



[DCD#6, 2012-13]

MEMORANDUM

To: UTSC Department Chairs and Academic Directors

From: Rick Halpern, Dean and Vice-Principal (Academic)

Date: 27 November 2012

Re: **Changes to the UTSC Academic *Calendar***

Many of you will be aware of the discussion, within the wider University, regarding the utility of mass-producing print versions of academic calendars in concert with web-versions. Recently the University has purchased an Online Calendar Tool that has facilitated greatly the production of the web-version. As a result, some academic divisions, including the Faculty of Applied Science and Engineering, and the School of Graduate Studies, have already stopped publishing printed versions of their academic calendars. As of 2013-14, the Faculty of Arts and Science will not be publishing a printed version of their calendar, and UTM will follow suit in 2014-15. UTSC is proposing to cease producing a printed version of our Academic *Calendar* effective 2013-14.

The Online Calendar Tool is able to produce a pdf version of the document. UTSC would use this facility to produce a "frozen" version of the *Calendar* in April each year. This document would be the official version of the *Calendar* for the academic year beginning on May 1 and a copy would be available online. The web version may undergo minor corrections or editorial changes after it has been frozen, however, no significant curriculum changes may be incorporated in it.

Staff and faculty who are heavily involved in advising students may feel that they need a printed version. A spiral bound, hard copy of the official version of the calendar can be provided for those who require it.

There are other operational advantages to this move, including:

1. We will no longer be tied to deadlines dictated by the publication schedule for the print *Calendar*, which will give us more flexibility in producing the *Calendar*, and, more importantly, will allow greater flexibility in processing and approving curriculum changes.
2. There will be improved efficiency in producing the *Calendar*, because there will no longer be the need to maintain two separate versions of the document, as is currently the case.
3. The Online Calendar Tool enables all *Calendar* stakeholders, including the academic units and Registrar's Office, to execute their own editorial changes within the parameters of an annual cycle. This will give them greater control over their *Calendar* information, and will reduce the duplication of effort that currently exists between stakeholders and the *Calendar* production team.