Date: February 2nd, 2021

To: Deans, Associate Deans, Chairs, Directors, Graduate and Undergraduate Supervisors

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

Cc: Provost and Vice-President (Academic); Associate Vice-President (Enrolment Management); Associate University Registrar; Associate Registrar (IT Support Systems); Director, Undergraduate Recruitment Office; Director, Admissions Services, Calendar Editor; Program Officers, Office of the Vice-Provost and Associate Vice-President (Academic); Program Officer, Faculty of Graduate and Postdoctoral Affairs

A set of procedures and timelines have been established previously to ensure that Senate has the opportunity to consider and approve major modifications before they are advertised to prospective students. This process ensures that the Senate Quality Assurance and Planning Committee, Senate and its Committees, can give due consideration to major modifications likely to impact the recruitment and admissions processes. This memorandum outlines these procedures and timelines.

Major modifications likely to impact recruitment and admissions activities include:
- change in language of program delivery;
- establishment of an existing degree/program at another institution;
- offering of an existing program substantially or completely online, where it had been previously offered face-to-face, or vice-versa;
- the merger of two or more academic programs;
- change of program name and/or degree designation;
- significant changes to admissions requirements, where it affects learning outcomes;
- addition of a 15-credit bachelor's program, or 20-credit bachelor's degree program, or a combined honours program to an already existing honours bachelor's program; and
- program closure*.

At this time, academic units and Faculties are encouraged to consider whether they will be proposing any such changes to their programs for the **2022-23** academic year.

If so, the process for approval of these major modifications is as follows.

February, 2021	1. Consultation between the academic unit and the relevant Dean(s) and Associate Dean(s) to determine if the proposal should be developed;
	2. Consultation with the Office of the Vice-Provost and Associate Vice-President (Academic) and the Registrar's Office (for undergraduate programs) or with the Faculty of Graduate and Postdoctoral Affairs (graduate programs) to confirm the process, timelines, and documentation required for the proposal to be considered;
	3. Proposal entered in Courseleaf – *select 2022-23 as the effective year*;

March, 2021	4. Proposal moves through the quality assurance and program approval processes. Approvals by:
	   a. VPARC (if you are submitting an A1 change)
	   b. Faculty Curriculum Committee
	   c. Faculty Board

April, 2021	5. Proposal continues through the quality assurance and program approval process. Approvals by:
	   a. SCCASP
	   b. SQAPC
	   c. Senate

May, 2021	6. Viewbook published and recruitment activities begin

Deans and Associate Deans are encouraged to ensure a March meeting of their Faculty Board should any of the units in their Faculty be proposing major modifications that will have an impact on recruitment and admissions activities.

The intention of processing these types of curriculum changes at this time is to ensure that the correct program information is included in the Carleton University Viewbook (published in May) and the Ontario University Application Centre (OUAC). In this way, the programs may be included in the full recruitment activities that begin in the summer and peak with the Ontario Universities' Fair.

We realize that these procedures and timelines may involve academic units, Deans' offices and Faculty Boards in additional work during the winter 2021 semester. However, the procedures and timelines will allow for the most effective advertising of significant modifications to academic programs for the 2022-2023 academic year.

*Program Closures
Program closures can only take effect **two years** following the initiation of the closure. The approval of the closure needs to occur by the April Senate meeting so that the program entry will be removed for the 2022-23 calendar and will not be published in the 2022 viewbook.

Experiential Learning
Courseleaf now includes a new field titled "Significant Experiential Learning." Courses were reviewed and validated by each unit for the presence of experiential learning and entered into the 2021-22 calendar. All courses which have been coded with the presence of experiential learning will be identified in the course calendar by "Includes: Experiential Learning Activity." Any changes to the presence or type of experiential learning opportunity in a course will need to be entered into courseleaf, by the unit, as a minor modification.

Please do not hesitate to contact Robyn Green at robyn.green@carleton.ca or x 8929 should you have any concerns or questions about curricular changes in the Faculties of Arts and Social Sciences and Science or Tiffany Douglas at tiffany.douglas@carleton.ca (ex. 3231) should you have any questions or concerns about curricular changes in the Faculties of Business, Public Affairs or Engineering and Design.