**SCC Policy Statements**

Deadlines

To respect that September 30 marks the national day for Truth and Reconciliation, that the Senate Curriculum Committee adopts September 29 as the submission deadline for experimental courses.

In addition to the submission deadlines of March 31 (all paperwork) and September 29 (experimental courses), that the Senate Curriculum Committee adopt an end-date of the January Senate Meeting for material to be published in the subsequent calendar year (i.e. Catalogue Year). For example, material received in by March 31, 2022 must be presented to the January 2023 senate meeting for inclusion in the 2023/2024 Calendar.

ICR

If the ICR committee decides that an existing course (i.e., one which is not in front of the SCC for review) satisfies the ICR, and forwards that information to the SCC – the SCC chair will submit and present that information as part of the next memo to Senate. For clarity, the SCC has no decision-making authority, and the SCC chair offers this service as a courtesy to the ICR committee.

Inactive courses

Courses that are inactive for less than 10 years can seek SCC approval for reactivation with a memo that identifies the course and a rationale for this decision. *Courses that are inactive for 10 years or more require departments to complete a course reactivation form.*

Process for Adjudicating Experimental Courses where there is outstanding conflict

Following the typical process, almost ALL EXPERIMENTAL courses are able to move forward as departments are able to make compromises to address concerns. This is in the best interest of students.

In the *rare* case where dissent between the applicant department and the consulted department cannot be resolved for Experimental Course application, the following document outlines our process.

The SCC expects that there will be discussion between the departments involved prior to initiating this adjudication process.

In developing this process, we endeavoured to meet the principles of natural justice and procedural fairness. This involves ensuring conflicting departments have equal ability to participate in the process; providing adequate notice; requiring impartial decision-making and published reasons for the decision; and creating an opportunity for participants to exercise their right to appeal.

Senate Curriculum Committee Process:

1 - Once the SCC committee member who has been appointed to the file concludes that the departments are unable to come to a consensus, they/she/he will notify the Committee as whole. The committee will take the decision to initiate this process.

1. Departments will be notified of this decision by the SCC, and directed to this process document for information.

2 - Once this process is initiated, the SCC will receive written documentation from the departments involved. This material will be limited to:

A. The experimental course proposal supplied by the applicant department

B. Attachment 1 completed by the consulted department, as originally reviewed by the SCC

C. The revised experimental course proposal form, completed by the applicant department, along with:

* A brief summary of changes to the experimental course made by the applicant department to address concerns
* A brief explanation of what issues could not be addressed, and why

D. A response by the consulted department to the material submitted as per section 2-C

E. A final brief response by the applicant department to the information provided as per section 2-D.

2-1 If the SCC has to solicit the information listed above, or any other information, that information must be submitted within 21 calendar days, or the process will continue without it.

3- As a courtesy, the SCC will notify the relevant Deans of the disagreement by email.

4-The SCC will meet to review the written material.

A. If a member of the SCC is part of one of the departments involved in the dispute, or has some other significant conflict of interest, they will recuse themselves and not be present at this meeting.

5- The SCC will consider the application, in particular looking at the degree to which there is significant overlap in content.

6- Once the decision is rendered, the SCC will notify the departments involved of its decisions in writing.

7- A participating department will have an opportunity to appeal the decision if it has evidence that the process was not followed.

1. The appeal must be made within 10 working days from when the decision was emailed to the DCC chair.
2. The department appealing the decision must submit, in writing, the reasons for its appeal
3. The appeal will be considered by the SCC as a whole (minus members of the committee who have a conflict as per point 3A).
4. The SCC will notify the departments of its decision with respect to the appeal.

8- If the experimental course is approved by the SCC, Senate will be notified of the decision (as per usual). In addition to the revised application (2C, and 2D), the package to Senate will include the summary of decision(s) prepared by the SCC Chair.

Approved: 26 June 2023