

LA&PS Curriculum Proposal Online Submission Form Instructions

The purpose of the online submission form is to afford the Office of the Faculty Council better tracking of proposals, simplify the vetting process for staff and improve the response time to the community.

Submissions will no longer be emailed to Faculty Council. You will upload your proposals to this site.

New Deadlines for the FW 18-19 Academic Session

| | |
|------------|---|
| June 1 | Complete proposal package for all proposal types |
| October 15 | Complete new course proposal and changes to existing course proposals |

New Course proposals and Changes to Existing Course proposals received between June 2 and October 15 will be reviewed by the Committee on Curriculum, Curricular Policy & Standards (CCPS) only if they are complete. Packages must contain all relevant documentation: UUDLES, consultation, library statement, etc.

Incomplete proposals will be returned for correction. We cannot guarantee that revised proposals received after the deadline will be reviewed in time for the requested calendar year.

The online submission form is scheduled to close at 12:01 am on October 16

Browser

Use Firefox or Chrome. Not all fields of the form are visible on Internet Explorer.

Access

Log into the form using your Passport York credentials.

Required Fields

Required fields are marked with an asterisk.

MachForm Page 1 - Contact Information

On this page of the form you will submit your contact information and identify the proposal type. This information will allow Faculty Council staff to better manage submissions and retrieve files for enquiries.

Contact Information

Provide your York email address.

Proposal Types

The following proposals can be submitted online:

- Minor changes to an existing degree or certificate
- New course (NCP)
- Changes to an existing course (CEC)
- General Education (GED)

The screenshot shows the MachForm interface for the FW18-19 LA&PS Curriculum Proposal Submission Form. The page title is "FW18-19 LA&PS Curriculum Proposal Submission Form" with a deadline of June 1, 2017, and an extension for course proposals until October 15, 2017. The form is divided into four steps: 1. Contact Information (active), 2. Proposal Information, 3. Documents, and 4. Review Your Entry. The "Contact Information" section includes fields for "Department Contact Person" (First and Last names), "Department Email" (with a placeholder "@yorku.ca"), and "Proposal Type" (radio buttons for Minor Change to an Existing Degree or Certificate, New Course, Change to Existing Course, and General Education Course). A "Continue" button is at the bottom. A yellow highlight is under the "Department Email" field, and a grey box prompts the user to "Please enter your PPY email".

MachForm Page 2 - Proposal Information

Fields Related to Proposal Type

Minor change to an Existing Degree or Certificate

The following fields will appear if you select this proposal type:

The screenshot shows the 'Proposal Information' step of the 'FW18-19 LA&PS Curriculum Proposal Submission Form'. The form includes a progress bar with four steps: 1. Contact Information, 2. Proposal Information (active), 3. Documents, and 4. Review Your Entry. The 'Department' dropdown is set to 'Administrative Studies'. The 'Degree/Certificate Title' field is highlighted in yellow and contains 'BCom HONS'. The 'Stream (if applicable)' field contains 'Accounting'. At the bottom, there are 'Continue' and 'Previous' buttons.

New Courses, Changes to Existing Courses, and General Education Courses

The following fields will appear if you select one of these proposals types:

The screenshot shows the 'Proposal Information' step of the 'FW18-19 LA&PS Curriculum Proposal Submission Form'. The form includes a progress bar with four steps: 1. Contact Information, 2. Proposal Information (active), 3. Documents, and 4. Review Your Entry. The 'Department' dropdown is set to 'Languages, Literatures & Linguistics'. The 'Course Rubric' field contains 'HND' with a note 'Maximum of 4 characters allowed. Currently Entered: 3 characters.' The 'Course Number' field contains '3000' with a note 'Must be 4 digits. Currently Entered: 4 digits.' The 'Credit Weight' field is highlighted in yellow and contains '6.00'. At the bottom, there are 'Continue' and 'Previous' buttons.

