

## Detailed Process for New Degree Breadth Proposals

Thank you for your interest in proposing a new breadth course for degree programs at Humber.

Breadth courses provide students with an opportunity to augment their knowledge through an exploration of disciplines in areas of study *outside* of their core programs. According to the Postsecondary Education Quality Assessment Board (PEQAB), all bachelor programs in the province of Ontario have a breadth requirement that “includes coherent and substantive non-core offerings.” These non-core courses should contribute to the achievement of: “a) critical thinking, quantitative reasoning, written and oral communication skills” and “b) knowledge of culture and society, and skills relevant to civic engagement.”<sup>1</sup> In accord with PEQAB requirements, Humber offers breadth electives, at both lower and upper levels, in the following three categories: 1) Arts and Humanities; 2) Society, Culture, and Commerce; and 3) Science and Technology. The course you propose should be a non-core course that fits into one of these three categories and is in accord with PEQAB standards.

Please read the following guidelines before proceeding.

### **Process:**

**Step 1 – Preparation:** On this site (<http://www.humberdegreebreadth.com/>) you will find a link for more information about the Postsecondary Education Quality Assessment Board (PEQAB) breadth requirements for the Province of Ontario. Please consult this for information about what constitutes a breadth elective according PEQAB standards.

You should consider what groups of students would be interested in taking your course as breadth. Try to avoid proposing a course that requires specific prerequisite knowledge or is overly specialized. You will also need to consider whether your course complements the degree breadth course offerings currently available at Humber. For a list of degree breadth courses with course descriptions, see <http://humber.ca/electives.html?elective=yes&code=DEGE>. For an up-to-date list of breadth courses that have been approved, see <http://www.humberdegreebreadth.com/content/breadth-courses-approved>. Try to avoid proposing a course where too much of the content overlaps with one that is already offered; instead, look for gaps in our current offerings that your course could fill. You will also need to consider a number of specific questions: Is your course lower or upper level?; What will be the delivery format (in-class, online, or hybrid)?; What category is your course in (“Arts and Humanities,” “Society, Culture, Commerce,” or “Science and Technology”)? Please refer to the “Degree Breadth Guidelines” on this website (<http://www.humberdegreebreadth.com/>) for information about the following:

- Definitions of the three breadth elective categories;
- Descriptions of upper and lower level courses and the differences between them;
- Definitions of course delivery formats; and
- Bloom’s Taxonomy of learning domains.

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<sup>1</sup> See section 5.2.3 of PEQAB. (2016). *Handbook for Ontario Colleges: Applying for Ministerial Consent under the Post-Secondary Education Choice and Excellence Act*. Retrieved from <http://www.peqab.ca/Publications/Handbooks%20Guidelines/2016HNDBKCAAT.pdf>.

**Step 2 – Fill out the New Course Proposal Form:** Complete the new course proposal form which is available on this website (<http://www.humberdegreebreadth.com/>). Please use the “Degree Breadth Guidelines” to assist you.

**Step 3 – Associate Dean Signature:** Discuss your proposed course with your Associate Dean. Your Associate Dean will consider whether the course is feasible for your school/department to offer, including whether there are the faculty and resources to develop and sustain the course. Completed New Course Proposal Forms that have the support and signature of the Associate Dean can proceed for consideration by the Degree Breadth Committee.

**Step 4 – Degree Breadth Committee Review:** Once your proposal is approved by your Associate Dean, it can then be submitted to the Degree Breadth Committee. Your proposal can be submitted electronically at [degree.breadth@humber.ca](mailto:degree.breadth@humber.ca). New course proposals should be submitted to the Committee by these deadlines:

**For Review in the Fall Semester:            October 7**

**For Review in the Winter Semester:        February 7**

**For Review in the Summer Semester:      May 21**

The Committee will meet shortly after these deadlines to consider proposals. You will be notified in writing whether or not your proposal has been approved for development.

**If your course has been approved by the Degree Breadth Committee, continue to Step 5 below.**

**Step 5 – Course Outline Design:** If your course is approved for development, you will be asked to develop an outline for the course. The template for course outlines is available on this website (<http://www.humberdegreebreadth.com/>). Depending on which breadth elective category applies to your proposed course, you will then consult with the breadth sub-committee that is appropriate for your course. Sub-committees are divided on the basis of the three breadth categories: 1) Arts and Humanities, 2) Society, Culture and Commerce, and 3) Science and Technology. The sub-committee will provide feedback and assistance in the development of the course outline. Once your outline is completed, you can submit it to the full Breadth Committee for final approval. Once approved, the course will be added to the roster of breadth courses that may be offered at Humber.

Thank you again for your interest in developing a degree breadth elective.