Curriculum Change

A guidebook to accompany the Institutional Quality Assurance Process (IQAP).

Table of Contents

1. Introduction

Modifications to existing Degree Programs range from changes to individual courses and curricular offerings, through minor adjustments to programs and regulations, to major program modifications, such as the introduction of new specializations and fields.

2. Background

The Ontario Universities Council on Quality Assurance (Quality Council), created by the Council of Ontario Universities (COU), is an independent, arm's length body vested with the authority to ensure institutional compliance with program audit guidelines. In 2010, a Quality Assurance Framework (QAF) was established by the Quality Council to align quality assurance among all universities in Ontario, align Ontario universities with international quality standards, and to promote continual program improvements. The provincial QAF was updated in 2021 and the processes of the University were revised in 2022 to reflect this update. The Office of the Provost, through the Centre for Institutional Quality Enhancement (CIQE), coordinates the day-to-day management of the process. Every University in the province of Ontario is subject to an audit by the Quality Council to ensure compliance.

Links:
[Ontario Universities Council on Quality Assurance (Quality Council)](#)
[Quality Assurance Framework](#)

3. Timelines for Curriculum Changes

To view the steps in the required governance processes for Curriculum Changes, please see the [Curriculum Change Flowchart](#).

Faculties are encouraged to begin planning for changes at least 18 months prior to their expected implementation. Below are the deadlines for submission of all changes to be included in the Calendar update for the following academic year.

Type of Change/Submission	Final Deadline for Submission*	USC/GSC Final Meeting Date**	Academic Council Final Meeting Date**	Calendar Upload
Major Program Modification (MPM) and Academic Policy Changes	Last Working Day in December	February	April	May
Minor Program Adjustment (MPA)	31 January	February	March (for information)	May
Minor Curricular Change (MCC)	31 January	February (for information)	N/A	May

*Submission means passed at the Faculty Council step in Curriculog or submitted to CIQE. **Proposals must be entered into Curriculog prior to Faculty Council. It is strongly recommended that proposals be initiated as early as possible.**
**'Final Meeting Date' is the last possible meeting date to meet the timelines for inclusion in the Academic Calendar. It is strongly recommended that proposals be initiated as early as possible as more than one meeting may be required for recommendation/approval at the various stages.

4. Curriculog

CIQE provides access to Curriculog, an electronic workflow tracking system and repository for curricular changes. All curriculum changes must be proposed and approved through the Curriculog system. Curriculog is the University's solution for reducing many of the inefficiencies and inconsistencies in paper- and email-based processes and is utilized as the platform for review of proposals starting at the Faculty level. Curriculog links directly to Acalog, the Academic Calendar software system, to allow for seamless updates of the Academic Calendar once items are approved.

Programs and Faculties proposing curriculum changes may use the templates provided at www.ontariotechu.ca/ciqe as a guide to assist in the planning of the changes prior to creating formal electronic proposals for approval in Curriculog. Each Faculty has a dedicated Curriculog contact(s) who are responsible for entering the proposals into Curriculog. When using the provided templates, it is important to complete all sections to ensure that the Curriculog contact(s) for each Faculty have the information they need to complete the electronic proposals.

5. Planning and Creation of Proposals

Planning for new courses and course and program changes should be thoughtful and require appropriate consultation within the Faculty and, for service/common elective courses or joint and collaborative programs, with other Faculties as appropriate. Faculties are encouraged to discuss any consideration of the principles of equity, diversity, inclusion, and decolonization with the Office of Equity, Diversity, and Inclusion. Staff and faculty wishing to develop projects and initiatives related to Indigenization and reconciliation must consult in a Good Way, in accordance with the current procedures for Indigenous Consultation. Consultation with other impacted units may also be recommended or required under various circumstances. When proposals are initiated early and entered into Curriculog, CIQE will have the opportunity to advise of any additional recommendations or requirements prior to approval.

