

**MEMORANDUM DCD #11, 2022-23**

To: Chairs, University of Toronto Scarborough  
Cc: Chairs' Assistants, Undergraduate Coordinators & Departmental Assistants  
From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs  
Date: 7 December 2022  
Re: **Winter Resources**  
Note: For broad distribution

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Dear colleagues,

I am enclosing below some updates and reminders of resources to support departments and faculty in planning for Winter courses. Please share this information with faculty and TAs who will be teaching next term.

- 1) **Absence self-declaration form:** The student absence self-declaration form will continue to be in effect in the Winter term, with the duration period shortened from 14 days to 7 days. Faculty members should not be requesting verification of illness forms to reduce pressures on the Health & Wellness Centre and on the broader health care system. A revised, longer-term version of the absence self-declaration form is being developed for Fall 2023.
- 2) **Resources for students:** As we continue to navigate the transition back to in-person learning along with the evolving pandemic context, a consolidated list of student support resources developed by the Office of Student Experience & Wellbeing can be found on the [Healthy Campus](#) website. The Centre for Teaching & Learning also offers a range of [academic learning supports](#) for students, including English language development; writing; math, and stats; and facilitated study groups.
- 3) **Resources for faculty for Winter syllabus preparation:**
  - [Centre for Teaching & Learning resources for faculty](#) on course design, universal design for learning (UDL), anti-racist pedagogy, academic integrity, and more.
  - [UTSC Academic Handbook for Faculty and Staff](#)
  - Faculty [Quick Links](#)
  - [UTSC Campus Curriculum Review Working Circle Report](#) (resource hub coming in January)

A reminder that preliminary syllabus information and exam requests for the Winter term should be uploaded to the Course Information System by **16 December** to enable Chairs to review marking schemes and exam exemption requests prior to the start of term in January. For faculty who might be interested in having students write in-person exams on secured laptop computers in the Winter term, we encourage you to consider [ExamSoft](#) as an option. For information or a demo, please contact [quercus@utsc.utoronto.ca](mailto:quercus@utsc.utoronto.ca)

Thank you for your leadership this term and for all of your support of faculty, staff, and students. We wish you a restful and festive holiday.



**Katherine R. Larson**

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