## Minor Modifications to Graduate Curriculum

### Governance Form A: Procedures, Form and Guidelines

2013 - 14 – Version 1

Questions? Contact your Faculty Graduate Dean's Office (FGO).

### Governance Form A: Procedures

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changing Admission Requirements</td>
<td>1. Chair sends proposal to Faculty Graduate Dean's Office (FGO).</td>
</tr>
<tr>
<td>Changing Program Requirements</td>
<td>2. FGO accepts proposal (or refers back) and posts it on Graduate Curriculum Tracker (GCT).</td>
</tr>
<tr>
<td>Changes to Timing of Existing Program Requirements</td>
<td>3. School of Graduate Studies (SGS) reviews proposal.</td>
</tr>
<tr>
<td>Adding or Removing an Option to Existing Program (e.g. “direct-entry” PhD, flexible-time PhD, part-time, EFT*, coursework-only, thesis, major research paper, internship, practicum, etc.)</td>
<td><strong>4. Proposal goes to Faculty Council (FC) for final approval.</strong></td>
</tr>
<tr>
<td>New Emphasis*</td>
<td>5. FGO posts FC approval on GCT.</td>
</tr>
<tr>
<td>Renaming of Emphasis*</td>
<td>6. PO reports approved proposal to Quality Council for information.</td>
</tr>
<tr>
<td>Renaming of Concentration*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renaming of Program*</td>
<td>1. Chair sends proposal to FGO.</td>
</tr>
<tr>
<td>Renaming of Field*</td>
<td>2. FGO accepts proposal (or refers back) and posts it on the Graduate Curriculum Tracker (GCT).</td>
</tr>
<tr>
<td>Renaming of Degree*</td>
<td>3. SGS and Provost’s Office (PO) review proposal.</td>
</tr>
<tr>
<td><strong>4. Proposal goes to Faculty Council for final approval.</strong></td>
<td></td>
</tr>
<tr>
<td>Program Changes Affecting MoA with an External Institution*</td>
<td></td>
</tr>
<tr>
<td>Collaborative Program Changes Affecting MoA *</td>
<td>5. FGO posts FC approval on GCT.</td>
</tr>
<tr>
<td>Ceasing Admission to Program Temporarily</td>
<td>Does not require governance.</td>
</tr>
<tr>
<td>Recommendation of graduate unit chair/director to the faculty Dean for final approval.</td>
<td></td>
</tr>
</tbody>
</table>

* Requires preliminary consultation with the Office of the Vice Provost, Academic Programs prior to Faculty Council Approval

A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](https://www.utoronto.ca/gradstudy).**

**Administrators:** Please delete the Procedures and Guidelines sections before the Form is posted on the GCT.
Proposal Type:
[Mark all that apply; see Governance Form A Procedures and Guidelines.]

- Changing Admission Requirements
- Changing Program Requirements (including changing program length)
- Changes to Timing of Existing Program Requirements
- Adding Option to Existing Program
- Removing Option from Existing Program
- Renaming of Program
- Renaming of Field
- Renaming of Emphasis
- Renaming of Concentration
- New Emphasis in Existing Program
- Renaming of Degree
- Program Changes Affecting MoA with an External Institution
- Collaborative Program Changes Affecting MoA (Complete and attach an MOA Addendum)

Faculty: [E.g. Arts and Science, Medicine, etc. If Collaborative Program, please indicate lead Faculty]

Information

Name of Graduate Unit: [Graduate department/centre/institute/school; if this is a Collaborative Program, please provide name of collaborative program]

Information

Graduate Programs Involved in Proposal: [List program(s) and degree(s) (or, for collaborative programs, list all participating programs and degrees) involved]

- Archives and Records Management Concentration; Master of Information Program; MI degree

Brief Summary of Proposed Change(s): [Ensure ALL changes in the proposal are summarized here; for program requirement changes, state how overall FCE requirements would be changed or confirm that they are not being changed; a revised Calendar entry is needed for most proposal types. For changes to a Collaborative Program, complete MOA Addendum to Governance Form A].

The following changes to the course requirements of the ARM concentration within the MI Program are proposed:

1. To change the status of INF2180H Archives: Access, Advocacy and Outreach from a required to an elective course in the ARM concentration;
2. to make INF1003H: Information Systems, Services, and Design one of the five (5) required courses in the ARM concentration; and
3. to give students the option of taking either INF 1331H: Archival Arrangement and Description or INF2186H: Metadata Schemas and Applications as one of the five (5) required courses in the ARM concentration;

The proposed change has no affect on overall FCE requirements.

Rationale: [State the reason for each change being proposed and the anticipated effect on the program/s and students]

The ARM concentration aims to equip graduates of the MI program with the theoretical and methodological knowledge and skills needed to manage both current and historical records. The
proposed changes to the list of required courses within the ARM concentration are intended to ensure that the concentration’s dual aim is adequately represented in the five (5) required courses. As it stands, the current list of required courses is more oriented toward the management of historical records than it is to the management of current records. To strike a better balance we are proposing three changes:

The first proposed change, i.e., to make INF2180H Archives: Access, Advocacy and Outreach an elective rather than a required course is based on the recognition that this course, while relevant and important for information professionals dealing with the users of historical records in archival institutions, is less relevant and important for information professionals dealing with users in current recordkeeping environments. INF 2180H would be placed on the list of strongly recommended elective courses in the ARM concentration.

