# How to Submit a Change to Existing Course Proposal in CMS
(Step-by-Step)

Proposing changes to a course will **not** change the current course in use. Approved proposals for course changes will set an expiry date for the current course and create a new course for a future date. If changes are required to the credit value, please see Proposing Changes to an Active/Inactive Course – Change Credit Value/Course Number in CMS-Proponent Manual.

1. **Locate the Course**

Locate the course to be modified. This must be done in the 'courses' section, using the 'search' field.

For instructions on searching for a course, please see the section Search for an Existing Course.
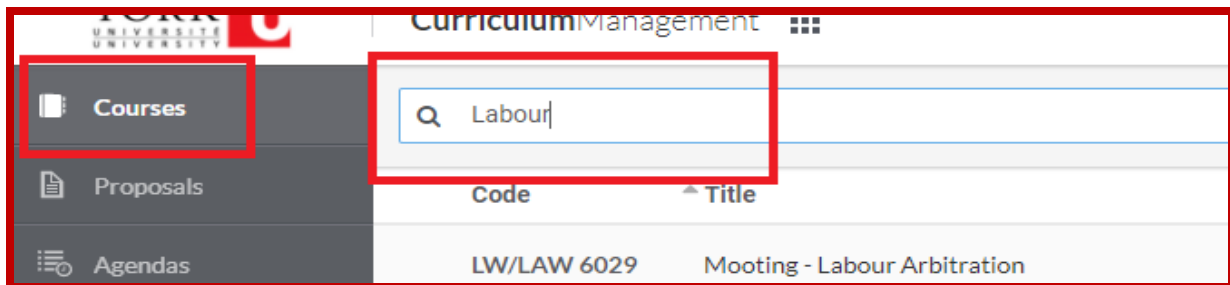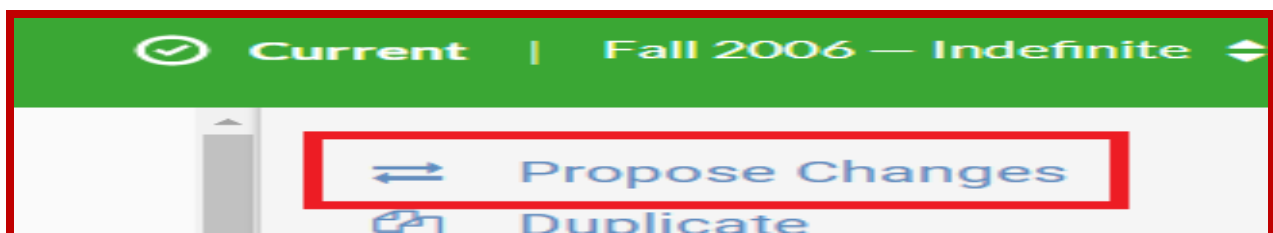

Double click on the record you would like to propose changes to.

In order to propose changes and protect data integrity, only 'active' or 'inactive' courses can be modified. If the course shows as 'retired' please contact your Course Repository Officer.

Select 'propose changes' in the top right of the course form. This will open the course in edit mode.

2. Table of Contents:

Proceed with changes to the course form details. Changes will appear in the body of the form as requested, as well as in the right-side **Table of Contents** under Changes.

If the changes you wish to make are to the credit value, please see the instructions on **Proposing Changes to an Active/Inactive Course – Change Credit Value/Course** in CMS-Proponent Manual.
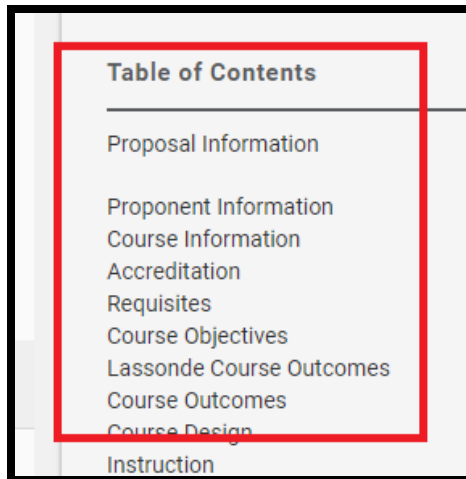

3. Types of Changes:

The followings are the types of Changes that the proponents want to propose for an existing course.

a. Course number
b. Course description
c. Credit value
d. Course credit exclusion
e. Pre-requisites
f. Cross-listing
g. Inactivating or retiring courses.
h. Activating a retired or inactive course
i. Course title
j. Mode of delivery
k. Learning outcomes
l. Year level
m. Change of home department

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 required credits at different

levels. If this change impacts the academic calendar, please submit an MCP (Minor Change to Program) proposal as well. For the year level change of a course requires a new number indicating the new year level (e.g., 3000 level courses for third year)

Course Number Change: If the course number change is not connected to the year level change of the course, then please propose a change to the existing course. Please write in the academic rationale that the proposal is for changing number and retiring the existing course in the system. If this change requires an update in the academic calendar, please complete an MCP (minor change to program) and attach that with the proposals while indicating that in the rationale section.

