

SUC CURRICULUM SUBCOMMITTEE

Kuali Curriculum Management Agenda Guidelines

April 2024

The SUC Curriculum Subcommittee requires agenda pages be created within Kuali Curriculum Management as part of the submission of material for recommendation to SUC for approval. Items should be divided into consent and regular items which should be submitted via separate agendas.

Consent vs. Regular Agendas

The following items go under a consent agenda:

- Course Proposals (i.e., Course Retires, New Courses, and Course Changes)
- Minor Program/Plan Modifications

The following items go under a regular agenda:

- Program/Plan Retires (Inactivations)
- New Programs/Plans
- Major Program/Plan Modifications
- Regulation Revisions
- Anything you consider controversial that SUC and/or Senate should discuss.

Naming Conventions for Agenda Page Titles

When naming your agenda pages, please use the following naming convention:

SUC Curriculum Subcommittee – [YYYY-MM of submission deadline] – [Regular or Consent] Agenda – [Submitting Unit(s)]

Examples:

- SUC Curriculum Subcommittee – 2024-05 – Consent Agenda – Faculty of Health
- SUC Curriculum Subcommittee – 2024-06 – Consent Agenda – Faculties of Engineering and Mathematics
- SUC Curriculum Subcommittee – 2024-10 – Regular Agenda – Registrar's Office

Agenda Fields

Date: Can be left blank.

Time: Can be left blank.

Location: Can be left blank.

Description: You can include whatever information you find useful for your needs at the beginning, including some context if these are part of a larger program change, but please always include a list of the items being brought forward, grouped under the headings of the type of motion.

Preferred ordered for Consent Agendas: Course Retires – New Courses – Course Changes – Minor Modifications

Consent Agenda Description Example:

COURSE RETIRES (inactivations)

[Course code]

AFM 102

AFM 103

NEW COURSES

[Course code]

ACTSC 101

ACTSC 102

COURSE CHANGES

[Course code] [- Brief description of change (optional)]

ASL101R – Revise course description and prerequisites.

ASL102R

MINOR PROGRAM/PLAN MODIFICATIONS

[Plan/Program name] [- Brief description of change (optional)]

Urban Studies Minor – Revision of required courses.

Tourism Minor

Preferred order for Regular Agendas: Program/Plan Retires - New Program/Plans - Major Modifications - Regulation Revisions - Additional Controversial Items

Regular Agenda Description Example:

NEW PROGRAM/PLANS

[Program/plan name]

Committee Meeting Specialization

Diploma in Quali Curriculum Management

MAJOR PROGRAM/PLAN MODIFICATIONS

[Plan/Program name] [Brief description of change (optional)]

Legal Studies Minor – Revision of plan name and enrolment options.

Diploma in Latin American Studies

REGULATIONS REVISIONS

[Regulation] [- Brief description of change (optional)]

50% Rule – Housekeeping revision to reflect current practices.

Absence From Studies

Attachments: No attachments are required for SUC Curriculum Subcommittee.

Proposals: Please order your proposals in the same order as the summary in the Description section.

Additional Considerations

The Subcommittee secretary is available should you have any questions or concerns. You can contact them directly or via the senate@uwaterloo.ca email.

A pdf of the agenda page(s) should be included with the pdf submissions of the final material ahead of the Subcommittee's E-Vote.

Following approval by the Subcommittee, the secretary will archive the agenda pages.

The SUC secretary will produce the agenda pages for SUC and Senate.