



Manual

for

Major Modifications

Revised August 2020

Approved by Senate February 2021

Appendix E1 Letter of Intent for a Major Modification

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| Current Program Name: | |
| If changing, Proposed Program Name: | |
| Academic Unit Proposing the Modification: | |
| Proposed Start Date: | |
| Submitted by: | |

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|---|
| Explain the rationale for modifying the existing program. Why are these changes necessary? What does the program seek to accomplish by implementing these changes? |
| Identify this modification's relationship to the University's Strategic Plan and the approved Strategic Mandate Agreement (SMA). <ul style="list-style-type: none"> • Strategic Plan: https://www.nipissingu.ca/departments/presidents-office/strategic-plan/Documents/Nipissing%20Strat%20Plan-FINAL_8Jan15.pdf • Strategic Mandate Agreement: https://www.ontario.ca/page/all-college-and-university-strategic-mandate-agreements |
| If any of the changes have been developed as a result of recommendation(s) from a cyclical program review, please identify those changes along with their associated recommendation(s) from the review. |

Provide details of existing and new resources (human, physical and budgetary) required to modify the program.

If this change will affect other academic units, please include evidence that they have been consulted. As well, identify the extent to which they are prepared to contribute to the proposed program modification.

If you anticipate these changes will impact enrolment, or if they reflect current student demand, please provide more information and rationale below.

Include certification from the relevant Dean(s) that the modified program is an appropriate and desirable addition to the academic programs of the University, and that a proposed discontinuation is appropriate and in line with the strategic direction of the Faculty. As well, include a clear commitment that the modified program will be appropriately resourced. For undergraduate programs, the relevant Dean(s) shall be the Dean(s) of the Faculty within which the program resides. For graduate programs, the appropriate Deans shall be both the Dean of Graduate Studies and the Dean(s) of the relevant Faculty or Faculties.

Decanal Comments

Provost Comments and Sign-Off

Appendix E2 Proposal for Major Modification

Once the Letter of Intent is approved by the Provost, the academic unit will prepare the Proposal for Major Modification as per the template below. From there, this Proposal will be submitted to:

- ARCC (Undergraduate Programs) or GSC (Graduate Programs)
- Faculty Executive*
- ACC
- Senate

*If the Provost determines the Major Modification may require substantial changes to resources/infrastructure, the proposal will also need to be heard at AQAPC following Faculty Executive. It does not matter if the proposal is heard at AQAPC or ACC first, however it must be reviewed at both committees before moving forward to Senate.

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|---|--|
| Current Program Name: | |
| If changing, Proposed Program Name: | |
| Academic Unit Proposing the Modification: | |
| Proposed Start Date: | |
| Submitted by: | |

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| Provide a brief summary of the proposed Major Modification. |
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| Explain the rationale for modifying the existing program. Why are these changes necessary? What does the program seek to accomplish by implementing these changes? |
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Identify this modification's relationship to the University's Strategic Plan and the approved Strategic Mandate Agreement (SMA).

•Strategic Plan: https://www.nipissingu.ca/departments/presidents-office/strategic-plan/Documents/Nipissing%20Strat%20Plan-FINAL_8Jan15.pdf

•Strategic Mandate Agreement: <https://www.ontario.ca/page/all-college-and-university-strategic-mandate-agreements>

If any of the changes have been developed as a result of recommendation(s) from a cyclical program review, please identify those changes along with their associated recommendation(s) from the review.

Provide details of existing and new resources (human, physical and budgetary) required to modify the program.

Include certification from the relevant Dean(s) that the modified program is an appropriate and desirable addition to the academic programs of the University, and that a proposed discontinuation is appropriate and in line with the strategic direction of the Faculty. As well, a clear commitment that the modified program will be appropriately resourced. For undergraduate programs, the relevant Dean(s) shall be the Dean(s) of the Faculty within which the program resides. For graduate programs, the appropriate Deans shall be both the Dean of Graduate Studies and the Dean(s) of the relevant Faculty or Faculties.

Decanal Comments

If this proposal impacts the program's curriculum, please provide a copy of the current program requirements from the Academic Calendar, as well as a copy of how the proposed version would appear if approved. Please highlight the differences between the two versions of the program.

Please provide a copy of the current learning outcomes. If the proposal impacts the current learning outcomes, provide the proposed learning outcomes and highlight the differences between the two.

If this proposal impacts the faculty compliment, please provide a detailed explanation and rationale.

Outline the expected impact on continuing students, if any, and how they will be accommodated.

If this proposal impacts the delivery mode, discuss the appropriateness of the proposed modes of delivery (i.e., means or medium used in delivering a program; e.g., lecture format, distance on-line, problem-based, compressed part-time, different campus, inter-institutional collaboration or other non-standard form of delivery) to meet the intended program learning outcomes. Explain why these are the most appropriate methods of delivery to help students achieve the proposed learning outcomes and improve student learning experience.

If the Provost determines this Major Modification involves substantial changes to resources or infrastructure those submitting the Major Modification will be required to provide details to explain additional resources required. Areas discussed may include (but not be limited to) resources such as:

- Human, physical, and financial resources, and any institutional commitment to supplement these resources
- The planned faculty hiring schedule of a faculty complement that is competent to teach and/or supervise in the program
- The resources necessary to sustain the quality of scholarship produced by students, including library support, information technology support, and laboratory access (if applicable)

This information will be heard at AQAPC following Faculty Executive.