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

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

Proposal Type: [Mark all that apply; see Governance Form A Procedures and Guidelines.]

- Changing Admission Requirements
- x Changing Program 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: either 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 several 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. It will also align the number of FCE’s required for MMSt degree with the proposed requirement for the MI degree (7.5 FCE).

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 consulted with the student representative who is also the president of the Museum Studies Student Association on the proposed changes. The student representative was supportive overall of the changes proposed but requested that the committee work with the course instructor of the Project Management course to ensure applicability to museology. Consultation with the lead instructor has already begun.

The proposed changes are also 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.

Museum Studies Program Committee approved: May 19, 2011
Programs Committee approved: June 24, 2011

The proposal will be brought forward to the first meeting of the Faculty of Information Council on Sept. 23, 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]

X NO

YES (please contact Faculty Graduate Office)
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
Joan Cherry, Associate Dean, Academic; Heather MacNeil, Associate Dean, Academic, July 1, 2011 – Matthew Brower, MMST Program Committee Chair

Date: May 31, 2011
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).