

Policy: 305

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Subject: COLLECTION EVALUATION FOR PROGRAMME AND
COURSE CHANGES, ACADEMIC PROGRAMME REVIEWS,
AND RESEARCH CHAIRS

Approved by: Director of Libraries

Contact: Coordinator,
Collections Management

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POLICY STATEMENT

When academic departments add or modify courses or programmes, or undergo programme reviews, the departments should notify the Libraries. The liaison librarian for the relevant subject(s) is responsible for preparing a statement of library support, indicating whether the Libraries' collection can (or cannot) support the course or programme. Liaison librarians are expected to develop and maintain a thorough familiarity with their collections, and therefore the amount of collection analysis required will vary, depending on length of time spent as liaison librarian for that subject. This Policy contains procedures and guidelines to help the liaison librarian in this task.

After preparing the statement, the liaison librarian will give it to the Unit Head for review. The liaison librarian will then send the statement to the Coordinator, Collections Management, who will review it and contact the liaison librarian if there are any questions. The statement will then be forwarded to the Director of Libraries for review. Both the Director and the Coordinator, Collections Management, will sign the statement. In the case of Academic Programme Reviews the statement is signed by the liaison librarian(s) who prepared the statement and the Head of the relevant Unit library as well.

A copy will be made for the Collections Management files and the original document with the signed form will be returned to the liaison librarian, who will then provide it to the appropriate faculty member. The liaison librarian should make a copy for the Unit Head.

PROCEDURES

A statement is NOT required for

- re-numbering of a course
- addition of restrictions to a course
- listing of courses which are not currently offered
- changes in pre-requisites
- combining or splitting of courses
- a change in the title of a course (where the content remains unchanged)

In these cases, the liaison librarian will supply the department or faculty with the Minor Change Form (see Attachment 1), and send a copy to the Coordinator, Collections Management and the Unit Head.

A statement IS required for

Courses

- Individual courses (undergraduate or graduate, new, revised, or reactivated)
- “Topics” course being introduced as a separate new numbered course
- Certificate programmes, Faculty of Extended Education

In these cases, the liaison librarian will supply the department or faculty with the Library Statement Form (see Attachment 2).

- If the liaison librarian believes the Libraries’ collections can support the proposed course, no further documentation shall be appended to the Library Statement Form (the liaison librarian may wish to keep documentation in a personal file in the library for future reference).
- If the liaison librarian believes the Libraries’ collections cannot support the proposed course, append supporting documentation (see below) to the Library Statement Form.

New & Revised Undergraduate/Graduate Programmes

In these cases, the liaison librarian will supply the Library Statement Form (see Attachment 2).

- If the liaison librarian believes the Libraries’ collections can support the proposed programme, do not append supporting documentation (the liaison librarian may wish to keep documentation in a personal file in the library for future reference).
- If he/she believes the Libraries’ collections cannot support the proposed programme, append supporting documentation (see below) to the Library Statement Form.

Undergraduate/Graduate Programme Review

In these cases, the liaison librarian will supply the appropriate template (see Attachment 2) as described below.

The Periodic Review of Academic Programmes instituted by the Faculty of Graduate Studies in 2001, and then for Undergraduate Programmes in 2005 involves a review of the Libraries' ability to continue to support graduate and undergraduate programmes in each departmental subject area at the University of Manitoba [see University Policy 429]. The Libraries' response, although similar to other reports as described above, must follow more specific guidelines delineated in the Template for UML Responses to Graduate Programme Reviews (Attachment 3) and the Template for UML Responses to Undergraduate Programme Reviews (Attachment 4). It should be noted that any programme for which the Libraries already prepares a report for accreditation purposes will not be subject to an Academic Review.

Canada Research Chairs

To be completed if an assessment is requested by the Canada Research Chair. Liaison librarians are encouraged to contact Canada Research Chairs in their subject areas when appointed, to determine if they have any library needs.

GUIDELINES

1. Forms & Signatures – The liaison librarian will use one of two forms, depending on the type of evaluation being done. Both are available on the Collections Management Web page <http://www.umanitoba.ca/libraries/units/collections/>
 - a. Minor Change Form (Attachment 1): use when a statement is not required. No signatures are necessary.
 - b. Library Statement Form (Attachment 2): use when a statement is required for courses, new and revised programmes, and Canada Research Chairs. Note: the Undergraduate and Graduate Programme Review templates have a Library Statement Form incorporated into them.

Signatures required: For courses, new and revised programmes & Canada Research Chairs (2), for Undergraduate and Graduate Programme Reviews (4).
2. Sufficient Time - Departments are required to give *one month's notice* for library statements regarding course changes and *six month's notice* for new programme proposals. Collections Management will help the liaison librarian complete the statement in time.
3. Documentation - Requests from faculty for evaluations should include forms (see Attachments 5 and 6) and course outlines.
4. Brevity – Keep statements and supporting documentation brief and to the point.
5. Vigilance – Be vigilant concerning course/programme changes in your area of responsibility.

