

MEMORANDUM DCD #12, 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
Professor David Zweig, Vice-Dean Recruitment, Enrolment & Student Success

Date: 4 January 2023

Re: Artificial Intelligence Tools and Course Planning

Note: For distribution broadly to all Instructors and Teaching Assistants Teaching in Winter 2023

Dear colleagues,

Happy New Year!

We are writing to ensure that your departments are aware of the growing use of advanced Artificial Intelligence (AI) tools that are now widely available. These include chatbot tools such as ChatGPT, writing and bibliographical assistants such as Moonbeam and Elicit, and computational tools such as WolframAlpha.

As faculty are finalizing syllabi for the Winter term, it will be important to consider the implications of these tools for student learning and academic integrity when designing assessments and exams. Faculty may wish to draw on pedagogical strategies such as increased in-person writing opportunities; scaffolding of assignments to help build knowledge of students' work; detailed prompts for reflection and analysis that are closely tied to course texts and learning outcomes; and assignments that invite students to engage critically with these AI tools. The [Centre for Teaching & Learning's](#) team of educational developers is available for consultations about assessment design.

For faculty planning computer-based or online tests and exams this Winter, we encourage you to consider [ExamSoft](#), which secures laptop browsers while students write their assessments in person. If you are interested in using ExamSoft for your course(s), please contact quercus@utsc.utoronto.ca.

Members of the University administration are working diligently to understand and address the short-and longer-term implications of these new AI tools on pedagogy and learning assessment. As we understand more about the capabilities of these tools, we will be updating faculty on best practices that will preserve academic integrity and support learning outcomes.

Kind regards,



Katherine R. Larson
Vice-Dean Teaching, Learning &
Undergraduate Programs



David Zweig
Vice-Dean Recruitment, Enrolment &
Student Success