



MEMORANDUM, DCD #2, 2016-17

To: Chairs and Academic Directors
From: Mark Schmuckler, Vice-Dean, Undergraduate *MS*
Mary Silcox, Vice-Dean, Graduate *MS*
Date: 18 July 2016
Re: Transition to Curriculum Management System

The University of Toronto has been developing a new Curriculum Management System (CM) that will be used to manage an inventory of courses and programs – both undergraduate and graduate – offered in all divisions. CM will become the primary source of data for a number of systems and processes, including divisional academic Calendars, ROSI and Degree Explorer.

The University has also developed a new Calendar production tool that will be used to update the non-curricular sections of the Calendar; for example, sections 1 through 8 of the current undergraduate Calendar, faculty lists, and introductory paragraphs to the discipline sections. However, course and program information will be drawn directly from CM.

There are a number of advantages to CM, including:

1. Although UTSC will still have its own undergraduate Calendar, current and potential students will be able to easily search courses and programs offered throughout the university.
2. We anticipate that CM will allow us to eliminate the current duplication of effort required to process curriculum changes:
 - Course and program changes can be entered directly into the system, which eliminates the need for creating separate Word documents, which then have to be entered into a content management tool;
 - CM includes workflow tools that can be used to manage and track proposals from a draft state to final approval, which should streamline the review process; and
 - CM includes a “sharing” function that gives read only access to identified persons, which can be used to facilitate consultation – particularly with other academic units.

UTSC will begin transitioning to CM, and the new Calendar production tool, effective with the 2017-18 Curriculum and Calendar production cycles – both undergraduate and graduate. In order to accommodate this transition we will be taking the following steps:

1. The Dean's Office will be inviting seven academic units – five undergraduate and two graduate – to participate in a pilot of the CM system. These units will not be required to submit their minor curriculum changes to the Dean's Office as Word documents; instead, they will enter their changes directly into CM.
2. Academic units that are not participating in the pilot will submit their minor curriculum modifications as Word documents by the deadlines identified in the relevant *Call for Curriculum*. **These academic units must include all editorial changes to courses and programs in their proposals.** The Dean's Office will enter all approved changes into CM.
3. The Online Calendar Tool will no longer be used to produce the undergraduate Calendar. The Dean's Office will work with all academic units to identify all changes to their faculty lists and to the introductory paragraphs of the discipline sections of the Calendar, and will update this information in the new Calendar production tool. Towards this end:
 - The Dean's Office will copy the relevant sections of the Calendar into a word document, and in early November, 2016 will forward these to the academic units for revision.
 - The academic units will revise the information as necessary, ensuring they track all changes. The academic units will submit their changes to the Dean's Office by early January, 2017.
 - The Dean's Office will review all requested changes, and implement all approved changes in the new Calendar tool.

If you have any questions, please do not hesitate to contact Annette Knott at 416-208-4820 or aknott@utsc.utoronto.ca, as she will be taking the lead on shepherding us through this transition.