

Template for Departmental /Program Submissions to Academic Matters

Instructions:

1. When submitting a proposal to the Academic Matters Committee please use this template as the format for your submission. Please also list course numbers, titles, prerequisites, course descriptions, etc, using calendar format. The simplest way to do this is to go to the html version of the academic calendar on the web at http://www.mta.ca/academic_dept/calendar.html and copy and paste the items into the template as you are creating your proposal. Please indicate changes in **bold text**, deletions using strikeout.
2. You can customize the template to your proposed changes by selecting only those items in the template that apply to the changes you are proposing.
3. **Rationale** for all proposed changes, whether additions, deletions, or other changes, must be included, indicating need for and interest, and rotation of courses.
4. **Other calendar entries affected:** the proposed changes should also indicate for which programs a new/changed/deleted course is/was an elective or a requirement.
5. Please date the document and number the pages.
6. Please refer to the style guide that is attached at the end of the template
7. Send the proposal via email attachment along with all supporting documentation to the appropriate Academic Dean. The Dean will submit the proposal and all supporting documentation to the Chair of Academic Matters for circulation to the Academic Matters Committee.

[Department/ Program] Submission to Academic Matters Date:

The following changes to the [Department/ Program] are recommended for the 2017-2018 academic calendar:

- the deletion of courses (list courses)
- the addition of new courses (list courses)
- changes to:
 - course numbers (list courses)
 - course titles (list courses)
 - course descriptions (list courses)
 - prerequisites (list courses)
 - exclusions (list courses)
 - notes (list courses)
- changes in program requirements (Major/Minor/Honours)
- change in program description

a) DELETION OF COURSES (cut and paste from html version of the current academic calendar)

The [Department/Program] recommends:

- the deletion of the following courses: *(List each course and rationale as follows)*
 - CRSE xxxx - (x CR)
 - TITLE

SAMPLE:
 COMP 1611 (3CR)
 SURVEY OF COMPUTING AND ITS APPLICATIONS

Rationale: *(explain why the course is being deleted)*

Other calendar entries affected: *(check the Calendar to see if any other courses or programs refer to the course that is being deleted; if so, consult with the Department or Program and include information to allow those entries to be changed)*

b) ADDITION OF COURSES (please follow calendar format)

The [Department/Program] recommends:

- the addition of the following new courses: *(List each course and rationale separately as follows)*

CRSE xxxx - (x CR)

TITLE *(if more than 30 characters please also provide a short title that is no more than 30 characters including spaces and punctuation; this is how the title will display on the transcript)*

Short Title: no more than 30 characters including spaces and punctuation.

Prereq:

Course description

[Note:] (Format:) (Distribution:) (Exclusions:)

SAMPLE:

CLAS 1631 (3.00 CR)

GREECE AND ROME: THE FOUNDATIONS OF WESTERN CIVILIZATION

Short Title: Greece and Rome: Foun of W Civil

This course surveys the political and social history of ancient Greece and Rome with a focus on the themes of Law, Politics, War, and Society. It pays particular attention to Athens in the fifth and fourth centuries B.C.E. and to Rome under Caesar Augustus. [Note 1: This course is cross-listed with HIST 1631 and may therefore count as 3 credits in either discipline.] (Format: Lecture 3 Hours)(Distribution: Humanities-b)

Expanded Summary of Course content: *(include detailed information about the course)*

Rationale: *(explain why the course is being added; indicate how often the course will be taught and how it will fit into the departmental rotation of teaching)*

Other calendar entries affected: *(check the Calendar to ensure that the course is included in the Major/Minor/Honours in your Department or Program; also check to see if this course may be of interest to other programs; if so, consult with that Department or Program and if there is agreement, include information to allow the new course to be listed in other Majors/Minors/Honours)*

c) **CHANGES TO COURSES** (cut and paste from html version of the current academic calendar; indicate changes in **bold**, deletions using ~~strikeout~~)

The [Department/Program] recommends:

- the following changes to course numbers/ course titles/course descriptions/ prerequisites/exclusions/notes: *(List each course and rationale separately as follows)*