SUPPORTING DOCUMENTATION

Where additional explanation or analysis is required, supporting materials may be appended to the Library Statement Form and may include:

Introduction – The first paragraph should be a strong introduction and should clearly state whether the Libraries have or do not have sufficient resources to support the proposed course. Clearly indicate the funding required to bring the collection up to an adequate level. If sources of funding exist, they should be named, whether budget or gift funds.

Collection Measures – Some methods of gauging a collection's appropriateness may include: volume counts (comparison with peer institutions), bibliographic checking, database searches, and journal lists. Collections Management staff will assist with this work given sufficient time.

Analysis – The statement should provide a report on the measures selected. Results of checking lists should be interpreted using the "UML standards for list checking" (Appendix 5 in the UML Collection Assessment Guidelines, 1999

http://www.umanitoba.ca/libraries/units/collections/assessment_guidelines.html#Appendix%205 ; see Attachment 7). Where appropriate, results should be separated by format: monographs, serials, maps, audio-visual, etc. Consider what might these results reveal about the age or language of the collection; the importance of serials versus books to the discipline; and the need for multiple copies or various editions.

Other Factors – Where appropriate, comment on the anticipated course enrollment, the proximity of library resources to primary users and/or the accessibility (hours of operation, etc.), whether the course is offered online, whether interdisciplinary subjects are involved.

RESPONSIBILITIES

Responsibility of the Liaison Librarian

- a. Submits to an academic department, upon request, an assessment of the UM Libraries' ability to support the resource needs of a proposed new or revised course/programme. Submits upon request, an assessment of the Libraries' ongoing ability to support academic programmes.
- b. Notifies the department immediately if not enough time has been allowed to properly assess the resource needs of the proposed course/programme.
- c. Indicates to the department when the assessment can be finished.
- d. Consults with the department to discuss the proposal, to identify any special needs for the course or programme, and to agree, if needed, upon a bibliography to use in assessing library support.
- e. In cases where the Libraries collections cannot support the proposal:

- seeks cooperation with appropriate librarian(s) in assessing resources held and needed for cross- or interdisciplinary courses/programmes;
 - seeks advice from Unit Head and/or Coordinator of Collections Management on any particular problems associated with the assessment;
 - submits a draft of the assessment statement to the Unit Head.
- f. Completes the assessment within the time period indicated, recognizing that a short period of time is necessary for review by the Coordinator, Collections Management and the Director of Libraries. If there appears to be a problem with completing the assessment within the time period, contacts the Coordinator, Collections Management for advice and assistance.
- g. Submits the assessment to the Collections Management Coordinator including a statement, if necessary, of the funds needed to improve the Libraries' support for a new course or programme.
- h. Upon request of a department/faculty/school, meets with outside reviewer(s) of a proposed new programme or programme review.
- i. When the Extended Education Division proposes a course or certificate programme with the intention of having students use the resources of a library outside the University of Manitoba Libraries, obtains written confirmation from the Library Head that the library concerned has the necessary resources and is willing to make them available to University of Manitoba students.

Responsibility of the Unit Head

- a. Acts as resource person for liaison librarians when applicable.
- b. Confers with Coordinator, Collections Management on any particular problems associated with curriculum change or with proposal assessment.
- c. Relays information on curriculum change from the Coordinator, Collections Management to the appropriate staff.
- d. Acts in the capacity of liaison librarian when applicable.
- e. Reviews statements prepared by liaison librarians in the unit for the Undergraduate Programme Review and Graduate Programme Review, and signs them. Reviews statements prepared by liaison librarians in the unit for curriculum change.
- f. Upon request of a department/faculty/school, meets with outside reviewer(s) of a proposed new programme or programme review.

Responsibility of the Coordinator, Collections Management

- a. Regularly attends meetings of the Senate Course Changes and Curriculum Committee. Relays information from these meetings as well as information from the Director of Libraries regarding the Faculty of Graduate Studies' Program and Planning Committee meetings to the appropriate Unit Heads.
- b. Informs Unit Heads in the event that a new programme approved by one of these committees is subsequently rejected at a higher level.
- c. Serves as a resource person to Unit Heads in all aspects of assessment for new courses/programmes including those at a graduate level.
- d. When requested, coordinates joint efforts between library units in assessing resource needs for cross- or interdisciplinary courses/programmes.
- e. Upon request of a department/faculty/school, meets with outside reviewer(s) of a proposed new programme. Invites appropriate Unit Heads and liaison librarians to attend meeting.

Responsibility of the L.A. IV, Collections Management

- a. Schedules the work related to the Graduate and Undergraduate Programme Reviews.
- b. Gathers guidelines and information, and generates data for the liaison librarians preparing the Graduate and Undergraduate Programme Reviews.
- c. Checks bibliographies or lists, compiles tables, and helps the liaison librarian prepare the final version of the report for the Graduate Programme Reviews.
- d. Ensures that all the signatures are added to the Library Statement Form for the Graduate and Undergraduate Programme Reviews, and that the report is delivered to the appropriate liaison librarian on time.

