

UTSC Guidelines: Undergraduate Curriculum Minor Modifications and Requesting Resources

When academic units submit their undergraduate curriculum minor modification proposals to the Office of the Vice-Principal Academic & Dean, one of our primary considerations, as we review each proposal, is resources. Specifically, we need to understand two key factors:

1. What resources are needed to support the change; and
2. How the academic unit will provide these resources.

Academic units must explicitly speak to both of these factors in their curriculum change proposals. It is the responsibility of the Departmental Curriculum Committees to ensure the curriculum change proposals include this information, and that any requests for new resources have been reviewed and approved by the Chair/Director.

Table 1, below, gives a brief overview of the most common types of undergraduate curriculum minor modifications that have resource implications, and highlights the resources needed and factors to consider when initiating these changes.

Table 1: Types of Curriculum Change and Resource Implications

Type of Change	Resources Needed	Factors to Consider* * Please see item 2, under <i>Process for Identifying and Requesting Needed Resources</i> , for additional guidance.
Introducing a new course	Teaching	<i>Who will teach the course?</i> <ul style="list-style-type: none"> • Will the course be taught by a regular faculty member, or a sessional? • If the course will be taught by a regular faculty member, is it replacing a course that member already teaches? If yes, who will teach the older course? • If the course will be taught by a sessional, where will the funds come from: the academic unit's existing budgets, or is the academic unit seeking new funding from the Dean?
	TA support	<i>Does the course require TA support?</i> <ul style="list-style-type: none"> • If yes, how many hours? • If yes, where will the funds come from: the academic unit's existing budgets, or is the academic unit seeking new funding from the Dean?
	Special equipment, infrastructure and space	<i>Does the course require special equipment or infrastructure support?</i> <ul style="list-style-type: none"> • If yes, what exactly does it need, and what is the budget for it?
	Ancillary fees	<i>Will the course include ancillary fees?</i> <ul style="list-style-type: none"> • If yes, what for and how much?
Changing the mode of delivery	TA support	<i>Are you adding tutorials to a course that did not previously have them?</i> <ul style="list-style-type: none"> • If yes, how many hours of TA support are needed?

in an existing course	Labs/Online	<p><i>Are you adding a lab or online component to the course? Or changing a course from a lecture to a lab, or in-class to online?</i></p> <ul style="list-style-type: none"> If yes, what additional resources are needed to support this change?
Other types of course changes	Special equipment, infrastructure and space	<p><i>Does the course need any new special equipment or infrastructure support?</i></p> <ul style="list-style-type: none"> If yes, what exactly does it need, and what is the budget for it?
	Ancillary fees	<p><i>Are you adding a new ancillary fee?</i></p> <ul style="list-style-type: none"> If yes, what for and how much?
	Enrolment limits	<p><i>Are you adding, removing, or revising the enrolment limits for a course?</i></p> <ul style="list-style-type: none"> Will the course require additional TA support, or TA support for the first time; if yes, how many hours of TA support will be needed? Will the course require less, or no TA support; if yes, how many hours will be freed up?

Other types of curriculum change proposals that have resource implications will be handled on an ad hoc basis, including:

- New programs;
- Major modifications to introduce new Major or Specialist programs where there is an existing Major or Specialist program;
- Major modifications to introduce changes to an existing Major or Specialist program;
- Major modifications to introduce a new freestanding Minor; and
- Minor program modifications to introduce a new Minor where there is an existing Major or Specialist program.

Process for Identifying and Requesting Needed Resources

Academic units should undertake the following steps **before submitting their undergraduate curriculum minor modification proposals**:

1. Bearing in mind the prompts in Table 1 above, Departmental Curriculum Committees must be able to clearly identify all of the resources needed to support each of the undergraduate minor curriculum changes.
2. The departmental Business Officer must be consulted before any requests for new/additional funds are submitted to the Office of the Vice-Principal Academic & Dean for approval. Business Officers will carefully review the departmental budgets, and should consult with the Manager Academic Finance in the Office of the Vice-Principal Academic & Dean. In particular, the following should be noted:
 - a. It is recommended that academic units find any necessary stipendiary and TA support resources they will need for any new courses or course changes, including changes to the mode of delivery, within their existing budgets whenever possible. Sources of funding could

- come from retiring courses that have not been offered in the past five years, cancellation of courses with low enrolments, and the regular cycling or rotation of courses.
- b. The funds to cover the costs of special equipment or infrastructure will normally come from the academic unit's own operating budget. Please consult with your Business Officer, and confirm in your proposal that the necessary funds have been allocated.
 - c. Academic units are cautioned that ancillary fees must be approved through the annual Ancillary Fees Update Process, which is conducted each Fall term. Please consult with your Business Officer about this process, and confirm in your proposal that the ancillary fees have been approved.
3. Where proposed changes require new resources from the VP Dean:
- a. The Departmental Curriculum Committee must apprise the Chair/Director of the resource request and the Chair/Director must approve the request; this approval should be explicitly indicated in the proposal;
 - b. The resource request must be explicitly identified in the curriculum change proposal submitted to the Office of the Vice-Principal Academic & Dean;
 - c. The Academic Programs Officer/Programs and Curriculum Coordinator will bring the resource request to the attention of the Associate Dean, Undergraduate Programs and Curriculum;
 - d. The Associate Dean, Undergraduate Programs and Curriculum will consult with the Manager Academic Finance, and as needed with the Vice-Dean, Teaching, Learning and Undergraduate Programs and the VP Dean;
 - e. The Associate Dean, Undergraduate Programs and Curriculum will apprise the Academic Programs Officer/Programs and Curriculum Coordinator of the final decision regarding the resource request;
 - f. The Academic Programs Officer/Programs and Curriculum Coordinator will update the curriculum change proposal, and communicate the decision to the academic unit and Business Officer.