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<b>Name:</b>	<b>Senate Policy on Submissions to the Senate Curriculum Committee</b>
<b>Policy Number:</b>	<b>8-1013</b>
<b>Origin:</b>	University Senate
<b>Approved:</b>	May 9, 2014
<b>Issuing Authority:</b>	University Senate
<b>Responsibility:</b>	University Senate
<b>Revision Date(s):</b>	November 16, 2012, May 9, 2014
<b>Effective Date:</b>	May 9, 2014

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**Key Dates:**

1 October	Deans of Arts, Business and Science should forward approved submissions to the Curriculum Committee. Each Dean should set a date for departments to submit proposals such that the Faculty Executive and Faculty Council have sufficient time to review submissions. Graduate submissions require the approval of FGSR. FGSR should forward its submissions to the Curriculum Committee no later than November 1.
Last Friday in November	Final meeting of the Curriculum Committee for items that will be presented at the December Senate meeting. Issues raised with the Deans and departments must be resolved by this time if the proposals are to be included in the Academic Calendar for the next academic year.
First Friday in December	Departments should submit any editorial changes to the Calendar, other than courses or program requirements. This includes notification of courses to archive or bring back from the archive. Departments should also provide updates to the faculty listing at the end of the Calendar, including additions, deletions, changes in rank or qualifications.
Second Friday in December	Curriculum Committee presents its report to Senate for approval.

- Second Friday in January      Section drafts are sent to the departments for a final check for errors.
- End of January                      Calendar is sent to the printer. An electronic version of Academic Calendar is posted on the Saint Mary's University website.
- End of February                      Calendar is received from the printer.

Submissions fall into 4 categories:

1. New course proposals
2. Changes to existing courses
3. Changes to programs (for example: majors, honors, concentrations or minors)
4. Editorial changes

### 1. New Course Proposals

Proposal should begin with a proposed Calendar entry including title, prerequisites, description and number of lab/lecture/seminar hours per week. The proposal should include an estimate of expected enrolment and explanation of how the course will be staffed (e.g., drop an existing course, or course offered every xx years in rotation with yy). Additional commentary may be added if appropriate. If the course uses special technology, there should be assurance that it is available. This also pertains to any lab requirements, including computer labs. In the case of special IT resources, ITSS approval is required.

<b>Course number</b>	HIST 3521
<b>Credit hours</b>	3 credit hours
<b>Title</b>	History of Halifax – pre-1900
<b>Prerequisites</b>	6 credit hours of HIST
<b>Calendar Description</b>	(Limit 50 words) Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum
<b>Lab</b>	N/A
<b>Notes</b>	Credit will not be given for HIST 3521 if credit has already been received for HIST 3520.
<b>Expected enrolment</b>	40
<b>Resources</b>	Staffing: This course replaces HIST 3520 and as such there will be no net increase in staffing required. The course will be offered in alternating academic years. There are both full and part time faculty qualified to teach the course. Library: see Librarian approval below. Technology: The course does not require any special technology in

	addition to normal support (CourseTools/Blackboard, data projector,...). Labs: not applicable
<b>Field Course</b>	This course involves field study during the period: _____ in the following location(s): _____.
<b>Detailed Description</b>	Include: contribution to program, learning outcomes, methodological approaches, rationale for the course and any other relevant information, etc.
<b>Library Review</b>	Resources adequate:           Yes    No (attach comments)  Date:
<b>Department Chairperson's Approval</b>	Date:
<b>Faculty Dean, per: Faculty Council Approval</b>	Date:
<b>FGSR Dean, per FGSR Council Approval</b>	Date:

**Course number:** A four-digit course code should accompany the proposal. The code should not be associated with an archived course. The first digit reflects the expected year of study in which a student would normally take the course (i.e., 1 – 4 for undergraduate). Courses numbered 2000 and above should normally have prerequisites. The second digit is in the range of 0 to 7. A second digit of 8 or 9 is reserved for special topics courses, directed readings courses or transfer credits. If no course number is proposed, the Curriculum Committee will assign one.

**Credit hours:** The number of credit hours should be 3 or 6 for single semester and full year courses, respectively. Certain graduate programs have 1.5 hour mandatory courses.

**Title:** Course titles should be brief. Only 30 character titles (including spaces) can be displayed in the online timetable or on transcripts using Banner.

