

**Meeting Date:** Thursday, March 8, 2018

**Location:** CW 113

**Time:** 1:30 p.m.

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## AGENDA

1. **Approval of the Agenda**
2. **Approval of the Minutes for January 11, 2018 meeting** – *circulated with the agenda*
3. **Business Arising from the Minutes**
4. **Reports from Faculties and other Academic Units**
  - 4.1 Business Administration, [Appendix I](#), page 2 – 3
  - 4.2 Registrar's Office, [Appendix II](#), pages 4-35
5. **Adjournment**

#### 4.1 Report from the Faculty of Business Administration

##### ITEM FOR APPROVAL

**Motion 1: Program Revision – Adding a Course to an Existing List of Requirements for Entrepreneurship Major**

Moved that BUS 303 and BUS 335AA-ZZ be added to the list of courses required for Entrepreneurship Major. The new list of courses would include BUS 302, BUS 304, BUS 402, Two of BUS 301, 314, 394, 303, 335AA-ZZ, 476AA-ZZ, **effective 201820**.

(end of motion 1)

##### Rationale:

As mentioned above BUS 335AB was piloted as BUS 476AB and the number was changed in Winter 2017 term. However, this did not actually make the transition into the requirements for the major. Adding these courses would allow BUS 303 to be counted towards Entrepreneurship major and also allow for other course offerings in the future to be piloted under the BUS 335AB series.

##### ITEMS FOR INFORMATION

The Faculty of Business Administration Council approved the following course/program changes and creation, and presents the changes to CCUAS for information.

##### *New Courses, Effective 201820:*

**BUS 441 Independent Research Study in Business** 3:3-0

This course offers the opportunity to engage in an in-depth literature review. The final product of the course will be a substantive research report that summarizes the findings of the literature review.

Prerequisite: Students must have completed a minimum of 60 credit hours. Approval from Associate Dean, Academic.

**BUS 442 Applied Research Study in Business** 3:3-0

This course offers the opportunity to earn academic credit for experiential learning gained through engaging in hands-on research with a Faculty supervisor. The course will entail engaging in 120 hours of research-related activities (10 hours per week). The deliverable will be a written report/reflection piece addressing applied competencies that were developed during the course.

Prerequisite: BUS 441. Approval from Associate Dean, Academic.

##### Rationale

These courses offer valuable research opportunities to undergraduate students. These two courses together represent the equivalent of a full Honours Thesis course. These courses encourage undergraduate students' engagement in research, which is in line with the faculty's strategic plan. The Independent and Applied Study courses will foster numerous additional skills: time management; working one-on-one with others; idea generation and creativity; critical thinking; quantitative skills; integrative writing skills; among others. Student participation in experiential learning opportunities is another important aspect of the faculty's strategic plan, and research is an extremely valuable experiential opportunity for undergraduate business students.

(end of item 1)

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***Assigning Permanent Course Numbers:***

**A permanent course number, BUS 303, be assigned to BUS 335AB, effective 201820.**

**Rationale:**

This course was piloted as BUS 476AB in Winter 2015, and was counted towards the Entrepreneurship major. When Faculty Council approved a 300-level special topics series, BUS 476AB was converted to BUS 335AB as the original intention was to offer it at the 300 level. BUS 335AB was offered in Winter 2017 and is again being offered in Winter 2018.

**A permanent course number, BUS 201, be assigned to BUS 235AC, effective 201820.**

**Rationale:**

BUS 235AC was first offered as BUS 235AC-001 CRN 30248: Entrepreneurship: Creativity, Design & Innovation (ICED) in Fall 2016 and again in Fall 2017. It is an open elective for the Faculty of Business Administration students toward the BBA.

(end of item 2)

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***Making Courses Equivalent***

**BUS 303/BUS 335AB be considered to be equivalent to BUS 476AB for the purpose of graduation.**

**Rationale:**

As noted above BUS 335AB was originally piloted as BUS 476AB. However, when the numbers were changed BUS 335AB was not included in the list of required courses for major. Making the courses equivalent will allow the students who have already taken BUS 335AB to graduate with Entrepreneurship major.

(end of item 3)

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## 4.2 Report from the Registrar's Office

### ITEM FOR APPROVAL

<p><b>Motion 1: New Degree /Non-degree Programs - New Program Motions</b></p>
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<p>To approve a 3 motion process as detailed below for new program proposals that are brought to CCUAS, <b>effective immediately.</b></p>
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(end of motion 1)

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#### **Background**

The new streamlined process that was developed by CCAM and CCB and approved at E of C has a flow for new programs. The process requires that CCUAS move the new program proposal to the CCAM if members have concerns related to academic mission or to the CCB if members have concerns related to budget. The approved New Program Approval Process is on the following pages.

At the December meeting of the Faculty of Graduate Studies and Research Council, a process was passed whereby new programs have 3 motions to determine what route the new program proposal will take. The Registrar is proposing that we adapt the same process.

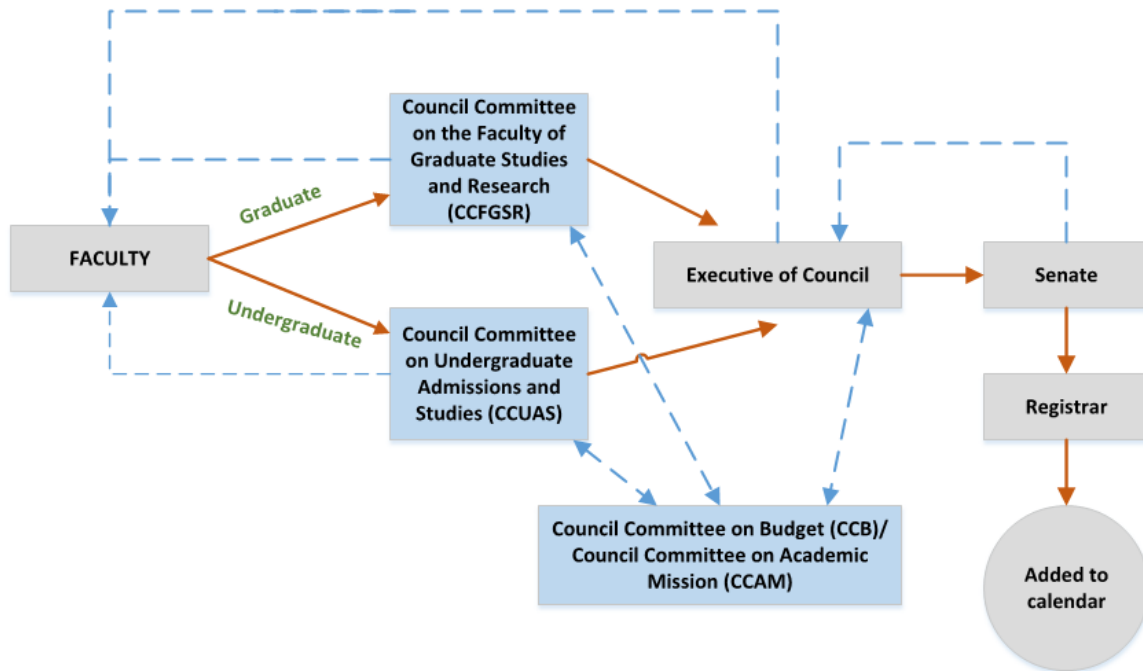
#### **3 motion process for new program proposals:**

Motion 1 asks members if they have concerns related to the academic mission of the University. The floor is then opened for discussion. After discussion, if the majority vote that they do not have concerns, the 2nd motion is made. If the majority vote that there are concerns related to academic mission, the new program proposal is forwarded to Council Committee on Academic Mission (CCAM).

Motion 2 asks members if they have budget related concerns. The floor is then opened for discussion. After discussion, if the majority vote that they do not have concerns, the 3rd motion is made. If the majority vote that there are concerns related to budget, the new program proposal is forwarded to Council Committee on Budget (CCB).

Motion 3 is a motion to recommend approval to Executive of Council (E of C). If the majority vote in favour, the new program proposal is forwarded to E of C. If the majority vote that they are not in favour, the new program proposal is returned to the faculty, federated college, or academic unit making the proposal.

## New Program Approval Process



### Step 1: Faculty Level: Completion of Required Documents and Approval by Faculty

- Line Faculties will maintain control over their own process for approving new programs.
- Interdisciplinary programs require approval from all Faculties involved. (For Interdisciplinary Graduate programs the process includes a Letter of Intent and Presentation of the Proposal, and a Review of the New Programming after the second or third year (See Graduate Calendar – Appendix C – For Academic Units Only)
- Those proposing new Graduate Programs should consult with FGSRs Program Development Advisory Panel (PDAP)
- Once approved by the Line Faculties, all required documentation must be completed. The Programming Change Proposal consists of these documents.

The *Registrar's Undergraduate Academic Programming Questionnaire* or a written Program Proposal following FGSR's *Guide for Program and Curriculum Development*

- All relevant Course Inventory/Course Change forms
- All related Calendar Change forms
- In some cases, written commitment to participate by all relevant faculty members from participating disciplines must be received to assure viability of the proposed program; and written endorsement by relevant Deans, Directors, or Institutions.

