

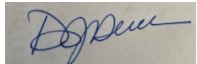



CURRICULUM MODIFICATION REQUEST FORM

COURSE OR PROGRAM CURRICULUM "RATIONALE FOR CHANGE"

Program Requiring Changes

Program Title: Court Support Services		
Program Number: COS1	Date Submitted: 5/18/2021	
Dean responsible for program: Pam McLaughlin	Associate Dean: Mark Hunter	
Credential Provided: <input type="checkbox"/> Declaration of Academic Achievement <input type="checkbox"/> Local Certificate <input checked="" type="checkbox"/> Ontario College Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Grad Certificate <input type="checkbox"/> Degree <input type="checkbox"/> Apprenticeship		
Program Intakes: <input checked="" type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> S Other:	Catalogue Year(s) Impacted: 20212	
Residency Requirement: <input checked="" type="checkbox"/> Met or <input type="checkbox"/> Not Met	Date of Last Program Review: N/A	
<i>I have read the reasons for the change and...</i>	<i>Signature and date</i>	
Associate Dean of School:	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	 May 18, 2021
Dean of Faculty (Lead program):	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	 for Pam McLaughlin May 18, 2021
Dean of Faculty (Affiliate program-impacted by change):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	
Senior Vice President Academic (required for major changes and late DAs):	<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve	 for Gary Lima May 25, 2021
Director, Centre for Academic Excellence:	<input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	 May 19, 2021
Office of the Registrar:	<input type="checkbox"/> Supports <input type="checkbox"/> Does Not Support	
Notes:		

Please answer each of the questions below, if applicable. Missing or incomplete information may delay review of the proposed changes.

1.0 Describe proposed change(s). Complete Appendix A (if necessary), Appendix B and amend SDAR (Refer to Appendix C).

2.0

In order to promote student success in the culminating placement semester, the program has decided to add a 5-hour preparatory course to Level 2: FLDP-1045 – Court Support Field Placement – Intro. This program has not yet run, so there is no negative impact to students.

Reason/Rationale for Changes

2.1 The reason for the change is based on:

- A recent program review
- Program Advisory Committee feedback
- Student feedback
- KPI results
- Accreditation or other regulatory requirements
- Shared curriculum
- Trends in the field/industry
- Other (please describe): Needs assessment due to the Program Development Launch Stage process

2.2 Does the change support the College's Strategic Framework (mission, vision, values)?

- Yes
- No (If no, please explain)

2.3 What strategic goal(s) does the proposed change support?

- Goal 1 – Enhance innovative practices for exceptional student learning
- Goal 2 – Manage enrolment growth
- Goal 3 – Optimize use of resources
- Goal 4 – Build sustainable sources of alternative revenue

3.0 Students

3.1 Will the change affect the cost of the program for students?

- Yes
- No

3.2 If yes, there will be an additional cost for:

- Materials (Include details):
- Equipment (Include details):
- Other (Please describe):

4.0 Program Learning Outcomes

4.1 Will the proposed change meet the Program Vocational Learning Outcomes? (Complete Appendix B and mark the changes in the mapping [e.g. red font])

- Yes
- No

4.2 Are there any implications related to progression because of pre-requisite courses (and/or co-requisite courses)?

- No
- Yes (If yes, please explain)

5.0 Relationships with Other Programs

5.1 Are any of the courses impacted by the change provided by another School (e.g., SLLS, LKSB) and/or delivered at another campus?

- No
- Yes

5.2 What Schools/Campuses will be impacted by the proposed change?

- Lawrence Kinlin School of Business
- School of Information Technology
- School of Contemporary Media
- School of Design
- School Digital and Performing Arts
- School of Tourism, Hospitality and Culinary Arts
- School of Community Studies
- School of Health Sciences
- School of Nursing
- School of Public Safety
- Donald J. Smith School of Building Technology
- Norton Wolf School of Aviation Technology
- School of Applied Sciences and Technology
- School of Transportation Technology and Apprenticeship
- School of Language and Liberal Studies
- English Language Institute
- London South Campus
- Simcoe/Norfolk Regional Campus

- St Thomas/Elgin Regional Campus
- Woodstock/Oxford Regional Campus
- Huron/Bruce Regional Sites

5.3 Will the change affect pathway agreements (e.g., bridging, articulations, laddering, advanced standing) with other Fanshawe program(s) and/or other institution(s)?

