


**MEMORANDUM, DCD#27 2021-22**

To: Graduate Chairs  
 From: Mary Silcox, Vice-Dean Graduate & Postdoctoral Studies   
 Date: 14 June 2021  
 Re: 2022-23 Graduate Call for Curriculum and SGS Calendar Production Deadlines  
 Note: For distribution broadly

This is a formal request for graduate minor curriculum change proposals for 2022-23. Minor curriculum changes include minor modifications to existing programs, new courses, changes to existing courses and course retirements. Proposal templates for minor program modifications are available from the Academic Programs Officer [Annette Knott](#). Please note that the curriculum committee of the graduate units must approve all proposals before they are submitted to the Office of the Vice-Principal Academic & Dean.

The deadlines for submission are provided below. Given the SGS *Calendar* production schedule, and the needs of governance, the Office of the Vice-Principal Academic & Dean will adhere strictly to these deadlines.

Activity	Deadline
Academic unit submits minor modification proposals Reminders: <ul style="list-style-type: none"> <li>proposals for program changes should be submitted to the VP Dean's Office on the appropriate form;</li> <li>all course proposals should be submitted through the CM system</li> </ul>	<b>Tuesday December 14, 2021</b>
Proposals requiring governance approval are brought to AAC	<b>Wednesday February 9, 2022</b>
Revised SGS Calendar entries are distributed to Graduate Chairs for review	<b>Monday February 14, 2022</b>
Graduate Chairs submit confirmed Calendar copy to VP Dean's Office	<b>Monday March 7, 2022</b>
VP Dean's Office submits final Calendar copy to SGS	<b>Friday March 25, 2022</b>

Proposals for new graduate programs, all types of major modifications, and program closures will be handled on an ad hoc basis. Graduate Chairs should reach out to the [Vice-Dean Graduate & Postdoctoral Studies](#) as early as possible to discuss the proposal.

Proposals for new programs and major modifications [modifications to existing programs, including adding or closing fields/concentrations; and new Collaborative Specializations] must be given the green light to proceed by the Vice-Dean Graduate & Postdoctoral Studies. A meeting with the Vice-Dean will be scheduled to review the proposal, and in particular its resource implications.

All submissions for new programs, major modifications, program closures, and minor modifications to existing programs **must be submitted on the appropriate proposal template, in MS Word format, to the Academic Programs Officer**. All course proposals (new, changes, retirements/deletions) **must be submitted to the VP Dean's Office through the Curriculum Manager (CM) system**.

2021-22 will be a transitional year as we emerge out of the pandemic context, with many courses 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 U of T Scarborough is in-person. As of 2022-23, 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 2022-23 must be submitted by the deadline for Graduate Minor Modifications in December 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 2022-23 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 2022-23 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 2020-21](#).

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