

PROGRAM DEVELOPMENT COMMITTEE

MINOR PROGRAM CHANGES

FORM 3

PDC Submission Deadline:

September 15 (for Winter Web Calendar)

January 15 (for Spring Web Calendar)

April 1 (for Fall Web Calendar)

PLEASE NOTE: NEW COURSES or major changes to existing courses which are to be offered in the upcoming Fall semester must be submitted by JANUARY 15.

1. PROGRAMApplicant (*individual submitting this proposal*):On behalf of (*Department/Program/Faculty etc.*):Title of Program (*e.g., BA in [discipline]*):Other contact person (*Head, Coordinator*):**2. REQUIRED APPROVAL/SIGNATURES****

	Copy received (yy-mm-dd)	Date approved (yy-mm-dd)	relevant signature (Head, Director, Dean, etc.)
Program Council:			
AAU Council:			
Faculty Council/Faculty Coordinating Council:			
Faculty of Graduate Studies Council:			
Office of the Registrar:			
Senate Office:			

**the appropriate Faculty Council must obtain approval/signatures from all those listed above prior to sending the material to the secretary of PDC.

Confirmation of Consultation with Departments/Areas That Will Be Affected by the New Program or Proposed Changes

In the column, "Departments consulted", please indicate which programs/departments were consulted and are supportive of the initiative, and, obtain the appropriate signature(s).

Department consulted	Date consulted	Signature from the Department cognate to the proposed change(s)

3. FOR GRADUATE STUDIES AND RESEARCH:

OCGS Approval? (Y/N) _____

Date of Approval: _____

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4. FORWARDING THE MATERIAL TO PDC

Both an electronic copy of the material and the hard copy containing Program, AAU and Faculty signatures (as appropriate) must be delivered to the Senate Office:

Ms. Renée Wintermute - Director, Senate Secretariat, x3347
Room 2128 Chrysler Hall Tower
Email: reneew@uwindsor.ca

INSTRUCTIONS ARE PROVIDED IN SHADED AREAS. DO NOT WRITE IN SHADED AREAS.

Detailed information on the purpose of the forms and approval timelines are provided in the "Instructions and Approval Process Manual for Program and Course Changes" available on the PDC website or through the Senate Office. Proposers should review this document prior to completing any of the program/course change forms as delays in the approval process generally occur when the forms are completed incorrectly or when appropriate consultation and approvals have not be sought by the proposers.

University policy states that students may follow the academic rules and program regulations set out in the calendar of the term in which they were first admitted or any subsequent calendar. In light of this, students already in the program must be permitted to complete the degree requirements according to the calendar of the term in which they enrolled (or any subsequent calendar). If courses are no longer available, appropriate substitutes must be made.

TITLE OF PROGRAM/CERTIFICATE:
DEPARTMENT/SCHOOL:
FACULTY:

Proposed change(s) effective as of: [Fall, Winter, Spring]

PART A

PROGRAM REQUIREMENT CHANGES

Please provide the current program requirements and the proposed new program requirements by cutting and pasting from the current undergraduate or graduate web calendar (www.uwindsor.ca/calendars) and clearly marking deletions with strikethrough (~~strikethrough~~) and additions/new information with **bolding and underlining**.

Example:

Major requirements: 00-100, ~~00-104~~, 00-110, 00-210, 00-310, 00-410, plus three additional courses at the **300-level or** 400-level.

[Insert proposed changes]

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RATIONALE

Please provide a rationale for the proposed change(s).

RESOURCES AVAILABLE

Faculty and Staff

What are the faculty and staff resources (including all faculty and staff from affected areas/departments) currently available and committed to actively support the revised program? (e.g., administrative, teaching, supervision, etc.)

Provide an assessment of faculty expertise available and committed to actively support the revised program.

Other Resources

What are the resources currently available and committed to actively support the revised program (including library, teaching and learning support, space, equipment, facilities, GA/TAs, etc.)?

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Reliance on Resources from Another Area/Unit

Will the program change rely on existing resources of another campus unit (e.g., faculty teaching, equipment or facilities outside proposer's control or use of existing equipment within the proposer's control with maintenance and upgrading requirements specified)? Please elaborate and provide relevant details.

REALLOCATION OF RESOURCES AND COST-SAVINGS

In reviewing the resources required to run the revised program, what opportunities for internal reallocation of resources and cost-savings have been identified and pursued by the area/department? ? (e.g., streamlining existing programs and courses, deleting courses, etc.)

ADDITIONAL RESOURCES REQUIRED

Faculty and Staff

What additional faculty and staff resources are required to run the revised program?

GA/TAs

What additional GA/TA resources (including GA/TA resources required by all affect areas/departments) are required to run the revised program?

Library

What additional library resources (including library resources required by all affect areas/departments) are required to run the revised program?

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Teaching and Learning Support

What additional teaching and learning support resources (including teaching and learning support resources required by all affect areas/departments) are required to run the revised program?

Space and Facilities

What additional space and facilities resources (including space and facilities resources required by all affect areas/departments) are required to run the revised program?

Equipment

What additional equipment (including equipment resources required by all affect areas/departments) is required to run the revised program?

Consistency with Five Year Plan

Are the resources requested consistent with the resources requested in, and the focus of, the area's Faculty Five Year Plan?

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PART B

MINOR COURSE CHANGES REQUIRING ADDITIONAL RESOURCES

*This section should **only** include those minor course changes (usually noted on a Form 5) which require additional resources or affect degree requirements.*

Examples of minor course changes include: deleting courses, course description changes, pre/anti/co-requisite changes, contact hour/lab requirement changes, course title changes, renumbering courses, cross-listing courses.

*Minor course calendar changes which do not require additional resources or do not affect degree requirements should be submitted on a **Form 5**.*

COURSE # AND TITLE:

PROPOSED CHANGE(S)

*Please provide the current course information and the proposed new course information by cutting and pasting from the current undergraduate or graduate web calendar and clearly marking deletions with strikethrough (~~strikethrough~~) and additions/new information with **bolding and underlining**.*

[Insert proposed changes]

RATIONALE

Please provide a rationale for the proposed change(s).

ADDITIONAL RESOURCES REQUIRED

Faculty and Staff

What additional faculty and staff resources are required to offer the revised course?

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Reliance on Resources from Another Area/Unit

Will the revised course rely on existing resources of another campus unit (e.g., faculty teaching, equipment or facilities outside proposer's control or use of existing equipment within the proposer's control with maintenance and upgrading requirements specified)? Please elaborate and provide relevant details.

GA/TAs

What additional GA/TA resources (including GA/TA resources required by all affect areas/departments) are required to offer the revised course?

Library

What additional library resources (including library resources required by all affect areas/departments) are required to offer the revised course?

Teaching and Learning Support

What additional teaching and learning support resources (including teaching and learning support resources required by all affect areas/departments) are required to offer the revised course?

Space and Facilities

What additional space and facilities resources (including space and facilities resources required by all affect areas/departments) are required to offer the revised course?

Equipment

What additional equipment (including equipment resources required by all affected areas/departments) is required to offer the revised course?

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REALLOCATION OF RESOURCES AND COST-SAVINGS

In reviewing the resources required to offer the revised course, what opportunities for internal reallocation of resources and cost-savings have been identified and pursued by the area/department? ? (e.g., streamlining existing programs and courses, deleting courses, etc.)