Governance Form C: New Course
2008-2009, Version #1

Reference: SGS website - Governance
See Guidelines for Governance Form C: New Course

Other Forms:
Governance Form A (General): Major Program Changes
Governance Form B: Minor Course Changes
Governance Form D (Specialized): Adding degree program into or deleting degree program from an existing Collaborative Program
Governance Form E (Simplified): New program proposal

Form A is used for new course proposals: Proposing a new graduate course

<table>
<thead>
<tr>
<th>Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chair completes this form and the Add/Modify ROSI form and sends them to the Faculty Graduate Affairs Office in designated Faculty.</td>
</tr>
<tr>
<td>2. Faculty Graduate Affairs Office accepts or refers back form; proposal is posted on the GWS for 14 days. Faculty receives feedback; proposal is updated, if required.</td>
</tr>
<tr>
<td>3. The proposal goes to Faculty Council or designated body for approval. Final approval is posted on the GWS.</td>
</tr>
<tr>
<td>FACULTY GOVERNANCE BODY HAS FINAL APPROVAL AUTHORITY</td>
</tr>
</tbody>
</table>

Complete both sections and the Add/Modify ROSI form, when proposing a new graduate course.

SECTION A: Required information

<table>
<thead>
<tr>
<th>Course designator/code (three letters):</th>
<th>Course Number (four digits):</th>
<th>Format (lecture/ seminar/readings, distance delivery, etc.):</th>
<th>Number of contact hours per week:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF</td>
<td>1002</td>
<td>Lecture</td>
<td>2</td>
</tr>
</tbody>
</table>

Course Title:

REPRESENTATION, ORGANIZATION, CLASSIFICATION, AND MEANING-MAKING

Department:

Faculty of Information

Instructor/course coordinator (including any other lecturers/instructors, if applicable; indicate responsibility of each instructor):

Lynne Howarth

Course Description (approximately 100-150 words; may include further description of format of course presentation, e.g., lectures, seminars, readings, etc.):
Issues of epistemology, ontology, and materiality in the use of knowledge and information in human activities. Integrated analysis of issues in semiotics (language, representation, interpretation, semantics, meaning-making), psychology (perception, conception, cognition), collaboration, philosophy—integrating perspectives from multiple disciplines and traditions.

**Academic Relevance – state the reason for creating the course, and its place in your program (required, elective, etc.):**

The proposed course is part of the revision of the curriculum and will serve as one of four new core courses in the degree program.

**Enrolment projection (estimate):**

100-200

**Prerequisite:**

None

**Co-requisites/ exclusions/ enrolment restrictions (if any):**

None

**Course weight (indicate one below):**

- X _ H
- Y

**Regular/continuing/ extended (indicate one below)*:**

- X _ Regular
- _ Continuous
- _ Extended

*See SGS Calendar, Section 6 Course Codes

**Start Session/Date:**

September 2009

**Abbreviated Course Title (maximum 30 characters and/or space or punctuation):**

REP ORG CL ASS & MEANING

**Grading Scheme (indicate letter grade or credit/no credit (CR/NCR) designation):**

- X _ Letter grades
- CR/ NCR

**List components of course and percentage value for each component (no single component should have a value of more than 80% of the final grade; class participation is normally limited to no more than 10% and may not exceed 20%):**

Paper: Sorting things out: an epistemological case study (30%)
Paper: Representation project (30%)
Paper: Position paper (25%)
Online debate (15%)

**Schedule of evaluation of course components (at least one piece of graded work must be returned to the student prior to the deadline to drop a course without academic penalty):**

Paper: Sorting things out: an epistemological case study – week 3
Paper: Representation project – week 7
Paper: Position paper – week 13
Online debate - throughout

List graduate units where significant similarity or overlap may occur (confirm endorsement by those units of this new course; attach documentation as appropriate; indicate “None” if no overlap):

None

Indicate resources required for delivery of course (instructor/teaching assistant/lab equipment, computing resources, distance delivery elements, etc.) and indicate whether requirements will be met through existing resources or whether additional resources will be required:

X All elements of the course will be met with existing resources.

