University of Toronto Scarborough
Campus Curriculum Committee (CCC)
Framework and Terms of Reference

Background
The U of T 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), through the consolidation of the Decanal Undergraduate Curriculum Committee (DUCC) and the Decanal Graduate Curriculum Committee (DGCC) (both established in 2013-14). 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, and U of T Scarborough Chairs and Academic Director, and Tri-campus Deans & Vice-Deans. Going forward into 2021-2022, 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.

Purpose
Co-chaired by the Vice-Dean Graduate & Postdoctoral Studies (VDGPS) and the Associate Dean Undergraduate Programs & Curriculum (ADUPC), the CCC's primary responsibilities are:

1. To review all proposals for academic change submitted by all U of T Scarborough academic units in response to the annual Calls for Curriculum. These changes include:

    *   All new programs, both undergraduate and graduate;
    *   All major modifications to existing programs, both undergraduate and graduate;
    *   Any closure of programs, both undergraduate and graduate;
    *   All minor modifications to existing programs and courses, new courses, and course retirements, both undergraduate and graduate;
    *   All changes to U of T Scarborough academic regulations and practices, as proposed by the Office of the Vice-Principal Academic & Dean, Office of the Registrar, and U of T Scarborough academic units.

2. To advise the VDGPS and ADUPC on the content, quality, and feasibility of proposed curricular changes, ensuring consistency with U of T Scarborough's mission, policies, and educational goals, anchoring an inclusive excellence lens into curriculum development;

3. To identify any potential challenges related to the proposed changes for academic units beyond the home unit of the programs and/or courses;

4. To identify and analyze trends in curriculum reflected in departmental and unit submissions; and

5. To support departments in embedding U of T Scarborough's commitment to inclusion, accessibility, and anti-racism across programs, both in terms of curricular content and pedagogical approaches.

Procedure
To fulfill the purpose cited above, the CCC will implement the following procedures:

1. **Annually, in June**, the VDGPS, ADUPC and Academic Programs Officer will review and confirm the Committee membership for the upcoming curriculum cycle.

2. **Annually, 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. To facilitate this request, the PCC will distribute a report template to all academic units.

   - Reports should include any new program and major modification proposals that have already been submitted to the Office of the Vice-Principal Academic & Dean, and all minor modification proposals that will be submitted, by the deadlines for the upcoming curriculum cycle, both through the Curriculum Management system and directly to the Office of the Vice-Principal Academic & Dean.

   - The CCC membership will review the reports to become more informed of each academic unit's planned changes as modification proposals are being prepared. This will allow the CCC:

     o To engage in and fulfill a more consultative function at earlier stages in the curriculum development process by providing feedback on departmental plans for academic change; and
     o To encourage increased engagement with curricular development among CCC members.

   - The reports will include:

     o A brief description of the overarching direction of curriculum changes, including how the changes respond to the campus strategic goal of inclusive excellence;
     o A brief description of any new programs and major modifications;
     o A brief description of any new courses, including requisites;
     o A brief description of all minor modifications to existing programs and courses, and all course retirements/closures. The focus of the descriptions will be on any changes that may impact any academic units beyond the home academic unit; and
     o A brief description of how the proposed changes address and reflect inclusion, accessibility, anti-racism, and decolonization.

   - Reports will be due in the final week of September and will be distributed to the membership by the PCC.

3. **The CCC will meet once, annually, in the first week of October:**
   - The primary focus of the meeting will be on campus-wide consultation, particularly with the chairs of all undergraduate/graduate departmental curriculum committees who sit on the CCC.
   - The CCC will use this meeting to review the reports submitted by each of the academic units on their proposed changes for the upcoming year.
   - The meeting will be scheduled by the Administrative Assistant in the Office of the Vice-Principal Academic & Dean.

     Membership
   - Vice-Dean Graduate & Postdoctoral Studies (Co-Chair)
   - Associate Dean Undergraduate Programs & Curriculum (Co-Chair)
   - The chairs of all undergraduate/graduate departmental curriculum committees
   - VP Academics of the SCSU, or designate
   - President of GSAS, or designate
   - Director of Centre for Teaching & Learning (CTL), or designate
   - Assistant Dean, Student Success, or designate (for AA&CC)
   - Registrar and Assistant Dean, or designate (for the Registrar's Office)
   - Director, Arts & Science Co-Op, or designate
   - Director, Access*Ability*, or designate
   - Director, Office of the Vice-Principal Academic & Dean
   - Academic Programs Officer, Office of the Vice-Principal Academic & Dean
   - Campus Graduate Administrator, Office of the Vice-Principal Academic & Dean
   - Programs & Curriculum Coordinator, Office of the Vice-Principal Academic & Dean