The *Registrar's UAP Questionnaire* and FGSR's *Guide for P and C Development* address

- Program description (Dept/Faculty home, degree objective, program requirements, required courses);
- A description of how the program fits within the University and faculty planning priorities;

- Details of the program's impact on the participating academic units. Letters of support should be included;
- Information on resource implications of the proposed program, including those related to infrastructure changes necessitated by the program;
- An assessment of immediate costs and how they will be addressed;
- A confirmation that the proposed time line for phasing in the program is feasible from a resource standpoint.
- Program review that includes comparisons to similar interdisciplinary programs at other institutions or within the University;
- Response to any duplication issues. New programs or formal tracks must not significantly duplicate existing programs at the University. It is the obligation of faculty proposing new programs to identify any existing programs with which there might be duplication or overlap, and to obtain written assurance from each of those existing programs that the proposed new program does not pose problematic duplication or overlap;
- Documentation of consultation and support with all participating academic units within the university (e.g., the viability and availability of appropriate graduate level courses);
- Documentation of consultation and support from other post-secondary institutions and agencies as may apply (e.g., government);
- Objective evidence of strong student demand and adequate student placement opportunities is essential. Demand and placement should relate directly to projected enrolment and graduation levels of the proposed program; and
- Specific program goals for recruitment, enrolment and time to degree completion must be provided, with an estimated timeline for achieving those goals.

**Step 2: Council Committee Level (CCUAS for Undergraduate, CCFGSR for Graduate)**

- Council committees will normally consider new programming proposals only when the relevant documentation has been completed.
- A representative of the unit proposing the program may be invited to clarify points and respond to questions from the committee.
- The council committees' decision for each new programming proposal will normally be
  - o Approved for consideration at Executive of Council (with none or some minor revisions, which should be completed before consideration at E of C)
  - o Not approved. This decision and its rationale should be communicated to the line faculty(ies) that proposed the program. The process stops. Faculties may propose a revised program at a later date if they wish to do so.
  - o Defer the new program for consideration at CCB or CCAM to rule on an issue of academic or budgetary concern. A letter from the council committee chair explaining the rationale for the Committee's decision in writing should accompany the Programming Proposal in the submission to CCB or CCAM.
- In making their decision, CCUAS and CCFGSR should bear in mind that it is within the responsibilities of CCB and CCAM TORs to advise council on any matter within their umbrella. **Criteria** for CCUAS/CCFGSR or Executive of Council to defer Programming Approval Item to CCAM or CCB: If the council committee is not satisfied with the unit's responses to resource or academic quality/mission issues on the questionnaire, the item should be deferred to the appropriate council committee (CCB or CCAM) for resolution. In cases where the committee determines that implementation of the new program or program change requires resources beyond

those currently available to the unit(s) offering the program, the decision should be deferred to CCB. In cases where the committee determines the new program or program change has the potential to raise questions of potential duplication of an existing program, raise concerns of an academic quality nature, or does not clearly fit within the scope of the University's Strategic Plan, the decision should be deferred to CCAM.

**Step 2B:** CCB or CCAM process for deferred item.

- Normally the CCB or CCAM committee will deal with the programming item at the next available opportunity.
- A representative of the Unit proposing the program may be invited to present on behalf of the Faculty.
- The decision to approve/not approve the programming change with rationale will be communicated in writing to the Faculty and the previous council committee.
- The committee minutes will serve as record for these decisions and set precedent for future decisions on new programming.

**Step 3:** Executive of Council.

- The decision at Executive of Council on programming changes will normally be
  - o Approved for consideration at Senate (with none or some minor revisions, which should be completed before consideration at Senate).
  - o Not approved. This decision and its rationale should be communicated to the Line Faculty(ies) that proposed the program. The process stops. Faculties may propose a revised program at a later date if they wish to do so. Executive Council minutes should include reasons for the decision that can serve as a precedent for future decision-making.
  - o Defer the new program for consideration at CCB or CCAM to rule on an issue of academic or budgetary concern. A letter from the council committee Chair explaining the rationale for the committee's decision in writing should accompany the Programming Proposal in the submission to CCB or CCAM.

**Step 4:** Senate -> Registrar -> Calendar

- In accordance with the University Act, the right of final approval of programming rests with Senate.
- Once approved by Senate, the Registrar's Office has the administrative task of making the changes to the calendar and course catalogue necessary to implement the new program.

**Motion 2: New Standards - CCUAS Submission Guide Approval**

That CCUAS approve the CCUAS Submission Guide as presented, **effective immediately.**

(end of motion 2)

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**Background**

The CCUAS Submission Guide was reviewed by CCUAS in June of 2017 with some recommended edits and the new program process was pending approval of E of C. The edits have been made and E of C has approved the new program process. We would now like to have approval to put the guide into production and publish it on our website for use by our faculties, federated colleges, and academic units.

Table of Contents

What is the Academic Catalogue? ..... 10

A Snapshot of the University of Regina’s Governance ..... 10

What is the Council Committee on Undergraduate Admissions and Studies (CCUAS)? ..... 11

Understanding Effective Dates ..... 11

Submission Planning Cycle ..... 11

CCUAS Submission Format ..... 12

Courses..... 12

    New Course..... 12

        Effective Date ..... 12

        Timing..... 13

        Process ..... 13

        Sub Process ..... 13

        Process Flow ..... 14

    Non-substantive change to an existing course ..... 14

        Effective Date ..... 14

        Process ..... 15

        Process Flow ..... 15

    Substantive Change to a Course..... 16

        Effective Date ..... 16

        Timing..... 16

        Process ..... 16

        Sub Process ..... 16

        Process Flow ..... 17

    Variable and Experimental Content Courses (AA to ZZ series)..... 17



Course Schedule Types.....	18
Inactivating a Course .....	19
Effective Date .....	20
Timing.....	20
Process .....	20
Process Flow .....	21
Making a Course Historical .....	22
Effective Date .....	22
Timing.....	22
Process .....	22
Process Flow .....	23
Course Reactivation.....	24
Effective Date .....	24
Timing.....	24
Process .....	24
Process Flow .....	25
Programs .....	26
New Program .....	26
Effective Date .....	26
Timing.....	26
New or Substantially Modified Core Requirements or Major to an Existing Program .....	27
Program Changes .....	27
Changing Admission and Graduation Requirements.....	27
Non-Substantive Program Changes .....	27
Process Flow .....	29
Adding or Modifying a Minor .....	29
Process .....	30
Process Flow .....	30
Agenda Item Submission Format.....	31
Name Change of Faculty or Department .....	32
Process .....	32
Appendix A – CCUAS Agenda Submission Template.....	33
Appendix B – Level of Approval for Courses .....	35

## What is the Academic Catalogue?

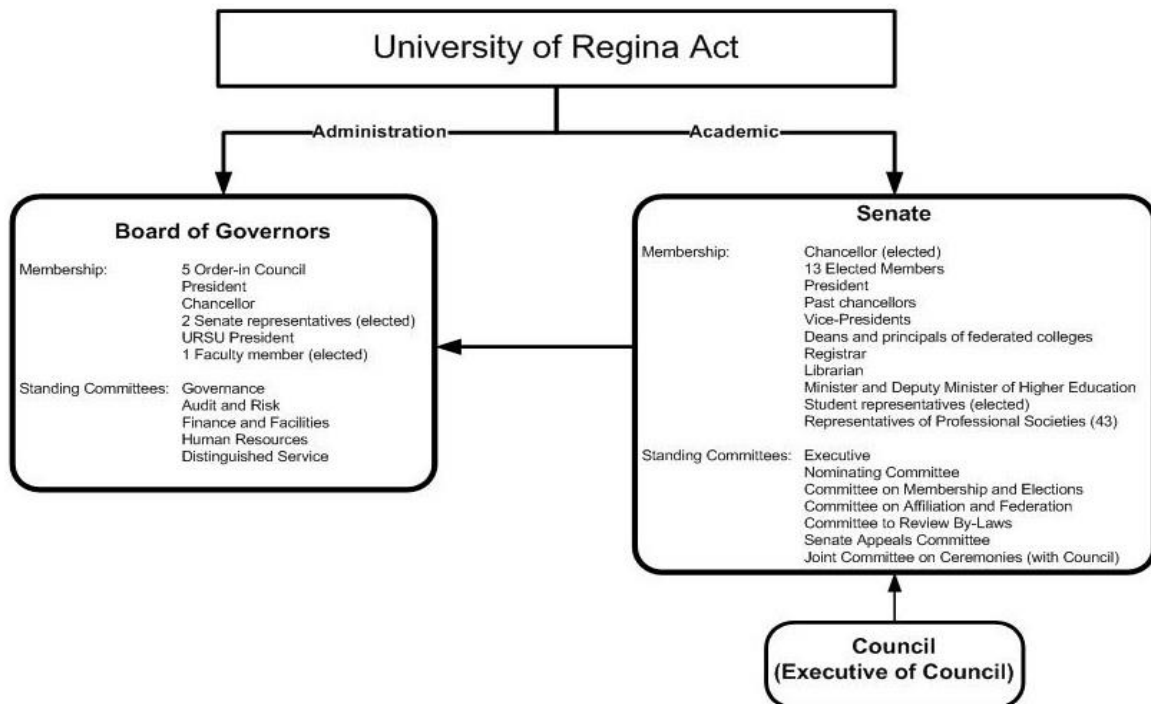
The academic catalogue is the University of Regina’s inventory of academic programs and courses. It helps the intended audience understand what programs and courses are available, what the expectations are for a student to complete a program, what a student can expect to learn in a course, and so on.