MachForm Page 3 - Documents

Acceptable File Types

- pdf, doc, or docx

File Naming Convention

It is imperative that you use the following naming conventions. This will help Faculty Council staff better manage proposal documents and retrieve files for enquiries.

Degree: Dept_Degree_FW18

Courses: Type_Rubric_Number_FW18

Revised Proposals

Use this naming convention for proposals that you are resubmitting after making changes or corrections required by Faculty Council or CCPS.

REVISED_Dept_Degree_FW18

REVISED_Type_Rubric_Number_FW18

File Uploads

| Document | File Limit |
|------------------------|------------|
| Proposal documents | 1 |
| Consultation documents | 5 |
| Library statements | 1 |

The screenshot shows the 'Documents' page of the MachForm submission system. At the top, there are four numbered tabs: 1. Contact Information, 2. Proposal Information, 3. Documents (active), and 4. Review Your Entry. The page is divided into three main sections for uploading different types of documents. Each section includes a 'SELECT FILES' button and a list of uploaded files with their names and status (Completed).

Upload proposal forms
File naming convention examples:
NCP_HUMA 1200_FW18
BA_HONS_GEOG_FW18 *

Upload consultation documents
File naming convention example:
NCP_HUMA 1200_FW18_CONSULT

Upload library statement
File naming convention example:
NCP_HUMA 1200_FW18_LIB

At the bottom of the page, there are two buttons: 'Continue' and 'Previous'.

MachForm Page 4 - Review Your Entry

This is an opportunity to review what you have entered and to make changes before submitting the proposal.

MachForm

Review Your Entry

Please review your entry below. Click Submit button to finish.

1

Contact Information

2

Proposal Information

3

Documents

4

Review Your Entry

Department Contact Person

Manjula Kanwar

Department Email

mkanwar@yorku.ca

Proposal Type

Minor Change to an Existing Degree or Certificate

Department

Administrative Studies

Degree/Certificate Title

BCom HONS

Stream (if applicable)

Accounting

Upload proposal forms File naming convention example: HUMA 1200_FW18_PROPOSAL

TEST 1000_FW18_PROPOSAL.pdf (205.74 KB)

Upload consultation documents File naming convention example: HUMA 1200_FW18_CONSULT

TEST 1000_FW18_CONSULT.docx (98.53 KB)

TEST 1000_FW18_CONSULT.pdf (86.79 KB)

Upload library statement File naming convention example: HUMA 1200_FW18_LIB

TEST 1000_FW18_LIB.pdf (62.13 KB)

Date

Jan 24, 2017

Submit

Previous

Confirmations

You will receive a confirmation of the online submission:

MachForm

Success! Your submission has been saved!

You will receive an automated email with a record of field entries and a link to download your proposal files.



FW18-19 LA&PS Curriculum Proposal Submission Form [#7 Minor Change to an Existing Degree or Certificate Humanities] - Receipt

apccps@yorku.ca to: mkanwar

Sent by: apccps@yorku.ca

Please respond to "apccps@yorku.ca"

01/30/2017 03:46 PM

Show Details

Department Contact Person

Manjula Kanwar

Department Email

mkanwar@yorku.ca

Proposal Type

Minor Change to an Existing Degree or Certificate

Department

Humanities

Degree/Certificate Title

BA Specialized Hons HUMA

Stream (if applicable)

Something

Upload proposal forms File naming convention examples: RCP_HUMA 1200_FW18 BA_HONS_GEOG_FW18

NCP_TEST 1000_FW18_PROPOSAL.pdf

Upload consultation documents File naming convention example: RCP_HUMA 1200_FW18_CONSULT

CEC_TEST 1000_FW18_CONSULT.pdf

RCP_TEST 1000_FW18_CONSULT.docx

Upload library statement File naming convention example: RCP_HUMA 1200_FW18_LIB

NCP_TEST 1000_FW18_LIB.docx