What will you learn?

- Understand the LCS Priorities and Procedures.
- Identify the responsibilities of an LCS committee member.
- Acquire skills needed to submit and evaluate New Course Proposals, Course Changes, Course Closures and Changes to Degree Requirements.
**The General Education sub-committee operates as an ad hoc committee of LCS.**
LCS Strategic Priorities

The committee will:

• Review and approve motions for new, changes and deletions of courses.
• Review and approve new program proposals.
• Ensure that the committee communicates and intersects with other Faculty Council and Senate committees on reporting and updating business items that impact across the school in the university.
• Establish any working group based on emerging topics and issues for policy renewal.
Curriculum Workflow

September
- Proposals considered for approval at Departmental Curriculum Committee

October
- Departmental Approval
- Notification of Intent - New Programs, Major Modifications, Closure of Programs (Please submit to Frances Valerio)

November
- DEADLINE for Proposals to be forwarded to LCS Committee for Approval

December
- Proposals are sent to the Council Executive Committee
- Proposals forwarded to Faculty Council for Approval
Curriculum Workflow – cont.

January
• Proposals forwarded to Senate for Approval – ASCP

February
• Proposals forwarded to Senate for Approval
• Undergraduate & Graduate Calendars Updated

March
• Course Offering System Updated

April
• Program Checklists Updated
May

- Student Enrolment Begins for Fall/Winter

June

- Program Notifications (New, Major & Minor Modifications) Reported to Quality Council and/or Ministry Training, Colleges & Universities
Notice of Intent (NOI) – **October 1**

The NOI can also be submitted to the Dean’s office for review anytime and to assist with securing the letter of support from the Dean.

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proponent/Program Curriculum Committee Chair/Undergraduate Program Director/Chair</strong></td>
<td>New Programs</td>
<td>Attach completed Template <a href="http://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/">http://yuqap.info.yorku.ca/notice-of-intention-to-develop-a-program-proposal/</a></td>
</tr>
<tr>
<td></td>
<td>Major Modification for an Existing Program</td>
<td>Attach completed Template <a href="http://yuqap.info.yorku.ca/home/procedures/protocols/major-modifications-to-existing-programs/">http://yuqap.info.yorku.ca/home/procedures/protocols/major-modifications-to-existing-programs/</a></td>
</tr>
<tr>
<td></td>
<td>Closure of Programs</td>
<td>Attach completed Template <a href="http://yuqap.info.yorku.ca/program-closure/">http://yuqap.info.yorku.ca/program-closure/</a></td>
</tr>
<tr>
<td>Who</td>
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<td>How</td>
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</tr>
</tbody>
</table>
| Proponent/Program Committee Chair/Undergraduate Program Director/Chair | New Program Proposal | 1. New Program Checklist  
2. New Program Proposal  
3. Curriculum Map  
4. Accreditation Unit Table (Engineering Programs only)  
5. Evidence of consultation and approval |
| | Changes to an Existing Program/Certificate | 1. LCS Checklist - form  
2. Changes to Degree Program form  
3. *Updated Curriculum Map* (highlight changes)  
4. Accreditation Unit Table (Engineering Programs only)  
5. Evidence of consultation (implementation plan) and approval. |
### Changes to Degree Program form

<table>
<thead>
<tr>
<th>Existing Calendar Copy (Change From):</th>
<th>Proposed Calendar Copy (Change To):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deletions from the existing calendar copy should be noted by a strikethrough.</td>
<td>Proposed additions/changes to the calendar copy should be identified in <strong>bold/blue/underlined</strong> print.</td>
</tr>
<tr>
<td>e.g. Example of existing text.</td>
<td>e.g. Example of <strong>proposed</strong> text.</td>
</tr>
</tbody>
</table>

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# New Course Proposal – November 1st

<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
<th>How</th>
</tr>
</thead>
</table>
| Proponent/Program Curriculum Committee Chair/Undergraduate Program Director/Chair | **New Course Proposal** | 1. Submit request via Curriculum Management Tool (CMS/Kuali) - [http://cms.info.yorku.ca/](http://cms.info.yorku.ca/)  
2. Request a Library Statement – Contact John Dupuis – [jdupuis@yorku.ca](mailto:jdupuis@yorku.ca) and attach in the New Course form in the CMS/Kuali.  
3. Request an updated Curriculum Map from the GAL & UPD.  
4. Request an updated Accreditation Unit Table (Engineering Programs only)  
5. Provide Evidence of consultation and approval  
6. Complete the Changes to Existing Program - paper form* (if applicable)  
7. Complete the LCS Checklist - paper form* - Send email to Frances.Valerio@lassonde.yorku.ca |


### Changes to an Existing Course – **November 1st**

<table>
<thead>
<tr>
<th>Who</th>
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<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent/Program Curriculum Committee Chair/Undergraduate Program Director/Chair</td>
<td>Changes to an Existing Course</td>
<td>1. Submit request via Curriculum Management Tool (CMS/Kuali) - <a href="http://cms.info.yorku.ca/">http://cms.info.yorku.ca/</a>&lt;br&gt;2. Request an updated Curriculum Map from the GAL &amp; UPD.&lt;br&gt;3. Request an updated Accreditation Unit Table (Engineering Programs only)&lt;br&gt;4. Provide Evidence of consultation&lt;br&gt;5. Complete the Changes to an Existing Program - paper form* (if applicable)&lt;br&gt;6. Complete the LCS Checklist - paper form* - Send email to <a href="mailto:Frances.Valerio@lassonde.yorku.ca">Frances.Valerio@lassonde.yorku.ca</a></td>
</tr>
</tbody>
</table>
# Curriculum Checklist