**Prerequisites:** Prerequisites should reflect the necessary academic background or "maturity" of the intended student. In cases where "maturity" in the discipline is required, an appropriate prerequisite may be "six (6) hours in XXXX". If the intent is to exclude first year students, an appropriate prerequisite is a minimum of "24 credit hours". If the target audience is senior students, then "75 credit hours" is an appropriate prerequisite. Complicated prerequisites should be avoided. Only in special circumstances should registration for a course be restricted to students pursuing a major or honours in the discipline. A minimum grade for the prerequisite may be listed for a course that typically has a high failure rate and which builds upon such prerequisite course.

**Calendar Description:** Course descriptions should be no more than 50 words and be written using full sentences. The active voice should be avoided. That is, "This

course will examine..." should be rephrased as "Students will examine.." or "The course is an examination of..." As course descriptions are used by other institutions on transfer credit decisions, sufficient detail on topics covered should be included. Material that may change with a change of instructor (e.g., pedagogical approach) should be avoided.

**Lab or Recitation:** The number of hours per week should be listed for any required labs or tutorials.

**Notes:** Notes are listed in the Academic Calendar with the course description. They are not required and should only be used sparingly.

**Expected enrolment:** An estimate of the expected number of students should be provided.

**Resources:** A brief explanation of teaching, technology and space resources should be included. An assessment of Library resources must be completed by the Librarian, and submitted with the course proposal to the Department and Faculty. It does not need to be included in the submission to the Curriculum Committee. If the course requires special facilities or technical resources (including regularly scheduled sessions in a computer lab), then there must be assurance that adequate resources exist.

**Comments:**

## 2. Changes to existing courses

A “course change” is a change to at most two of: number, title, prerequisites or description. Changes to three or more aspects of a course is considered a “new course” and should be submitted as a new course proposal. Submissions should include the complete current Calendar entry, the proposed entry with the change highlighted.

For example:

Current	Proposed
<p>5678 Advanced Alphabet Prerequisite: ABCD 1234 3 credit hours</p> <p>The alphabet beyond the first 4 letters is explored. Students are prepared for the study of future letters.</p>	<p><b>5678 Intermediate Alphabet</b> Prerequisite: ABCD 1234 3 credit hours</p> <p>The alphabet beyond the first 4 letters is explored. Students are prepared for the study of future letters.</p>
<p><b>Comment</b> Current title leaves no room for discussion of letters beyond H. If there are changes to the course requirements and resources (for example adding labs or field components) they must be stated.</p>	

## 3. Changes to Majors/Honors/Concentrations/Minors

Submissions should include the current requirements, the proposed requirements, and an appropriate commentary. The current and proposed requirements should be complete listings so that changes can be reviewed in context. Submissions should not include other editorial changes proposed by the department. Deleted text should remain but be indicated by using the ‘strikethrough’ feature. Any additions are to be highlighted in yellow.

For example:

Current	Proposed
<p><b>Major Program</b> For admission to the major in Health Studies program, students must have completed SOCI 1210, SOCI 1211 and six (6) additional credit hours in social sciences with a minimum grade of C in each course.</p> <p>To major in Health Studies, students must complete <del>thirty-nine (39)</del> credit hours as follows:</p> <p><b>a.</b> HLTH 2001 Intro to the Health Care System in Canada HLTH 2002 Issues in Public Health HLTH 2301 Research Methods in Health Policy</p>	<p><b>Major Program</b> For admission to the major in Health Studies program, students must have completed SOCI 1210, SOCI 1211 and six (6) additional credit hours in social sciences with a minimum grade of C in each course.</p> <p>To major in Health Studies, students must complete <b>forty-two (42)</b> credit hours as follows:</p> <p><b>a.</b> HLTH 2001 Intro to the Health Care System in Canada HLTH 2002 Issues in Public Health HLTH 2301 Research Methods in Health Policy SOCI 2365 Data Analysis</p>

