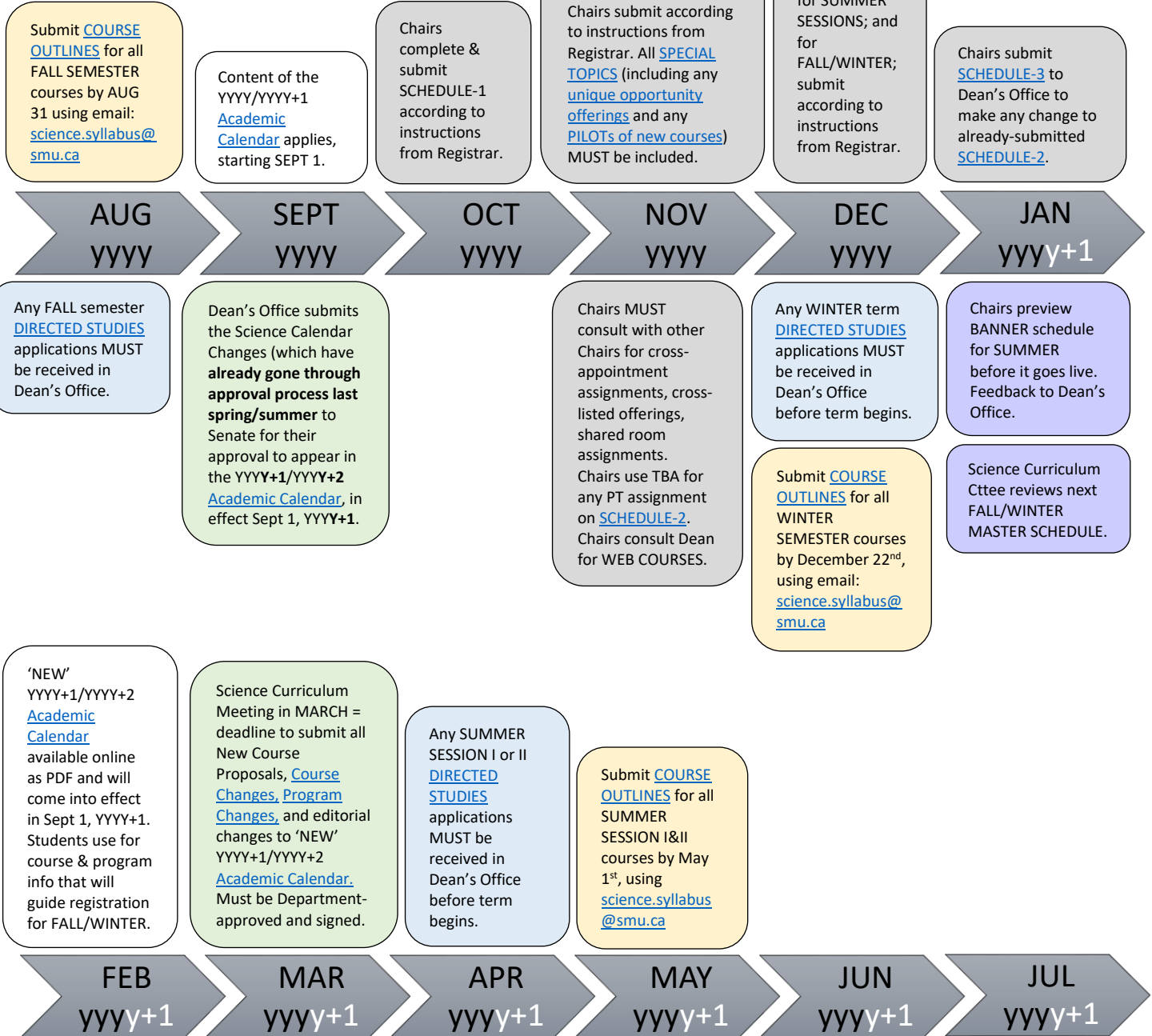


# FACULTY OF SCIENCE - CURRICULUM TASK BAR & TIMELINE

COURSE OUTLINE	SCHEDULE-2	SCHEDULE-3	SPECIAL TOPICS	NEW PILOTS (SP.TOPICS)	DIRECTED STUDIES
ARCHIVE COURSE	CHANGE TO A COURSE		CHANGE TO A PROGRAM	PROPOSE NEW COURSE	

