



MEMORANDUM, DCD #09, 2013-14

Date: 2 April 2014

To: Department Chairs and Centre Directors

From: Mark Schmuckler, Vice-Dean, Undergraduate

Re: Establishment of Departmental/Unit Curriculum Committees

In an effort to forestall some of the recurring problems we see with curricular change submissions, the Dean's Office reminds Department Chairs and Centre Directors of the following established practices:

1. Undergraduate academic units (and the Centre for Teaching and Learning) are required to form a Departmental Curriculum Committee (DCC) to review and approve all undergraduate curriculum proposals. Please forward a list of your unit's membership to the Academic Programs Officer (Annette Knott) by no later than June 30th each academic year.
2. The Dean's Office will no longer review proposals that have not been explicitly approved by the unit DCC.
3. All undergraduate academic units (and the Centre for Teaching and Learning) are asked to designate one person, who may be either a faculty or administrative staff member, to be responsible for managing curriculum matters in the unit. Please forward the identity of the individual to the Academic Programs Officer.
4. Going forward, only the person responsible for managing curriculum matters should submit curricular change proposals to the Dean's Office, and only those curricular change proposals forwarded by the designated individual will be reviewed.
5. The person responsible for managing curriculum matters should be included in the membership of the unit's DCC.

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