<table>
<thead>
<tr>
<th>Who</th>
<th>Curriculum Review Stages</th>
<th>Date Submitted</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proponent</td>
<td>○ Step 1: Proponent completes forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proponent</td>
<td>○ Step 2: Proposal to Student Advising Centre, Program Directors/Coordinators of other programs. If inter-Faculty overlap exists, a supporting statement is required to confirm consultation, implementation schedule and any administrative arrangements on/support for the proposal as appropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proponent</td>
<td>○ Step 3: Affiliated Department(s) Engineering Common Curriculum (EC)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proponent</td>
<td>○ Step 4: Program Curriculum Committee(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proponent</td>
<td>○ Step 5: Department Curriculum Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCS/GLCS Secretary</td>
<td>○ Step 6: Learning, Curriculum &amp; Students (LCS) and/or Graduate, Learning &amp; Curriculum Students (GLCS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCS/GLCS Secretary</td>
<td>○ Step 7: Council Executive</td>
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</tbody>
</table>

Note: Teaching and Learning support for course and program level proposals is available through Lassonde Education Innovation Studio (LEIS) and the Teaching Commons.
LCS Practices and Procedures:

- **Course Learning Outcomes** must be included in the expanded course description section in the CMS/Kuali form for all New Courses Proposals or Changes to Existing Courses to determine what students will achieve in the course.

- **Engineering Common Curriculum (EC^2)** manages all the Common Engineering Courses, Complementary Studies, BENG/IDS-Dual Degree.

- **Graduate, Learning, Curriculum & Students** 4000 / 5000 level course proposals and changes to existing integrated courses must also be approved by LCS and GLCS, as they impact undergraduate programs.

- **Curriculum Committee Mandate – Annual Due date September 1^{st}**
  Proponents are welcome to submit proposals at any time of year; however, proposals submitted after the November 1st deadline may not be guaranteed a review in time for offering in the next academic session. The LCS Committee prioritizes curriculum review in the Fall term, according to submission date.
Curriculum Map & AU Tables

- Changes to Degree Requirements, New Course and Course Change proposals require an updated Curriculum Map (All Programs) and Accreditation Unit Tables (ENG only) - Highlighted changes to the curriculum maps and AU tables must accompany degree level changes so that programs and curriculum committees are informed of how these changes could influence other programs that use the course.

- **Curriculum Map (All Programs)** will help programs navigate and anticipate changes they need to make for the upcoming year. This also helps highlight the changes that were approved at LCS.

- **UPDs** are the custodians of the Curriculum Maps for their programs. They need to ensure that they are updated and ready for use for the upcoming cycle.

- The **GALs** work with course directors when changing the Graduate Attribute Indicators (GAIs) and Accreditation Units (AUs). The GALS will work with UPDs to identify these changes in their programs.

- **Curriculum Map & AU Tables - Annual Due Date, September 1st**
Curriculum Management Process

Proponent (Steps 1-2)
- Proponent submits proposal:
  - New Program
  - Changes to an existing Program/Certificates
  - Major/Minor Modifications
  - Non Degree
  - Changes to Degree Requirement
  - New Course Proposals
  - Changes to an existing Course

Consultation & Editing
Include any related Faculties/Affiliated Departments in planning

Is this course managed by Engineering Common Curriculum (EC²), see list below?
- LE/ENG 1101 4.00
- LE/ENG 1102 4.00
- LE/ENG 2001 3.00
- LE/ENG 2003 3.00
- LE/ENG 3000 3.00
- LE/ENG 4000 6.00
- LE/ECEC 1011 3.00
- LE/ECEC 1021 3.00
- LE/EESE 1012 3.00
- LE/EESE 2210 3.00
- SC/MATH 1013 3.00
- SC/MATH 1014 3.00
- SC/MATH 1025 3.00
- SC/MATH 2015 3.00
- SC/MATH 2930 3.00
- SC/PHYS 1800 3.00
- SC/PHYS 1801 3.00
- SC/CHEM 1100 4.00
- Complementary Studies
- IDS Dual Degree

Department (Step 3-4)
- Approved by the Program Curriculum Committee?
  - Yes
  - No, Refer back for questions/edits

Approved by Department?
- Yes
- No, Refer back for questions/edits

EC²
- Approved by Engineering Common Curriculum (EC²)?
  - Yes
  - Consultation with Departments
  - No, Refer back for questions/edits

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References

- LCS Website
- LCS Dates for Submitting Agenda Items
- LCS Guideline on Curriculum Process
- LCS Monthly Guideline and Curriculum Process
- LCS Curriculum Management Process
- Curriculum Checklist – New Course Proposal, Course Changes, Change in Degree Programs
- Checklist for New Program, Major Modification, Certificates
- Curriculum Management Tool (Kuali)
- LE Changes to the Degree Requirements Form
- York University Academic Calendar
- York University Course Website