

**MEMORANDUM, DCD#26, 2021-2022**

To: Chairs and Academic Directors  
 From: Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs  
 vdundergrad.utsc@utoronto.ca  
 Date: 14 June 2021  
 Re: 2022-23 Undergraduate Call for Curriculum  
 Note: For distribution broadly

This is a formal request for undergraduate curriculum change proposals for the 2022-23 academic year. The deadlines for submission are provided below. Given the high volume of curricular change submissions, the *Calendar* production schedule, and the requirements of governance, please take note of the deadlines that the Dean's Office will need to follow.

Proposal Type	Deadline
Major modifications and associated new courses	Monday August 16, 2021
Minor modifications, including: minor program changes to existing programs; new courses not associated with new programs and major modifications; course retirements; and course changes	Monday October 18, 2021
Out-of-cycle New Courses to be offered in Winter 2022	Monday September 13, 2021
Out-of-cycle New Courses to be offered in Summer 2022	Thursday January 10, 2022
Out-of-cycle New Courses to be offered in Fall 2022	Monday April 25, 2022

Proposals for brand new undergraduate programs and program closures are handled on an ad hoc basis. Chairs and Directors should reach out to the [Associate Dean Undergraduate Programs and Curriculum](#) or the Academic Programs Officer [Annette Knott](#) as early as possible to discuss the proposal. Proposals for new programs and some major modifications require a “greenlight” meeting for the academic unit with the Dean's Office to review the proposal, and in particular its resource implications, before they can proceed.

Proposals for new programs, major modifications [new freestanding Minor; new Major or Specialist where there is an existing Major or Specialist; modifications to an existing program, including adding or closing formal streams; new Combined Degree programs; new Double Degree programs], program closures, and minor modifications to introduce a new Minor where there is an existing Major or Specialist **must be submitted on the appropriate proposal template, in MS Word format**; templates can be requested from the Academic Programs Officer.

All minor program modifications (except a new Minor where there is an existing Major or Specialist), and all types of course proposals (new courses, course changes, course retirements/deletions) **must be submitted to the Dean's Office through the Curriculum Manager (CM) system**. Proposal templates (in Word format)

will be available for departmental use on the Dean's [website](#) or from the Programs and Curriculum Coordinator [Melissa Pullara](#) by the end of July.

2021-2022 will be a transitional year as we emerge out of the pandemic context, with many courses still continuing online in Fall 2021 and in-person offerings expanding as we plan for Winter 2022. Departments are reminded that the default mode of delivery for courses at UTSC is in-person. As of 2022-2023, any changes or additions to the mode of delivery for existing courses or course sections that will extend beyond the pandemic must be reported to governance. This includes formal changes to “hybrid” delivery, which are reported to governance for information, and changes to fully “online” delivery, which are submitted to governance for approval. A course change proposal to change or add “hybrid” or “online” as a mode of delivery for a course or course section in 2022-2023 must be submitted by the deadline for Undergraduate Minor Modifications in October 2021. Changes to existing tutorial sections do not require a course change proposal.

Guidelines for determining “mode of delivery” and related governance processes will be distributed in early July; these guidelines can be used assist departments to determine any necessary curricular changes for the 2022-2023 cycle.

Additionally, this year, with the restructuring of the Campus Curriculum Committee (CCC) all departments will be required to submit a summary report briefly outlining all curriculum changes being proposed for the 2022-2023 curriculum cycle, including minor modifications; a report template will be provided, which also aims to support departments in embedding an inclusive excellence lens into the early stages of course and program planning. The formal request for your departmental report will be issued in August, with a request for submission in late September. The CCC (including the Chair of your Departmental Curriculum Committee) will meet in late September/early October 2021 to discuss the proposed changes and provide feedback for departments to consider before finalizing their proposals. For more information on the revised CCC, its terms of reference, and the report template, please see [DCD#22 2020-2021](#).

If you have any questions or require assistance in the preparation of submissions, please do not hesitate to contact [Annette](#) or [me](#).