



MEMORANDUM, DCD #15, 2010-11

Date: 9 February 2011

To: Department Chairs

From: John Scherk, Vice-Dean Undergraduate

Re: Curriculum Cycle

Cc: Professor Rick Halpern, Lesley Lewis

For the coming curriculum cycle the Dean's Office is proposing a number of changes. The purpose of these changes is to increase responsibility for curriculum development at the departmental level, to increase consultation between programs and departments, to facilitate compliance with the UTQAP, and to reduce bureaucracy.

1. Each department will establish a curriculum committee, which may either take the form of a committee of the whole department or be a separate committee drawn from faculty members in the department. The departmental staff member who looks after curricular matters should attend meetings of the committee. The committee chair should be a senior member of the departmental teaching staff and is expected to be well-informed about curricular developments and capable of representing the department in all curricular matters. The chair should also be responsible for ensuring appropriate consultation with other departments, disciplines, and programs that might be affected by, or have an interest in, a particular proposal.
2. To further facilitate consultation, all proposals for new programs and major modifications of existing programs will be tabled at the first Academic Committee meeting in September. Following this, these proposals will be posted on the Dean's website. All faculty with concerns or comments about a proposal will be encouraged to contact the department sponsoring the proposal.
3. In response to the requirements of the UTQAP we have adjusted the timelines for curricular submissions for the coming cycle. In particular we

*Office of the Dean
University of Toronto Scarborough
February 2011*

have been obliged to move forward all deadlines for proposals for new programs. This is necessary because such proposals will require an external review before going to governance at UTSC. As well, after passing through University of Toronto governance they will have to be approved by the Quality Council of Ontario.

4. Administrative responsibility for curriculum will lie primarily with the Academic Programs Officer (Annette Knott) in the Dean's Office and her counterpart in each department. The Registrar's Office is not directly involved in this process but will be consulted by the APO as appropriate. In each department the staff member who looks after curricular proposals will be responsible for ensuring that the forms submitted to the Dean's Office are filled out carefully. The Academic Programs Officer will have an orientation meeting with her departmental counterparts as soon as the Call for Curriculum goes out. The goal is to reduce the back-and-forth traffic between the Academic Program Officer and the departments on details in forms.
5. The Registrar's Office is responsible for the production of the Calendar. It will not be consulting with departments until proposals have been approved by Governance and are ready to be incorporated into the Calendar.