<p>SOCI 2365 Data Analysis HLTH 3419 Principles of Epidemiology for Public Health</p> <p>b. <del>Twelve (12)</del> credit hours in HLTH at the 3000 level</p> <p>c. Six (6) credit hours in HLTH at the 4000 level.</p> <p>d. Six (6) credit hours in the social sciences at the 3000 level or above.</p>	<p>HLTH 3419 Principles of Epidemiology for Public Health</p> <p>HLTH 3610 Environmental and Occupational Health</p> <p>HLTH 3630 Disease Prevention and Control</p> <p>b. Nine (9) credit hours in HLTH at the 3000 level</p> <p>c. Six (6) credit hours in HLTH at the 4000 level.</p> <p>d. Six (6) credit hours in the social sciences at the 3000 level or above.</p>
<p><b>Reasons for changes:</b> The proposed changes are in response to the recommendations of the external review of the Health Studies program. New course proposals for HLTH 3610 and 3630 have been submitted separately.</p>	

#### 4. Other editorial changes

It is strongly recommended that departments follow the template designed by the Curriculum Committee. Editorial changes that conform to this template do not require the review of the Curriculum Committee unless requested by the Registrar. The template is as follows:

##### Health Studies (HLTH)

Chairperson, Professor: J. Smith  
Associate Professors: D. Bumstead, M. Dithers  
Assistant Professors: C. Brown, L. VanPelt  
Lecturer: C. Robin  
Adjunct Professor: J. Doe

Department website:  
[www.smu.ca/academic/health](http://www.smu.ca/academic/health)

##### Department Mission

The Department of Health Studies Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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Students have the opportunity to complete a co-op option with the Health Studies major. Requirements for co-op are described in section 3 of this Calendar.

A Master of Science in Health Studies is offered. Consult the Graduate Calendar for details.

##### Major Program

For admission to the major in Health Studies program, students must have completed SOCI 1210, SOCI 1211 and six (6) additional credit hours in social sciences with a minimum grade of C in each course.

To major in Health Studies, students must complete forty-two (42) credit hours as follows:

- a. HLTH 2001 Intro to the Health Care System in Canada  
HLTH 2002 Issues in Public Health  
HLTH 2301 Research Methods in Health Policy  
SOCI 2100 Social Research Methods  
HLTH 3419 Principles of Epidemiology for Public Health  
HLTH 3610 Environmental and Occupational Health  
HLTH 3630 Disease Prevention and Control
- c. Nine (9) credit hours in HLTH at the 3000 level or above.
- c. Six (6) credit hours in HLTH at the 4000 level.
- d. Six (6) credit hours in the social sciences at the 3000 level or above.

##### Suggested Sequence

The following program is recommended by the Department of Health Studies for students majoring in Health Studies:

Year 1:

- ENGL 1205 Introduction to Literature
- 9 credit hours of introductory courses in the following humanities (except PHIL 1200): Classics; History; Religious Studies; Modern Languages courses on literature and culture (a maximum of 6 credit hours can be counted from any one area).
- SOCI 1210 Introductory Sociology with a minimum grade of C.
- SOCI 1211 Critical Issues in Social Analysis with a minimum grade of C.
- Six (6) credit hours from another social science with a minimum grade of C.
- Six (6) credit hours of from one or two of the following: PHIL 1200 Critical Thinking, Mathematics, a language other than English, or a natural science other than Psychology.

Year 2:

- HLTH 2001 Intro to the Health Care System in Canada
- HLTH 2002 Issues in Public Health
- HLTH 2301 Research Methods in Health Policy
- SOCI 2100 Social Research Methods
- Six (6) credit hours in the social sciences at the 3000 level or above
- Six(6) credit hours in Arts at the 2000 level or above
- Six (6) credit hours of electives

Year 3:

- HLTH 3419 Principles of Epidemiology for Public Health
- HLTH 3610 Environmental and Occupational Health
- HLTH 3630 Disease Prevention and Control
- Three credit hours in HLTH at the 3000 level or above
- Six (6) credit hours in the social sciences at the 3000 level or above.
- Six (6) credit hours in Arts at the 2000 level or above
- Six (6) credit hours of electives

Year 4:

- Six (6) credit hours in HLTH at the 3000 level or above.
- Six (6) credit hours in HLTH at the 4000 level.
- Six (6) credit hours in Arts at the 2000 level or above
- Six (6) credit hours of Arts electives at any level
- Six (6) credit hours of electives

### Honours Program

This is a selective program. Applicants for admission must:

- have completed at least 60 credit hours;
- have a cumulative GPA of at least 3.00;
- have completed SOCI 1210, SOCI 1211, ECON 1201, and ECON 1202 with a minimum grade of C in each course.

