

Faculty of Arts and Science
Curriculum Committee Submission 2018-19
**CURRICULUM SUBMISSION GUIDELINES FOR NEW COURSES OR
REINSTATEMENTS**

*Instructions for Departments on how to successfully submit a New Course Addition/Course
Reinstatement Curriculum Submission*

NEW COURSE ADDITION/COURSE REINSTATEMENT

For each new course addition or course reinstatement, please complete and submit:

a) Intended Learning Outcomes and Learning Hours Form (ILO_LH Form).

UPLOAD to OCTS portal.

** For further information and examples of Intended Learning Outcomes, see
<http://www.queensu.ca/artsci/staff-and-faculty/teaching/learning-outcomes>*

b) Syllabus (Syllabus Template). UPLOAD to OCTS Portal.

c) In addition to completing items (a) and (b) above, please provide all the following information via the **Online Curriculum Tracking System (OCTS)**. The information below is listed in the same order as the questions you will be asked during the online submission. You may use this form to assist with the preparation of information for input into the OCTS.

1. **Subject/Catalog Number:** For New courses: The number proposed for this course should not have been used in the past 5 years.
2. Is the course a **Single or multi-Term** Course?
3. Is this a **Topics Course**? Yes or No
4. **Course Units:** The course units (i.e. 1.5, 3.0, 4.5, 6.0, 9.0, 12.0) must be consistent with the learning hours.
5. **Course Title:** If the proposed full course title is greater than 30 characters in length, please also provide a shortened course title that will appear on student transcripts.

6. **Course Description:** This is the description that will appear in the Arts and Science *Calendar* and in PeopleSoft. The maximum length for a *Calendar* description is **350** characters.

7. **Course Notes:** Provide any applicable course notes. Notes are for information purposes only and will not be programmed in the Academic Advisement Report (AAR).

8. **Prerequisites and/or Corequisites:** Following the standard format, provide the prerequisites and/or corequisites; if none, please state. If the prerequisite(s) and/or corequisite(s) affects courses listed in other Departments (or Continuing and Distance Studies), indicate which Departments have been notified and **send copies of relevant correspondence to asc.curriculum@queensu.ca**.

Correspondence sent

9. **Exclusions/One-way Exclusions:** List courses with sufficient content overlap, not only in your Department, but in other Departments, that should not be allowed to count for credit if this course is taken. It is the responsibility of the Department creating a new course to contact other Departments that may offer courses with similar content in order to make this assessment. If the exclusion affects courses listed in other Departments (or Continuing and Distance Studies), indicate which Departments have been notified and send copies of relevant correspondence to asc.curriculum@queensu.ca. If none, please state.

Correspondence sent

10. **Equivalencies:** If this course is the result of a re-numbering or re-coding of a deleted course, indicate the deleted course. If a former equivalency should be removed, please indicate “none”.

11. **Topic Title:** If the proposed new course is a Topic ID course, provide the title for each topic to be offered using the template below and email the information to asc.curriculum@queensu.ca . Please also provide a 30-character topic title that will appear on student transcripts. If the topics are not yet known, they must be submitted later as a course revision.

<i>Topic ID</i>	<i>Topic Title</i>	<i>Short Topic Title</i>
1		
2		
3		
4		
5		

12. **Application (Role in Curriculum):** Explain how this course will fit into the Department’s Plan requirements and the Faculty’s Program requirement.

- Is this course intended as a core, an option, a supporting or an elective course?
- If this course is to be included in an existing Plan or course list, please submit a Plan Revision as well.

13. **Timing of Offering:**

When will the new course be first offered? Provide Term and Year (example: Fall 2015)

Will the course be offered regularly, annually or in alternate years?

14. **Impact on Your Department:** If the new course will have any impact on other courses offered by your Department (or Arts and Science Online), please indicate which courses will be affected;

- For example, the course should be added as an exclusion to an existing course, the prerequisites for other courses should change to include the new course, etc. Indicate the changes required.

15. **Resources:** Provide details in cases where a course addition will affect specific resource requirements (e.g., teaching space, equipment, computers, TAs, etc.).
- Will any new funds be required for this course? If so, how will these costs be covered?
 - Send copies of relevant correspondence to asc.curriculum@queensu.ca.
 - Provide faculty/staff information for the coming year and foreseeable future.

Correspondence sent

16. **Timetabling:** Provide information that will be referred to when the course is timetabled in PeopleSoft.
- Specify the pattern requirement(s) for all sections of this course (e.g. 1X3 hour LECT and 1X1 hour TUT, 2X1.5 hour LECT and 1X3 hour LAB etc.). The pattern requirements should reflect the course learning hours and should be consistent with other courses within the Department's Plan requirements.
 - Provide information regarding which courses (if any) must be timetabled conflict-free with this course; provide that information for each Plan and level where it is required.

17. **Enrolment:** Indicate the anticipated enrolment in this course.