(Refer to the pathway agreements listed here: <http://transferagreements.fanshawec.ca/>)

- No
- Yes (If yes, indicate when you will notify the other Fanshawe program(s) and/or other institution(s) and the Pathways Coordinator in the Centre for Academic Excellence of the change)

5.4 If this program is a Co-Operative Education program, will the proposed change impact Co-op?

- No
- Yes (If yes, consult with the Co-op office prior to submission)

6.0 Resource Implications of Proposed Changes

6.1 Will the proposed change have staffing implications?

- No
- Yes (If yes, please explain)

6.2 Will the proposed change impact any of the Enabling areas?

- No
- Yes (If yes, please explain)

6.3 Will the proposed change affect space and/or technology requirements?

- No
- Yes (If yes, please explain)

7.0 General College Requirements

7.1 Are changes consistent with Colleges policies?

- Yes
- No (If no, please explain)

7.2 Will the program meet the General Education requirements (Policy A126) as listed below?

- No
- Yes

Local Certificate, Ontario College Certificate and Graduate Certificate - none required)	Diploma - 3 required (minimum of 1 must be an elective)	Advanced Diploma - 4 required (minimum of 2 must be electives)
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7.3 Will the program have 25% distinct curriculum to meet the Residency Requirement of 25% credit units? Consider all pathway agreements (e.g., bridging, internal articulations, laddering, advanced standing) with other Fanshawe programs and/or other institutions.

- No
 Yes

Note: In accordance with POLICY NUMBER: A122 Graduation from Approved College Programs

...to be eligible for any College Credential a student must be enrolled and complete at least 25% of that program’s credit units at Fanshawe College, unless stipulated differently by other approving bodies such as the Postsecondary Education Quality Assessment Board (PEQAB).

7.4 Indicate:

- i) Total program hours before proposed change: 780
ii) Total program hours after proposed change: 786
iii) Level(s) in which the proposed change(s) occurs: 2

7.4.1 Are the total program hours consistent with the requirements as listed below?

- Yes
 No (If no, please explain)

Local Certificate - 300 hours	Ontario College Certificate - 600 hours
Diploma - 1200 to 1400 hours	Advanced Diploma - 1800 to 2100 hours
Graduate Certificate - 600 hours	DOAA – 120 to 200 hours

Curriculum Modification – Appendix A

Degree Audit Report

Catalog: 2021/2022

Program: COS1	Name: Court Support Services
Department: PSF - Public Safety	
Academic Level: PS	
CCD: 7 - 2AcadSem/600-700 hrs	
Credential: Ontario College Certificate	
Grade Scheme: LG2	
Major: COS1 - Court Support Services	Div: FHS - Fclty of Hlth, Comm St, Public Sfty
Co-Op Indicator: N/A	

Academic Program Requirement

Total Credits: 47.20	Residency Reqmt: 12.00
GPA Requirement: 2.00	Residency Reqmt GPA: 2.00
Minimum Grade: D	

Academic Requirement: COS1.21 Court Support Services

Major: COS1
Grade Scheme: LG2
Minimum GPA: 2.00
Minimum Grade:
Subrequirement: Level 1

Take all of the following Mandatory Courses:

	Total Hours	Total Credits	GE
LAWS-1091 Court Clerk-OCJ Criminal	45.00	3.00	
COMM-1146 Professional Communication & Courtroom 1	75.00	5.00	
COMP-1551 Computers & Courtroom Technology	45.00	3.00	
LAWS-1092 Court Clerk/Registrar-Family Court 1	60.00	4.00	
LAWS-1093 Canadian Legal System-Intro	45.00	3.00	
LAWS-1094 Court Reporter 1	60.00	4.00	

Subrequirement: Level 2

Take all of the following Mandatory Courses:

	Total Hours	Total Credits	GE
LAWS-1095 Court Registrar-SCJ Civil & Criminal	60.00	4.00	
LAWS-1096 Transcription	45.00	3.00	
LAWS-3064 Court Clerk/Registrar-Family Court 2	60.00	4.00	
LAWS-1097 Clerk/Reporter-Provincial Offences	60.00	4.00	
LAWS-3065 Court Reporter 2	45.00	3.00	
COMM-3088 Professional Communication & Courtroom 2	60.00	4.00	
FLDP-1045 Court Support Field Placement – Intro	5.00	1.00	

Subrequirement: Level 3

Take the following Mandatory Course:

	Total Hours	Total Credits	GE
FLDP-5023 Court Support Services Field Placement	120.00	3.20	

Subrequirement: Program Residency

Degree Audit Report

Students Must Complete a Minimum of 12 credits in this program at Fanshawe College to meet the Program Residency requirement and graduate from this program



School Of Public Safety May 18, 2021

Approved By Chair/Manager:

Department and Date:

Approved by Dean:

Date:

General Education Approved By(as appropriate):

Date: