**Memo for Course Changes**

To:

From: (Department head or Chair of Program Working Group)

Date:

**Subject: Proposal for revision of** **(insert title of course)**

*Note that even minor changes may result in comments from committees on all aspects of the course.*

1. Summary of changes (select all that apply):

Six-year review

Number and/or course code

Credits and/or total hours

Title

Calendar description

Prerequisites and/or co-requisites

Frequency of course offering

Learning outcomes

Delivery methods and/or texts and resource materials

PLAR options, grading system, and/or evaluation methods

Discontinuation of course

Other – Please specify:

1. Rationale for change:
2. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s) and contribute to students’ ability to meet the [Institutional Learning Outcomes (ILOs)](https://www.ufv.ca/ilos/):
3. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs?
4. Which program areas have been consulted about the change(s)?
5. In what ways does this course (not just the proposed changes) contribute to [Indigenizing Our Academy](https://www.ufv.ca/media/assets/indigenous-affairs-office/Indigenizing-our-academy.pdf)? Provide explicit examples of assignment design, topic selection, curriculum delivery, or other methods, which can be in response to one or more of the following: [UFV Integrated Strategic Plan](https://www.ufv.ca/strategic-planning/), [Fulfilling Our Commitment to Aboriginal Peoples policy (BRP-200.05)](https://ufv.ca/media/assets/secretariat/policies/BRP-200.05-Fulfilling-Our-Commitment-to-Aboriginal-Peoples.pdf), the [TRC Calls to Action](http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf), and/or the [United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)](https://www.un.org/development/desa/indigenouspeoples/declaration-on-the-rights-of-indigenous-peoples.html).
6. How does the course reflect principles of [equity, diversity, and inclusion](https://www.ufv.ca/president/presidents-task-force-on-equity-diversity-and-inclusion/equity-diversity-and-inclusion-action-plan/), through assignment design, topic selection, curriculum delivery, or other methods?
7. If applicable, discuss any special considerations for this course (credit value, class size limit, frequency of offering, resources required such as labs or equipment, field trips, etc.
8. Estimate of the typical costs for this course, including textbooks and other materials (excluding tuition):