



# COURSE OFFERINGS & COURSE PROPOSALS 2016-17 INFORMATION FOR INSTRUCTORS

## NEW COURSE PROPOSALS

To submit a new course, please complete a *Course Proposal Form* and attach a draft or proposed syllabus. The completed form along with the syllabus should be forwarded to your college contact – usually the registrar.

## RE-ACTIVATION OF COURSE/CHANGE TO CURRENT COURSE

To resurrect a course which has not been offered in the past five years, to change a course title, weight, level, delivery method (e.g. classroom to online) etc., please complete a *Course Re-Activation/Change Form* and an up-to-date syllabus **MUST** be attached. The completed form along with the syllabus should be forwarded to your college contact – usually the registrar.

## GENERAL INFORMATION

The draft/proposed or up-dated syllabus must show demonstrable/measurable learning outcomes and proposed means of evaluation, a bibliography should also be included. For Graduate courses, learning outcomes should relate to the outcomes articulated by GCTS and/or the Graduate Conjoint Degree Handbook.

As a guideline for formulating goals and outcomes, TST recommends the on-line resources found at this link: <http://www.teaching.utoronto.ca/topics/coursedesign/learning-outcomes.htm>.

The Course Proposal Form and the Course Re-activation/Change Forms are fillable PDFs which are available on the TST website at <http://tst.edu/academic/forms-faculty-administrators> you should use Chrome or Internet Explorer to access the form as other browsers do not support fillable PDFs.

**Important:** The fillable PDF function must be used to complete the forms. The completed forms (with original signatures) will be scanned and used for both up-loading to the online listing and for archiving purposes. The fillable PDF's have character limitations where appropriate and drop-down menus. Handwritten forms will not be processed and returned to the college.

Mandatory fields are indicated in red on the fillable forms. It is recommended that you download the form from the website before completing it. The forms are set-up with drop-down menus indicating options available and character limitations where applicable.

Here are some guidelines for the free-form (the number of characters may be limited) sections of the forms:

**Course Title:** This should reflect the content of the course.

**Course Description:** This can be taken from the Course Description /Narrative included as part of the syllabus. This should reflect the content of the course and expected learning outcomes is should not include methodology used in the course (lectures, tutorials, seminars, readings, etc.), nor the means of evaluation (e.g. class participation, online discussion, mid-term exam, 20-page research paper, etc) these are included elsewhere. The description should be between 100 and 300 words and will be used as part of the course listing on the TST website. Please note that the course description should match the description in the syllabus.

**Instructor:** This should be as it appears on the TST website; usually the format is Last Name, First Name and Initial. You can check your listing at <http://www.tst.edu/academics/directory>.

**Pre-requisites:** This can be a course number and title or a general description such as “the completion one year of introductory Greek”.

**Program Requirements:** This is where you can indicate that this course meets a particular degree requirement or is recognized by a body such as the CRPO.

**Minimum and Maximum Numbers:** All courses MUST indicate a minimum and maximum number the default is 10 and 20 respectively. The number indicated could be dependent on resources and/or room size.

**Schedule Notes:** This should include information such as the address of an off-campus location, irregular or summer session meeting dates.

**Enrolment Notes:** Indicate here is the course is only open to specific group of students, e.g. those in a particular program at a particular college, whether approval from the professor is required, additional registration procedures

## REVIEW & POSTING PROCESS

Once approved by the college, New Course Proposals, Course Re-Activation/Changes to existing courses and Course Offerings will be sent to the TST Registrar by the college contact by the following deadlines for consideration by the Curriculum Committee.

<b>Thursday, October 23, 2015</b>	New Course Proposals & Course Re-Activation/Changes to existing courses for review at the <b>October</b> meeting of the Curriculum Committee.
<b>Wednesday, January 20, 2016</b>	New Course Proposals & Course Re-Activation/Changes to existing courses for review at the <b>January</b> meeting of the Curriculum Committee.
<b>Thursday, April 26, 2016</b>	New Course Proposals & Course Re-Activation/Changes to existing courses for review at the <b>May</b> meeting of the Curriculum Committee.

In addition to new and re-activated courses, college will also be submitting their course offerings, which will then be combined for review by colleges and by the Faculty Assembly at the December meeting to ensure breadth of course offerings, to reduce overlapping courses when possible, and to reduce timetable conflicts.

A final review of the course offerings will also take place at the January meeting of the Curriculum Committee.

Course offerings (as submitted by the college for previously approved courses) and listings of newly approved courses will go live on the TST website on March 01, 2016.