Responsibility of the Director of Libraries

- a. Regularly attends meetings of the Faculty of Graduate Studies' Program and Planning Committee. Relays information from these meetings to the Collections Management Coordinator.

[Attachment 1 - Minor Change Form](#)

[Attachment 2 – Library Statement Form](#)

[Attachment 3 - Template for UML Responses to Graduate Programme Reviews](#)

[Attachment 4 - Template for UML Responses to Undergraduate Programme Reviews](#)

Attachment 5 - Undergraduate course form (supplied by faculty)

Attachment 6 - Graduate course form (supplied by faculty)

Attachment 7 - UML Standards for List Checking

Courses that may not be held for credit with this course:

NOTE: Please include all applicable previous course numbers below. [Must also be included in calendar course description]

Prerequisites:

Pre- or Corequisites: (Prerequisites that may be taken concurrently)

Corequisites: (Courses that must be taken concurrently)

Other Information: [To be used by the Office of the University Secretary only.]

Will this course be available to students in other faculties/school? Yes No

Please indicate which, if any, of the following attributes should apply to this course:

Canadian Studies Women's Studies University 1 course Option in Aging Course

Is this course intended to satisfy : Written English Requirement Mathematics Requirement

NOTE: If there are other course attributes that should be applied, please contact the Registrar after the course has been approved. Supporting documentation must be included.

TO BE COMPLETED FOR ALL COURSES INTRODUCED OR MODIFIED AS APPROPRIATE

(See Guidelines)

The following items are attached to and form part of this proposal:

Course outline

Format: list lecture, laboratory and tutorial hours per week; provide an outline of topics covered in lectures; and include a brief description of laboratories, tutorials and assignments. Identify required textbook(s) if applicable. *Note: No more than one page in length.*

Statement from subject librarian(s) as to library resources

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

Statement of additional costs, workload, and/or supplies

Statement(s) from other Departments, Faculties or Schools of possible overlap

Statement(s) from other Departments, Faculties or Schools on possible changes in their programs

Revised Program Descriptions for all programs using this course

Additional documentation

**PROPOSAL FOR COURSE INTRODUCTIONS**

UNIT NAME 	PREPARED BY 	Date Approved by unit Faculty Council
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COURSE TO BE INTRODUCED

PROPOSED COURSE NUMBER	COURSE TITLE	CREDIT HOURS
<input type="text"/>	<input type="text"/>	<input type="text"/>

ABBREVIATED COURSE TITLE (Maximum 15 characters)

GRADING MODE

Letter Grades

Pass / Fail

PROPOSED NEW CALENDAR DESCRIPTION

(Including any pre- or co- requisites. **Must not exceed 4 lines, 75 characters per line**)

STATE REASONS FOR THE INTRODUCTION OF THE NEW COURSE

EXPECTED ENROLLMENT

COURSE OFFERING CYCLE - eg. "yearly," "every two years," "as needed"
(Provide explanation if not yearly)

DURATION OF DELIVERY Weeks/Terms

Hours per week

REQUIRED OR ELECTIVE COURSE (indicate degree program)

IS THERE ANY ADDITIONAL COST IN TERMS OF STAFF, FACILITIES OR EQUIPMENT?
(If yes, a statement from the Budget Dean must be appended) Yes No

TO BE APPENDED FOR ALL COURSES INTRODUCED

Course Outline

Format: A short description of the intent of the course with concise and accurate statements of the main topic or conceptual areas to be covered. Clarify the nature of the course, such as whether it is theoretical or practical, laboratory, seminar, or other form. Identify required textbook (s) (if applicable). Include a statement on Academic Dishonesty and a breakdown of the the course is evaluated.

Letters of support (if necessary, from units perceiving duplication or overlap)

Library Resource Statement

Note: The library must be provided with a course outline as described above. As well, the proposing unit and the subject librarian should discuss and agree upon the bibliography to be used in assessing the strength of the library's collection in the field. The library will need at least one month notice of course proposals, and six months notice of program proposals, in order to prepare its statement.

SIGNED APPROVAL

HEAD OF DEPARTMENT

CHAIR, FACULTY GRADUATE COMMITTEE

BUDGET DEAN

DATE OF UNIT FACULTY COUNCIL APPROVAL

Appendix 5

UML Standards for List-Checking

When checking a bibliography or citation list against UML holdings, use the following table to determine the assessment level.

Number held	Level
95% - 100%	5
80% - 94%	4
65% - 79%	3c
50% - 64%	3b
30% - 49%	3a
6% - 29%	2
1% - 5%	1
0	0

Assessments will be based on the Total holdings of all UML libraries. Where more than one library holds the same subject, this information should be noted in the comments area. An indication of which library has the primary responsibility or collection should be noted, if appropriate.