Changes to Course Approval Process and Policies
Draft Implementation Outline

Provided that the legislation to change the course approval process and related policies is approved by the University Senate in Spring 2023, the Office of the Provost, in consultation with the University Senate and relevant curriculum committees, will:

1. Update the CourseLeaf form to reflect the approved changes and facilitate efficient course proposals;
2. Develop supporting templates and checklists to make clear the responsibilities and necessary documentation required for successful proposals at each stage. This will include an example syllabus template;
3. Update its website to house a compendium of the policies and processes related to course approval;
4. Provide weekly drop-in Zoom hours to assist curriculum committees and faculty working on course proposals;
5. Provide course proposal training to curriculum committees, departments or other academic units upon request.
6. Work with the University Senate and its relevant curriculum committees to review and revise as necessary the policies, processes and tools related to course proposals.