Changes and additions to the catalogue are often necessary and it is imperative that the information published is current and accurate. This guide has been developed to help Faculties, Departments, and Academic Units at the University of Regina understand the processes and procedures for making changes and additions to the academic catalogue.

**Note: For the purposes of this guide the term academic unit refers to the Faculty, Department, Federated College, or Academic Unit responsible for the course or program.**

## A Snapshot of the University of Regina’s Governance

The University's governance structure is established by The University of Regina Act and is bicameral - simply put, there is one decision stream for academic decisions and another for administrative ones.



Decisions on academic programs and related matters generally originate in the academic unit, are reviewed by a University academic committee, are considered by Executive of Council (E of C) on behalf of the University's Faculty Council, and then are decided upon by Senate.

Issues requiring administrative decisions may originate almost anywhere, and the Board of Governors makes major final administrative decisions, particularly where significant expenditures are concerned.

The two streams often come together at the Board; for example, Senate decisions regarding establishment of new or major expansions of academic units and programs or major changes are subject to ratification by the Board of Governors.

This guide focuses on decisions on the academic side that are specifically related to programs, courses, and academic regulations. More information on the University of Regina’s governance structure can be found on the [Office of the President’s Governance web page](#).

## What is the Council Committee on Undergraduate Admissions and Studies (CCUAS)?

CCUAS is a committee of Council that is responsible for advising Council and Executive of Council on academic programs, policy, regulations and standards at the undergraduate level.

The terms of reference for CCUAS can be found here:

<http://www.uregina.ca/student/registrar/assets/docs/pdf/ccuas/2015/terms.pdf>

### Understanding Effective Dates

Effective dates are necessary so that students can follow the program requirements that are in place at the time of their admission, and so that courses are accurately reflected with what courses students register in and complete.

The University of Regina has three terms. Each are specified with the year.

- Term 10 – winter (201910 for the 2019 Winter Term)
- Term 20 – spring/summer (201920 for the 2019 Spring/Summer Term)
- Term 30 – fall (201930 for the 2019 Fall Term)

The effective date for a new course or a change to an existing course is generally specified for a future term *where class registration has not yet commenced*.

The effective date for a program is generally specified for the next fall catalogue term. A catalogue term determines the program template that a student will follow through to graduation.

Deadlines for submission to CCUAS are:

Level	Effective Term	Deadline
Course	10 – winter	September CCUAS Meeting
Course	20 – spring/summer	January CCUAS Meeting
Course	30 – fall	January CCUAS Meeting
Program	30 – fall	January CCUAS Meeting

More information on deadlines is contained in the next section “Submission Planning Cycle”.

### Submission Planning Cycle

The table below will assist you in planning your catalogue needs. Your planning will need to take into consideration approval by your academic unit council and the agenda deadline for the associate CCUAS meeting.

Proposed Submission	Timing	Effective Date	CCUAS Deadline	Approval Authority
Non-substantive course change	Can be made at any time.	Immediate	The next available CCUAS meeting.	Associate Dean (UG)
Substantive course change	Should be planned at least 12 months in advance.	Next available registration term that has not opened for registration.	January for terms 20 and 30. June for term 30.	Council of the academic unit.
New course	Should be planned at least 12 months in advance.	Next available registration term that has not opened for registration.	January for terms 20 and 30. June for term 30.	Council of the academic unit.
New/Changed/Suspended/Archived Minor	Should be planned at least 12 months in advance.	Next available fall term.	January.	Executive of Council
New/Changed/Suspended/Archived Major	Should be planned at least 12 months in advance.	Next available fall term.	January.	Senate

Proposed Submission	Timing	Effective Date	CCUAS Deadline	Approval Authority
New Program	Should be planned at least 24 months in advance of anticipated opening.	Next available fall term.	January.	Senate
Changed/Suspended/ Archived Program.	Should be planned at least 12 months in advance.	Next available fall term.	January.	Senate
Change to Academic unit names.	Should be planned at least 48 months in advance.	At least 12 months from the meeting of Senate.	January to meet February Senate deadline. April to meet June Senate deadline. June to meet October Senate deadline.	Senate

**CCUAS Submission Format**

Submissions for the inclusion on the CCUAS agenda must be submitted in a Word document. The appropriate font is Times New Roman 11 point and there can be no text boxes. A template for the agenda item submissions can be found in [Appendix A](#). Submissions that are not in the correct format will be returned to the Academic unit.

Agenda items may be submitted to [ccuas.ccuas@uregina.ca](mailto:ccuas.ccuas@uregina.ca)

**Courses**

This section of the guide focuses on the processes associated with changing, adding, inactivating a course, making a course historical, and reactivating a course. [Appendix B](#) has a checklist for the level of approval that is required for courses.

**New Course**

A new course is one that does not currently exist in the University of Regina’s course catalogue.

**Effective Date**

The effective date of a new course must be made for a future term where registration has not yet opened and should reflect the term in which the course will be offered. For example, a motion would not be made with an effective date for term 20 when the course will not be opened until term 30.

**Note:** Because a new course that has been submitted for information can be brought to the table for discussion, a new course request will not be processed by the Registrar’s Office until after the CCUAS meeting.

Deadline	Effective Date
Must be approved by academic unit council by June to meet the agenda submission deadline for the September meeting of CCUAS.	Term 10 of the upcoming year.
Must be approved by academic unit council by December to meet the agenda submission deadline for the January meeting of CCUAS.	Terms 20 or 30 of upcoming year.

**Timing**

New courses should be planned at least one year in advance of the anticipated opening of the course to allow time for approval by the academic unit’s Council and for cataloguing, scheduling and registration.

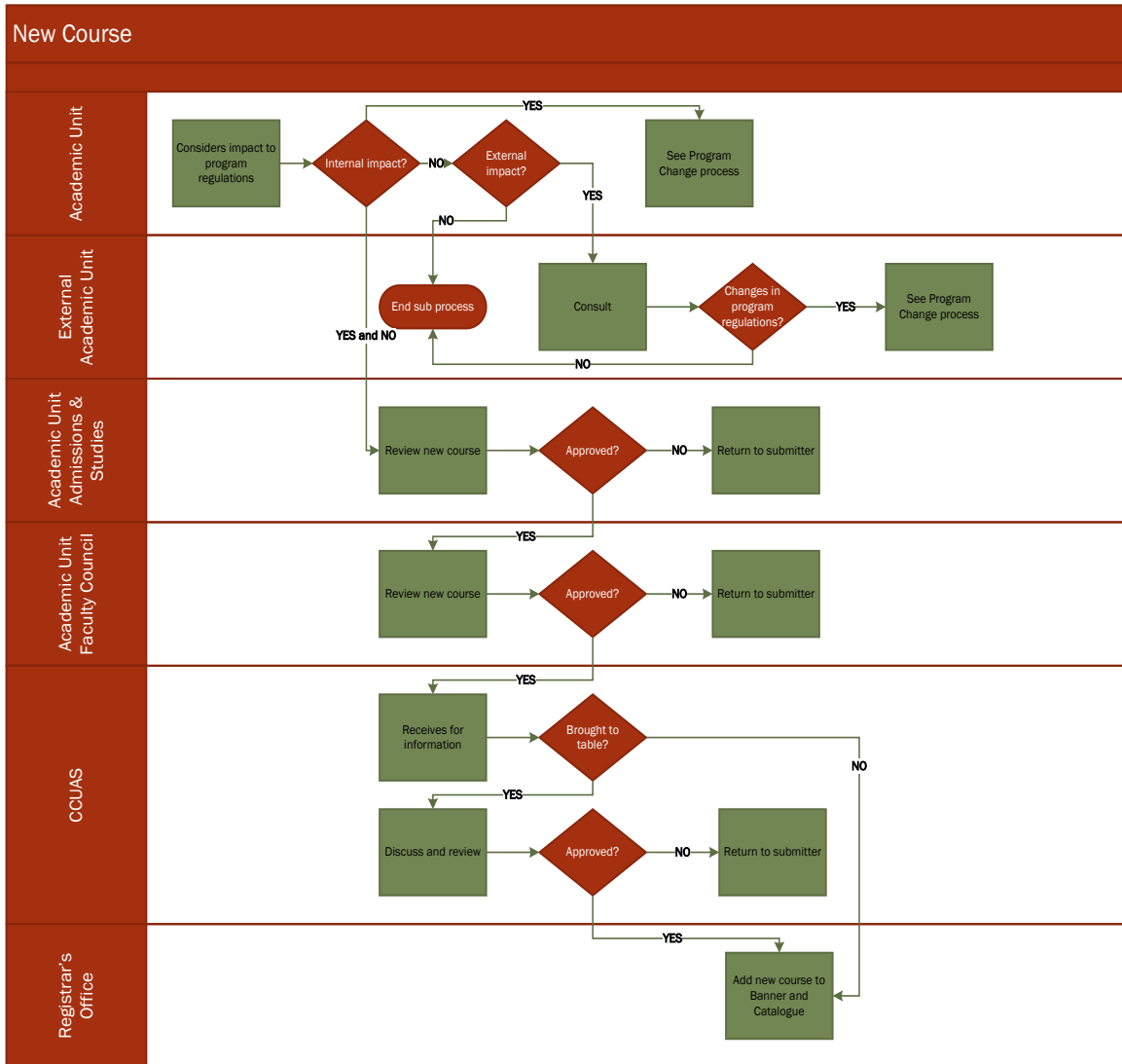
**Process**

1. If the new course will result in changes to existing program regulations within and outside of the academic unit, the program regulations changes will also need to be approved (see [Program Change](#) section of the document).
2. If the new course has impact outside of the academic unit, consult with the academic unit(s) the change will impact.
3. The Registrar’s Office is consulted to ensure the assigned subject code and course numbers do not conflict with information that already exists in the system.
4. The admissions and studies committee of the academic unit reviews the new course and recommends approval.
5. The council of the academic unit reviews the new course and has final approval authority.
6. The new course is submitted to CCUAS for information. A template for the agenda item submissions can be found in [Appendix A](#).

