

Date: April 25, 2022

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

Good morning,

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)

This memo is to provide an update on the CourseLeaf Curriculum Management System for the 2023-2024 academic calendar.

### **2022-23 Calendars**

It is anticipated that the undergraduate and graduate calendars will be published on May 16, 2022 at [calendar.carleton.ca](http://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](http://carleton.ca/curriculum).

**PLEASE NOTE:** Academic audits for 2022-23 programs will not be available until May 1, 2022. 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 [studentsystemsupport@carleton.ca](mailto:studentsystemsupport@carleton.ca).

### **CourseLeaf 2023-24 Curriculum**

The CourseLeaf system will be closing in late-June in order to perform annual platform maintenance/upgrades. It is anticipated that the system will re-open for 2023-24 curriculum changes on July 1. An announcement about the opening of the system will be sent to this distribution list and will be posted at [carleton.ca/curriculum](http://carleton.ca/curriculum).

### **Experiential Learning information for 2023-24**

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](http://carleton.ca/curriculum).

### **Timeline for the 2023-24 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, 2022
Arts and Social Sciences	September 15, 2022
Public Affairs	September 15, 2022
Sprott School of Business	October 1, 2022
Engineering and Design	October 1, 2022
Science	October 1, 2022

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, 2022 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 4, 2022 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](http://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 change being made.

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

### **CourseLeaf Training and Assistance**

If you are new in your role or to CourseLeaf and would like an introduction to the system, virtual and in-person 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. Please contact [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca) to arrange a training session.

**Other Resources:**

- The Curriculum Management Website, [carleton.ca/curriculum](https://carleton.ca/curriculum), is where you can find additional documentation, memoranda, 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.
- The Registrar's Office's intranet site includes a page with curriculum and calendar FAQs and information: [i.carleton.ca/registrar/curriculum-and-calendar/](https://i.carleton.ca/registrar/curriculum-and-calendar/)
- Any CourseLeaf-related questions or concerns should be forwarded to [courseleaf@carleton.ca](mailto:courseleaf@carleton.ca).

**Attachments:**

Major Mods 2023-24.pdf

Regards,

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T 613-520-3500