As in the major, students m

For honours in Health Studies, students must complete sixty (60) credit hours as follows:

- a. The forty-two (42) credit hours required for the Major (see above).
- b. Three (3) additional credit hours in HLTH at the 3000 level or above.
- d. HLTH 4499 Honours Thesis (six (6) credit hours)

To graduate, students must maintain a degree GPA of 3.00.

### Concentration in Health Studies

Students in a ninety (90) credit hour B.A. program with a concentration in HLTH are required to complete twenty-four (24) HLTH credit hours with a minimum grade point average of 2.00.

### Minor in Health Studies

Students may obtain a Minor in Health Studies upon completion of twenty-four (24) HLTH credit hours with a grade point average of 2.00.

### Courses in Health Studies (HLTH)

#### 2001 Introduction to the Health Care System in Canada

Prerequisite SOCI 1211(2)  
3 credit hours

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#### 2002 Issues in Public Health

Prerequisite SOCI 1211  
3 credit hours

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#### 230 Research Methods in Health Policy

Prerequisite SOCI 1211  
3 credit hours

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The above template has several principle elements:

- Faculty listing
- Website
- Mission
- Requirements for Major
- Suggested course sequence for Major
- Requirements for Honours (if applicable)
- Requirements for Concentration (if applicable)
- Requirements for Minor (if applicable)

Since by default students are admitted to 120 credit hour (4 year) degree programs, the requirements for the major and suggested course sequence for the major should be given prominence. Departments are encouraged to direct students to their website for advice on course sequencing for co-op or honours. Similarly, double majors or double concentration (B.A.) are more appropriately described on the department website.

In describing requirements for the Major and Honours, it is preferable to use lists (bulleted or numbered) with full course titles, rather than describing the requirements in paragraphs. The total number of credit hours required for the Major or Honours should be given. Bold the credit hour count. For Honours, either give the full list of requirements or explicitly state the requirements in addition to the Major. For example, in the above illustration, we could have stated:

For honours in Health Studies, students must complete sixty **(60)** credit hours as follows:

- a. The forty-two (42) credit hours required for the Major (see above)
- b. ECON 3324 Health Economics  
HLTH 3810 Community Health Promotion  
HLTH 3820 Population Dynamics
- c. Three additional credit hours in HLTH at the 3000 level or above.
- d. HLTH 4499 Honours Thesis

To graduate, students must maintain a degree GPA of 3.00.

A complete list is preferred since it leaves no room for confusion.

In the list of required courses for the major, include all required courses outside of the discipline. In the example above, required courses in SOCI and ECON are also included. It would appear that SOCI 2100 and ECON 3324 are the key courses, but we should also include their prerequisite courses, SOCI 1210/1211 and ECON 1201/1202.

The course list should only show those courses that every student should have a reasonable expectation of seeing offered in the near future (2 to 3 years). Courses that are "archived" one year because they are unlikely to be offered can be "unarchived" the next year upon request to the Registrar. No approvals are required. However, requests to "unarchive" a course must be received by the first week of December.

The Calendar is not a recruitment brochure, nor a comprehensive description of the university. Its primary purpose is to describe the requirements for degrees/programs and the courses that may be used to satisfy these requirements. As such, the Mission should be a brief statement concerning the discipline. Since there is a separate graduate calendar, there should only be brief mention of programs beyond the undergraduate level.

### **Research Institutes and Centres**

Departments responsible for centres and institutes that have been approved by Senate should review their Calendar descriptions and provide revisions to the Registrar by the first week of December. Proposals for new centres and institutes require review by the Faculty of Graduate Studies and Research, the Senate Committee on Academic Planning, and Senate.

### **Faculty Listings**

Departments are asked to review the faculty listing at the end of the Calendar. Please check for completeness with respect to new or retired/resigned full time and adjunct faculty. Also check that the rank and qualifications of faculty are up to date. Communicate corrections to the Registrar by the first week of December.

### Version History

Version	Date Changed	Updated by	Description of Change
1.0	November 16, 2012	Senate Curriculum Committee	Document creation.
1.1	May 9, 2014	Senate Curriculum Committee	Section 1 – New Course Proposal Form Revisions.