

Curriculum– Advice for some Frequently Asked Questions (FAQ)

Where do I begin? Where can I get information?

Information about the procedures for proposing NEW and EXPERIMENTAL course proposals can be obtained at the following link <https://www.uwinnipeg.ca/arts/facultyand-staff-forms/currie-forms.html>

Additionally, The Senate Curriculum Committee operates on the good faith principle that Departmental/Program Curricular Committees have vetted and reviewed the courses and forms being proposed and which are ultimately submitted. Effective communication and evaluation of curricular development and submissions at the Departmental/Program level helps create a wider, inclusive dialogue about curriculum offerings at the university.

How do I select a course number?

Consult with your department assistant. They have access to the master lists of course numbers that are available to use. Note that some ~~use~~ numbers, while they may seem available in the current calendar, may already be delegated to a course that is currently “inactive.” Numbers for such inactive courses cannot be used. Department assistants will be able to tell you which course numbers apply to “inactive” ~~courses~~ – consequently cannot be used.

How do I write an effective calendar description?

For the calendar description, you may use a maximum of 100 words to communicate the content of your course. For a well-written description, the Senate Curriculum Committee recommends that you use active subjects when possible, choose the active present tense for your verbs, and avoid the use of the verb “will” (see examples below). Following these guidelines will result in a more effective ~~calendar~~ description.

* Active present tense verbs are action verbs. Try to avoid use of “to be” +capable of acting include: course, t

concepts.

Write this: “Students examine and discuss the works of several authors in this course.”

Avoid this: “This course examines the works of several authors.”

* Active present tense verbs do not include the use of the verb “will” (which is ~~future~~).

Write this: “In this course, students investigate the impact of this concept on later thinkers.”

Avoid this: “In this course, students will investigate the impact of this concept on later thinkers.”

I'm proposing a course that has a fieldwork or off-campus component. What should I know?

The Senate Curriculum Committee evaluates curricular matters. Approval from that committee, however, does not automatically mean a course can operate. Any course that contains a campus component (this includes all fieldwork broadly defined here, and inclusive of all off-campus activities or trips, even if to local, off-campus, destinations and for only one class) must clear Manitoba Workplace Safety and Health Act and Regulations. Consult the Vice President (Human Resources, Audit & Sustainability) on behalf of the Administration of the University, who is responsible for the development, administration, communication, distribution and review of these procedures.

I'm proposing a course that requires ethics approval. What should I do?

As stated on the University of Winnipeg Research Office Ethics webpage: "The University of Winnipeg requires that all research, teaching, and testing conducted using University facilities or undertaken by individuals connected to the University conform to the highest ethical and scientific standards related to the use of animals, human subjects, radioisotopes, and biohazards must be reviewed and approved by the appropriate review board/committee, for example the University Human Research Ethics Board (UHRE), the University Animal Care Committee (UACC), the Radiation Safety Committee (RSC) and/or the Science Lab Safety Subcommittee." As such related to curricular matters, ethics approval is not the jurisdiction of the Senate Curriculum Committee, but must be obtained, prior to any implementation.

curricular committees are. Moreover, they can often better track materials to ensure that materials are returned back in the 10-day period advised at the top of the consult forms. Please be respectful of this 10-day deadline, and do not submit incomplete packages of materials to the Senate Curriculum Committee that do not include all consults.

In the case of consults that are returned to departments with comments requiring some type of follow-up (e.g., overlap concerns, suggestions and questions addressed by other departments, etc.), please consult with the affected department/program and address these matters before submitting the package of materials to the Senate Curriculum Committee. Often, communication between part at this stage can find mutual ground for the concerns addressed. Explain in the rationale for the course what was done to resolve such