

S.73-122

**SIMON FRASER UNIVERSITY**

**MEMORANDUM**

To SENATE - FOR INFORMATION

From SENATE COMMITTEE ON UNDERGRADUATE STUDIES

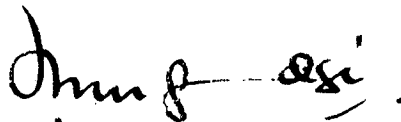
Subject NEW COURSE PROPOSAL FORM AND  
COVERING MEMORANDUM

Date OCTOBER 15, 1973

The Senate Committee on Undergraduate Studies approved the new Course Proposal Form and the covering memorandum attached.

Departments have been notified that this new form should be introduced for use immediately for any new proposals being initiated. It is not required, but preferred, that the new form be utilized for items which have cleared Departmental Committees but which are going forward to the Faculty Committees for consideration.

Senate, therefore, will be receiving some proposals on the old form and some on the new - with the new form to be fully in effect as quickly as is reasonable.



I. Mugridge

## SIMON FRASER UNIVERSITY

## MEMORANDUM

To Department Chairmen,  
Faculty Curriculum Committees, and  
Deans of Faculties

From I. Mugridge  
Chairman  
Senate Committee on Undergraduate  
Studies

Subject New Course Proposals

Date October 1, 1973

The Senate Committee on Undergraduate Studies offers the following information to departments and to Faculty Curriculum Committees in clarification of the new course proposal form. It should be emphasized that the information required is regarded as a minimum necessary for inclusion on the agenda of the Committee and that the Committee has authorized the Chairman and Secretary to examine in detail each new course proposal submitted with a view to determining whether the information provided meets these minimum requirements. Should they consider that these requirements have not been met, proposals will be returned to the relevant committee and department before they are included on the agenda of SCUS.

1. Calendar Information - this section should include the information exactly as it is intended for inclusion in the University Calendar. The "Calendar Description of the Course" should outline briefly the subject area to be covered in the course. "Nature of Course" refers to whether the course is lecture/tutorial, lecture/tutorial/lab, seminar, independent study, independent research, etc.
2. Scheduling - it should be borne in mind by departments submitting new courses that Senate regulations provide for an eight month lead time between the approval of a course and its first offering. Provision should therefore be made so that this rule may be observed; and where this is not possible departments should provide justification for a request that the rule be waived.

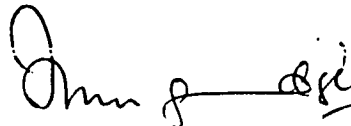
Indicate which of your present faculty would be available to make the proposed offering possible. If additional faculty will be required see item 4.

3. Objectives of the Course - the statement of the objectives of a proposed course should address itself to:
  - a) a statement of the objectives of the course in itself. This statement should reflect those ends which the instructor of the course seeks to have his or her students acquire by the completion of the course.

This statement should be accompanied by an outline of the course, noting the major topics to be dealt

with, the relative emphasis which will be placed on each of the topics and a sample reading list.

- b) a statement of how the objectives and content of the course fit into the program in which the course is to be included.
  - c) a statement of the extent to which, if any, the objectives and content of the proposed course overlap with those of other courses already existing in the University.
4. Budgetary and Space Requirements - it is presumptive that departments proposing new courses will have received confirmation from the appropriate University authority that the necessary resources exist or that, in the case of courses where additional resources are required, they will be available by the time the course is offered.
5. Other Information - the departmental or Faculty curriculum committees may wish to provide comments on the action recommended by them. If so, these should be incorporated in a separate memorandum addressed to the Chairman, SCUS.



I. Mugridge

/ww/jb

SENATE COMMITTEE ON UNDERGRADUATE STUDIES

NEW COURSE PROPOSAL FORM

1. Calendar Information

Department: \_\_\_\_\_

Abbreviation Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_ Vector: \_\_\_\_\_

Title of Course:

Calendar Description of Course:

Nature of Course

Prerequisites (or special instructions):

What course (courses), if any, is being dropped from the calendar if this course is approved:

2. Scheduling

How frequently will the course be offered?

Semester in which the course will first be offered?

Which of your present faculty would be available to make the proposed offering possible?

3. Objectives of the Course

4. Budgetary and Space Requirements (for information only)

What additional resources will be required in the following areas:

Faculty

Staff

Library

Audio Visual

Space

Equipment

5. Approval

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Chairman

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Chairman, SCUS