**Sub Process**

A new course may impact the published degree regulations of other programs. For this reason, once a new course is approved it should also be affected to the program regulations of all programs the change impacts. See [Program Change](#) process.

## Process Flow



### Non-substantive change to an existing course

Unless a change in a course description is so radical as to constitute a new course or will alter degree regulation requirements, a non-substantive change to a course is normally approved by an academic unit's course/program development committee or the associate dean as the case may be. These kinds of changes are generally made as housekeeping items and can include:

- A change to course titles. (Not changing the context.)
- A change of grade modes.
- A change to the schedule type of the course.\*
- Typographical errors.\*

### Effective Date

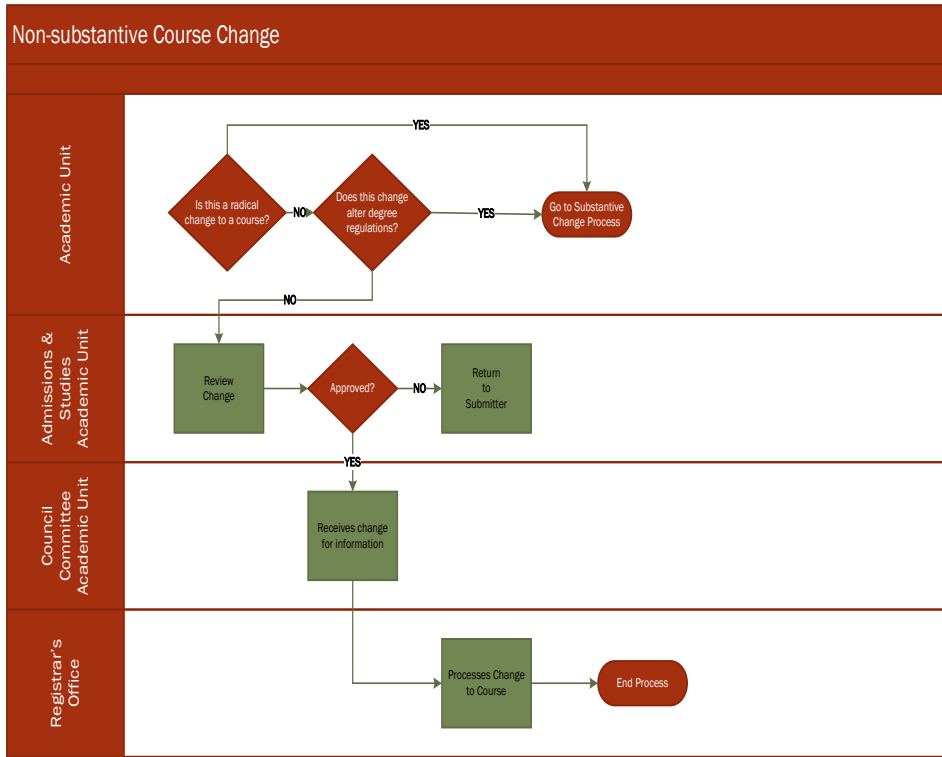
The effective date of a non-substantive change will be for the next available term in which students are not yet registered. Typographical errors can be submitted for immediate processing.

**Process**

1. A non-substantive change is brought forward through to the academic unit admissions and studies committee for approval. The background information (rationale) for the motion should include a copy of the change.
2. A non-substantive change is taken to the academic unit’s council for information.
3. Once approved, a [Course Inventory Form](#) - Undergraduate is submitted to the Registrar’s Office for processing. There is no need to submit the non-substantive change to CCUAS for information. Changes to course titles, grade modes, and schedule types will be affected to the next term where registration has not yet commenced.

**\*Note:** Typographical errors and changes to schedule type do not need the approval of the academic unit council and can be made by submitting a course inventory form.

**Process Flow**



### **Substantive Change to a Course**

A substantive change to a course is one that significantly alters the course. This kind of change usually results from one or a combination of the following:

- A substantive change in the course description and/or content of the course.
- A change in the number and type of credit hours of the course (from 3 to 6, or 6 to 3 for example) or addition of hours.
- A change in the course that alters the program templates of one or more programs.
- A change or addition of course attributes.
- A change to prerequisites, corequisites, equivalent courses, mutually exclusive courses, or restrictions.

A substantive change may impact the published degree regulations of programs outside of the academic unit responsible for the course. For this reason consideration must be given to what program regulations the change will impact and consultation with other academic units is essential if the change impacts the programs of other units.

Program regulations that are impacted by a course change will need to be brought forward for approval at the same time. Refer to the [Program Change](#) process for further details.

*Example: If WXYZ 100 is a required course in the Bachelor of Arts, Bachelor of Science, and Bachelor of Business Administration programs, and the credit value of that course changes from 3 credit hours to 6 credit hours, then the regulations of all three programs will need to change. For this reason, it is important to determine what programs the substantive change will impact before taking the course change forward for approval.*

#### **Effective Date**

The effective date of a substantive change must be made for a future registration term that has not yet opened for student registration. If the change involves a change to program regulations, it would be made in accordance with the effective date information in the appropriate [Program Change](#) process section of this document.

#### **Timing**

Substantive course changes should be planned at least one year in advance of the anticipated change.

#### **Process**

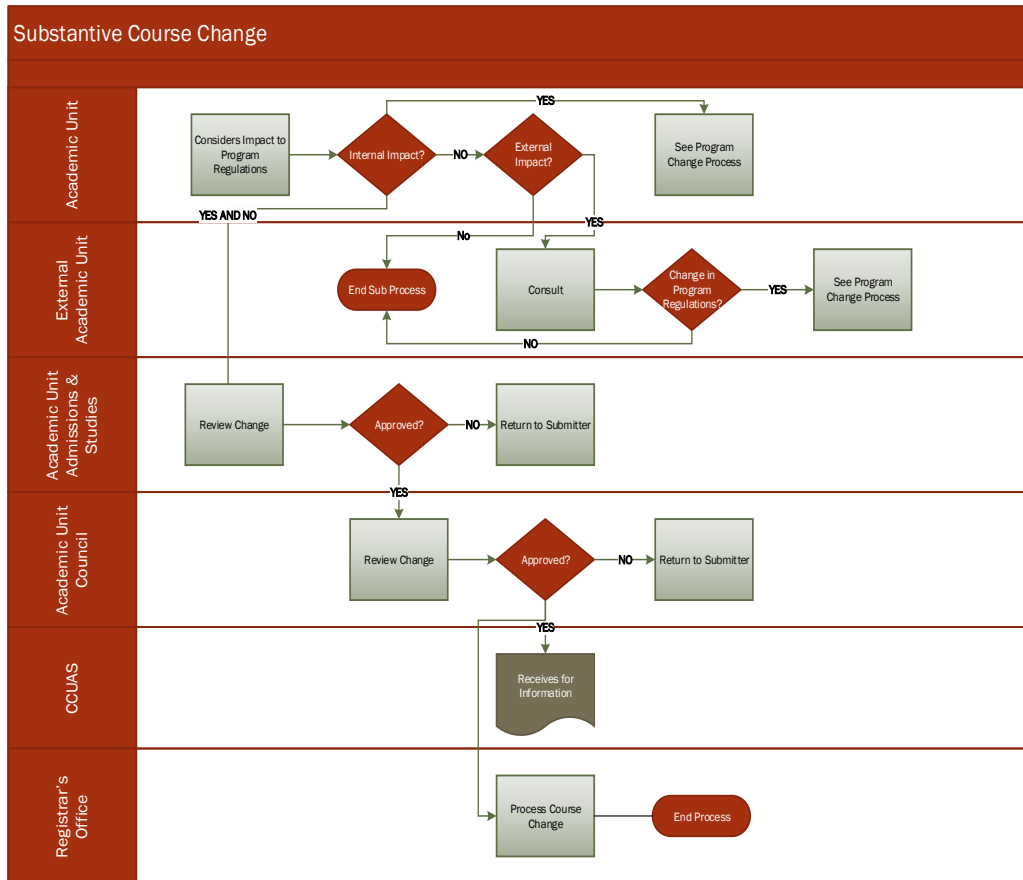
1. Consider the impact the change has on existing program regulations within and outside of the academic unit.
2. If the change has impact outside of the academic unit, consult with the academic unit(s) the change will impact.
3. The admissions and studies committee of the academic unit reviews the change.
4. The council of the academic unit reviews the change.
5. The course change is submitted to CCUAS for information. A template for the agenda item submissions can be found in [Appendix A](#).

#### **Sub Process**

A substantive change may impact the published degree regulations of other programs. For this reason, once a substantive change is approved it should also be affected to the program regulations of all programs the change impacts. See [Program Change](#) process.



## Process Flow



### Variable and Experimental Content Courses (AA to ZZ series)

Most departments offer a variety of topic courses for which the content and credit hours are announced each semester. These courses may be repeated for credit by a student with a change in content.

