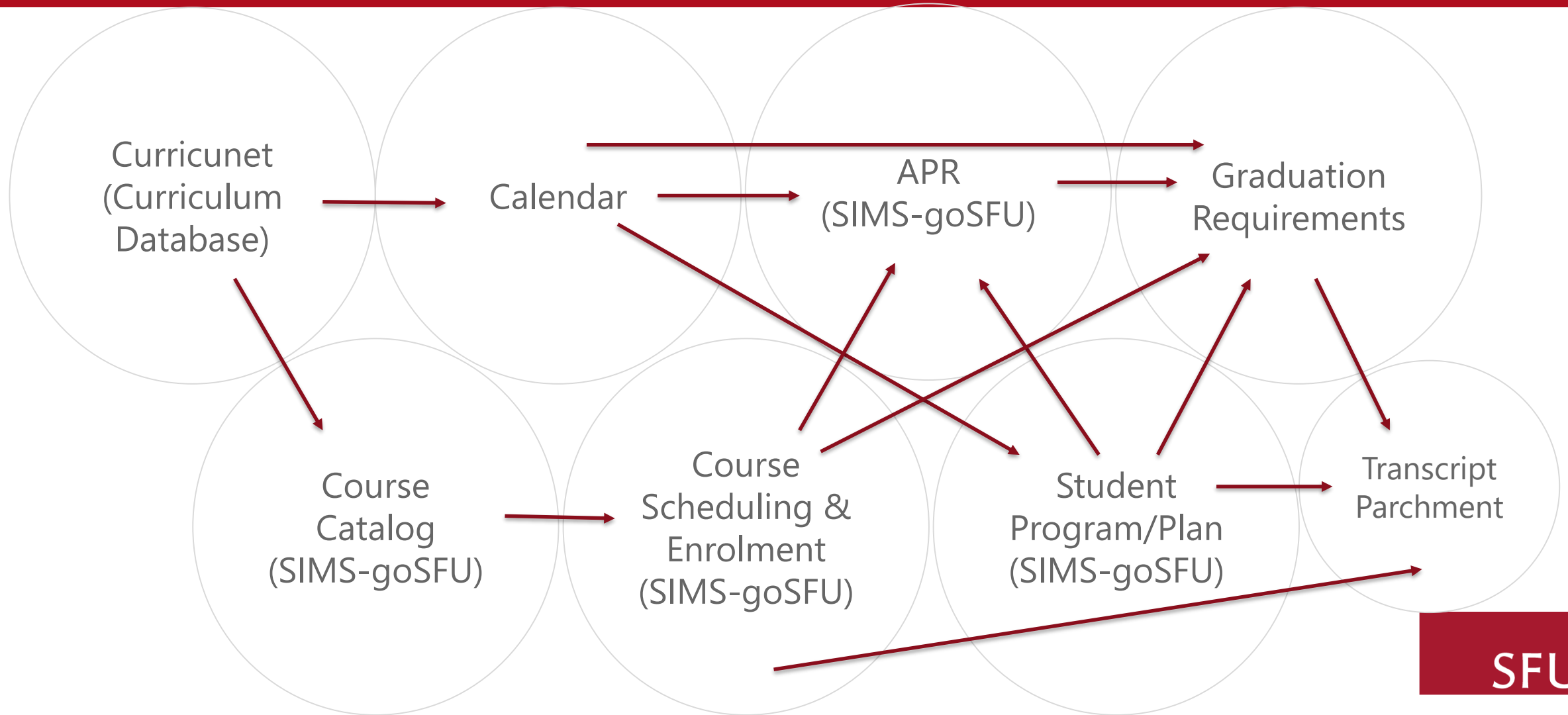
- Courses uploaded into SIMS/goSFU by Schedules Deadline
- Courses & programs updated in Calendar
- Calendar sub-editors review and sign-off confirmation
  - E.g. Summer 2020 = 2020/05/01 – published by February 2020
- New programs & changes are entered into APR for that effective date / term, ready 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

# Effective Dates

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



# Curriculum interconnectivity



# Reminders

- Are you working from the most up to date Calendar language?
  - Have you submitted changes since the last published Calendar?
- Does the program change apply to ALL of your unit's programs?
  - Major/Honours/Minor/Extended Minor/Joint programs/Certificate/PBD?
- 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)

# 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?