When planning for any curriculum modification, please consider the evolution of the course and/or program in the long term. Consider including multiple course delivery options to allow for on-demand changes should the need arise. What are the plans for the program and how will the discipline evolve? Will this change meet the needs of students and graduates in one year? In five years?

6. Minor Curricular Changes

What is a Minor Curricular Change?

Minor Curricular Changes are changes at the course level only and do not impact overall program requirements. Submit a Minor Curricular Change for:

- Creating new elective courses and deleting elective courses from program lists and/or the Academic Calendar
- Changes to single course titles, course descriptions, course numbers, contact hours (lecture, lab, tutorial, other), prerequisites, co-requisites, cross-listed courses, credit restrictions and/or credit exclusions, design, mode of delivery, learning outcomes, teaching and assessment methods

- Changes to, or the addition of, experiential learning components, which are part of the course delivery
- Changes to the credit weighting of elective courses

Approval and Reporting

Minor Curricular Changes must be approved at the Faculty Council. Proposals are entered into Curriculog prior to their addition to the Faculty Council agenda, and are usually entered before any curriculum committee step to ensure proper tracking. All required fields in the proposal must be completed in order for the proposal to move forward.

For courses included in joint or collaborative programs, the required approval would include the Faculty Council of each Faculty involved in the program. Documented consultation with other Faculty Councils is required if the course being modified is core to another program, is included in a service program (e.g. 'and Management'), or if the course is cross-listed with one or more courses from another Faculty. For elective courses not specifically aligned with any program, evidence of sufficient consultation must be provided, but approval of the course will rest with the Faculty offering the course(s). Consultation, in accordance with the current procedures for Indigenous consultation, is required if the new elective course or course being modified will contain Indigenous content. Note that evidence of additional consultation may be required, such as consulting with the Office of the Registrar for changes related to fees, credit hours, etc. Please contact CIQE if you have any questions about the required or recommended steps for consultation.

After the appropriate Faculty Council approval, Minor Curricular Changes must be submitted to the Undergraduate Studies Committee (USC) or Graduate Studies Committee (GSC) by the end of January each year, for implementation in the upcoming Academic Calendar.

For references purposes only:
New Course Template
Course Change Template

7. Minor Program Adjustments

Definition

Minor Program Adjustments impact overall program requirements but do not greatly impact the program learning outcomes. Minor Program Adjustments include:

- The introduction of new required courses
- The deletion of required courses
- Editorial changes to degree requirements or program learning outcomes, which may include those completed as a result of a cyclical review
- New academic requirements or changes to existing requirements
- Changing the delivery mode of some courses
- The introduction of the option to complete a portion or portions of an existing program to receive a for-credit Micro-credential
- The creation of a new, stand-alone, for-credit Micro-credential

For clarity, changes will be defined as Minor Program Adjustments when:

- The introduction, deletion, or modification of courses or requirements equals no more than one-third of the total course credit hours of the program

Note that many programs include lists of electives within their program pages in the Academic Calendar. Courses in 'you must choose from' and defined lists would be included with a Minor Program Adjustment (or Major Program Modification if requirements are met); recommended electives would be processed through Curriculog using the Course Placement approval process. For more information and examples, please see Elective Course Placements within Program Lists below.

Approval and Reporting

Minor Program Adjustments must be recommended by the Faculty Council. Proposals are entered into Curriculog prior to their addition to the Faculty Council agenda, and usually before any curriculum committee step, to ensure proper tracking. All Minor Program Adjustment proposals have minimum requirements and all required fields in the proposal must be completed in order for the proposal to move forward. Proposals will note any associated new courses or course changes and these will be linked to the proposal through the academic governance process.

For joint or collaborative programs, the approval path will include the Faculty Council of each Faculty involved in the program. Documented consultation with other Faculty Councils is required if changes are being made to a service program (e.g. 'and Management'). For Minor programs open to students in any Faculty, broad consultation is recommended, but approval of the program will rest with the Faculty(ies) offering the program. If the program does or will contain Indigenous content, consultation in accordance with the current procedures for Indigenous consultation is required. Note that evidence of additional consultation may be required, such as consulting with the Office of the Registrar for changes related to fees, credit hours, etc. Please contact CIQE if you have any questions about the required or recommended steps for consultation.