Variable and experimental content courses are identified with a series AA-ZZ behind the course number (i.e., SW 480AC). These courses are required to have a base course (i.e., SW 480) approved as a new course (see the [New Course](#) section of this document). Base courses are never scheduled, only the series courses. When a base course is made inactive or historical, all courses in that series will be inactivated or made historical.

Variable and experimental courses require the approval of the council of the academic unit. Setting up the experimental course within a series requires the completion of a [Course Inventory Form](#) – New Course tab, identifying the title and description of the course and the remaining items should be entered to match the base course (i.e., grade mode, attributes, credit hours, and schedule types). If prerequisites and/or corequisites are attached to the base course, then they will be attached to all courses in the series. If there are no prerequisites and/or corequisites on the base course then they can be assigned to the series courses as needed.

Variable and experimental content courses can be scheduled in the InfoSilem Data Collection Utility (DCU).

## Course Schedule Types

The delivery of instruction often requires educational material to be organized and presented to students in a variety of ways. In order to facilitate the planning for and scheduling of classes to accommodate these multiple types of instruction, it is necessary to divide courses into organizational parts which reflect the unique combinations of instructors, meeting places, and time patterns used to conduct the instruction. Courses can have one or many schedule types. Available schedule types and their descriptions follow.

Schedule Type	Banner Code	Description
Lecture	A	An academic discourse given by an instructor before a group
Lab	B	That part of a course set aside for experimentation, observation, or practice in a field of study
Activity	C	A course or educational procedure designed to stimulate learning via firsthand experience.
Thesis	E	A course designed to cover the thesis research and writing.
Field/Field Trip	F	A course that gives students experience and knowledge in a non-traditional learning environment.
Ensemble	H	A course that assembles a group of students who perform together. Approval to register in the course normally requires a student to audition.
Independent Study	I	A course of organized instruction or research determined solely by a student and his/her instructor.
Project	J	A course with individualized instruction designed for students to complete an independent project of the students design.
Technique	K	A studio based course that gives students the appropriate techniques that they can apply to teaching.
Maintenance of Candidacy	M	A graduate level course shell that allows students to register and maintain their candidacy in a doctoral program.
Internship	N	An experiential course designed to provide on-the-job experience where students can earn academic credit.
Applied	O	A course that develops a particular skill.
Practicum	P	A course designed for the preparation of teachers and clinicians that involve the practical application of previously studied theory under the supervision of a senior instructor.
Research	R	A course through which students earn credit for a studious inquiry or examination aimed at the discovery and interpretation of facts, revision of accepted theories or laws in the light of new facts or practical application of such new or revised theories or laws, and/or the collecting of information about a particular subject.
Seminar	S	A course pursued by a small group of students under the direction of an instructor for the purpose of presenting and exchanging ideas or research findings via lectures, reports, and discussions.
Transfer Credit	T	A course shell that is established to award transfer credit.

Schedule Type	Banner Code	Description
Studio	U	A course incorporating practical experience where students receive individualized instruction and lectures in a studio setting.
Directed Reading	V	A course focused on designated subject matter to be read by a student and discussed with an instructor.
Co-op Education Work Term	W	A course relating to, derived from, or providing paid experience.
Examination	X	An examination provided at the end of the course. Required when a course has a schedule type of lecture.
Exchange Program	Z	A course shell that is established to track students who are participating in an exchange program.
Training Session	2	A course used by the Technology Learning Centre (TLC) to register staff members into a training session course.
Workshop	3	A credit bearing courses offered for special populations by special arrangement.
Grad Single Work Placement	4	
Challenge Credit Examination	8	A course that is set up to register a student in a challenge for credit version of a course.

### Inactivating a Course

A course is inactivated when it is being temporary closed for registration. The reasons for inactivating a course can be one or a combination of the following:

- the course content requires revision;
- the content is specialized and there is a temporary unavailability of faculty to teach the course;
- funds to offer the course are temporarily unavailable; or
- the course has not been offered in five or more years.

**Note 1:** A core course should never be made inactive without a replacement course or alternative course that students can take to fulfil their degree requirements.

**Note 2:** Inactivating a course does not prohibit an academic unit from reactivating the course (see course reactivation).

**Note 3:** Before inactivating a course, an academic unit needs to ensure that other degree programs are not impacted by the inactivation so that other academic units can make the necessary changes to their programs.

**Effective Date**

The effective date to inactivate a course should be for the subsequent fall term where registration has not yet opened.

**Timing**

Course inactivation should be submitted prior to the January CCUAS meeting.

**Process**

1. The Registrar's Office will provide a list of courses each October that have not been offered in five or more years.
2. If the inactivation of a course will result in changes to existing program regulations within and outside of the academic unit, the program regulations changes will also need to be approved (see [Program Change](#) section of the document).
3. If the inactivation of a course has impact outside of the academic unit, the academic unit initiating the inactivation will consult with the academic unit(s) the change will impact.
4. The admissions and studies committee of the academic unit reviews the course inactivation and recommends approval.
5. The council of the academic unit reviews the new course inactivation and has final approval authority.
6. CCUAS receives the course inactivation for information. The agenda submission must include a list of courses to be inactivated for the following fall term.



### **Making a Course Historical**

A course is made historical when it is being closed for registration permanently. The reasons for making a course historical can be one or a combination of the following:

- the course content is no longer relevant;
- the course has been replaced with a more modern version of the course;
- the content is specialized and there is permanent unavailability of faculty to teach the course;
- funds to offer the course have been suspended or eliminated;
- a series course that now has a permanent offering; or
- the course has been inactive for five years or longer.

**Note 1: A core course should never be made historical without a replacement course or alternative course that students can take to fulfil their degree requirements.**

#### **Effective Date**

The effective date to make a course historical should be for the subsequent fall term where registration has not yet opened.

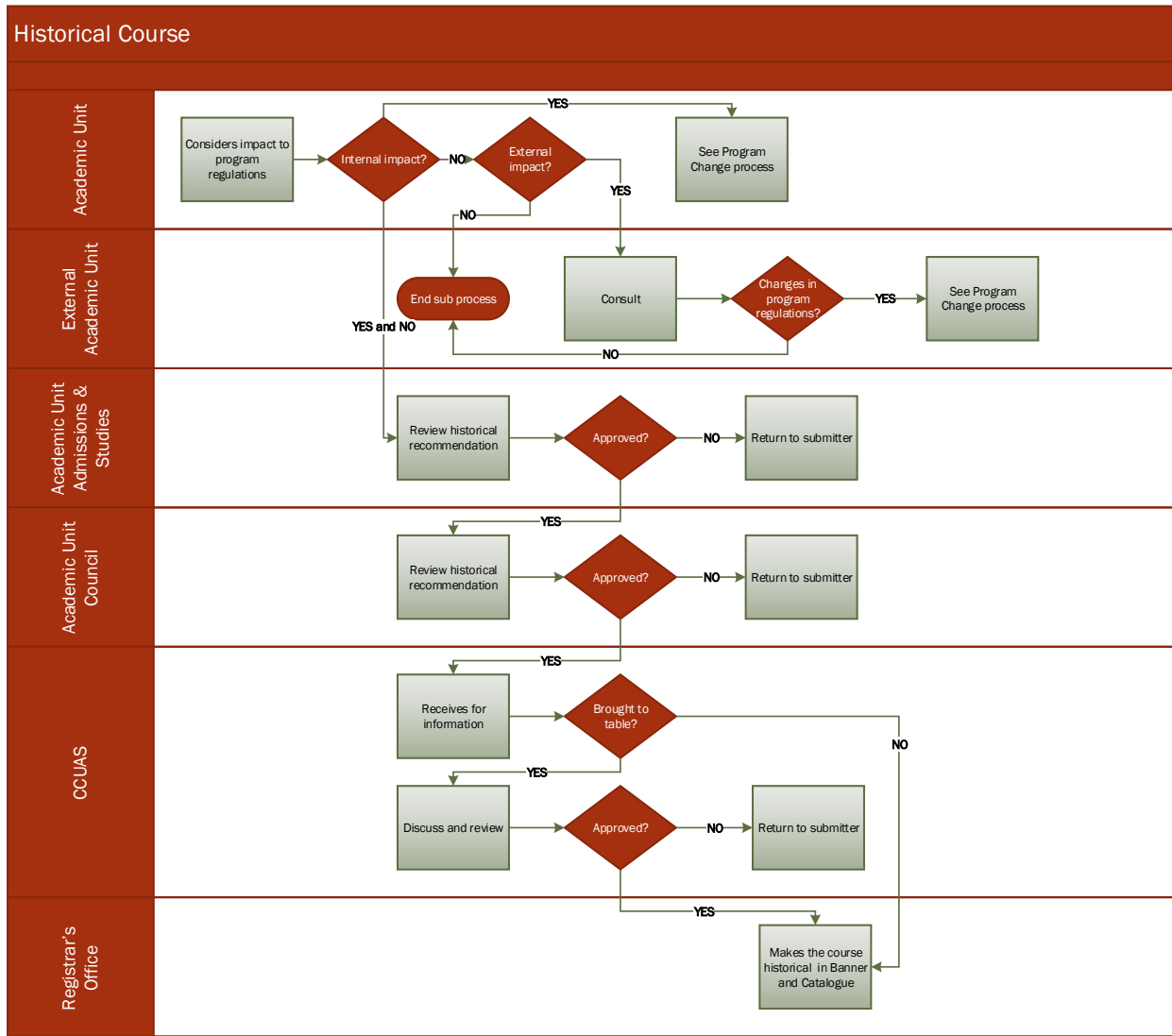
#### **Timing**

Historicized courses should be submitted prior to the January CCUAS meeting.

