

CURRICULUM COMMITTEE GENERAL GUIDELINES FOR SUBMITTING PROPOSALS

The Curriculum Committee is responsible for overseeing that the *content* of a course is academically sound and consistent with other courses taught across Glendon's Programs of Study. As such, it vets all proposals for the creation of new courses and the modification of existing courses before they are presented to Faculty Council for final approval.

Because incomplete submissions will be returned to their departments/programs for modification and resubmission, it is *strongly recommended* that a department/program representative attend the committee meeting to answer questions and provide missing information. If the submission needs to be approved by Faculty Council sooner rather than later, it is *imperative* that a representative attend the committee meeting. The set meeting dates for both the Curriculum Committee and Faculty Council are available on the Faculty Council website at: < <http://www.glendon.yorku.ca/facultycouncil/meeting-dates/>>.

Curriculum Committee submission forms are available upon request or from the Faculty Council website at: <<http://www.glendon.yorku.ca/facultycouncil/forms/>>. If you need more space for the requested information, attach a supplementary sheet(s). For a course that has lapsed for seven years or more, use a Changes to Existing Course form to re-activate it in the Student Information System. It is *strongly recommended* that you additionally provide a Library Statement to confirm that there are resources available at the library for re-activated courses.

The following guidelines to the headings that appear on the Curriculum Committee's submission forms are designed to help you craft a complete proposal. If you have any questions, consult with your Administrative Assistant and/or Lesley Bartlett at Academic and Student Financial Services.

Course Number	For a new course proposal, the form should indicate the year level of the course (e.g., GL/POLS 3XXX 3.00). If preference is given to a specific numbering system within the department, a course number can be proposed. All course numbers will be confirmed or provided by the Governance and Records Officer, Lesley Bartlett.
Course Title	This is the official name that will publicly appear in the University Lecture Schedule on the Courses website.
Short Course Title	This is the name that will appear on transcripts. As such, it must be 40 characters or less in length, <i>including spaces</i> .
Calendar Description	Because this publicly appears in the University Courses website, it is important that the standards of linguistic accuracy, grammatical correctness, and stylistic consistency be respected. Calendar descriptions start with a clear subject and a verb in the present tense. Examples include: This course covers... This course provides... This course considers... This course deals with... etc. (In French: Ce cours couvre... Ce cours propose... Ce cours constitue... etc.)
Cross-listings	Courses should be considered for cross-listing only if their content relates substantially to the Program of Study of another department(s)/program(s). See <i>Cross-Listed Program Rationale</i> below. When removing a cross-listing from a course not housed in your department/program, a signature and justification from the home department/program are not required. If your department/program is

	making changes to an existing course that is cross-listed with another department(s)/program(s), signatures from the cross-listed department(s)/program(s) are required. If changes are being made to the <i>content</i> of the course, then the Cross-Listed Program Rationale also needs to be completed (see <i>Cross-Listed Program Rationale</i> below).
Prerequisites	A prerequisite is a requirement that students must successfully complete or achieve a specific grade (or overall GPA) in another course or set of courses before they may enrol in a subsequent course. Only add a prerequisite if a specific skill set or background in a subject is necessary for a student to succeed in the proposed course.
Corequisites	A corequisite is a course that must be taken simultaneously with another course. As they are normally part of a larger scaffolding within a Program of Study, they tend to be rare. Only add if directed to by your Chair or Coordinator.
Course Credit Exclusions	A course credit exclusion (CCE) is a formal status accorded to sets of courses that are recognised as having sufficient overlap in content that students cannot receive credit for both courses (i.e., “double-dip”). Note that listing a CCE does not mean, however, that the courses are fully equivalent or interchangeable. For more information, refer to the <i>Senate Guidelines and Procedures Governing Course Cross-listings, Exclusions and Substitutions</i> . If you include a CCE from another department/program on your Curriculum Committee form, it must be accompanied by a signature from the appropriate Chair or Coordinator, even for a Change to Existing Course submission.
Is this course required for the major/minor in program, and/or in other programs?	Please specify whether any students must complete this specific course in order to satisfy major or minor requirements.
Does the major/minor have category requirements?	Please specify if the associated major/minor has categories that a student is required to complete, as listed in the Undergraduate Calendar. (Examples include English, Linguistics, History and Philosophy). If yes, specify which category the course falls into.
Brief Course Outline	This information does not appear in University publications but provides the Committee with a clearer picture of how the proposed course will fit into your department’s/program’s Program of Study. Because this information is subject to change due to the academic freedom of individual Course Directors, it does not need to be extensive in scope. In order to demonstrate to the Committee that the proposal has been fully thought-out, this section should include an expanded course description and a course evaluation scheme with assignment weightings consistent with other courses in your department/program. For courses that have been redesigned to be offered at a higher level (e.g., a 3000-level course becomes a 4000-level) or at a different credit weighting (e.g., a 6.00 course becomes a 3.00 course), a statement indicating how the course content will be modified and how it will fit the proposed level must be provided. As well, if additional resources will be required at this higher level, the Library should be informed accordingly (see <i>Library Statement</i> below).

<p>Is this a General Education course?</p>	<p>If YES, even before completing this Curriculum Committee form, send your course outline and bibliography as soon as possible to the Chair of Multidisciplinary Studies for approval. In the meantime, explain in an attached rationale how the proposed course fulfils all four criteria: (1) Multidisciplinary approaches, (2) Writing skills and skills in using symbolic language, (3) Critical thinking, and (4) Citizenship in the contemporary world. For more information on General Education criteria, see https://www.glendon.yorku.ca/facultycouncil/wp-content/uploads/sites/109/2015/01/CriteriaforGeneralEducationcourses-March17-2006motionB-APPROVEDBYFC.pdf</p>
<p>Department Overview</p>	<p>This should be prepared by your Department Chair or Program Coordinator to address the following points: (1) How the course contributes to the educational objectives of the department/program, (2) the relationship of the proposed course to other existing offerings, particularly in terms of overlap in objectives and/or content, and, (3), if inter-Faculty overlap exists, whether the affected Faculty has been consulted.</p>
<p>Library Statement</p>	<p>This section is completed by the Frost Library. Therefore, even before completing this Curriculum Committee form, send your course outline and bibliography <i>as soon as possible</i> to the Frost Library Head (Sarah Coysh, scoysh@yorku.ca). Your bibliography needs only be long enough to indicate the secondary sources that you would need in the preparation of the course and your students would potentially consult in the preparation of their assignments. The Library Statement assesses the strength of its resources to support your course, and it is <i>required</i> to be included in your proposal for it to be approved by the Committee. Two weeks is the necessary turnaround time for the library to provide a statement.</p>
<p>Cross-Listed Program Rationale</p>	<p>This section is completed by the department(s)/program(s) you think might be interested in cross-listing the proposed course. Therefore, even before completing this Curriculum Committee form, send your course outline and bibliography <i>as soon as possible</i> to these department(s)/program(s), as they will need sufficient time to consider your course and have its Chair or Coordinator sign off on your proposal and provide their rationale. This statement needs to explain how the course pertains to their Program of Study, and, if applicable, indicate into which of their program-specific categories the proposed course fits. This rationale is <i>required</i> in your proposal for its cross-listings to be approved. This section also needs to be completed by the cross-listed department(s)/program(s) if your department/program is making changes to the <i>content</i> of a cross-listed course.</p>