## Minor Modifications – New Course or Change to Existing Course

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

2012-13 – Version 2

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

### Governance Form C: Procedures

<table>
<thead>
<tr>
<th>Course Change Proposal Type</th>
<th>Procedures</th>
</tr>
</thead>
</table>
| • New Course  
• Changing Weight of Existing Course*                      | 1. Chair/Director sends proposal to FGO. Proposal must include:  
   a. Governance Form C  
   b. Academic Activity (ROSI) Form, attached below (also available separately from the [SGS website](http://sgs.utoronto.ca)).  
  2. FGO accepts proposal (or refers back) and posts it on Graduate Curriculum Tracker (GCT).  
  3. School of Graduate Studies (SGS) reviews proposal.  
  4. Proposal goes to Faculty Council (FC) for final approval.  
  5. FGO posts FC approval on GCT.  
  6. SGS updates ROSI as needed. |
| • Changing Grading Scale of Existing Course (i.e. letter grades vs. CR/NCR)  
• New Delivery Mode of Existing Course (e.g. eLearning)         | 1. Chair/Director sends proposal to FGO in relevant Faculty using Governance Form C.  
  2. FGO accepts proposal (or refers back) and posts it on GCT.  
  3. SGS reviews proposal.  
  4. Proposal goes to FC for final approval.  
  5. FGO posts FC approval on GCT. |

* Not including splitting one existing full course into two half-courses or amalgamating two existing half-courses into one full course.

Policies, guidelines and definitions pertaining to graduate courses are available from SGS; see Governance Form C: Guidelines (below).

For other changes to existing courses, see Governance Form B.

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

**Administrators:** Please delete the procedures and guidelines sections before the form is posted on the GCT.
Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

X New Course (ROSI Form also required)
- Changing Weight of Existing Course (ROSI Form also required)
- Changing Grading Scale of Existing Course
- New Delivery Mode of Existing Course

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

Faculty of Information

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

Faculty of Information

Course Title: [The full title of the course. Maximum 60 characters recommended. Note: this is the title that will appear on a student's transcript]

Graphic Novels and Comic Books in the Library

Rationale:

The course has been offered three times with a Special Topics designation. This application is being put forward as to make the course a permanent offering in the Faculty of Information. This course not only complements other electives (such as INF2139 Young People: Collection Development and INF2143 Issues in Children’s and Young Adult’s Services) but also introduces students to the latest research in the field of comics studies and enables them to pursue similar explorations within the Information field.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

A critical examination of the development and popularity of the comic book and graphic novel, the course will focus on the history, interpretation, collection and consumption of these texts within a particular focus on: 1) library collection and acquisition and 2) textual and visual literacy. Through an investigation of the existing research, this seminar explores: how different audiences interpret the medium, the implications for how we read a text, how these materials redefine current attitudes towards youth and adult literacy and how these attitudes affect collections development policies. We will also examine the current state of the comics industry and how new digital applications increase access to these materials. As a result, the way readers interact with this highly visual medium changes. In the final week, we focus in-depth on a particular comic book genre and examine its role in the library setting and its popularity with North American readers.

Course Designator, Number and Weight: [E.g. ABC 1000Y]

INF 2129 H

Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible.]

Governance Form C: Minor Modifications – New Course or Change to Existing Course – 2012-13 v1
A Graduate Faculty Member has been or will be assigned to teach/coordinate this course:
[Please check]

X Yes

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]  SEMINAR

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

X Regular

Does this change involve a course that is required to complete a graduate program? [Mark one]

X NO

YES (please also submit a completed Governance Form A with revised Calendar entry)

Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]  2-2.5 hours per week

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

X Letter Grades

NOTE: Information on Evaluation Components, Percentage Value and Timing are no longer required on this form. Details are kept on record in the graduate unit. According to the University Assessment and Grading Practices Policy (effective July 2012), participation may not constitute more than 20% of the overall grade.

