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**PROPOSAL BRIEF FOR MAJOR MODIFICATIONS**

Proposal briefs for major modifications are reviewed for approval by the Senate Undergraduate Studies Committee (SUSC) or Senate Graduate Studies Committee (SGSC), as applicable. The approved major modification may also be sent to the Senate Academic Policy and Planning Committee (SAPPC) for information as deemed appropriate. Major modifications will then be sent to the Senate Quality Assurance Committee (SQAC) for information and to Senate for approval. Following Senate approval, the proposal is sent to the Board of Governors for approval of financial viability of proposed changes to the program.

A major modification is a change in significant components of a program. Major modifications to programs typically include one or more requirements for the program that differ significantly from those existing at the time of the previous cyclical program review or when the program was initially approved if the program has not gone through cyclical review such as:

* Significant changes to program learning outcomes developed during the previous cyclical program review or when the program was initially approved.
* Significant changes to the curriculum (required courses or elective options) affecting 30% or more of the original proposed curriculum. A major modification is usually required if incremental changes are made successively over time once a threshold of 30% is reached.
* Significant changes in the program area or expertise of faculty engaged in delivering the program affecting 30% or more of the faculty or program delivery (e.g., changes through retirement or new hires to the program area or specialization and expertise of faculty involved in delivering the program).
* Significant changes in the delivery mode (e.g. different campus, online learning or hybrid program instead of classroom delivery) affecting 30% or more of delivery of the program. A major modification is usually required if incremental changes are made successively over time once a threshold of 30% is reached.
* New requirements, such as cooperative education, internships, practica and other experiential learning placement-based courses and self-initiated field placements
* The introduction or elimination of minors, specializations or fields within a program.

GENERAL INFORMATION

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| **Program Name:** |  |
| **Faculty Area:** |  |
| **Type of Modification:**  |  |
| **Proposed Start Date:** |  |
| **Prepared by:**  |  |
| **Date:** |  |

PART A: PROPOSED MAJOR MODIFICATION

1. Provide a brief background of the existing program and a detailed description of the proposed modification(s).

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1. Provide a rationale for the proposed modification(s).

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1. Summarize the consultation undertaken with relevant academic units, including commentary on the impact of the proposed modification(s) on other programs. Include consultation with the Deans of other Faculties that offer courses required or elective in the program, and the Heads of support units including the Dorothy H. Hoover Library, Academic Computing, AV Support, Studio Management, Centre for Emerging Artists and Designers and the Faculty & Curriculum Development Centre.

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1. How will the proposed modification(s) impact students?

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PART B: EVALUTION CRITERIA

1. How will the proposed modification(s) align within the **university’s mission and Academic Plan**?

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1. Describe any changes of the proposed modification(s) to the **admission requirements** of the program, including additional requirements or procedures and recognition of prior learning experience.

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1. How will the proposed modification(s) affect the **program structure**. Include a revised program guide for the program indicating changes to the program structure, including new courses and courses no longer required, research components, and required or elective courses provided by other units; describe any experiential or other applied learning opportunities that are part of the new or revised program component.

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1. Describe any changes to the **program learning outcomes** or **course learning outcomes** in the proposed modification(s), demonstrating how the changes are consistent with OCAD University’s Undergraduate or Graduate Degree Level Expectations. Include proposed course outlines using the new or revised course proposal form.

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1. Describe the impact of the proposed modification(s) on the program’s **mode of delivery** (e.g., face to face, online, hybrid, offsite, placement, etc.) and on expected class size?

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1. Describe the impact of the proposed modification(s) on methods in **assessment of teaching and learning** and how these methods help students to achievethe program learning outcomes.

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1. Describe how the current knowledge and expertise of faculty will meet the needs of the proposed modification(s) and describe any other faculty or staff implications for the proposed changes.

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1. Describe the impact of the modification(s) on the **quality and quantity of resources** necessary to support students such as library services, information technology services and studio/lab access.

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1. Provide a **statement of funding requirements** necessary to support the proposed modification(s), as applicable. For example: projected enrolments, startup or continuing costs.

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1. Provide a **statement of resource availability** that attest to the adequacy of resources to support the proposed modification(s), as applicable, from the Dean(s) involved, the Registrar, the University Librarian and the Vice-President, Academic and Provost.

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