#### **Process**

1. If making a course historical will result in changes to existing program regulations within and outside of the academic unit, the program regulations changes will also need to be approved (see [Program Change](#) section of the document).
2. If the making a course historical has impact outside of the academic unit, the academic unit requesting the change will consult with the academic unit(s) the change will impact. The admissions and studies committee of the academic unit reviews the course that is being made historical and recommends approval.
3. The council of the academic unit reviews the course that is being made historical and has final approval authority.
4. CCUAS receives the course that is being made historical for information. The agenda submission must include a list of courses to be inactivated for the following fall term.

Process Flow



## **Course Reactivation**

A course can be reactivated when it has been closed temporarily (inactive).

### **Effective Date**

The effective date to reactivate a course should be for a future registration term where registration has not yet opened.

### **Timing**

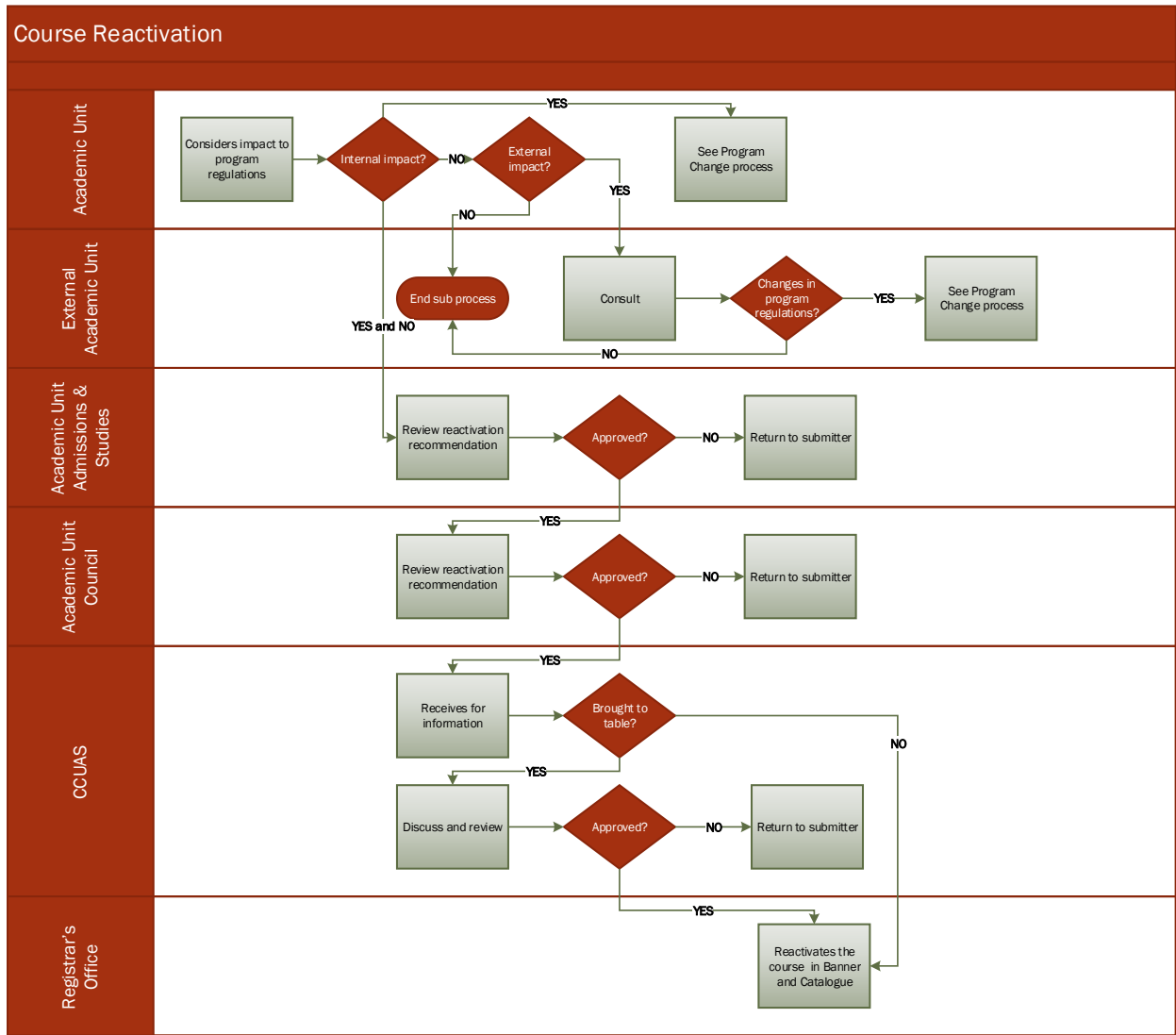
The reactivation of a course should be planned at least one year prior to a course being made active.

### **Process**

1. If reactivating a course will result in changes to existing program regulations within and outside of the academic unit, the program regulations changes will also need to be approved (see [Program Change](#) section of the document).
2. If reactivating a course has impact outside of the academic unit, the academic unit initiating the change will consult with the academic unit(s) the change will impact.
3. The admissions and studies committee of the academic unit reviews the course that is being reactivated and recommends approval.
4. The council of the academic unit reviews the course that is being reactivated and has final approval authority.
5. The course change is submitted to CCUAS for information. A template for the agenda item submissions can be found in [Appendix A](#).



# Process Flow



## **Programs**

This section of the guide will be useful for individuals interested in developing and launching a new program or proposing a program modification (i.e., changes to the program title, adding or changing majors, concentrations, minors, changes to admission requirements, changes to program regulations, etc.).

### **New Program**

Developing a new program is a substantial undertaking and should be planned well in advance of the anticipated opening of the program for admission. In all cases, when a new program is being considered, it should have the support of the Dean or Director of the academic unit and the Provost.

When developing a new program, it is advisable to establish a program advisory committee. If an advisory committee is established the team should include various members within an academic unit and, whenever possible, one or two academic members outside of the academic unit. There may also be times when inviting a representative from outside of the University is appropriate.

The advisory committee will need to consider:

- the credential that graduates will receive;
- the admission requirements for the program;
- the program description;
- the program of study including the mode(s) of delivery and all program completion requirements;
- a draft of the course descriptions for courses in the program that will be under development and/or the names of existing courses that can be used to fulfill the program completion requirements;
- the graduation requirements for the program;
- a needs analysis;
- applicant demand;
- indication of any accreditation, certification or licensing requirements;
- alignment with the University's and the faculty, department, or academic units strategic priorities; and
- cost analysis including any additional resources that may be required to implement the program.

The Council Committee on Academic Mission and Executive of Council approved processes and templates are used for the submission of new programs.

[https://www.uregina.ca/student/registrar/faculty-staff/program\\_development\\_resources.html](https://www.uregina.ca/student/registrar/faculty-staff/program_development_resources.html)

### **Effective Date**

The effective date of a new program should be for a future admission term where admission has not yet opened. Student admission to a program is normally affected to a fall term, even though the application to the program occurs before then.

### **Timing**

The timing and planning of the new program needs to take into consideration the length of time it takes for program development and the approval processes. The planning for a new program should start about 18 months to 2 years before the first admissions to the program will take place. An important consideration in the timing would be to plan for how recruitment to your program would be impacted by your program opening date.

Faculty Council	CCUAS Meeting Date	CCAM & CCB	Executive of Council Meeting Date	Senate Meeting Date	Effective Date
No later than October.	November to allow for time that may be required <b>IF</b> the program needs CCAM or CCB approval.	Need approval prior to E of C January agenda deadline <b>IF</b> approval is required.	January	February	Term 30 of the upcoming year.

**Note:** A new program proposal can be submitted at any time throughout the year, but proposals that are received after the CCUAS November agenda deadline will be recommended for opening in Term 30 of the next available academic year (for example, a proposal received in December of 2016 would have a recommended opening of 201830).

### **New or Substantially Modified Core Requirements or Major of an Existing Program**

When a new major is proposed, or when substantial modifications are being proposed to a current major, the process flow is basically the same as that of a new program but do not require the consideration of CCAM or CCB.

### **Program Changes**

#### **Changing Admission and Graduation Requirements**

Changes to admission and graduation requirements include but are not limited to:

- changing the minimum high school average required for admission;
- changing the high school courses required for admission;
- changing the minimum transfer GPA and/or credit hours required for admission;
- changing the number of credit hours required for completion; or
- changing specific regulations that apply to the program (minimum GPA for example).

#### **Non-Substantive Program Changes**

Non-substantive program changes may include one or more of the following:

- replacing courses that are planned to be made inactive or historical with new or existing courses;
- adding a course(s) to an existing list of requirements;
- moving an existing course from one area of course completion requirements to another;
- making an existing minor available within a program;
- adding a co-op route to an existing program; or
- creating a new minor.

#### **Effective Date**

The effective date of a program change should be for a future admission term where admission has not yet opened. Student admission to a program is normally affected to a fall term, even though the application to the program occurs before then.

#### **Timing**

Substantive program changes and changes to admission and graduation requirements require the approval of the academic unit, CCUAS, Executive of Council, and Senate, so the timing and planning needs to consider the length of time of the approval processes. These kinds of changes should start at least 18 months before the first admission will take place.