“UNIT” = DEPT./PROGRAM/DIVISION



Chairs submit [SCHEDULE-3 form](#) to AD-S/A to make any necessary changes to the POSTED SCHEDULE on BANNER due to late, approved releases; new appointments; capacity and enrolment management, scheduling conflict management, scheduling room changes, or other special circumstances.

Chairs preview BANNER before it is available for registration.

[New Course Proposals](#), [Course Changes](#), [Program Changes](#), and editorial changes move their way through the approval process: (Dept/Unit) → Science Curriculum Committee → Science Executive → Science Council → Senate Curr. → Senate.

Ongoing Curriculum Projects by Science Curriculum / Working Groups.

### \* **NOTE TO CHAIRS on TEACHING PLANS and SCHEDULE-2:**

A *Schedule-2* is a spreadsheet that lists all of the courses, along with their parameters, scheduled to be offered in the semester to which it pertains. Typically, one Schedule-2 is used for Spring-Summer semesters, and a separate Schedule-2 is used for the Fall-Winter semesters. Chairs receive Schedule-2s in November, populated with the BANNER information from the current academic year, and this the starting point from which to plan next year's course scheduling. Do not delete the contents. Instead:

- Make changes where appropriate to the existing information and highlight the changed cells in yellow.
- Add any necessary comment(s) in the Comment column (e.g., this year we need a computer lab for lecture period).
- If it lists a course that is not going to be offered, then use the strikethrough font to indicate that the course will not be offered. Do not simply delete it from the spreadsheet, so that the change is noted. Add any comment if desired.
- Insert a new row to add a course (or new section of a course) that does not appear. Highlight this row in yellow.
- Insert a new row to add an archived course. Highlight this row in yellow. Add a comment that this is a previously archived course that you wish to offer.
- CHECK:
  - Each offering has a value entered for the *FCE* field [Use 0, 0.25, or 0.50.]
  - Each offering has a value entered for the *Funding Code* field [Use the symbols from the legend provided]
  - Where the name of the full-time instructor is not known, use TBA. NOTE: Names of part-time faculty instructors are not listed (Registrar adds them to Banner upon contract signing)
  - The FCE sum on the fall-winter spreadsheet is equal to or less than your Unit's total allotted teaching FCEs.
  - The FCE sum on the summer spreadsheet is equal to or less than your Unit's total allotted teaching FCEs.
  - [Special Topics courses](#) are listed, highlighted in yellow, and their prerequisites listed in the comment column.
  - The Honours Thesis Research Course for your program should be listed once (not multiple sections per supervisor) with a cap of zero and the instructor listed as the Chair, or agreed upon designate in your Department. NOTE: directed studies applications will not be approved for honours research projects; requests for additional sections of the honours research thesis course will not be approved.

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### **NOTE on Submitting a SCHEDULE-3**

A [Schedule-3 form](#) is owned by the Registrar's Office. It is used to submit a request to the Registrar's Office to make a change to the approved teaching plan schedule. If a Schedule-2 has already been approved by the Dean's Office and submitted to the Registrar, then a Schedule-3 is needed to request a change. Do not submit a revised Schedule-2 unless asked. If the approved schedule is already posted on BANNER, then a Schedule-3 is definitely needed to request a change. Complete the form, and submit it to Dean's Office for authorization. Do not send it directly to the Registrar's Office. Do not keep a copy of this form (because it still needs Dean's approval, and the comments box contents may change or clarification needed). For any clarification, communication is between the Dean's Office and the Unit Chair. If the Schedule-3 change is approved, it will be sent to Registrar's Office from the Dean's Office; the Dean's office keeps a file copy; the Unit/Chair receives a file copy.

