Minor Modifications to Graduate Curriculum  
Governance Form A: Procedures, Form and Guidelines  
Effective January 1, 2011 – Version 3

Questions? Contact your Faculty Graduate Office (FGO).

### Governance Form A: Procedures

<table>
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<th>Proposal Type</th>
<th>Procedures</th>
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| Changing Admission Requirements  
Changing Program Requirements  
Changes to Timing of Existing Program Requirements  
Adding Option to Existing Program (e.g. “direct-entry” PhD, flexible-time PhD, part-time, coursework-only, thesis, major research paper, internship, practicum, etc.) | 1. Chair sends proposal to FGO in relevant Faculty.  
2. FGO accepts proposal (or refers back) and posts it on GCT.  
3. SGS reviews proposal prior to FC or delegated body approval.  
**4. Proposal goes to FC for final approval.**  
5. FGO posts FC approval on GCT. |
| Renaming of Program*  
Renaming of Field*  
Renaming of Degree* | 1. Chair sends proposal to Faculty Graduate Office (FGO) in relevant Faculty.  
2. FGO accepts proposal (or refers back) and posts it on the Graduate Curriculum Tracker (GCT).  
3. SGS and Provost's Office (PO) review proposal prior to Faculty Council (FC) or delegated body approval.  
**4. Proposal goes to FC for final approval.**  
5. FGO posts FC approval on GCT and informs PO of approval.  
6. PO reports approved proposal to Quality Council for information. |
| Program Changes Affecting MoA with an External Institution* | 1. Chair sends proposal to FGO in relevant Faculty.  
2. FGO accepts proposal (or refers back) and posts it on GCT.  
3. SGS and PO review proposal prior to FC or delegated body approval.  
**4. Proposal goes to FC for final approval.**  
5. FGO posts FC approval on GCT. |
| Ceasing Admission to Program Temporarily | 1. Chair sends proposal to FGO in relevant Faculty.  
2. FGO accepts proposal (or refers back) and posts it on GCT.  
3. SGS reviews proposal prior to FC or delegated body approval.  
**4. Proposal goes to FC for final approval.**  
5. FGO posts FC approval on GCT and informs PO of approval. |

* 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](#).

**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 |
| Changes to Timing of Existing Program Requirements |
| Adding Option to Existing Program |
| Renaming of Program |
| Renaming of Field |
| Renaming of Degree |
| Program Changes Affecting MoA with an External Institution |
| Ceasing Admission to Program Temporarily |

Faculty Affiliation: [E.g. Arts and Science, Medicine, etc.]

Name of Graduate Unit: [Graduate department/centre/institute; if this is a Collaborative Program, indicate “N/A”]

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

- [Program_Name], [Degree(s)]

  Master of Museum Studies, MMST
  Master of Information, MI

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 – see Governance Form A: Guidelines]

The proposed changes involve both the Master of Museum Studies Program and the Concurrent Registration Option (CRO) with the Master of Information. However, the proposed changes do not affect the overall requirements for the CRO (13 FCE) and do not affect the MI components of the CRO. The calendar entry for the CRO in the MI section of the SGS calendar will be revised to incorporate the changes in the MMSt component.

There are 4 proposed changes:

1. Add requirement for the MMSt: MSL2350H Museum Planning and Management: Projects, Fundraising and Human Resources, or INF2040H Project Management

2. Add requirement for the MMSt: MSL4000Y Exhibition Project or the Museum Studies Thesis Option

3. Increase the weight of the MMSt thesis from 1.5 FCE to 2.0 FCE

4. Increase the number of credits required for the MMSt degree from 7 FCE to 7.5 FCE.

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

The proposed changes will provide a stronger academic and professional basis to the program.
1. As a professional programme, the MMSt degree prepares students for employment upon graduation. Project management has been identified as a key skill needed in the workforce by museum and gallery directors across Canada. Moreover, project management is a transferable skill that positions our students to find employment beyond the museum and culture sector.

