

## MEMORANDUM DCD #14, 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: 1 February 2023

Re: **Artificial Intelligence FAQs and Faculty Office Hours**

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

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Dear colleagues,

Further to [DCD #12](#) and [DCD #13](#) and discussions at Joint CAD, we are writing to provide additional artificial intelligence resources to assist faculty and TAs. As with earlier communications, please ensure this information is circulated to all instructors and TAs who are teaching in your department this term.

### ChatGPT and Generative AI in the Classroom - FAQs

The Office of the Vice-Provost Innovations in Undergraduate Education has set up an [FAQ resource page](#) to assist in answering questions regarding the latest generation of Artificial Intelligence (AI) systems, supporting instructors as they adapt their pedagogy in response to this emerging technology.

### Faculty Office Hours - AI Systems

To further address questions faculty and TAs may have, we will be hosting a Faculty Office Hours on **Monday, 13 February, 4pm-5pm** to discuss questions related to emerging artificial intelligence technologies and their implications for assessment design and academic integrity. Please [RSVP online](#) and an MS Teams link will be provided.

### Designing Assessments in the Age of AI

The Centre for Teaching Support & Innovation is hosting an interactive session on **Tuesday, 28 February, 2pm-4pm**. Instructors from a variety of disciplines will have the opportunity to focus on written assignments and share teaching strategies that support student learning in the context of artificial intelligence. [Register online](#).

### ExamSoft

A reminder for faculty who are planning computer-based or online tests and exams, we strongly encourage the use of ExamSoft. Requests for ExamSoft for the Winter 2023 term should be [submitted to the Centre for Teaching & Learning no later than 3 February](#) if considering the platform for a midterm test, and with **3 March** as the final cut-off for requests for final exams.

Kind regards,



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



**David Zweig**  
Vice-Dean Recruitment, Enrolment &  
Student Success