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### **Note on Course Outlines**

Course Outlines must follow the Guidelines for course outlines document which has been developed for Science faculty, and which is based on the relevant Senate Policy. Access the Guidelines on Faculty of Science [Faculty Resources](#) page.

Course Outlines are submitted on or before August 31<sup>st</sup>, December 21<sup>st</sup>, and May 3<sup>rd</sup> for Fall, Winter and Summer Session I&II, respectively, using [science.syllabus@smu.ca](mailto:science.syllabus@smu.ca)

Guidelines are also available for constructing the Honours Research Course Outline on the Faculty of Science [Faculty Resources](#) page.

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### **To Bring Back a Course That Has Been Archived**

The Chair/Program Coordinator/Director adds it to the Schedule-2 Teaching Plan spreadsheet. Note in the comment column that it was previously archived.

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### **To Archive an Existing Course**

This is a request for a Calendar pages change and should be made to the Science Curriculum Cttee through the unit representative on the Science curriculum Committee. It is a Calendar change because the course description is removed from the Unit's Calendar pages. The Science Curriculum Committee posts the submission deadline for Calendar Changes. Note that this deadline is well before the deadline for Calendar Changes to be submitted to the Senate from each Faculty.

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## To Propose/Offer a Special Topics Course

Note that any request to offer a course as a Special Topics course must be made at the time of the [Schedule-2](#) submission. If a course on the Schedule-2 is listed as Special Topics, and no materials are provided (as detailed below), it can not be approved, and will be removed.

The relevant [Senate Policy](#), is paraphrased here. Units create their teaching plans and Schedule-2s listing regular courses from the Academic Calendar. In exceptional circumstances, a course may be listed on a Schedule-2 that is not a regular Academic Calendar course, and is thus labeled a Special Topics course. Typically, these exceptional circumstances are:

- (a) A unique **opportunity** (e.g. a visiting scholar who can offer a course in a niche area) or a timely opportunity due to unique events in the year (e.g., centenary event), for a one-time offering of a Special Topics course.
- (b) A new course proposal that the Unit wishes to **pilot** while it is going through the formal approval process for inclusion in the next Academic Calendar. The new course is part of the Calendar Changes Submission to Senate.

## To Seek Approval to Offer Special Topics Course for both (a) and (b) above:

The following must be attached to the Schedule-2 submission (or have been submitted to the Dean's Office *just prior* to the Schedule-2 submission, so there is a reference):

- o A completed and signed [New Course Proposal form](#). The Library Review portion is left blank because this course will not be offered more than once. Use the code 38XX or 48XX, and if approved, the Registrar will assign the last two digits before posting to BANNER. The '8' in the second digit place signifies that it is not a regular Academic Calendar course.
- o A complete Course Outline. Course Outlines must follow the Guidelines available on Faculty of Science [Faculty Resources](#) page.
- o In the case of (a) above, an attached statement explaining the exceptional circumstances, to justify this one-off offering. (The justification for a Pilot (case (b) above) is already contained in the new course proposal)

The decision to approve a one-off Special Topics or new-course-pilot Special Topics course is made at the same time as the decision to approve the [Schedule-2](#) teaching plan, and both are the responsibility of the Dean. The Science Curriculum Committee has no automatic role in the Special Topics / Schedule-2 approval.

**Special Topics one-off courses must be declared as such in the comment column of the Schedule-2 to which they are added. The prerequisites are listed on the attached new course proposal.**

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## To Offer a Directed Studies Course

The Application for Directed Studies Course form is completed when the academic unit (e.g., Department) supports the additional offering of a \*Directed Studies Course to one student, due to exceptional circumstances dictated by the student's situation, and in accordance with the relevant [Senate Policy](#). NOTE: If the academic unit supports the additional offering of a \*\*regular Academic Calendar course to one student in a directed study delivery method, then a [Schedule-3 form](#) is used to request the addition of the course to Banner with a cap of zero and, if approved, the student self-registers after receiving an enrolment limit registration override for that course. Directed Studies courses are not included in the teaching plan Schedule-2.

\* i.e. the course title and description do not appear in the Academic Calendar; it is not a regular course.