Enrolment Projection: [Provide an estimate.]  Approximately 24-30

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]  None

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

There is no significant overlap with any course at the iSchool. There are some similarities with INF 2127 in weeks 2 and 3 where we discuss collection development. Specifically, the students will be given a general overview of the principles of collection development and will be assigned to read a single chapter from Johnson’s Fundamentals of Collection Development and Management—a recommended textbook from INF2127. However, we only spend two weeks on collection development in INF 2129 and the focus is limited only to graphic novels. There may be some similarity with one assignment. In both courses students are asked to pick a selection of titles to enhance a collection. In INF2127 students are asked to select works from different types of publishers (e.g. academic, small, or independent) but in INF2129 students build a graphic novel collection for a specific context irrespective of publisher. While knowledge of specific graphic novel publishers is essential to complete the assignment there is no mandate that selected materials come from independent or mainstream publishers. Moreover, the purpose of the collection development assignment in INF2129 is not to focus on the chosen titles per se but to create a collection development policy. Students are also asked to reject titles from the collection using the metrics outlined in their collection development policies. Therefore it is believed that
any similarity to assignments in INF2127 is marginal. A note in the INF2129 syllabus alerts students that they may not reuse anything submitted in INF2127. There are undergraduate courses at UofT that look at graphic novels but they analyze the format with a literary lens and do not take into account library-specific needs. The particular focus on collecting graphic novels for the library and how readers (young, YA, and adult) consume these texts makes this course unique in SGS.

**Resources Required:** [Mark one.]

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<tbody>
<tr>
<td>X</td>
<td>All elements of the course will be met with existing resources</td>
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<tr>
<td></td>
<td>Additional resources will be required</td>
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<tr>
<td></td>
<td>[contact your Faculty Graduate Dean’s Office, and provide a brief description below]</td>
</tr>
</tbody>
</table>

- [Insert description of additional resources required]

**Effective Session Date:** [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

January 2014

**Approvals/Actions prior to Faculty Governance Approval:**

- Programs Committee, September 26, 2013
- The course has been offered three times with a Special Topics designation and it was positively received by students.

**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.]

- Nadia Caidi, Director of Master of Information Program, Faculty of Information
- Eric Yu, Chair of the Programs Committee, Faculty of Information

**Date: September 18, 2013**

**Faculty Council Meeting Date: October 18, 2013**

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.
Naming and Identifying Courses: The name of the course must clearly reflect the content and be appropriate to the discipline. A glossary of course codes, definitions of the alphabetical characters and symbols that may be used following a course number are available online. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Course Format: The SGS Policy and Guidelines on Graduate Courses and Other Academic Activities provides a general definition of a graduate course. This includes possible variations in course weight (e.g. modular, extended and continuous courses), various delivery modes of courses and alternate course types. In particular, “graduate seminars” (generally defined in the policy referred to above) are viewed as distinct from seminar series, for which SGS has made specific guidelines available.

eLearning: All instructional interaction occurs without the student and instructor being in the same physical location, with the exception of final or interim assessment requiring attendance on campus no more than once per term. Instruction made be synchronous or asynchronous web-based learning technologies. Please review the Centre for Teaching Support and Innovation – Online Course Design Guidelines for full details.

Contact Hours: See the SGS policy for minimum contact hours required.

Evaluation Components, Percentage Value and Timing: The School of Graduate Studies is governed by the University Assessment and Grading Practices Policy.

Effective Session Date: Proposals are effective no sooner than the beginning of the following session. Retroactive proposals require SGS approval.

Turnitin.com: Instructors wishing to use Turnitin, or a similar service, must explain this at the outset of the course. Turnitin.com is an electronic resource that assists in the detection and deterrence of plagiarism. Further information is available from the Centre for Teaching Support & Innovation.

OISE Graduate Units: OISE also requires proposals to include a New Course Proposal Supplementary Form. OISE graduate units should contact the OISE Faculty Graduate Office for further information.

Medicine Graduate Units: The Faculty of Medicine requires a detailed course syllabus to be appended to this form (the syllabus will not be posted on the GCT).

All Graduate Units: Some proposal types require an SGS Academic Activity (ROSI) Form (attached). If required, please complete it and submit it with this completed form to your Faculty Graduate Dean’s Office.

References: SGS Policy and Guidelines on Graduate Courses and Other Academic Activities, Graduate Seminar Series Course Guidelines, University Assessment and Grading Practices Policy, Centre for Teaching Support and Innovation – Online Course Design Guidelines
SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)
If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)
Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)?  x■ Yes □ No

Is this a change to an existing course (excl. changing its weight) (Form B)?  □ Yes x■ No
(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

<table>
<thead>
<tr>
<th>Field</th>
<th>Activity 1</th>
<th>Activity 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Activity Code</td>
<td>INF2129H</td>
<td>INF2129H</td>
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<td>Level of Instruction</td>
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<td>Academic Activity Type (Course or seminar?)</td>
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<td>Previous Acad. Activity Code (for renumbered or re-weighted courses)</td>
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<td>Council Approval Date</td>
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<td>Target Start Session</td>
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<td>Maximum Credit</td>
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<td>Full Course Equivalent Weight (Full or half) F/H</td>
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<td>Credit (Y/N)</td>
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<tr>
<td>Science Credit Y/N</td>
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</tbody>
</table>

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the SGS website.