Upon the recommendation of the Faculty Council(s), Minor Program Adjustments are presented directly to the USC or GSC for consideration and approval. Changes must receive the Committee's approval prior to implementation and inclusion in the Academic Calendar. The decision of USC or GSC is reported to Academic Council for information. Changes must be submitted to USC or GSC by the end of January each year, for implementation in the upcoming Academic Calendar.

Proposals that include the creation of a Micro-credential will also be reported to the appropriate Micro-credential committee and submitted to the Ministry for designation as eligible for Ontario Student Assistance Program (OSAP) funding, if applicable.

For references purposes only:
Minor program adjustment template

Elective Course Placements within Program Lists

As stated above, programs will often include lists of required and/or recommended courses on their program pages in the Academic Calendar. Courses in 'you must choose from' and defined lists would be

included with a Minor Program Adjustment (or a Major Program Modification if requirements are met); recommended electives would be processed through Curriculog using the Course Placement approval process. Please use the examples below as a guide to determine the requirements for your changes. If you are unsure after reviewing the examples, please contact CIQE prior to initiating your proposal in Curriculog.

Example 1:

Legal Studies major with Information Law specialization [30 credit hours]
- One Legal Studies elective*
- LGLS 2500U – Information and Privacy Law
- COMM 2411U – Digital Media Policy
- CRMN 4021U – Cybercrime
- LGLS 3510U – Censorship and Freedom of Expression
- LGLS 3520U – Law and Technology
- LGLS 3530U – Intellectual Property

One of:
- LGLS 2120U – International Law **or**
- LGLS 2420U – Canadian Human Rights Law

One of:
- LGLS 3300U – Disability and the Law **or**
- LGLS 3310U – Indigenous Peoples, Law and the State in Canada **or**
- LGLS 3320U – Race, Ethnicity and the Law **or**
- LGLS 3330U – Gender, Sexuality and the Law

One of:
- LGLS 3200U – Sociology of Law **or**
- LGLS 3220U – Philosophy of Law **or**
- LGLS 3230U – Law and Globalization **or**
- LGLS 3240U – Cultural Studies of Law **or**
- LGLS 3700U – Law and Power

*Legal Studies electives
Legal Studies electives consist of any LGLS course plus:
- CRMN 2010U – Criminal Law
- CRMN 4032U – Mediation and Conflict Resolution

**General electives
- General electives can be taken at/or adjoining their year level, where permission has been granted and prerequisites have been fulfilled. No more than five 1000-level general elective courses can be included, and a minimum of two of the general elective courses must be Faculty of Social Science and Humanities (FSSH) courses at the 2000 level or higher and outside of major.
- ALSU 1101U is recommended as a general elective in first year.

- COMM 3510U is recommended as a general elective in third year for students specializing in Information Law.
- COMM 4610U is recommended as a general elective in fourth year.

Courses in the One of lists are required core choices and would require a Minor Program Adjustment (or Major Program Modification).

Courses in the Legal Studies electives list can be changed using the Course Placement process. In these cases where electives are defined in specific subject groups it is understood that the Faculty has an internal approval process for these courses prior to making the changes in Curriculog.

General elective lists can be changed using the Course Placement process. In these cases it is strongly recommended that the Faculty have an internal approval or vetting process for these courses prior to making the changes in Curriculog.