\*\*i.e. the unique course title and description do appear in the Academic Calendar; it is an existing course.

### To request a Directed Studies Course:

- o Complete the Application for Directed Studies Course form.
  - Identify the course code, title, semester taught, instructor, and funding.
  - Obtain student's signature
  - Obtain Chair/Program Coordinator/Director signature for authorization
- o Attach a statement that indicates the exceptional circumstances of the student.
- o Follow Regulation 4 and attach a complete course outline. Course outlines must follow the Guidelines available on Faculty of Science [Faculty Resources](#) page.
- o Submit the original Application form, attached statement, and course outline to the Dean's Office.
- o Approval is the responsibility of the Dean. If the Directed Studies application is approved, the Dean's Office sends it to the Registrar's Office, where it serves as the registration for the course (because the student has given this permission via their signature on the form). The student does not have to ADD the course using BANNER. It will appear on their transcript. Note that the course may not appear on BANNER list of courses for the Department.

### To request that a regular Academic Calendar course be offered in a directed studies delivery method:

- o NOTE: If the academic unit supports the additional offering of a \*\*regular Academic Calendar course to one student in a directed study delivery method, then a [Schedule-3 form](#) is used to request the addition of the

course to Banner with a cap of zero and, if approved, the student self-registers after receiving an enrolment limit registration override for that course.

\*\*i.e. the unique course title and description do appear in the Academic Calendar; it is an existing course.

- If your Department has a directed research course intended for individual students to take in directed study mode of delivery, it can be added to the Schedule2 or added using a Schedule3 as appropriate.

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### **To Propose a New Course**

- Discuss at the level of the Unit and consider each of the following points.
  - a summary of the content or proposed topics;
  - any need/gap/niche the proposed new course addresses in the Unit's offerings;
  - show its place in the Unit's offerings by adding to the Unit's [Prerequisite Map](#);
  - the placement of the new course in the program(s) offered by the Unit and rationale for the proposed code/level (i.e., 1000, 2000, 3000, or 4000-level offering)
  - the prerequisites for the proposed new course;
  - plans for its instruction (including regular rotation) and the identification of the faculty member(s) who will take charge of its curriculum and development, and instruction;
  - the student learning outcomes, and their relation to the program goals;
  - the relation of the proposed new course to any recent program review response, and/or to a curriculum renewal process in the Unit
- Initiate a Library Review
- Complete a [New Course Proposal form](#) according to the [Senate Policy](#)
  - Librarian dates and signs the New Course Proposal form, indicating results of Library Review.
  - Chair/Prog. Coord'r/Director dates and signs the New Course Proposal form, indicating approval by the Unit.
- Include a complete course outline and follow the Guidelines available on Faculty of Science [Faculty Resources](#) page.
- Submit the original, signed New Course Proposal to the Science Curriculum Committee by the deadline on [TIMELINE](#).
- The Unit representative to the Science Curriculum Committee should be prepared to respond to questions regarding the above points, as well as:
  - any questions on the relevance/impact/relation of the proposed new course to other programs in the faculty (e.g. Should it be considered as a 'Group B' course by another program? Should it be/not be considered to satisfy the 'other science' requirement for the B.Sc.?)
  - the experience of any the Special Topics pilot of the course.
  - the proposed contribution of the new course to the program and if it will be a [Program Requirement](#).
- At Science Executive, the Chair/Program Coordinator/Director should be prepared to respond to questions regarding the above points on the Science Curriculum-approved proposal.
- At Science Council, the Chair/Program Coordinator/Director should be prepared to respond to questions regarding the above points on the Science Executive-approved proposal.

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### **To Make a Change to an Existing Course**

- The relevant [Senate Policy](#), is paraphrased here:

Faculty members who wish to make a change to a course must first consult with their Chair/Director/Program Coordinator on format and any internal deadlines.

Only two course parameters may be changed at one time. Course parameters include: 4-digit course code, title, prerequisites, description, and any 'notes' that accompany the Calendar entry. If more than two parameters need to be changed at one time, then a [new course proposal](#) request is made; the library review component is not usually required.

