**Memo for New Course**

To:

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

Date:

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

*There is an expectation that all new courses will meet the Guidelines for Quality Curriculum, including principles of Universal Design for Learning (UDL) and Equity, Diversity, and Inclusion (EDI).*

1. Rationale for new course, including how this course fits into the program(s):

***Note:*** *Adding this course to a program will usually require a program change request.*

1. Explain how the course learning outcomes 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/):
2. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?
3. Which program areas have been consulted about the course?
4. If a new discipline designation is required, explain why:
5. In what ways does this course 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: