



**MEMORANDUM, DCD #14, 2016-17**

To: Graduate Chairs

From: Mary Silcox, Vice-Dean Graduate *MS*

Date: June 20, 2017

Re: **Establishment of Graduate Departmental Curriculum Committees**

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As part of UTSC's efforts to improve its curricular change processes, all graduate units are now required to establish and maintain a Graduate Departmental Curriculum Committee (GDCC) each academic year. Your GDCC will be responsible for reviewing and approving all curriculum change proposals before they are submitted to the Dean's Office and ultimately to governance.

Membership in your GDCC is entirely at the discretion of the department, however, ideally it will include faculty, staff and students. There are two dominant models among the undergraduate units: (1) a committee of the whole, chaired by a member of the faculty; and (2) a committee comprised of selected faculty, staff and students, chaired by a member of the faculty. Please forward the list of your GDCC membership to Annette Knott, Academic Programs Officer, at [aknott@utsc.utoronto.ca](mailto:aknott@utsc.utoronto.ca), by no later than July 15th each year.

You have already been asked to identify up to two Super Users who will be able to enter course changes in the new Curriculum Manager (CM) system. Your designated Super Users will also be able to submit any program changes, on the correct forms, as Word documents to the Dean's Office. Only changes submitted by your designated Super Users, which have been explicitly approved by your GDCC, will be reviewed and forwarded to governance.