

**Motion Number (assigned by**

**Steering Committee of Senate):**

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:**  That the new course (insert COURSE SUBJECT, COURSE NUMBER-CREDIT HOURS, Course Title — e.g. CHEM 210-3 Analytical Chemistry I) be approved as follows:

**A. Description of the Course** (Insert information as appropriate, or indicate “none” or “not applicable”; do not leave sections blank)

**1. Proposed semester of first offering:** (Month and year, generally the start of a Semester; e.g., September 2023, January 2024, or May 2024 — *the proposed semester of first offering should NOT be earlier than the start of the upcoming semester*)

**2. Academic Program:**

**3. Course Subject, Number\*, and Credit hours (e.g. CHEM 210-3):** (**\*** a “retired” course number should not be re-used; please confirm course number with the Office of the Registrar)

**4. Course Title:**

**5. Goal(s) of Course:**

**6. Calendar Course Description:**

**Calendar Course Description Guidelines:**

1. Complete sentences should be used.
2. All sentences should be in the present tense.
3. The first sentence should state the purpose and nature of the course.
4. Subsequent sentences should indicate: a) the basic content of the course, and b) any special requirements, such as field trips, practica, etc.
5. The description normally should occupy **not more than seven lines of text**.

**7. Credit Hours:** # credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections “a)” and “b)” below).

**a) Can the course be repeated for credit if the subject matter differs substantially?**

Yes\* X No X (delete inapplicable)

**\*** If “yes,” please indicate the maximum number\*\* of credit hours which may be applied to a student’s degree using this course: **#**

**\*\*** If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as “3” and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:  
*“This course may be repeated to a maximum of XX credit hours if the material is substantially different.”*

**b) Is variable credit available for this course?** Yes X No X (delete inapplicable)

Variable credit is denoted by the following examples:

**i)** **“3-6”**: in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).

**ii)** **“3,6”**: in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

**8. Contact Hours (per week):**

Lecture #

Laboratory #

Seminar #

Other (please specify)

**9. Prerequisites (taken prior):** (if none, please state “none”)

**10. Prerequisites with concurrency (taken prior or simultaneously):** (if none, please state “none”)

**11. Co-requisites (must be taken simultaneously):** (if none, please state “none”)

**12. Preclusions:** (refers to a course that overlaps another, usually as the result of a course revision, renumbering, or cross-listing; if none, please state “none”)

**13. Course Equivalencies:** (refers to a course that is the same as that offered under a different subject title)

**14. Grade Mode:** NORMAL (i.e., alpha grade) **OR**  PASS/FAIL (delete inapplicable)

**15. Course to be offered:** each semester

(Check one) each year

alternating years

**16. Proposed text / readings:** (if none, please state “none”)

**B. Significance Within Academic Program** (Insert information as appropriate, or indicate “none” or “not applicable”; do not leave sections blank)

**1. Anticipated enrolment**  #

**2. If there is a proposed enrolment limit, state the limit and explain:**  #

**3. Required for:** Major: Minor: Other:

**4. Elective in:** Major: Minor: Other:

**5. Course required by another major/minor:** (specify)

**6. Course required or recommended by an accrediting agency:** (specify)

**7. Toward what degrees will the course be accepted for credit?**

**8. What other courses are being proposed within the Program this year?**

**9. What courses are being deleted from the Program this year?**

**C. Relation to Other Program Areas** (Insert information as appropriate, or indicate “none” or “not applicable”; do not leave sections blank)

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:**
2. **Is a preclusion required?** Yes X No X (delete inapplicable)

**3. If there is an overlap, and no preclusion is required, please explain why not:**

**4. Has this overlap been discussed with the Program concerned?** Yes X No X   
(delete inapplicable)

**5. In offering this course, will UNBC require facilities or staff at other institutions?**

Yes X No X (delete inapplicable)  
  
**If yes, please describe requirements:**

**6. Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**

Yes X No X (delete inapplicable)

**If “yes,”** please contact the Articulation Officer in the Office of the Registrar.

**D. Resources required** (Insert information as appropriate, or indicate “none” or “not applicable”; do not leave sections blank)

**1. Please describe ADDITIONAL resources required over the next five years to offer this course.**

**i. Faculty Staffing:**

**ii. Space (classroom, laboratory, storage, etc.):**

**iii: Library Holdings:** See attached form (complete “Library Holdings” Form and submit with motion form)

**iv. Computer (time, hardware, software):**

**E. Additional Attached Materials** (if applicable; please list)

**F. Other Considerations**

**1. First Nations Content\*:** Yes\*\* X No X (delete inapplicable)

***\* Whether a new course has First Nations content is to be determined by the relevant Faculty Council(s).***

**\*\*If “yes,”** refer the motion to the Senate Committee on Indigenous Initiatives **prior to** SCAAF.

**2. Other Information:** Please provide any other information which might be useful in the consideration of this new course proposal.

1. **Attachment Pages (in addition to required “Library Holdings” Form):**  # pages (fill in number of pages, or indicate “0” if there are no additional attachment pages)

**G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)**

**1. Faculty(ies):** (if applicable, or state “not applicable”)

**2. Faculty Council Motion Number(s):** (if applicable, or state “not applicable”)

**3. Faculty Council Approval Date(s):** (if applicable, or state “not applicable”)

**4. Senate Committee on Indigenous Initiatives Motion Number:** (if applicable, or state “not applicable”)

**5. Senate Committee on Indigenous Initiatives Meeting Date:** (if applicable, or state “not applicable”)

**PLEASE COMPLETE THE “NEW COURSE APPROVAL MOTION FORM CHECKLIST” AND THE “LIBRARY HOLDINGS” FORM ACCESSIBLE ON THE SENATE WEB PAGE AND THE MOTION FORM IS NOW READY FOR SUBMISSION *— PLEASE DISREGARD THE BLOCK BELOW***

|  |
| --- |
| **INFORMATION TO BE COMPLETED BY RECORDING SECRETARY AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**    **Brief Summary of Committee Debate:**  **Motion No.:** SCAAF  **Moved by:**  **Seconded by:**  **Committee Decision:**    **Approved by SCAAF**:  **Date Chair’s Signature**  **For recommendation to** ✓ **, or information of**  **Senate.** |