

MEMORANDUM, DCD #22, 2020-21

To: Chairs and Academic Director
Cc: Chairs' and Academic Director's Assistants, Departmental Assistants
VP Dean's Group
From: Katherine R. Larson, Vice-Dean Teaching, Learning, & Undergraduate Programs *Katherine R. Larson*
Mary T. Silcox, Vice-Dean Graduate & Postdoctoral Studies *MS*
Date: 3 May 2021
Re: **Campus Curriculum Committee (CCC), Revised Structure and Terms of Reference**
Note: For distribution broadly

The University of Toronto Scarborough Campus Curriculum Committee (CCC) is an advisory body to the Office of the Vice-Principal Academic & Dean that functions at the median stage between the academic units (through the Departmental Curriculum Committees) and governance; it is not a committee or a sub-committee of the U of T Scarborough Campus Council.

The CCC was established in June 2017 (see [DCD #15, 2016-17](#)). Following a review and report in 2020, the CCC is being re-introduced, effective the 2021-22 academic year, with a revised structure that reflects the recommendations made in the Fall 2020 report and following consultation with the Vice-Principal Academic & Dean, U of T Scarborough academic Chairs and Director, and Tri-campus Deans & Vice-Deans. Going forward, the CCC will focus on increased engagement with academic units early in the proposal stages of curriculum development to serve as an effective guide and resource for departmental program planning.

To work towards this goal, the CCC is revising its membership and structure, effective the 2021-2022 academic year. The membership is being expanded to include representatives from all academic units, the Office of the Vice-Principal Academic & Dean, the Office of the Registrar, the Academic Advising & Career Centre, AccessAbility Services, Centre for Teaching & Learning, and the Arts & Science Co-op Office.

In June, the Vice-Dean Graduate & Postdoctoral Studies, Associate Dean Undergraduate Programs & Curriculum and Academic Programs Officer will review and confirm the Committee membership for the upcoming curriculum cycle. A request for membership confirmation will be sent to the heads of all academic units in the coming weeks.

In early September, the Programs & Curriculum Coordinator (PCC) will request from each academic unit, a brief report for review by the Committee, outlining all planned curricular changes for the upcoming curriculum cycle. The report should include new programs, new courses, proposed major and minor modifications to existing programs and courses, as well as an overview of the overarching direction of curriculum changes, including how the changes respond to the campus strategic goal of inclusive excellence. The PCC will distribute a report template to all academic units. The CCC will review these reports and provide feedback on each academic unit's planned changes as modification proposals are being prepared. This will allow the CCC to engage in and fulfill a more consultative function at earlier stages in the curriculum development process.

The annual CCC meeting will be scheduled in late September/early October and will focus on campus-wide consultation on the proposed changes, particularly with the chairs of all undergraduate/graduate departmental curriculum committees who sit on the CCC.

Please review the attached revised CCC Terms of Reference and the report template for further information.

Questions about the changes to the CCC should be directed to Vice-Dean Larson (vdundergrad.utsc@utoronto.ca) and Vice-Dean Silcox (vdgraduate.utsc@utoronto.ca).