Example 2:

Degree requirements
Students in the MA are required to take six three-credit courses and complete a 12-credit thesis for a total of 30 credits.
- EDUC 5001G - Principles of Learning
- EDUC 5002G - Research Methods in Education
- EDUC 5003G - Advanced Research Methods and Design
- Six credits from Cluster 1
- 12 credits from thesis
- Three other course credits

Course listing

Core courses
- EDUC 5001G - Principles of Learning (required for all MA and MEd students)
- EDUC 5002G - Research Methods in Education (required for all MA and MEd students)
- EDUC 5003G - Advanced Research Methods and Design (required for MA students)
- EDUC 5004G - Critical and Reflective Practice in Education
- EDUC 5005G - Social and Cultural Context of Education

Cluster 1 - Education and digital technologies courses
- EDUC 5101G - Digital Tools for Constructing Knowledge
- EDUC 5102G - Educational Technology and Communication
- EDUC 5103G - Online Technology in Education
- EDUC 5104G - Analysis and Design of Web-Based Learning Tools
- EDUC 5105G - Technology Diffusion in Education
- EDUC 5106G - Mental Health and Well-Being in a Digital Age
- EDUC 5107G - Teaching and Learning with Mobile Technologies
- EDUC 5108G - Youth Media and Popular Culture
- EDUC 5199G - Special Topics in Education and Digital Technologies
- EDUC 5205G - Leadership and Technology

- EDUC 5303G - Technology and the Curriculum
- EDUC 5304G - Digital Literacy: Theory, Practice and Research
- EDUC 5405G - Digital Technologies in Adult Education

Cluster 2 - Leadership and administration courses
- EDUC 5201G - Foundations of Leadership
- EDUC 5203G - Dynamics of Change
- EDUC 5205G - Leadership and Technology
- EDUC 5207G - Law & Order (EDU): Legal, Ethics and Policy Issues in a Digital World
- EDUC 5299G - Special Topics in Leadership and Administration

Cluster 3 - Curriculum courses
- EDUC 5301G - Foundations of Curriculum for the 21st Century
- EDUC 5302G - Curriculum Planning and Implementation
- EDUC 5303G - Technology and the Curriculum
- EDUC 5304G - Digital Literacy: Theory, Practice and Research
- EDUC 5305G - Authentic Assessment

Cluster 4 - Adult education courses
- EDUC 5401G - Foundations of Adult and Higher Education
- EDUC 5402G - The Adult Learner in a Digital Age
- EDUC 5404G - Teaching in an Adult Learning Environment
- EDUC 5405G - Digital Technologies in Adult Education

Other
- EDUC 5501G - Directed Studies

Completion options
- EDUC 6100G - MA Thesis - Part 1
- EDUC 6101G - MA Thesis - Part 2
- EDUC 6102G - MA Thesis - Part 3
- EDUC 6103G - MA Thesis - Part 4
- EDUC 6201G - MEd Graduate Research Project - Part 1
- EDUC 6202G - MEd Graduate Research Project - Part 2

Clusters and other course listings lists are required core choices and would require a Minor Program Adjustment (or Major Program Modification).

For references purposes only:
Elective Course Placement template

8. Major Program Modifications

What constitutes a Major Program Modification?

Major Program Modifications result in substantive changes to the nomenclature, program requirements, and/or program learning outcomes. A Major Program Modification will include:

- Requirements that differ significantly from those existing at the time of program launch or the previous cyclical program review
- Significant changes to the learning outcomes that do not, however, meet the threshold of a new program
- Significant changes to the program's delivery, including to the program's faculty and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery (e.g., different campus and/or online/hybrid delivery)
- Change in program name and/or degree nomenclature, when this results in a change in learning outcomes
- Addition of a single new field to an existing graduate program. Note that universities are not required to declare fields for either master's or doctoral programs. Note also that the creation of more than one field at one point in time or over subsequent years may need to go through the New Program Expedited Protocol

For clarity, the following illustrate changes that normally would be considered a Major Program Modification:

