MEMORANDUM, DCD #17, 2022-2023

To: Chairs and Academic Directors
Cc: Undergraduate Coordinators
From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs
Date: 9 March 2023
Re: **Call for Undergraduate Curriculum for 2024-25 Calendar**
Note: For distribution broadly

This is a formal call for undergraduate curriculum change proposals for the 2024-25 academic year. Please take note of the submission timings when planning within your unit for changes.

Proposal	Final Submission Date
Major modifications and associated new courses	Monday 19 June 2023
Minor modifications, including: • minor program changes to existing programs • new courses • course retirements • course title, pre-requisite, description • course mode of delivery	Monday 16 October 2023
Out-of-cycle New Courses (to be submitted only if needed for a new faculty member)	
• to be offered in Winter 2024	Monday 11 September 2023
• to be offered in Summer 2024	Monday 8 January 2024
• to be offered in Fall 2024	Monday 22 April 2024

Most changes will be minor modifications. Details are included about preparing significant changes such as major modifications, new Certificates, new programs or program closures. 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 Manager (CM)**. Proposal templates are available to help draft new courses. Please contact your Departmental Programs & Curriculum Coordinator at programs.curriculum.utsc@utoronto.ca for help with proposal creation. 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 Minor where there is an existing Major or Specialist, and for a new [Certificate](#) in-conjunction with an undergraduate program, are minor modifications but require more significant documentation. Please 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, and in particular 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 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 VP Dean's Office for guidance as you are engaging in these conversations.

Online courses can play a particularly important role in the summer term, and departments are asked to consider summer programming as an explicit component of potential long-term additions or changes to mode of delivery.

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