

Standard Operating Procedure [SOP] for Course Mode Delivery Changes

The standard operating procedure of course mode of delivery changes to existing courses recognizes the importance of addressing pedagogical changes as well as student access to instruction. The intent is to assist academic units to facilitate modification to mode of delivery with the least amount of barriers and support continuous improvement, quality delivery and responding to meet the needs of our students.

Standard Operating Procedure No.	TBD
Title	Mode of Delivery Change
Purpose	Outline responsibilities and procedures recognizing course mode of delivery changes
Risk	<ul style="list-style-type: none"> • Confusion for students who are selecting their courses; • Lack of transparency/accuracy could contribute to student dissatisfaction with administrative procedures; • In cases where the Dean's Office is required to post courses for part-time instructors, ROFR must be identified in advance; • Violations of the Part-time Collective Agreement; • For courses that cannot be staffed, it may be necessary to invoke section 12:15 of the Part-time Collective Agreement (within 4 weeks before the beginning of the term) so that the University is empowered to staff the course; • Financial impact to the University; • Institutional/reputational profile
Procedures	<p>All departments/schools are required to complete the REVISED COURSE TEMPLATE together with the rationale for such a request.</p> <p>The templates will require departmental, Faculty, Curriculum Committee and Senate approval.</p> <p>For mode of delivery changes that have an impact of more than 33% or greater of the program requirements, Departments/Schools will be required to complete the REVISED PROGRAM TEMPLATE.</p> <p>All modes of delivery changes must be submitted to the Curriculum Committee at least six weeks into a current term for the subsequent term or or the intended term of initial</p>

	<p>offering the course via the new delivery mode. For example, if the course is intended to be offered in the winter semester for the first time with the new delivery mode, CurrCom needs to receive the revised course template by mid October of the (previous) fall term.</p> <p>For spring/summer terms which are typically six weeks in length, the timeline for submission will be three weeks into a current term for the subsequent term or or the intended term of initial offering the course via the new delivery mode.. For spring/summer terms, The Curriculum Committee needs to receive the revised course template by the third week of the previous spring term.</p> <p>Course delivery change recommendations submitted after these deadlines will be processed and implemented in the second semester after the semester of submission.</p>
Supervisor/Procedural Responsibility	Curriculum Committee of Senate, University Registrar, Academic Dean
Review Frequency	Annually [June]
Policy Reference	Algoma University Academic Calendar, Algoma University Senate
Legislative Reference	N/A
Internal Approvals	Departments/Schools, Faculty, Curriculum Committee, Algoma University Senate
Related Processes	Algoma University Senate
Revision Date	N/A
Effective Date	Winter 2022 [22W]