Credit Value Change: If the proposal is for adding a new credit value course (3.00 or 6.00) to the existing credit value option, then it needs to be written as a new course proposal, indicating how the learning outcomes, evaluation criteria, reading list, and, in some cases, course description will be adjusted in the new version. In this scenario, a new course with a new credit value needs to be proposed which will be done through using the "duplicate" option, not through "create a new course." Please find the instruction in **Proposing Changes to an Active/Inactive Course – Change Credit Value/Course Number in CMS- Proponent Manual.** In that case, both courses will remain in the system and units can offer both. However, if the unit wants to retire the existing version of the course and mount a new credit version of the same course, then a change needs to be proposed to the existing version of the course by editing the credit value. The new credit version proposal should also articulate how the learning outcomes, evaluation methods, reading list and pedagogical plan will be adjusted in the new version. Also, please mention in the academic rationale section that you want to retire the existing version. The Faculty CRO will retire the course after the governance approval. Nonetheless, please make sure the cross-listed and credit exclusion information are coded properly and consultation with the respective units are completed as well (please provide evidence). If any of these changes impact the academic calendar of the program, then an MCP needs to be attached with the proposal too.

Inactivate Course: For inactivating an active course or activating a retired or inactive course, please propose a change to the existing course and provide a rationale. The Faculty CRO will take care of the rest of the process after the approval of the proposal.

When an MCP is required with a Change to Existing Course Proposal: If the proposed change affects the degree requirements or the academic calendar, please submit a minor change to existing program indicating the changes in the existing academic calendar through paper form that is available in the curriculum toolkit website. Then attach the MCP in the historical attachment section so that the committee can review both proposals at the same time.

4. **Effective term and calendar year:**

Effective Term: The session when the courses will be offered. It is 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). Please note that if you submit 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.

Please note that if a course proposal is approved after March 15, the academic scheduling team cannot mount that course for the next term since it is connected to the enrollment, academic scheduling and other technical issues. Please contact academic scheduling team at acadschd@yorku.ca if you have any questions.

5. **Rationale of the Proposal**

Please specify the type/s of changes you are proposing and provide a rationale for each change. Please respond to the following questions for each proposed change:

1. Briefly describe the change.
2. How does the change clarify requirements or options for students?
3. How does this change lend to program identity or coherence?
4. Update the course learning outcomes if the changes affect the existing ones.
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 explain how the course learning outcomes, academic integrity, evaluation strategies, course plan and other pedagogical aspects will be adjusted/maintained in each mode/alternate mode.

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.

6. **Course Information**

For proposing a change to an existing course, CMS automatically takes all the existing information. So, in most cases, the following section will be completed automatically. However, if the proposal is for a change to the year level or credit value or course number, then please follow the instruction for **Proposing Changes to an Active/Inactive Course-Change Credit Value/Course Number.**

For the rest of the sections, please edit the sections in which you need to propose the change/s. Please do not touch other sections if you are not proposing any changes in this proposal. However, please review every section carefully to identify every other information that exists in each section to verify the coded information is correct. The units often find that the information that is coded in the system is not relevant any more or not correct. In that case, it is worth including the changes in one proposal and explain that in the rationale.

7. Pre-requisite-Prerequisite Rules

If the proposal is to change the pre-requisite or edit or add pre-requisite rules, please edit the following sections:

For setting/editing the pre-requisite rules, please Use the drop downs to set the first requisite rule set. Determine whether the course must be passed, or a letter grade earned. Please follow the instructions for step-by-step instructions on page number 39 in the CMS-Proponent Manual.

8. <u>Course Learning Outcomes:</u>

The minor change to existing course proposal does not mandate providing learning outcomes for all changes; however, it does mandate ensuring in the rationale whether the change affects the learning outcomes or not. In most cases, the CMS view of the proposal does not include the learning outcomes. It is highly recommended that you provide the learning outcomes even though it is not a change and include that either in the academic rationale section or in the expanded course description section for supporting the review process as well as creating a base record for the course.

9. <u>Short Description:</u>

Please provide the short description if the CMS version already does not have one. Please note that the proposal will not be approved without a short description.

10. <u>Long Description:</u>

Most often the CMS view does not include the long description for all courses since it was never updated in the system before. Please note that providing a long description for submitting a minor change to course proposal is important since it clarifies course contents and objectives of the course, which helps the review process.

11. Mode of Delivery

This is a mandatory option in CMS. Since mode of delivery information was not automatically transferred from COS to CMS, the proponent might have to manually add current mode of delivery of the course to create the base record. Please verify this information with COS and then add the mode of delivery and indicate in the rationale that the proposal is not about mode of delivery change.

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 in the rationale section. Most importantly, provide a rationale for each mode explaining how the course plan or pedagogical aspects, academic integrity, learning outcomes and evaluation criteria will be addressed in each proposed mode/s.