☐ Additional resources will be required. Indicate type, source, and approval received:

Confirm that course proposal has been approved by a graduate unit committee (provide committee name and meeting date):

- The Faculty developed a Curriculum Framework document in the Spring 2008.
- The Curriculum Framework was approved in principle by Faculty Council on June 17, 2008
- Current document was approved by Faculty Programs Cttee on Nov. 10, 2008
- Approval by Faculty Council on Dec. 5, 2008

SECTION B:
OISE has additional requirements for a new graduate course proposal. OISE departments should contact OISE’s Graduate Affairs Office for further information.

Date: November 11, 2009

Submitted by:
(Name of Chair/Director of Graduate Unit, or designate; include title)

Jens-Erik Mai
Acting Dean
Faculty of Information

Contact information:
(Provide e-mail address, telephone number, etc.)

Jens-Erik Mai
Acting Dean
Faculty of Information
416 978 3202
je.mai@utoronto.ca

Name/Signature:
(If required by Faculty Graduate Affairs Office)

NOTE to Departments: Please complete the Add/Modify ROSI Form and submit it with this completed form to the appropriate Faculty Graduate Affairs Office.
**Academic Activity Form (ROSI)**

This form must accompany new course proposals submitted to the Faculty. It should also be used for minor course changes (except course re-naming or inactivation).

This form is to be completed by the Graduate Administrator and should accompany Governance Form C: New Course.

If the proposed course is part of a new graduate program, it may or may not be offered prior to the start date of the new program. Indicate below your intention for the proposed course [*Mark with an X as applicable*]:

- **YES**, the course should be available as soon as possible
- **NO**, the course should not be available until the program is in operation.

**New Academic Activity Codes (ADD)**

If a new course number is required check to make sure that it hasn’t previously been used. If a new abbreviation is required, please check that it is not already being used by another program. (Contact SGS Curriculum Review Officer).

**Reusing Academic Activity Codes (MODIFY)**

If a course number has been used previously it may only be re-used after the previous course has been dormant for five or more years.

Is this a new course?  **X** Yes  **No**

Is this a modification to an existing course?  **Yes**  **No**

<table>
<thead>
<tr>
<th>Maintain Academic Activity Basic Information screen (1ABA)</th>
<th>FIELD</th>
<th>ACTIVITY 1</th>
<th>ACTIVITY 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Activity Code</td>
<td>INF1002H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level of Instruction</td>
<td>G</td>
<td>G</td>
<td></td>
</tr>
<tr>
<td>Academic Activity Type (Course or seminar?)</td>
<td>CRS</td>
<td>CRS</td>
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<tr>
<td>Previous Acad. Activity Code (for renumbered or re-weighted courses)</td>
<td>N/A</td>
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<tr>
<td>Council Approval Date</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Target Start Session</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Transcript Print</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Subject Code</td>
<td>FIS</td>
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<thead>
<tr>
<th>Maintain Academic Activity Offering Information screen (1ABD)</th>
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<th>ACTIVITY 1</th>
<th>ACTIVITY 2</th>
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</tr>
<tr>
<td>Start Session Code</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>End Session Code</td>
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<tr>
<td>Primary Organization Code</td>
<td>SGS</td>
<td>SGS</td>
<td></td>
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<tr>
<td>Secondary Organization Code (graduate unit - ROSI code)</td>
<td>FIS</td>
<td></td>
<td></td>
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<tr>
<td>Administrative Org Code (SGS division)</td>
<td>SSCGS</td>
<td></td>
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<tr>
<td>Co Secondary Org Code (Faculty – ROSI code)</td>
<td>FIS</td>
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<tr>
<td>Minimum Credit (minimum &amp; maximum credit should be the same)</td>
<td>0.5</td>
<td></td>
<td></td>
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<tr>
<td>Maximum Credit (minimum &amp; maximum credit should be the same)</td>
<td>0.5</td>
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<tr>
<td>Full Course Equivalent Weight (Full or half) F/H</td>
<td>H</td>
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<tr>
<td>Credit (Y/N)</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Section Average (Y/N)</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Total Hours</td>
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<tr>
<td>Auditor Allowed (Y/N)</td>
<td>N</td>
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<td>Continuous course (multi-year) (Y/N)</td>
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<td>Computer Requirement Code</td>
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<td>Min. Mark</td>
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<tr>
<td>SWS – available to students on the SWS? Y/N</td>
<td>Y</td>
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<tr>
<td>Degree Navigator</td>
<td>N/A</td>
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SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS