Calendar Change Efficiencies

Enduring Resolution Category: Academic;

Jurisdiction: Provost and Vice-President, Academic;

Approval Authority: Senate;

Established on: April 20, 2020;

Amendments: None.

MOVED that the attached document outlining housekeeping versus Senate approved Academic Calendar changes be approved.

Please contact the University Secretariat for additional information on enduring resolutions and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.

MEMORANDUM

Date: 6 April 2020

To: Dr. Richard Maundrell, Chair, Senate Academic Committee

From: Dr. Rhonda Koster, Deputy Provost and Vice Provost Teaching & Learning

Subject: **Calendar Change Efficiencies – Housekeeping versus Senate Approved
                Changes**

In light of the conversation that occurred at Senate January 20th, 2020 when the changes to the timing of calendar submissions was tabled for discussion, I met with the Associate University Secretary and the secretary for SUSC to examine ways to increase efficiencies in the calendar change submission process. These were presented to the SAC at their meeting on March 11, where it was determined that the proposed changes should be brought to Senate for information and an opportunity for feedback prior to the next meeting of the SAC (on April 3). The feedback received following the Senate meeting on March 30th was discussed at the meeting of the SAC on April 3rd, and resulted in minor changes, as reflected in the table (in bold) included in this document.

SAC has recommended to distinguish between those calendar changes that could be considered as housekeeping and those that require Senate approval, as outlined in Table 1. The process for making a housekeeping change to the Academic Calendar would involve the following, if approved by Senate:

   a) Enrolment Services is contacted by the academic unit Chair/Director or Administrative Assistant (copying the Chair/Director) regarding the change that they would like to make.
   b) Enrolment Services will make the change to the Academic Calendar. Housekeeping changes will only be made to the current Academic Calendar and not to any previous calendars.
   c) Enrolment Services will track all housekeeping changes on a document that will be available upon request.

Note: If Enrolment Services thinks that the change requested is not a housekeeping change, they will consult the Deputy Provost and the University Secretariat for confirmation. If it is confirmed that the change is not a housekeeping change the department will be required to submit the change through Curriculum Navigator so that it goes through the Senate approval process.

Table 1: Housekeeping Changes vs Senate Approved Changes to the Academic Calendar

Type of Change	Housekeeping Changes	Senate Approved Changes
Courses**	• Spelling/grammar/formatting corrections • Changes to the course title • Minor changes to the course description • Changes to the offering (hours of instruction) in regards to the term the course could be offered • Adding/changing the course classification (excluding Type E: Indigenous Content) • Reinstating a course to the calendar without any changes **going beyond mere housekeeping** from the original version	• Change to a course number • Revamping of entire course description • Adding/removing of offering hours (hours of instruction) • Adding/removing/modifying of course prerequisites • Adding/removing/modifying of course corequisites • Adding/removing/modifying course special notes or restrictions • Change to the grade scheme • Adding or removing a cross-list to an existing course • Creating a new course • Discontinuing a course • Reinstating a course to the calendar with **significant** changes from the original version • Adding/removing of the Type E: Indigenous Content classification from an existing course • Any changes to an existing Type E: Indigenous Content course
Programs (includes degree programs, certificate programs, and minor programs)	• Spelling/grammar/formatting corrections • Adjustments to language in program requirements in order to be consistent with standard calendar language	• Change to the title of a program/major • Changes to the program requirements needed to complete the degree (major modification or less significant changes) • Removing a program from the calendar • Reinstating a program to the calendar • Creating a new degree/major, minor, for credit certificate, concentration/specialization • Offering the program at another campus
Regulations and Admission Requirements	• Spelling/grammar/formatting corrections • Changes to the title of the regulation or admission requirement • Points of clarification on existing regulations or admission requirements	• Changes to the content of the regulation or admission requirement • Implementing the admission requirement at another campus • New regulation or admission requirement

**Any changes to a Type E: Indigenous Content course will continue to go through the Senate approval process.