


MEMORANDUM, DCD #21, 2021-22

To: Graduate Chairs, University of Toronto Scarborough
 From: Professor Mary T. Silcox, Vice-Dean Graduate & Postdoctoral Studies 
 Date: 10 January 2022
 Re: 2023-24 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 2023-24. 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. 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"> proposals for program changes should be submitted to the VP Dean's Office on the appropriate form; all course proposals should be submitted through the CM system 	Tuesday, 13 December 2022
Proposals requiring governance approval are brought to AAC	Cycle 4—Early February 2023
Revised SGS Calendar entries are distributed to Graduate Chairs for review	Mid-February 2023
Graduate Chairs submit confirmed Calendar copy to VP Dean's Office	Early March 2023
VP Dean's Office submits final Calendar copy to SGS	Friday, 24 March 2023

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 Academic Programs Officer through the Curriculum Manager (CM) system**.

As we continue to transition out of the pandemic context and towards a return to in-person learning, the Provost's Office is in the process of developing more robust guidelines around online and hybrid modes of delivery, which they aim to finalize by the end of the Winter 2022 term. Once distributed, departments are encouraged to refer to the revised guidelines when considering changes to a course's mode of delivery for the 2023-2024 academic year. Academic units will have the option of running proposed post-pandemic courses online during 2022-2023, however formalized changes to a course's post-pandemic mode of delivery for 2023-2024 will require a proposal submission to the Academic Programs Officer and will be brought concurrently to Academic Affairs Committee for governance approval. Departments should plan any such changes with an eye to the overall curriculum. Departments will also need to assess the number of courses planned for online delivery to determine whether a [Major modification](#) to the overall program(s) may be needed (e.g. if required courses are affected). Please reach out to the VP Dean's Office for guidance as departments are engaging in these conversations.

Additionally, as with the 2022-2023 academic year, all departments are reminded that they will be required to submit a summary report to the Campus Curriculum Committee (CCC), briefly outlining all curriculum changes being proposed for the 2023-24 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 2022 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 [me](#).