



## A GUIDE TO PRESENTING AT DIVISIONAL CURRICULUM COMMITTEE MEETINGS

Faculty representation from each academic unit is required at their corresponding Divisional Undergraduate Curriculum Committee meetings (HUM, SCI, SSC). At these meetings, the faculty representative will be invited to present proposals for curricular changes on behalf of their unit. It is recommended that the Faculty Presenter review the following *Speaker Notes* in advance of their meeting.

### INTRODUCE ...

- yourself
- your unit
- any administrative/ support staff present at the meeting

### PRESENT ...

- each proposed change in the order they appear in the curriculum report
- groups of similar proposals together (e.g. a subset of courses that have the same pre-requisite changes being proposed)

#### Program Changes

- Name the program
- Describe the change(s)
- Explain the reason(s) for the change – including academic rationale; impact/ benefit to students and unit; consultation undertaken (especially proposals that involve courses outside of your unit)

#### New Courses

- Identify the course code and title
- Provide a brief description of the course (1-2 sentences)
- Explain why the course is being introduced now (i.e. relevance; 1-2 sentences)
- Describe how the course is expected to fit into your program(s) – such as, required vs. elective vs. service course; complementation and/or scaffolding with existing courses; etc.
- Identify major resource considerations

#### Course Modifications

- Identify the course (code and/ or title)
- Provide a brief description of the course change
- State the academic rationale for the change
- Identify any major resource considerations

#### Retired Courses

- Identify the course (code and/ or title)
- Provide a brief statement to confirm the reason for retirement