To make a Calendar change to an existing course:

- Discuss at the Unit
- Approve change at the Unit
- Submit approved changes to Science Curriculum Chair, directly on marked-up electronic PDF or WORD or paper copy of Unit's Calendar pages. Note the DEADLINE on the [TIMELINE](#).
  - Changes to Calendar pages text that are directly related to the proposed course change (e.g., finding all instances where the course is referenced, and updating the code to the new one proposed) are included.
- Attach marked-up [Program Requirement Table](#) and/or marked-up [Prerequisite Map](#), if the change impacts either one.
- The Unit representative to the Science Curriculum Cttee should be prepared to respond to questions regarding the above points

- At Science Executive, the Chair/Program Coordinator/Director should be prepared to respond to questions regarding the above points on the Science curriculum-approved proposal.
- At Science Council, the Chair/Program Coordinator/Director should be prepared to respond to questions regarding the above points on the Science Executive-approved proposal.

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## To Make a Change to a Program

- The relevant [Senate Policy](#), is paraphrased here:

Faculty members who wish to make a change to their Unit’s Program must first consult with their Chair/Director/Program Coordinator on format and any internal deadlines. Modifications to programs should be considered very carefully. Changes can have a significant impact on current students’ ability to complete a program, and on prospective students’ view of the program. Program changes must begin with a discussion at the Unit level. Chairs/Director/Program Coordinator should check with the Associate Dean (Curriculum) if they are unsure if a proposed modification may require MPHEC approval.

Programs include: Certificate, Diploma, Concentration, Minor, Major, Double Major, Honours, Double Honours, and any combined degree program, as described in the Unit’s pages of the Academic Calendar.

Examples of modifications to programs include (but are not limited to) additions/deletions/changes to:

- required course(s) or other defined credit hours;
- suggested sequence of requirements;
- admission requirements to the program;
- description of any coop option and related requirements;
- further definition of Faculty of Science B.Sc. requirements;
- any program notes;
- other program requirements (e.g., minimum grade point average) for admission to, continuation in, or completion of a program;
- classification of course groups.

To make a Calendar change to a program:

- Discuss and approve the change at the Unit.
- Submit approved changes to Science Curriculum Chair, directly on marked-up electronic PDF or WORD or paper copy of Unit’s Calendar pages. Note the DEADLINE on the [TIMELINE](#).
  - Changes to text that are directly related to the proposed program changes (e.g., updating the ‘suggested course sequence’ to reflect a change in number of required credits) are included as part of the Unit’s Calendar change submission to the Curriculum Committee.
- Attach marked-up [Program Requirement Table](#) and/or marked-up [Prerequisite Map](#), if the change impacts either one.
- The Unit representative to the Science Curriculum Cttee should be prepared to respond to questions regarding the above changes. All members should be alerted to how any request for change can impact and/or enhance the experience of students in their own programs of study. In addition, all Science Curriculum Cttee members should consider any resultant necessary changes (editorial and non-editorial) to their own Unit’s Calendar pages that relate to this request and include these changes in their own submissions. The Chair (Associate Dean – Curriculum) should communicate with the other faculties when the proposed change has a potential impact on the ability of the other faculty to offer its program(s) (e.g., Faculty of Arts, regarding impact on the BES Program).
- At Science Executive, the Chair/Program Coordinator/Director should be prepared to respond to questions regarding the above points on the Science Curriculum-approved proposal.
- At Science Council, the Chair/Program Coordinator/Director should be prepared to respond to questions regarding the above points on the Science Executive-approved proposal.

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### DOCUMENT APPROVAL AND REVISION HISTORY

REVISION	APPROVED	DATE
K. Singfield, Assoc. Dean Curriculum & Operations	Faculty of Science Executive	MAY 2016
K. Singfield, Assoc. Dean Curriculum & Operations	Faculty of Science Executive	MARCH 2018
K. Singfield, Assoc. Dean Curriculum & Operations	Faculty of Science Executive	SEPT 2018