

The following message is sent on behalf of:

Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar and Dwight Deugo, Vice-Provost and Associate VP (Academic)

Date: April 26, 2021
To: Chairs and Directors
From: Suzanne Blanchard, Vice-President (Students and Enrolment) and University Registrar
Dwight Deugo, Vice-Provost and Associate Vice-President (Academic)
Cc: Deans, Associate Deans, Calendar Editor
Re: Update on Curricular Changes for the 2022-23 Graduate and Undergraduate Calendars

This memo is to provide an update on the CourseLeaf Curriculum Management System for the 2022-2023 academic calendar.

2021-22 Calendars

It is anticipated that the undergraduate and graduate calendars will be published the 3rd week in May at calendar.carleton.ca, following the approval of the remaining calendar changes by Senate in April. An announcement will be sent to this distribution list, to the Carleton Faculty/Staff Intranet, and posted at carleton.ca/curriculum.

PLEASE NOTE: Academic audits for 2021-22 programs will not be available until May 1, 2021. Faculty and professional services staff should refrain from running “What-if” Audits until they are complete and ready for viewing. Audit-related questions can be sent to student.system.support@carleton.ca.

CourseLeaf 2022-23 Curriculum

The CourseLeaf system will be closing in mid-June in order to perform annual platform maintenance/upgrades. It is anticipated that the system will re-open for 2022-23 curriculum changes in late-June. An announcement about the opening of the system will be sent to this distribution list and will be posted at carleton.ca/curriculum.

Experiential Learning information for 2022-23

As part of the ongoing curricular review cycle, units should review all course Experiential Learning information on an annual basis. A full breakdown of the Regulations Workflows that are available for use within Program Management can be found at carleton.ca/curriculum.

Timeline for the 2022-23 curriculum cycle

With the exception of curriculum changes that have implications for recruitment and admissions (see below), all academic units are responsible for posting the final approved version of their curricular changes to CourseLeaf by the deadline established by their own Faculty.

Faculty	Deadline
Graduate and Postdoctoral Affairs	September 1, 2021
Arts and Social Sciences	September 15, 2021
Public Affairs	September 15, 2021
Sprott School of Business	October 1, 2021
Engineering and Design	October 1, 2021
Science	October 1, 2021

Please note that, in accordance with the [Senate Late Modification Policy](#), modifications submitted after the internal Faculty deadline will be considered by the relevant Faculty Associate Dean to determine whether or not they should proceed as late modifications. Modifications not approved by Faculty Boards by November 30, 2021 will be considered by the Senate Committee on Curriculum, Admissions and Studies Policy (SCCASP) to determine whether or not they should proceed as late modifications.

Proposals with Implications for Recruitment and Admissions

A memo was circulated on February 2, 2021 indicating a timeline for the consideration and approval of major modifications with recruitment and/or admissions implications. This memo is attached.

Types of Changes

A list of typical major and minor modifications is available on the Vice-Provost's website, carleton.ca/viceprovost/major-minor-modifications, which can be used as a guide to indicate in CourseLeaf whether a change is major or minor. If you are uncertain about the category of modification you are proposing, please seek assistance from the Office of the Vice-Provost and Associate Vice-President (Academic).

Advice and support for curriculum changes is available from numerous individuals and offices, dependent on the type of changes.

Minor modifications	<ul style="list-style-type: none"> • Associate Dean(s) • Calendar Editor • Program Officer, FGPA (graduate minor modifications)
Major modifications	<ul style="list-style-type: none"> • Associate Dean(s) • Program Officer, Office of the Vice-Provost (undergraduate major modifications) • Program Officer, FGPA (graduate major modifications)
Program Regulations	<ul style="list-style-type: none"> • Associate Registrar, Enrolment and Records
Admissions Regulations	<ul style="list-style-type: none"> • Director, Admissions
Other calendar changes	<ul style="list-style-type: none"> • Calendar Editor

CourseLeaf Training and Assistance

If you are new in your role or to CourseLeaf, and would like an introduction to the system, virtual training sessions can be arranged. It is recommended that any of those in your academic unit who are responsible for using CourseLeaf, such as administrators or approvers, participate in these sessions at the same time as they can provide valuable opportunities to share questions and discuss concerns. These individual sessions will be available starting in June once CourseLeaf re-opens. Contact courseleaf@carleton.ca to arrange a training session.

Other Resources:

- The Curriculum Management Website, carleton.ca/curriculum, is where you can find additional documentation, memorandums, curricular policies, and key dates and deadlines for minor and major modifications. It is also where you can go to request changes to user accounts/access, and much more in support of Carleton's curriculum management processes.
- Any CourseLeaf related questions or concerns should be forwarded to courseleaf@carleton.ca.

Attachments:

Major Mods 2022-23.pdf