Eliminating INF2180H as a required course makes possible the second proposed change, i.e., to make INF1003H: Information Systems, Services, and Design one of the five (5) required courses in the ARM concentration. Including INF1003H on the list of required courses in the ARM concentration is based on the recognition that knowledge of information systems, services, and design is critical for information professionals working in either current or historical records environments.

The third proposed change, i.e., to give students the option of taking either INF 1331H: Archival Arrangement and Description or INF2186H: Metadata Schemas and Applications as one of the five (5) required courses in the ARM concentration is based on the recognition that the latter course is more relevant to information professionals working in current records environments than the former.

**Does this change have any financial and/or resource implications?** [Mark one]

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES (please contact Faculty Graduate Dean’s Office and provide brief description below)</th>
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<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
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</table>

- [Insert description of additional resources required]

**Effective Session Date:** [Month / Day / Year. Sessions begin in September, January or May. See Governance Form A: Guidelines]

Sept. 2014

*Please attach a revised Calendar entry based on the currently-approved entry in the Calendar (available from the SGS website)*

**Approvals/Actions prior to Faculty governance approval:** [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Explain how consultation with graduate students has occurred.]

Faculty members Duff, Foscarini, and MacNeil met with students in the ARM concentration in late October 2013 to listen to some student concerns that the current required courses in the ARM concentration were not meeting the needs of students intending to pursue careers in the management of current records. The proposed changes are an effort to address those concerns.

**Chair/Director Name(s):** [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- Ross, Seamus; Dean, Faculty of Information
Faculty members involved in discussions: Professors Christoph Becker, Wendy Duff, Fiorella Foscarini, Heather MacNeil

Date: 28 Jan. 2014

Programs Committee approval, March 6, 2014

Faculty Council/Delegated Body Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- Executive Committee, March 27, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

<table>
<thead>
<tr>
<th>For SGS use only</th>
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<tbody>
<tr>
<td>GPO</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>
Governance Form A: Guidelines
Effective August 1, 2013

Governance Form A is designed to be used by graduate units when proposing certain types of Minor Modifications to graduate curriculum for approval through university governance. The Minor Modifications for which this form should be used are listed under Governance Form A: Procedures.

Normally, each Governance Form A should address changes to one program or proposal. For example, two separate forms should be used to propose changes to two separate programs (even if located in the same graduate unit), or to propose changes to the same program some of which are to go into effect on one date and the rest on another date. In some cases, proposing changes to different degree levels in one program (e.g. MA and PhD) using separate governance forms may be advantageous.

IMPORTANT: In order to guarantee inclusion in the SGS Calendar for the following academic year, proposals must have final Faculty approval by your Faculty's calendar deadline.

Substantial Changes: “Requirements that differ substantially from those existing at the time of the previous cyclical program review” (see UTQAP) are considered Major Modifications; for Major Modifications, please contact your FGO.

Revised Calendar Entry: Attach a Calendar entry showing only the changes being considered in the proposal, using the "Track Changes" feature in Word. Clean and current Calendar entry templates are available from the SGS website. Do not accumulate other changes in the Calendar entry that have been proposed/approved earlier in the Calendar production cycle. Instead, use a fresh Calendar entry template. SGS will accumulate all changes made and update the final Calendar entry accordingly. Do not submit revised Calendar entries that require governance approval directly to SGS; your FGO will forward them to SGS by way of the Graduate Curriculum Tracker (GCT).

Effective Session Date: The Faculty Graduate Dean's Office and SGS reserve the right to alter the effective session date. Proposals are effective no sooner than the beginning of the following session. Most program changes, including name changes, are effective as of September of the following (or later) academic year. Retroactive proposals require SGS approval.

Admissions changes: The effective date for a change to an admission requirement that is approved by the SGS Calendar deadline in one academic year would be September of the next year. Students who are offered admission to a program commencing September the next year would be the first ones affected by the change.

Program changes: Students have the right to follow the program requirements in place at the time of initial registration. The effective date for a program change that is approved by the SGS Calendar deadline in one academic year would be September of the next year, with one exception. If the change eases program requirements, e.g., reduces the number of courses required, then the effective date may be “immediately” and it may be offered as a choice to all students already in the program. If the program change makes the requirements more demanding or merely does not ease then (e.g., if it increases the number of courses required, or changes which courses are required but not their number), then the change would be in effect for the following September and will only be in effect for students newly admitted that September and thereafter.

Requests for retroactive application of a proposed change to earlier cohorts of students will require SGS approval. Please contact: Erin McMahon, SGS, Governance & Policy Officer; 416.978.7709 erin.mcmahon@sgs.utoronto.ca