MEMORANDUM, DCD #16, 2021-22

To: Graduate Chairs
From: Professor Rene Harrison, Vice-Dean Graduate & Postdoctoral Studies
Date: 8 March 2023
**Re: Call for Graduate Curriculum for 2024-25 and School of Graduate Studies (SGS) Calendar
Production Deadlines**
Note: For distribution broadly

This is a formal call for graduate minor curriculum change proposals for 2024-25. Minor curriculum changes include minor modifications to existing programs, new courses, changes to existing courses, and course retirements. Given the School of Graduate Studies (SGS) *Calendar* production schedule, and the needs of governance, the Office of the Vice-Principal Academic & Dean <u>will adhere strictly to the deadlines provided</u>.

Proposal [templates for minor program modifications](#), and [guidance on types of changes](#), are available from the Vice Provost, Academic Programs' website. Please note that proposals must be approved by the curriculum committee of the graduate units before they are submitted to the Office of the Vice-Principal Academic & Dean (VP Dean's Office).

Submission	Final Submission Date
Academic unit submits minor modification proposals Reminders: • 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 Curriculum Manager (CM) system	Monday, December 11, 2023
Revised SGS Calendar entries distributed to Graduate Chairs for review	December 2023 - January 2024
Proposals requiring governance approval are brought to Academic Affairs Committee (AAC)	February 2024 (Cycle 4)
Graduate Chairs submit confirmed Calendar copy to VP Dean's Office	Early March 2024
VP Dean's Office submits final Calendar copy to SGS	Late March 2024

Submission of proposals
Course proposals (new, changes, retirements) may be submitted online via the Curriculum Management (CM) system. Please contact Programs & Curriculum Coordinators at programs.curriculum.utsc@utoronto.ca for help with proposal creation.

All submissions for minor modifications to existing programs, new programs, major modifications, and program closures, and must be submitted on the appropriate proposal template, in MS Word format, to the Academic Programs Officer. Templates are available on the Vice Provost, Academic Programs' [website](#).

Guidance on new programs, major modifications, and program closures
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.

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 2023 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 please see DCD#22 2020-2021.

Responding to the Recommended Actions of the Campus Curriculum Review
Recommended Action 1 of the Campus Curriculum Review is that U of T 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
As we continue to transition out of the pandemic context and return to in-person learning, U of T Scarborough is assessing changes to mode of delivery of courses based on pedagogical rationale. These changes should be planned with an eye to the impact to overall curriculum, student experience and impact to programs. 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 Office of the Vice-Principal Academic & Dean for guidance as you are engaging in these conversations.

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