

MEMORANDUM, DCD#11, 2023-2024

To: Chairs, University of Toronto Scarborough
 Cc: Undergraduate Coordinators & Departmental Assistants
 From: Professor Karen McCrindle, Acting Vice-Dean Teaching, Learning & Undergraduate Programs
 Date: 31 January 2024
 Re: Call for Undergraduate Curriculum for 2025-26 Calendar
 Note: For distribution broadly



This is a formal call for undergraduate curriculum change proposals for the 2025-26 academic year. Note the submission timings when planning within your unit for changes.

Proposal	Final Submission Date
Major modifications and associated new courses	Friday, 14 June 2024
Minor modifications , including: <ul style="list-style-type: none"> • minor program changes to existing programs • new courses • course retirements • course title, pre-requisite, description • course mode of delivery 	Friday, 25 October 2024
Out-of-cycle New Courses (to be submitted only if needed for a new faculty member) <ul style="list-style-type: none"> • to be offered in Winter 2025 • to be offered in Summer 2025 • to be offered in Fall 2025 	Friday, 13 September 2024 Friday, 10 January 2025 Friday, 18 April 2025

Most changes will be minor modifications. We are pleased to announce that we have moved the minor modification deadline to later in October to provide more space for departments to finalize their proposals. Additional details about preparing significant changes such as major modifications, new Certificates, new programs or program closures are provided. Please reach out to the [Associate Dean Undergraduate Programs & Curriculum](#) as early as possible to discuss these proposals before submission.

Submission of proposals

All minor modifications and out-of-cycle new courses are submitted **directly via Curriculum Management (CM)**. Proposal templates are available to help draft new courses. Contact your Departmental Programs & Curriculum Coordinator at programs.curriculum.uts@utoronto.ca for help with proposal creation. For more information - [Programs and Curriculum web page](#). Other proposal types are submitted via MS Word document for review and revision.

Major modifications, new Minors and Certificates

Types of [major modifications](#) include:

- new freestanding Minors
- new Major or Specialist where there is an existing Major or Specialist

- significant restructuring or modifications to an existing program, including adding or closing formal streams
- new Combined Degree programs
- new Double Degree programs

Proposals to introduce a new [Certificate](#) in-conjunction with an undergraduate program are minor modifications but require more significant documentation. Contact programs.curriculum.utsc@utoronto.ca for MS Word proposal templates.

New programs and program closures

Proposals for [new undergraduate programs](#) and [program closures](#) are handled on an ad hoc basis. New programs require a preliminary meeting between the academic unit and the Office of the Vice-Principal Academic & Dean (VP Dean's Office) to review the proposal, particularly its resource implications, before they proceed to proposal development. Note that new program development involves many stages and takes at least 3 years to complete.

UTSC Campus Curriculum Committee (CCC)

All Departments are asked to submit in September a summary of planned changes to the UTSC Campus Curriculum Committee (CCC), briefly outlining curriculum changes being proposed for the 2024-2025 Calendar. The CCC is a consultative group that will meet in early October 2024 to discuss the proposed changes and provide feedback to Departments before finalizing their proposals. The formal request will be issued in August, along with a report template. For more background about the CCC - [DCD#22 2020-2021](#).

Responding to the Recommended Actions of the Campus Curriculum Review

Recommended Action 1 of the [Campus Curriculum Review](#) is that the University of Toronto Scarborough prioritizes, across all disciplines and at a systemic level, attention to curricular content to consider where and how students are encountering diverse knowledges. We ask Departments to reflect in curriculum change proposals how changes will support the priorities of the Campus Curriculum Review, including equity, accessibility, anti-racism, anti-colonialism and Indigeneity, and student mental health and well-being.

Mode of delivery of courses and programs

The standard mode of delivery for undergraduate courses will be in-person. However, there may be compelling pedagogical rationale for developing a new course (or modifying an existing course) to a hybrid or online format. There may also be good rationale to offer some courses online (in Summer only) to improve access for U of T Scarborough students as well as non- U of T Scarborough students. Such proposals should be planned with careful attention to the impact to the student experience and overall curriculum (i.e., mindful that no more than 30% of the credits earned in a program can be from online courses). Please contact the VP Dean's Office for further guidance and consultation, as appropriate.

If you have any questions or require assistance in the preparation of submissions, please do not hesitate to contact [me](#).