2. The program believes it is essential for students to complete a capstone course that requires them to summarize and synthesize the material they have engaged with in their program of study. For students interested in the practical aspects of museology, the Exhibition Project course offers them the opportunity to produce and mount an exhibition: a core museological function. For students with a research orientation, the Thesis Option provides them with the opportunity to produce a piece of sustained academic work that will prepare them for future studies.

3. Given the rigorous academic expectations for the Thesis Option students should receive more credit for the thesis. Weighting the thesis at 2 FCE indicates that the project is larger than a semester’s work.

4. The addition of new requirements to the program will limit student’s ability to pursue the full range of courses offered in the program. Adding an additional half-course to the program will allow students to continue to pursue a broad spectrum of museological interests alongside the grounding in the core of the field that they will pursue in their required courses.

Prior Approvals/Actions and Comments: [List graduate unit bodies that have approved the proposal, the date of each approval, and summarize substantial questions and comments that have arisen. Consultation with graduate students should be included; indicate how it has occurred. Identify the Faculty Council or delegated body that will consider the proposal and provide the date of the targeted meeting. Identify any other relevant approvals or actions taken.]

The Museum Studies Program Committee includes Chair Dean Seamus Ross, Prof Cara Krmpotich, Prof Alan Stanbridge and student representative Rebecca Michaels. The Committee collectively discussed and propose the changes described here. Rebecca Michaels informed MMSt students of the proposed changes by email, held an open-session for students to discuss the changes with her, and received feedback from additional students via email and in person. The Committee met (with Prof Stanbridge joining by telephone) on Nov 21, 2011 and unanimously voted in favour of the changes.

The Committee believes that while students are required to take one of the two Project Management-related courses, students particularly interested in this area should be allowed to take both courses and receive credit for both. Consultation with the current instructors of INF 2040 and MSL 2350 indicate that the courses are sufficiently different in their scope and assignments to warrant receiving credit for both.

In contrast, the Committee believes students should be advised to take either the Exhibition Project or the Thesis Option, but not both. This recommendation reflects the Committee’s opinion that these courses require a particular kind, and a significant amount of work, to be completed successfully and in a timely fashion and that to do both simultaneously would compromise the success of both.

The Committee has also conferred with the current instructor of Exhibition Projects MSL 4000Y. Both the instructor and the committee agree that the scope of students’ work for this course be structured in such a way that a) it reflects the course weight of 1.0 FCE, and b) fosters successful student-led exhibitions. Students also requested that the option, currently in place, to do an individual exhibition-related project for MSL 4000Y be made more apparent.
The proposed changes are in line with OCGS guidance that the program has received and are based on a series of consultations that the program has conducted over the past couple of years with museum professionals.

The proposal was discussed at the Faculty Meeting on October 27, 2011. Museum Studies Program Subcommittee approved: November 21, 2011 Programs Committee approved: November 24, 2011

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

September 2012

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

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<th></th>
<th>NO</th>
<th>YES (please contact Faculty Graduate Office)</th>
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**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.]

Seamus Ross, Dean, Faculty of Information, Acting Director of Museum Studies Program; Heather MacNeil, Associate Dean, Academic; Cara Krmpotich, MMSt Program Committee; Alan Stanbridge, MMSt Program Committee; Rebecca Michaels, MMSt Program Committee (student representative)
Governance Form A: Guidelines
Effective January 1, 2011

Governance Form A is designed to be used by graduate units when submitting certain types of Minor Modifications to graduate curriculum for approval through the Faculty governance body. 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 deadline.

Substantial Changes: “Requirements that differ substantially from those existing at the time of the previous cyclical program review” (UTQAP, see bottom) 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 SGS. 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 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 course requirements, then the effective date may be “immediately” and it may be offered to all students in the program. If the program change does not ease the program requirements or makes them more demanding, e.g., increases the number of course requirements, 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 require SGS approval. Contact Anil Purandaré or the SGS Vice-Dean, Programs.

References: University of Toronto Quality Assurance Process (UTQAP) [link TBD], Quality Assurance Framework (QAF).