

## **Proposed Revision of New Course Proposal Form Academic Planning and Curriculum Committee**

### **Summary of Issue**

Existing information on the APCC New Course Proposal form is either misleading or not consistent with the committee's mandate under the University Act.

### **Background**

The current APCC form has a section on enrolments. The Anticipated Enrolment and Enrolment Cap are indicated on the form.

Under the Library Resources Requirements section, there may be a misunderstanding of how this section is interpreted. It may be interpreted (incorrectly) that approval of the form confirms a budget allocation by the academic unit and/or Office of the VPAR. As presented, the form may be misleading because budget allocations are administered through a separate budgeting process of the University.

### **Recommendation**

It is recommended that the APCC New Course Proposal form is modified as attached.

### **Rationale**

The current enrolment section of the APCC form does not fall within the mandate of APCC or Senate as defined by the University Act. The University Act does indicate that Senate establishes "standards of admission to the University". But the determination of levels of enrolment is not a standard of admission.

Sections 24 (b) and 28 (4) (a) of the University Act are read together, granting authority to Senate to establish academic standards and policy and giving the President (and their subordinates through delegation) authority to implement them.

The revisions to the Resources section clarify expectations among all units concerned in terms of how budgeting is addressed for the Robertson Library. Budget allocations are not within the mandate of APCC. It is responsibility of the academic unit to work collaboratively with the Robertson Library to develop a contingency plan in the case where needed additional Library resources are not secured through the University budgeting process.

February 4, 2025



Academic Planning and Curriculum Committee
Click here to enter a date.

NEW COURSE PROPOSAL

Motion #

Faculty/School: Business

Department/Program(s):

MOTION: Click here to enter text. Please refer to the example motion provided.

Table with 2 columns and 7 rows: Course Number and Title, Description, Cross-Listing, Prerequisite/ Co-Requisite, Credit(s), Notation

This is:

Grade Mode:

Evidence of Student Interest and Anticipated Enrolment:

Deleted: Is there an Enrolment Cap:

Deleted: If there is an enrolment limit, please explain.

Rationale for New Course:

Effective Term:

Implications for Other Programs:

Impact on Students Currently Enrolled:

Resources Required (e.g., personnel, Library, lab space, operating funds):

Contingency Plan (if required resources are not secured since approval of this form does not imply budgetary approval):

In offering this course will UPEI require facilities or staff at other institutions:

If yes, please explain.

Authorization

Date:

Table with 2 columns: Authorization (Departmental, Faculty/School, Faculty Dean's, Graduate Studies Dean's, Registrar's Office) and Date

Form Version: February 2025

Deleted: September 2023



## Academic Planning and Curriculum Committee

[Click here to enter a date.](#)

### NEW COURSE PROPOSAL

Motion #

#### LIBRARY RESOURCE REQUIREMENTS FOR A NEW COURSE PROPOSAL

[Click here to enter text.](#)

*To be completed by the liaison and/or collections librarian.*

**Note that the submitting program is required to allow the library staff two weeks to complete this.**

Existing resources:

- Collections – Print books, Ebooks, other physical media, other online media, subscriptions, other
- Interdisciplinary packages that include content that support this course
- Physical Space in Library (other than collections, explain)
- Library Administrative/Research Support

New resources needed to support this proposal:

- Collections:
  - Monographs
  - Subscriptions/Databases
  - Other including potential Open Educational Resources (OERs)
- Physical Space in Library (other than collections, explain)
- Library Administrative/Research Support
- Other One-Time or Ongoing Library expenses (e.g. software licenses, explain)

Summary of additional budget allocation required:

- First year startup: \$ \_\_\_\_ in first fiscal year the course/program is offered
- Additional startup years: \$ \_\_\_\_ in second year, \$ \_\_\_\_ in third year....
- Annual: \$ \_\_\_\_ in addition to the startup figure(s) above starting in the fiscal year AFTER the year the course is first offered
  - Per-year percentage increase in annual: \_\_\_\_\_

Date Received by Liaison/Collections Librarian	<a href="#">Click here to select date received.</a>
Name of Librarian to be Contacted with Questions	<a href="#">Click here to enter name.</a>
Approved by University Librarian or Designate	<a href="#">Click here to enter approver's name.</a>
Date Approved by UL or Designate	<a href="#">Click here to select approval date.</a>

**Deleted: ¶**  
 Note that if future budget constraints require the Library to cancel interdisciplinary packages listed above, there may be a loss of resources needed for this course.¶