- The merger of two or more programs
- New bridging options for college diploma graduates
- Significant change in the laboratory time of an undergraduate program
- The introduction or deletion of an undergraduate thesis or capstone project
- The introduction or deletion of a work experience, cooperative education, internship or practicum, or portfolio
- At the master's level, the introduction or deletion of a research project, research essay or thesis, course-only, co-op, internship, or practicum option
- The creation, deletion, or re-naming of a Type 1 graduate diploma
- The creation, deletion, or re-naming of a field in a graduate program
- The creation, deletion, or re-naming of a specialization or minor
- Changes to the requirements for graduate program candidacy examinations, field studies, or residency requirements
- Changes to courses, including changing the mode of delivery, comprising a significant (i.e., one-third) proportion of the program
- Other changes to program content that affect the learning outcomes, but do not meet the threshold of a 'new program'
- Substantive changes to the program learning outcomes, including those completed as a result of a cyclical program review
- Changes to the Faculty delivering the program that alter the areas of research and teaching interests (e.g. a large proportion of the faculty retires; new hires)
- A change in the language of program delivery
- The establishment of an existing degree program at another institution or location
- The offering of an existing program substantially online where it had previously been offered in face-to-face mode, or vice versa
- Change to full- or part-time program options, or vice versa
- Changes to the essential resources, where these changes impair the delivery of the approved program

Program modifications that are larger in scope than the above will require review and approval in accordance with the New Program Procedure. The final determination of whether a program modification constitutes a Major Program Modification or a New Program rests with the Provost, however, the Quality Council has final authority to decide if a Modification constitutes a new program. Please contact CIQE if you have any questions.

There are two types of Major Program Modifications related to curriculum changes: Major Program Modifications to make changes to existing Academic Calendar Entries or add new sections in the Calendar, and Major Program Modifications to add new Pathway programs (Bridge or Advanced Entry programs).

Approval and Reporting

Major Program Modifications must be recommended by the Faculty Council and USC or GSC. Proposals are entered into Curriculog prior to their addition to the Faculty Council agenda, and usually before any curriculum committee step, to ensure proper tracking. All Major Program Modification proposals have minimum requirements and required fields in the proposal must be completed in order for the proposal to move forward. Proposals will note any associated new courses or course changes and these will be linked to the proposal through the academic governance process.

For joint or collaborative programs, the approval path will include the Faculty Council of each Faculty involved in the program. Documented consultation with other Faculty Councils is required if changes are being made to a service program (e.g. 'and Management'). For Minor programs open to students in any Faculty, broad consultation is recommended, but approval of the program will rest with the Faculty(ies) offering the program. If the program does or will contain Indigenous content, consultation in accordance with the current procedures for Indigenous consultation is required. Consultation with/feedback from current students and recent graduates is also required. Note that evidence of additional consultation may be required, such as consulting with the Office of the Registrar for changes related to fees, credit hours, etc. Please contact CIQE if you have any questions about the required or recommended steps for consultation.

Once proposals are recommended by USC or GSC, Major Program Modifications are submitted to Academic Council for approval. Changes must receive Academic Council's approval prior to implementation and inclusion in the Academic Calendar. Changes must be submitted to USC or GSC by the last working day in December each year, for implementation in the upcoming Academic Calendar. Major Program Modifications are reported annually to the Quality Council.

For references purposes only:
[Major program modification template](#)

9. Changes to Admission Requirements

While changes to the admission requirements of a program are not generally considered to be changes to curriculum, the process for approval of these changes will generally follow the same requirements. Faculties, Programs, and Departments considering making changes to admission requirements (or other policies) should contact CIQE (ciqe@ontariotechu.ca) early to discuss the consultation and approval process. Changes that impact the Academic Calendar will normally be entered through Curriculog.

Approval and Reporting

Changes to admission requirements will proceed through the governance structure to various levels of approval based on the nature and impact of the change; generally speaking:

1. Changes to admission requirements at the University level require final approval by Academic Council following recommendation by the USC/GSC.

2. Changes to admission requirements at the Faculty level require approval by USC/GSC and are reported for information to Academic Council.

3. Changes to admission requirements at the individual program level are reported to USC/GSC for information following approval by Faculty Council(s).

4. Decisions concerning admissions made within the scope of existing requirements are considered administrative decisions and can be approved by the Registrar or designate.

5. Changes to overall University admissions policy will follow the requirements outlined in the Policy Framework.