New Undergraduate Module Proposal Template

(when evaluated as a Major Modification)

Submitted on: Add Date Here

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Proposed Module** | |  | | |
| **Name of the Program** | |  | | |
| **Academic Unit** | |  | | |
| **Faculty / Affiliate University College** | |  | | |
| **Anticipated Date of Introduction** | |  | | |
| **Primary Contact Person**  (Name and e-mail) | |  | | |
| **Education Policy Committee Approval Date**  (or equivalent committee) | |  | | |
| Yes □ No □ Does this proposal contain courses that have not yet been approved by the Senate Subcommittee on Undergraduate Academic Courses (SOC)? | | | | |
| **New Calendar Copy** (check the box below to confirm)  □ A new calendar copy for the proposed module has been included as part of item 3.9 below. | | | | |
|  | | | | |
|  | **Name** | | **Signature** | **Date** |
| **Chair / Director** of sponsoring Academic Unit |  | |  |  |
| **Dean** (or delegate) |  | |  |  |

**New Undergraduate Module Proposal Process and Template**

Proposals for all new undergraduate modules within approved degrees require review and approval by Western’s Senate and in certain circumstances must subsequently be approved by the Quality Council.

This template is associated with the proposal of modules (and certain undergraduate certificates) that will be evaluated as part of the “Major Modifications” protocol in Western’s Institutional Quality Assurance Process (IQAP) document. Typically, module proposals that fall into this protocol are those for which 1) requirements and learning outcomes are not substantially changed from other modules in the program; and 2) the proposed module(s) comprises primarily existing courses and is offered with existing faculty expertise and resources. Program or module proposals that are more substantive follow the “New Program Approval” protocol, as outlined in the IQAP document.

Once completed this template will be presented at the Subcommittee on Program Review – Undergraduate (SUPR-U). The proposal will also be subsequently presented to the Senate Committee on Academic Curriculum and Awards (ACA) and Senate. Pending any requests for additional information, the review and approval process typically takes a few months.

Support with the development of the proposal can be procured through the Office of Academic Quality and Enhancement (OAQE) and/or the Centre for Teaching and Learning (CTL).

Any questions can be directed to the OAQE at: [OAQE@uwo.ca](mailto:OAQE@uwo.ca). For questions about calendar copy or the governance process for proposals, contact the Secretariat at: [academic\_submissions@uwo.ca](mailto:academic_submissions@uwo.ca).

**1.0 Description and Rationale**

1.1 Provide a description of the proposed module.

1.2 What has led to the proposal of this module (e.g., recommendation from a program review, evolution of the discipline, result of monitoring a new program, change in faculty expertise, student demand, efficiencies, etc.)?

1.3 Describe what evidence there is of substantial new demand or need for the new module in this area and what other grounds there are to justify introducing this module.

1.3.1 If appropriate, comment on the relevance of the proposed module to graduate employment prospects, i.e., if there is an established career path for graduates of this module.

1.4 What are the prospective effects of the proposed module on the involved academic units and faculties (e.g., teaching loads)?

1.5 What are the prospective effects of the proposed module on other modules or programs (e.g., enrolments, use of resources)?

**2.0 Method for the Proposal of the New Module**

2.1 Describe how the consultation process was undertaken and include a list with the names and roles of the persons and/or groups consulted.

**3.0 Objectives, Outcomes and Requirements**

Describe:

3.1 the module’s objectives (see [Definition](https://oucqa.ca/framework/definitions/)).

3.2 the consistency of the module’s objectives with Western’s mission, values, strategic priorities, and academic plans.

3.3 the module’s learning outcomes (see [Definition](https://oucqa.ca/framework/definitions/)).

3.4 how many new courses will be developed in support of the proposed module? How many courses in the proposed module are already being offered? What are the implications of the proposed module for the instructional load of the academic unit(s)? Please append to the proposal the descriptions of any new courses to be introduced.

3.5 the admission and progression requirements, if any.

3.6 the projected module enrolment at initial offering and over the next 5 years (full-time/part-time and domestic/international, as applicable). Please use the following table as a starting point. Expand to capture sub-groups as applicable. Describe any forecasted net gains in enrolment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Proposed Enrolment | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Annual Ongoing |
| Total head count |  |  |  |  |  |  |
| Year 1  (i*f applicable*) |  |  |  |  |  |  |
| Year 2 |  |  |  |  |  |  |
| Year 3 |  |  |  |  |  |  |
| Year 4 |  |  |  |  |  |  |
| Anticipated # of module completions |  |  |  |  |  |  |

3.7 What impact, if any, would this module have on the adequacy of resources to sustain the quality of the learning experience, such as faculty complement, administrative support, library support, information technology support, adequacy of space, laboratory access, and academic counselling.

## 3.8 Describe plans to monitor and assess the quality and sustainability of the module (e.g., dedicated committee, exit survey, annual focus group).

## 3.9 Provide a new calendar copy for the proposed module.