Whenever possible, all changes to a program should be bundled and brought forward at the same time. This would include the approval of new courses, courses that are going to be made inactive or historical, and any other changes. If course additions and/or changes impact other programs, these too should be brought forward.

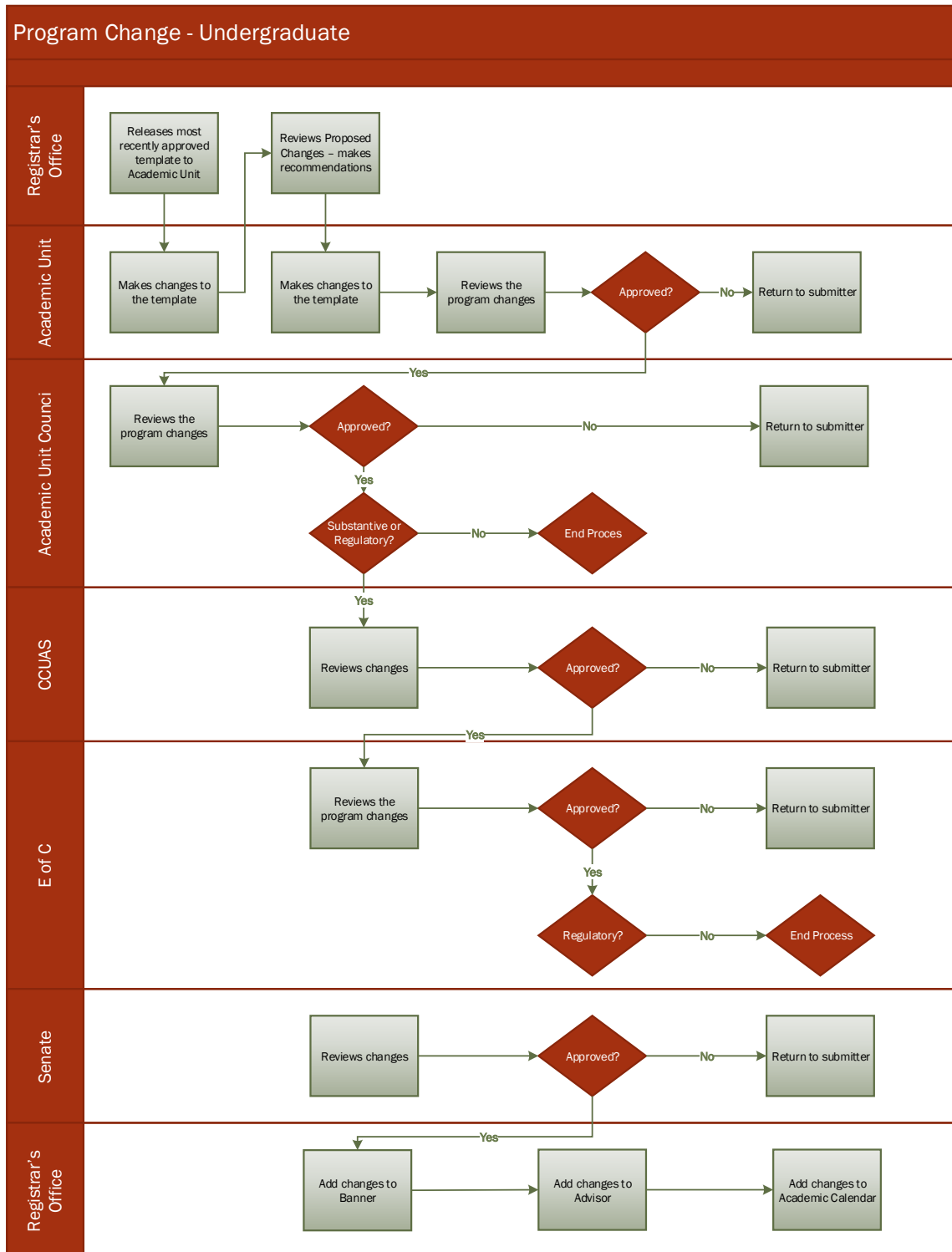
Faculty Council	CCUAS Meeting Date	Executive of Council Meeting Date	Senate Meeting Date	Effective Date
No later than October.	November	November	February	Term 30 of the upcoming year.

**Note:** Program changes can be submitted at any time throughout the year, but changes that are received after the CCUAS November agenda deadline will not be included in the publication of the upcoming academic calendar.

**Process**

1. Obtain most recently approved and edited academic calendar copy from the Registrar’s Office.
2. Submit proposed changes to the Registrar’s Office for initial review and feedback.
3. The admissions and studies committee of the academic unit reviews the changes to the program and recommends approval.
4. The council of the academic unit reviews the changes to the program and recommends approval for substantive changes and has final approval for non-substantive changes.
5. CCUAS reviews the substantive changes to the program and recommends approval. Non-substantive changes are received as items for information.
6. Executive of Council reviews the substantive changes to the program and has final approving authority *except* for changes to admission and graduation requirements.
7. Senate reviews the changes to admission and graduation requirements and has final approval authority. Substantive program changes are received as items for information.
8. Registrar’s Office affects changes to Banner, in Advisor by Conclusive, and the Academic Calendar.

Process Flow



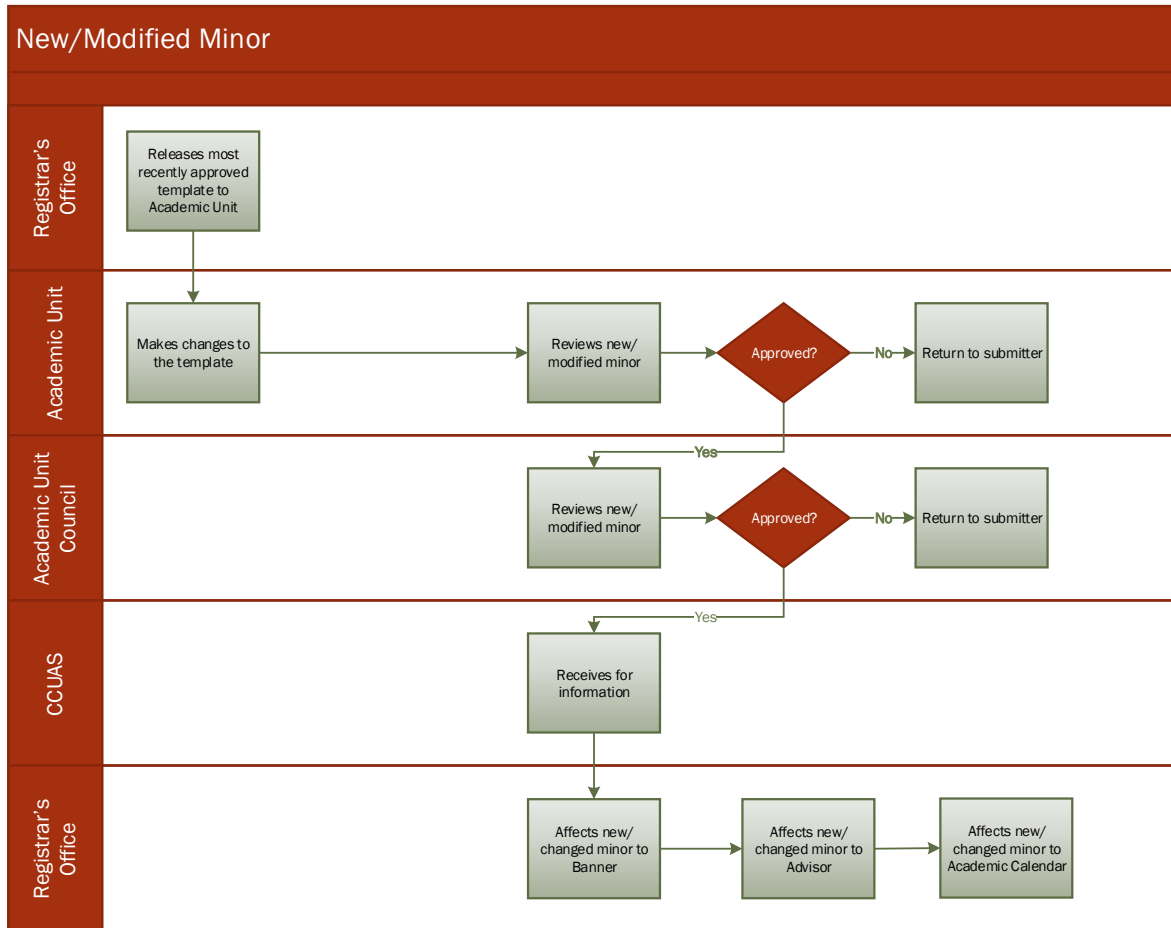
**Adding or Modifying a Minor**

Adding or modifying a minor can be done and approved at the faculty level provided it does not require the development of new program areas.

**Process**

1. Obtain most recently approved and edited academic calendar copy from the Registrar’s Office.
2. The admissions and studies committee of the academic unit reviews the new/changed minor and recommends approval.
3. The council of the academic unit reviews the new/changed minor and has final approval.
4. The new/changed minor is submitted for information to CCUAS.
5. Registrar’s Office affects the new/changed minor to Banner, Advisor by Conclusive, and the Academic Calendar.

Process Flow



### Agenda Item Submission Format

The required font for submission is Times New Roman 11 point. Changes are made as follows:

- Do not use track changes.
- Deletions are made with the strike through feature.
- Additions are underscored.

