

# How to Complete a Minor Change to Course (CEC) Proposal (Step by Step)

## 1. Proposal Package Section:

### Proposal Package

The proposal package must include the following:

- evidence of unit-level approval on the completed CEC form
- [Consultation form](#) (if applicable, such as when cross-listings are affected)
- [Indigenous Council Consultation form](#) (if applicable)

**Consultation:** If the course is cross-listed with another course, has course credit exclusion, or has any impact on other programs, please consult with the respective unit and attach the consultation form [Curriculum Consultation - Undergraduate](#); for Graduate proposals [Curriculum Consultation-Graduate](#).

## 2. Departmental Curriculum Approval

### Departmental Curriculum Approval

The Committee on Curriculum, Curricular Policy and Standards will only consider new course proposals that have received department-level curriculum approval.

<b>Name:</b>	<b>Position:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position:</b>	<b>Date:</b>

Before the proposal is submitted for CCPS (Curriculum, Curricular Policy & Standard) or Graduate Curriculum Committee review, it needs to be reviewed and approved by the departmental curriculum committee first. Please provide the departmental approval date.

## 3. Contact Information

## Contact Information

Department:

Undergraduate Program Director:

Proponent's Name:

Proponent's Email:

Please provide the necessary information so that we can communicate any feedback or result we have. For Graduate Course Proposal, please provide information on Graduate Program Director.

### 4. Current Course Information (Originator)

#### Current Course Information (Originator)

Rubric: \_\_\_\_\_ Course No.: \_\_\_\_\_ Credit Weight: \_\_\_\_\_

Title: \_\_\_\_\_

Cross-Listing: \_\_\_\_\_

Is this a General Education course? \_\_\_\_\_

Change Effective Academic Session (F, W, or S): \_\_\_\_\_

Change Effective Academic Year: \_\_\_\_\_

Current Mode of delivery: \_\_\_\_\_

**Effective session:** The session when the changes will be implemented. Please note that if you are submitting a proposal in November 2023 and the effective session you are requesting for Winter or Summer 2024, the proposal might not be able to get through the governance process in time. So, it is always recommended that you submit a proposal by June deadline every year in order them to be offered for the next academic year (e.g., June 2023 for Summer/Fall 2024 session). Since the number of graduate proposals is not high, the deadline is not applicable to **Graduate course proposals**.

**Mode of Delivery:** Please provide the current mode of delivery of the course.

**\*Please note that even the course is approved in Faculty Council after April (when the course scheduling and the enrolments are done), it might not mean the change can be implemented in the upcoming academic year.**

### 5. Type of Change

### Type of Change

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> course number / year-level                 | <input type="checkbox"/> course description  | <input type="checkbox"/> credit value                  |
| <input type="checkbox"/> <a href="#">course credit exclusion(s)</a> | <input type="checkbox"/> pre/co-requisite(s) | <input type="checkbox"/> <a href="#">cross-listing</a> |
| <input type="checkbox"/> Inactivate course*                         | <input type="checkbox"/> Mode of delivery    | <input type="checkbox"/> course title                  |
| <input type="checkbox"/> other (please specify):                    |  |  |

\*Select inactivate course (previously retire/expire) if the current course will be replaced.

Please check all the boxes that are applicable.

#### a. Mode of Delivery:

If the changes are to the **mode of delivery**, include all of the proposed modes of [delivery](#)

Mode of delivery change can be of two types: adding one or multiple mode/s of delivery to the existing one and changing the existing one for an alternate mode. Please state which one the proposal is proposing and specify all the mode/s of delivery options. If you are proposing for online or blended option, please specify the synchronous and asynchronous option as well.

#### b. Credit Value or Year Level Change

If the changes are to the **year level or credit weight**, provide updated course learning outcomes, evaluation methods, course relevancy, and required readings to address the change.

**Year Level Change:** If the proposal is requesting to change the year level, it is recommended that the proponent explain how the course learning outcomes, evaluation methods, course relevancy, in some cases, course descriptions, and required readings will be adjusted. Also, it is important to make sure that enough courses will be available for that level from which the level will be moved to a different level, since students need to complete particular credits at different levels. If this change impacts the academic calendar, please submit an MCP (Minor Change to Program) proposal as well.

**Credit Value Change:** If the proposal is for adding a new credit value option (3.00 or 6.00), which means both options will be offered, then please indicate how the learning outcomes, evaluation criteria, reading list, and in some cases may be course description will be adjusted in the new version. Please note that if the unit wants to keep both credit value options, then a CEC needs to be submitted. However, if the unit wants to retire the existing version of the course and mount a new credit version of the same course,

then an NCP (New Course Proposal) needs to be submitted along with a CEC. Please make sure the cross-listed and credit exclusion information are coded properly and consultation with the respective units are completed as well. If any of these changes impact the academic calendar of the program, then an MCP needs to be attached with the proposal.

## 5. Academic Rationale

### **Academic Rationale**

1. Briefly describe the change.
2. How does this change clarify requirements or options for students?
3. How does this change lend to program identity or coherence?
4. Update the course learning outcomes (required for changes in year level and substantive content)
5. Which program learning outcomes does this course help students to achieve? ([posted on the Faculty Council Curriculum Toolkit](#))
6. If the proposal is to change/add a mode of delivery, please provide a rationale for each of the proposed modes (i.e., a brief explanation of how the course will be taught in each of the modes; and how academic integrity and learning outcomes will be maintained in the mode/alternate modes)

Please describe the change in clear language and provide a robust rationale explaining why it is needed and how the change will affect the students, programs, and course learning outcomes. If the change is for adding or replacing the mode of delivery for the course, then please provide a rationale explaining how the course plan or pedagogical aspects, academic integrity, learning outcomes and evaluation criteria will be addressed in each new mode/s. Also, explain whether the change will affect the learning outcomes or not. Please refer to the memo issue by the Associate Dean, Program.

## 6. Description

**Description**

Use the current course description from the repository or the Curriculum Management System to fill out this section.

**NOTE:** All courses must have a brief and expanded course description. Denote additions in **bold, blue, underlined** type and deletions with a strikethrough.

**Proposed Course Changes**

Example: **Add this text**

Example: ~~**Delete this text**~~

**Titles**

Long (max 100 characters including spaces):

Short (max 40 characters including spaces):

**Descriptions**

Brief (max 60 words including spaces and punctuation):

Expanded (max 250 words including spaces and punctuation):

Please check the course repository system [CMS](#) to find the existing information on the courses and indicate the addition in **bold, blue, underlined** type and deletions with ~~strikethrough~~.