Questions? Contact your Faculty Graduate Office (FGO).

Governance Form C: Procedures

<table>
<thead>
<tr>
<th>Course Change Proposal Type</th>
<th>Procedures</th>
</tr>
</thead>
</table>
| • New Course                | 1. Chair/Director sends proposal to FGO in relevant Faculty. Proposal must include:  
• Changing Weight of Existing Course*  
   a. Governance Form C  
   b. SGS Academic Activity (ROSI) Form, attached below (also available separately from the SGS website).  
   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.  
   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. distance delivery) | 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.

**Administrators:** Please delete the Procedures and Guidelines sections before the Form is posted on the GCT.
Governance Form C

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

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

Course Title: [The full title of the course]
Managing Organizational Records II: Digital Environments

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]
Digital records are critical to the ability of organizations to develop their products, deliver their services, set strategic direction, and achieve competitive advantage. They are the fuel that drives organizational business and the goals and aspirations of entire societies. Increasingly, concern is being raised about the ability of organizations to establish and manage the infrastructures required to manage records (especially digital records) through time. The challenge has been in finding the expertise required to establish infrastructures for the management of records in a digital environment that are relevant and sustainable through time. Specifically they are looking for experts with competencies in records management, strategic thinking, and communications. This course will help to fill this important gap by providing students with an in depth understanding of the issues associated with managing records in a range of complex recordkeeping environments. They will learn how to develop strategies for addressing the issues, and how to establish enterprise-wide records management programs that are relevant and sustainable. While the focus of the course is on the management of records in digital form (these are normally the de facto record type in most organizations) it adopts a holistic approach by addressing all physical forms of records generated in a given organizational setting.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]
This is an online course delivered through Blackboard. Students will work individually and in teams using online tools to meet with each other and complete assignments. The course will open with a live classroom session with teleconference support, and include two or three online conferencing sessions during the course. The course begins with a refresher on records concepts. This is followed by three sessions examining the records issues associated with the structured, unstructured, and web environments. Three subsequent sessions focus on the strategies required to address the issues for each of the environments. These are followed by two sessions focusing on the special topic of digital records retention and disposition and two sessions on developing enterprise-wide records management programs. Two graded ‘individual’ assignments will require each student to identify the issues they face in managing their own digital records and, by extrapolation, projecting on the kinds of issues that would be faced by a selected organization, and identifying the strategies they believe would best address the issues. Three graded group assignments are based on groups of five students working as consulting teams to identify records issues and propose strategies for both the individual recordkeeping environments and the organization as a whole.

Course Designator, Number and Weight: [E.g. ABC 1000Y]
Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student's transcript.]

Managing Organizes

Name of Graduate Faculty Member Responsible for Course: [In the rare occurrences where this is unknown, indicate “TBA – Graduate Faculty Member”]

Fiorella Foscarini

Course Format: [E.g. lecture, seminar or other mode of delivery; see Governance Form C: Guidelines.]

Online

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

X Regular

Modular

Continuous

Extended

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

X NO

YES (submit completed Governance Form A with revised Calendar entry and this form attached)

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.]

3

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

X Letter Grades

CR/NCR

Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation is normally limited to no more than 10% and may not exceed 20%.]

Week 1: Introductions

Week 2: The Vertical Dimension: The Structured Environment - Issues

Week 3: The Vertical Dimension: The Unstructured Environment - Issues

Week 4: The Vertical Dimension: The Web Environment - Issues

Week 5: The Vertical Dimension: The Structured Environment - Strategies

Week 6: The Vertical Dimension: The Unstructured Environment - Strategies

Week 7: The Vertical Dimension: The Web Environment - Strategies

Week 8: Special Topic: Retention and Preservation of Digital Records - Framework and Issues

Week 9: Special Topic: Retention and Preservation of Digital Records - Standards and Methods

Week 10: The Enterprise-wide Dimension - Concepts and Issues

Week 11: The Enterprise-wide Dimension - Strategies

Week 12: Presentations

Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percentage of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Report – Part 1</td>
<td>End of week 3</td>
<td>15%</td>
</tr>
</tbody>
</table>
Individual Report – Part 2 | End of week 8 | 15%
---|---|---
Group Reports | | |
  Phase 1: Issues | End of week 5 | 15%
  Phase 2: Strategies | End of week 9 | 15%
  Phase 3: Strategic Plan | End of week 12 | 30%
Class participation | Throughout | 10%

Enrolment Projection: [Provide an estimate.]
25

Prerequisite: [If any.]
INF2175 Managing Organizational Records I

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.]
None.

Resources Required: [Mark one.]
- All elements of the course will be met with existing resources
- Additional resources will be required (contact your Faculty Graduate Office)

Effective Session Date: [Month / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]
September, 2012

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. 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 (416-978-3202)
Heather MacNeil, Associate Dean, Faculty of Information (416-978-4716)
Fiorella Foscarini, Professor, Faculty of Information (416-978-8295)
Wendy Duff, Professor, Faculty of Information (416-978-3152)

Date of Graduate Unit Approval: [List graduate unit bodies that have approved the proposal, and the date of each approval. Joint courses require approval all participating graduate units.]
MI Program Subcommittee: April 18, 2012
Programs Committee: April 20, 2012

Date: April 20, 2012

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 below). If required, please complete it and submit it with this completed form to your Faculty Graduate Office.
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.

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

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

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

If the instructor wants to use Turnitin* or a similar service this must be explained 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 online.

References: SGS Policy and Guidelines on Graduate Courses and Other Academic Activities, Graduate Seminar Series Course Guidelines, University Grading Practices Policy, Graduate Grading and Evaluation Practices Policy
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)? (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)

Yes
No

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

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<tr>
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<th>FIELD</th>
<th>ACTIVITY 1</th>
<th>ACTIVITY 2</th>
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<tbody>
<tr>
<td>Academic Activity Code</td>
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<tr>
<td>Level of Instruction</td>
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<td>G</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>N/A</td>
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<tr>
<td>Council Approval Date</td>
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<td>Target Start Session</td>
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<td>Transcript Print</td>
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<td>Subject Code</td>
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<td>Start Session Code</td>
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<td>Secondary Organization Code (graduate unit - ROSI code)</td>
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<tr>
<td>Administrative Org Code (SGS division)</td>
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<td>Co Secondary Org Code (Faculty – ROSI code)</td>
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<td>Minimum Credit</td>
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<tr>
<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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<td>Section Average (Y/N)</td>
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<td>Total Hours</td>
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<td>Auditor Allowed (Y/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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<td>SWS – available to students on the SWS? 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.

SGS Academic Activity (ROSI) Form – 2011-12 v1