#### Example 1: Adding and removing courses

Credit hours	Core requirements summary, see details above	Student's record of courses completed
0.0	ARTS 099	
3.0	ENGL 100	
<del>3.0</del> <u>6.0</u>	Any <u>two</u> courses in MATH, STAT, CS (except CS 100), PHIL 150, 352, 450, 452, 460, SOST 201, ECON 224, <u>ART, or MU.</u>	
<del>3.0</del>	<del>Any course in ART, ARTH, CTCH, FA, FILM, MU, MUCO, MUEN, MUHI, MUTH, THAC, THDS, THEA or THST</del>	
Refer to the text above for further details.		

#### Example 2: Changing Specific Course Regulations

##### Residency and Transfer Credit

A maximum of ~~60~~ 45 hours of eligible transfer credit may be applied to a degree program and 30 hours of eligible transfer credit to a certificate program. Students must take at least 15 of the last 30 credit hours of their degree program at the University of Regina. As well, at least half the credit hours of required discipline courses for the major and/or minor must be completed at the University of Regina.

#### Example 3: Changing Admission Requirements

##### Admission to the University

Students who have attempted fewer than 24 credit hours of university courses will be admitted based on the high school admission criteria. Students who have attempted 24 or more credit hours of university courses must have a minimum university grade point average of ~~60%~~ 90% or a completed baccalaureate degree.

### **Name Change of Faculty or Department**

The creation of and/or change to an existing faculty, department, or academic unit must be approved by the University of Regina Senate. These kinds of changes require careful consideration and planning. For example, a change to the name of a faculty can impact thousands of courses, programs, and student records and require a significant financial investment in rebranding.

A proposal to change the name of, or to merge one or more, faculties, departments, or academic units must contain the following:

- proposed name of faculty, department, or academic unit;
- planned implementation date;
- rationale;
- evidence that meetings have been held with the Registrar's Office, the Office of Resource Planning, and Financial Services to gather data on the institutional implications of the change or merger;
- organizational and program changes that will result from the change or merger including a strategy and plan on how those changes will be implemented and managed and how any associated risks or issues will be mitigated;
- resource implications, including rebranding costs, as a result of the change or merger; and
- the results of the vote of the faculty members within the faculty, department, or academic unit impacted.

### **Process**

1. Develop proposal.
2. Consult with faculty members impacted.
3. Meet with Registrar's Office, Office of Resource Planning, and Financial Services to gather institutional implications.
4. The council committee of the academic unit reviews the proposal and recommends approval to E of C.
5. E of C reviews the proposal and recommends approval to Senate.
6. Senate reviews the proposal and has final academic approval authority.
7. Board of Governors approval is required for the creation of a new faculty.



**Appendix A – CCUAS Agenda Submission Template**

**NAME OF ACADEMIC UNIT**

**Date:** XXXXX

**To:** Council Committee on Undergraduate Admissions and Studies (CCUAS)

**From:** Name of individual on CCUAS from the academic unit

**Re:** Report from name of academic unit

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**ITEM(S) FOR APPROVAL:**

The (insert name of academic unit) is submitting the following motions for approval to CCUAS:

**MOTION 1**

That the revisions to the requirements for the Majors in YYYY and ZZZZ in the Bachelor of ABCD Degree be approved with an effective date of (insert effective date).

- Delete XYZ 100 and replace with XYZ 110
- Change XYZ electives from 9 credits to 6 credits
- Add XYZ 250

**Rationale:**

The proposed changes in these majors will update the requirements to be the same as the recent changes that were approved for ABCF majors. The requirements for majors in the ABCD and ABCF degrees have been the same since majors were introduced and we wish to continue this practice. The changes have been recommended by the XYZ Department.

**ITEM(S) FOR INFORMATION:**

The (insert name of academic unit) is submitting the following items for information to CCUAS.

**New Courses**

**Subject and Course Number (Effective Term<sup>1</sup>)**

**Short Course Title<sup>2</sup> (Long Course Title if applicable)**

This is where you would put the course description. Please keep the course description under 50 words and remember to spell check.

\*\*\*Prerequisite(s): If applicable\*\*\*

\*\*Corequisite(s): If applicable\*\*

\*Note(s): If applicable\*

Is this replacing another course<sup>3</sup>: Course subject and number (if applicable)

Equivalent Course(s)<sup>4</sup>: If applicable

Mutually Exclusive Course(s)<sup>4</sup>: If applicable

Restriction(s)<sup>5</sup>:

Course Attribute(s)<sup>6</sup>:

Grade Mode(s)<sup>7</sup>:

Schedule Type(s):

Credit Hours:

Lecture Hours:

Lab Hours:

Other Contact Hours:

## New Course Example

### **ECON 120 (201730)**

#### **Intro Intermediate Economics (Introduction to Intermediate Economics)**

This course is an intermediate introduction to economic theory, building on knowledge gained in ECON 100.

\*\*\*Prerequisite: ECON 100\*\*\*

\*Note: Students cannot receive credit for both ECON 120 and ECON 201\*

Is this replacing another course: n/a

Equivalent Course(s): ECON 201

Mutually Exclusive Course (s): n/a

Restriction(s): n/a

Course Attribute(s): n/a

Grade Mode(s): N

Schedule Type(s): A, X

Credit Hours: 3

Lecture Hours: 3

Lab Hours: 0 - 3

Other Contact Hours: 0

## Course Change

### **Subject and Course Number (Effective Term<sup>1</sup>)**

#### **Short Course Title**

List the changes:

## Course Change Example

### **ECON 100 (201730)**

#### **Introduction to Economics**

List the changes: Changing the title to Introduction to Basic Economics

## Course Deletion

### **Subject and Course Number (Effective Term<sup>1</sup>)**

#### **Short Course Title**

Inactive or Historical:

All courses and/or templates that this course is being removed from:

## Course Deletion Example

### **ECON 100 (201730)**

#### **Introduction to Economics**

Inactive or Historical: Historical

All courses and/or templates that this course is being removed from: 9.15.2 – BA Major in Economics

## Notes

<sup>1</sup>The effective term should be for a term where registration has not opened.

<sup>2</sup>The short course title is what appears on a student's transcript. This is limited to 30 characters.

<sup>3</sup>This course will be made historical for the same term the new course is being created.

<sup>4</sup>The equivalent/mutually exclusive course will be entered for all terms it has been active unless otherwise stated.

<sup>5</sup>You can restrict courses by either including or excluding by department, field of study (major/minor/concentration), class, degree, program code, campus, college, student attribute or student cohort.

<sup>6</sup>An attribute code is used to identify a group of courses and sometimes for course prerequisites.

<sup>7</sup>Allowable grade modes include; ‘N’ – Normal which is the regular 0-100% grade; ‘P’ – Pass/Fail; ‘C’ – Credit/No Credit; and ‘X’ Non-Graded. The first grade mode listed, will always be considered the default.

## End of Report

## Appendix B – Level of Approval for Courses

Course Catalog Elements	Level of approval required for changes to the Course Catalog in Banner								
	Faculty Admissions & Studies / Program Development Committee Faculty Council			CCUAS (for information) <sup>1</sup> Faculty Admissions & Studies / Program Development Committee Faculty Council			CCUAS (for information) <sup>1</sup> Faculty Admissions & Studies / Program Development Committee Faculty Council		
	New Course *			Existing Course - Change **			Existing Course - Inactive/Historical ***		
Subject Code	✓	✓	✓	✓	✓	✓	✓	✓	✓
Course Number	✓	✓	✓	✓	✓	✓	✓	✓	✓
Long Course Title (100 characters)	✓	✓	✓	✓	✗	✗	✓	✓	✓
Short Course Title (30 characters)	✓	✓	✓	✓	✗	✗	n/a	n/a	n/a
Grade Modes	✓	✓	✓	✓	✗	✗	n/a	n/a	n/a
Credit/Billing Hours	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Lecture/Lab/Other Hours	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Schedule Types	✓	✓	✓	✓	✗	✗	n/a	n/a	n/a
Equivalent Courses	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Co-requisite Courses	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Pre-requisite Courses	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Mutually Exclusive Courses	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Restrictions	✓	✓	✓	✓	✓	✗	n/a	n/a	n/a
Attributes	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Calendar Descriptions &/or Notes	✓	✓	✓	✓	✓	✓	n/a	n/a	n/a
Additional Fees <sup>2</sup>									

An email can be sent to the.catalogue@uregina.ca to correct typos. See the CCUAS-Submission Guide for information on effective dates, and motion/informational item templates.

<sup>1</sup> CCUAS may bring any informational items to the table for discussion and/or decision related to the establishment of new courses, changes to existing courses, and/or making courses inactive/historical.

<sup>2</sup> All course fees need to be approved through a special fee approval form submitted. (<https://www.yreguba.ca/fs/forms/>).

\* Faculties must submit all ✓ elements and the completed Course Inventory Form-New Course to CCUAS for information by the published agenda deadline.

\*\* Faculties must submit all ✓ elements and the completed Course Inventory Form-Course Change form to CCUAS for information by the published agenda deadline. For changes to elements that do not need to be submitted to CCUAS for information, the Course Inventory Form-Course Change along with the date and name of the meeting where the changes were approved must be submitted to the.catalogue@uregina.ca.

\*\*\* Faculties must submit all ✓ elements and the completed Course Inventory Form-Course Deletion form to CCUAS for information by the published agenda deadline.