12. Evaluation

Please update this area since in most cases the CMS version does not include this information. You can update the system by providing the evaluation methods in the proposal. However, for mode of delivery change proposal, changes to credit value and year level providing evaluation methods for all versions is required.
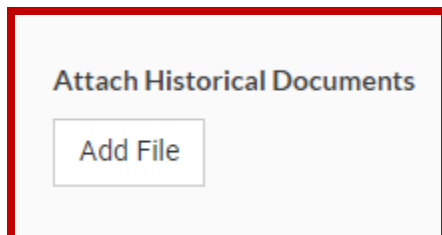
13. **Historical Attachment**

Please attach any documents that are necessary for the review process of the proposal.

If you have to submit a minor change to the existing program (MCP) program proposal for this proposal, please attach the proposal here and mention it in the academic rationale.
Please attach if you need to add any additional documents for this proposal.

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 here Curriculum Consultation - Undergraduate;

14. Once your changes are made, '**leave edit mode'** to save your work (top right corner of course form).

15. At this point, you can share the proposal with colleagues or York staffs for their feedback by using the "**sharing"** or 'Addendum' option. Please see the instructions in detail in CMS-Proponent Manual on page number 34 and 36.

The "sharing" option is for joined authority and responsibility of a proposal. "Addendum" option is for sharing the proposal with someone outside of the workflow to review.

16. **Click Submit for Approval** to send your proposed changes to the next stage of your department's curriculum approval workflow.
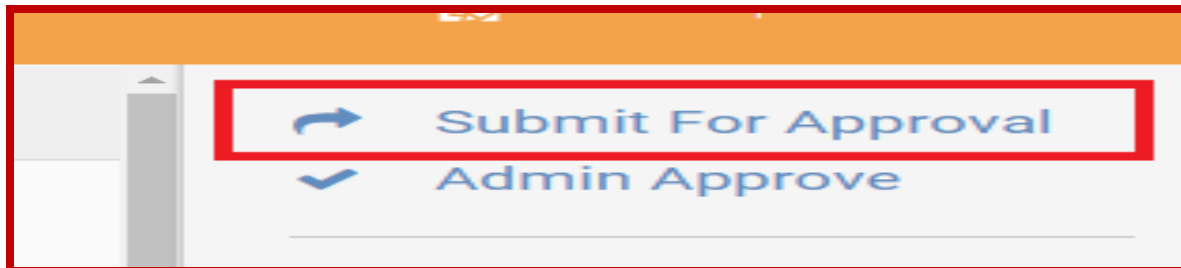

How to Create a New Course from an Existing Course

For the following reasons, the proponents have to recreate a new course by using the information of an existing course:

1. Proposing Change to Course Number
2. Proposing a Change to Year Level of the course
3. Proposing a change to the credit value.
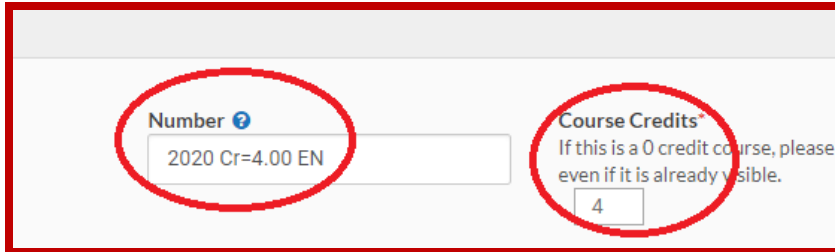4. Proposing a change to the language of instruction.

Please see the instruction in detail on how to create a new course using the information from an existing course or duplicate a course in the CMS-Proponent Manual on page 27.

1. Search the course through the Course Search Engine in CMS and select the course and open it.
2. Click on the "duplicate" option in the right side bard of the course form.
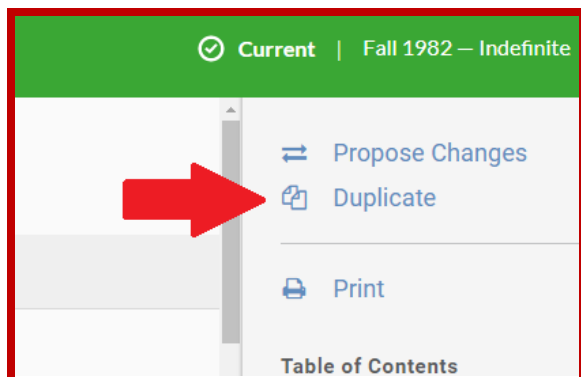
3. A duplicate of the course is created in draft mode (note orange color header) where changes can be made.
4. Update course number and also the credit value if required. Please note that while duplicating the course the course number should be different from the original one even though it is not a course number change proposal.

For changing the number, simply put a different but appropriate to the year level and available course number. The same is applicable for a year level change.

For creating a new credit version of the course, put the same course number and add the credit value and language of instruction so that it becomes different that the original one.

5. For changing the language of instruction, follow the same strategy as 4.

Please feel free to reach out to us if you need any support and clarification apccps@yorku.ca

Please explore the curriculum toolkit website for more resources and information.