

CSC Review Cover Sheet - Course Outline

Course Outline: _____

Date: _____

Submitted by: _____

Position: _____

(Name/position of person bringing outline forward)

(Instructor, program coordinator, department head or dean)

Check one or more of the following **reasons** for bringing the course outline to CSC for review and then briefly explain.

A new course is needed

An existing course is up for a five-year review

I have reviewed for inclusion of Indigenous content, knowledge and perspectives as appropriate with the Indigenous Education Coordinator

There has been a change to the course credits and/or hours

There are changes in the evaluation or assessment components of a course, or changes to the weighting of those components

There is a change in the requisite courses

There are changes to the learning outcomes for a course, or significant changes in course topics

There are changes required by articulation or an external accrediting body

There are changes needed to be consistent with other institutions offering a similar course

Revisions for clarity and consistency of courses and programs

Other

Brief Explanation (Attach any other relevant correspondence, such as emails that relate to reasons for submission)

Reviewed by: (initialed)

Program Coordinator _____

Department Head _____

Dean _____

OFFICE USE ONLY- TO BE COMPLETED BY CSC – CHECK one or more of the following changes.

MINOR CHANGES- CSC APPROVAL	MAJOR CHANGES- EDCO APPROVAL
<ul style="list-style-type: none"> Changes to course title Changes to course subject code or course number Rephrasing of the course calendar description or info Textbook/materials changes Changes to ordering of the course content Changes to the method of instruction Rephrasing of existing course learning outcomes Changes in weighting of existing assessments 	<ul style="list-style-type: none"> Changes in credits, contact hours, duration of course New course Pre-requisite or co-requisite changes Changes in the list of courses for which this course is equivalent Changes to methods or categories of assessment (i.e. adding more assignments or categories) Changes to the internal articulation or cross-listing of courses Major changes(i.e. adding or subtracting) to the list of course objectives or learning outcomes

Notes: