



MEMORANDUM, DCD#1, 2021-22

To: Chairs, University of Toronto Scarborough
Cc: Chairs' Assistants, Departmental/Undergraduate Assistants, Co-operative Studies Coordinators
From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs *Katherine R. Larson*
Professor Mary T. Silcox, Vice-Dean Graduate & Postdoctoral Studies *M.T.S.*
Date: 28 July 2021
Re: **Mode of Delivery Guidelines - University of Toronto Scarborough**
Note: For distribution broadly

Mode of Delivery is a standard field for course entries in the Curriculum Manager system. The Mode of Delivery for a course refers to the **“Appropriateness of the proposed mode(s) of delivery (distance learning, compressed part-time, online, mixed-mode or non-standard forms of delivery, flex-time options) to meet the intended program learning outcomes and degree-level expectations.”** (*University of Toronto Quality Assurance Process*)

At the University of Toronto, there are 3 modes of delivery: in-class, online, and hybrid. For most U of T Scarborough course entries, this field has not been completed; however, unless explicitly stated, the default mode of delivery for all University of Toronto Scarborough courses is “in-class”. As such, in Summer 2021, and effective as of the 2022-23 academic year, the Office of the Vice Principal Academic & Dean will be updating all course entries in the Curriculum Manager system to indicate the mode of delivery as “in-class.” This includes field courses, practicums, and co-op work terms.

Once the COVID-19 pandemic has passed and we return fully to campus, we recognize that some departments will wish to continue delivering some of their courses as either “hybrid” or “online.” Any additions or changes to the existing mode of delivery of a course (i.e. “in-class”) beyond the 2021-22 academic year must be reported to the Academic Affairs Committee, and in the case of changes to fully online, must be approved through governance.

Please review the Mode of Delivery Guidelines for the definitions of in-class, hybrid, and online modes of delivery, and for clarification on the processes for proposing changes to the mode of delivery for a course or program.

Questions about the mode of delivery for undergraduate programs and courses should be directed to the [Vice-Dean Teaching, Learning & Undergraduate Programs](#), and questions about the mode of delivery for graduate programs and courses should be directed to the [Vice-Dean Graduate & Postdoctoral Studies](#).