CRSE xxxx - (x CR)

TITLE

Short Title (for transcript) no more than 30 characters including spaces and punctuation

Prereq:

Course description

[Note:] (Format:) (Exclusions:)

SAMPLE:

FREN 2501 (3CR)

~~INITIATION~~ ~~LA COMPOSITION~~ **READING AND WRITING FRENCH II / LANGUES ET LECTURES II**

Short Title: READING & WRITING FRENCH II

Prereq: FREN 2401; or placement by the Department

~~This course provides an introduction to composition in French. It includes practice in writing letters and short narrative, descriptive and expository texts. It also provides practice in writing longer compositions, with emphasis on introduction, conclusion and organization of content. The study of model texts, both literary and non literary, will familiarize students with grammatical structures and composition techniques in written French.~~

This course is the continuation of FREN 2401. Its objectives are to further develop reading strategies, to build vocabulary, to continue to improve the formulation of complex sentences by using a variety of coordinating/subordinating conjunctions. It also provides practice in writing longer compositions with emphasis on compositional techniques such as outline, structure, and transitions. [Note: students planning to minor or major in French are encouraged to take FREN 2501 and 2601 concurrently. When FREN 2501 and 2601 are taken concurrently, a C- in both courses is required for entry into 3000-level French literature and culture courses.] (Format: Lecture 3 hours, Tutorial 1 Hour) (Exclusion: any version of FREN 2501 previously offered with a different title)

Rationale: *(explain why the course is being changed)*

Other calendar entries affected: *(check the Calendar to ensure that the changes being made do not require the addition or deletion of the course from any prerequisite listing or any Major/Minor/Honours program where it is currently listed)*

d) **CHANGES TO MAJOR/MINOR/HONOURS PROGRAM** (cut and paste program from html version of the current academic calendar; indicate changes in **bold**, deletions using ~~strikeout~~)

The [Department/Program] recommends:

- the following changes in the Major/Minor/Honours program:

SAMPLE:

MINOR in French is 24 credits earned as follows:

0 to 6 French 1700, if required by placement

9 French 2401, 2501, 2601

3 French 3101

6 to 12 from ~~French 2841~~ or French courses at the 3/4000 level

Note: French ~~2201~~ **2801** may only be included in the requirements for a minor if French 1700 is not required by placement. If an exemption is granted from any of the language courses, replacement credits must be obtained in other French courses at the 3/4000 level.

Rationale: *(explain why the program is being changed)*

Other calendar entries affected:

e) **CHANGE IN PROGRAM DESCRIPTION** (create a new program description or make changes to existing program description: cut and paste program description from html version of the current academic calendar; indicate changes in **bold**, deletions using ~~strikeout~~)

The [Department/Program] recommends:

- the following changes to the program description:

SAMPLE:

AMERICAN STUDIES

American Studies, at Mount Allison, is an interdisciplinary program that seeks to help students to understand the United States of America through its history, literature, geography, politics, and economics. In its current form, the American Studies program is designed primarily for students who are interested in studying American history and literature but who are also intrigued by broader thematic and disciplinary concerns in the intellectual apprehension of the United States.

Rationale: *(explain why the program description is being changed)*

f) **Indication of space and equipment needs, if any:** *(explain any special needs and whether the resources have been put into place to provide them)*

g) **Indication of possible impact on department budget:** *(if there are budgetary implications, explain how they will be addressed)*

h) **Documentation of comments from other affected departments and/or programs:** *(if the proposed changes relate directly to course or programs offered by other Departments or Programs, you must consult with those Departments or Programs and include indications of*

support for the proposed changes from the Heads or Directors)

- i) **Documentation from the University Librarian regarding adequacy of resources:** *(in every case relating to adding or changing a course or courses, you must send the proposed changes to the University Librarian for comment on whether the Library is able to support the course or courses)*

- j) **Documentation from the Director of Computing Services regarding the adequacy of resources:** *(in every case relating to adding or changing a course or courses, you must send the proposed changes to the Director of Computing Services for comment on whether Computing Services is able to support the course or courses)*