



MEMORANDUM, DCD #02, 2015-16

To: Chairs and Academic Directors

From: Mark Schmuckler, Vice-Dean, Undergraduate *MS*

Date: 5 August, 2015

Re: 2016-17 Undergraduate Curriculum Cycle and Calendar Production Schedules

Each year, the Dean's Office gives very careful consideration to the timelines needed to ensure curricular change proposals are reviewed and, where necessary, approved by governance, and the academic Calendar is updated so as to go "live" each March. The Calendar production schedule begins in October each year and is completed in March of the following year, which is very tight given the large number of curricular changes we receive each year. Your cooperation and adherence to the schedule is essential for us to meet the March publication date for the Calendar.

Important deadlines for the submission of curricular change proposals were provided in DCD Memorandum #11 (April 14, 2015): Call for Curriculum. Other key deadlines are given in the 2016-17 Undergraduate Curriculum Cycle and Calendar Production Schedules attached to this Memorandum, and posted to the Dean's website at:
<http://www.utsc.utoronto.ca/~vpdean/curriculum.html>. Some highlights include:

Date	Item
Mon October 5, 2015	Deadline to submit minor curricular change proposals.
<ul style="list-style-type: none"> • Tues September 8, 2015 • Mon Nov 16, 2015 • Thurs Jan 7, 2016 • Thurs Feb 10, 2016 	Meeting dates for UTSC Academic Affairs Committee at which curricular change proposals can be approved.
Mon Oct 5 through Monday Dec 21, 2015	Online Calendar Tool (OLC) is open to Unit Users for editorial changes. Note: the OLC closes at 5pm on December 21, 2015.
Tues Feb 16 through Friday Feb 26, 2016	All Calendar stakeholders proofread their sections of the Calendar.
Mon March 14, 2016	Web Calendar goes "live".

When working on your curricular changes and Calendar section updates, please adhere to the timelines in the attached schedules. Your department's/unit's adherence to these deadlines is essential. If you have any questions, please do not hesitate to contact Annette or myself.