5. PROTOCOLS FOR THE EVALUATION AND APPROVAL OF MINOR MODIFICATIONS TO EXISTING PROGRAMS

5.1 Protocol for the Evaluation and Approval of Minor Modifications to Existing Undergraduate Programs

5.1.1 Minor modifications

Minor modifications are defined as small changes to a program for clarification purposes or to offer greater detail; these do not change the essence of a program or the expected learning outcomes.

Minor modifications include, but are not limited to, changes to titles, descriptions, course prerequisites and the list of compulsory and optional courses. They are generally any “cosmetic” modifications that do not, by and large, change the essential nature or the purpose of a program.

5.1.2 Evaluation and approval process for minor modifications

All proposals for minor modifications to an existing program must undergo a three-stage evaluation and approval process (some of the stages are broken down into sub-stages). At any of these stages, the proposal can be returned to the academic unit concerned, which must incorporate recommended modifications before moving on to the next approval stage.

5.1.2.1 Academic unit

The evaluation and approval process for minor modifications is normally initiated by the academic unit or units offering the program. The process may vary slightly for interdisciplinary and collaborative programs.

The unit prepares a short proposal for the minor modifications and submits the proposal to all its academic authorities for approval (program committee and department assembly or their equivalent).

5.1.2.2 Faculty

The proposal is submitted for approval to all faculty academic authorities (undergraduate program committee or its equivalent) and, finally, to the faculty council or councils.

5.1.2.3 Senate

The Vice-Dean Academic, or equivalent, of the faculty concerned submits the proposal to the Council on Undergraduate Studies for approval and then to the Executive Committee of the Senate. This is the last stage of approval.
5.1.2.4 **Ontario Universities Council on Quality Assurance**

Minor changes to the program are reported to the Quality Council by way of the Vice-President Academic and Provost’s annual report.

5.1.3 **Information to be included in the proposal**

The proposal must include:

a) a short justification for the minor modifications being proposed;

b) a description of the modifications (titles, descriptions, course prerequisites, etc.);

c) the effect that these modifications will have.

5.1.4 **Evaluation criteria**

The various authorities involved in the approval process examine the proposal according to the following criteria: the relevance of the modifications, the potential for improving the program and the students’ university experience, as well as the consistency with the University’s mission and academic plans.

**APPROVAL PROCESS FOR A MINOR MODIFICATION PROPOSAL TO AN UNDERGRADUATE PROGRAM**

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Academic unit
   ↓
Faculty
   ↓
Council on Undergraduate Studies
   ↓
Executive Committee of the Senate
   ↓
Ontario Universities Council on Quality Assurance
   (via Vice-President Academic and Provost’s Annual Report)
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