



MEMORANDUM, DCD #22, 2021-22

To: Chairs & Directors, University of Toronto Scarborough
 From: Professor Katherine R. Larson, Vice-Dean Teaching, Learning & Undergraduate Programs
 Date: 10 January 2022
 Re: 2023-24 Undergraduate Call for Curriculum
 Note: For distribution broadly

Katherine R. Larson

This is a formal request for undergraduate curriculum change proposals for the 2023-24 academic year. The deadlines for submission are provided below. Given the high volume of curricular change submissions, the *Calendar* production schedule, and the requirements of governance, **please take note of the deadlines** that the Office of the Vice-Principal Academic & Dean will need to follow.

Proposal Type	Deadline
Major modifications and associated new courses	Wednesday, 15 June 2022
Minor modifications, including: minor program changes to existing programs; new courses not associated with new programs and major modifications; course retirements; and course changes	Monday, 17 October 2022
Out-of-cycle New Courses to be offered in Winter 2023	Monday, 12 September 2022
Out-of-cycle New Courses to be offered in Summer 2023	Monday, 9 January 2023
Out-of-cycle New Courses to be offered in Fall 2023	Monday, 24 April 2023

Proposals for brand new undergraduate programs and program closures are handled on an ad hoc basis. Chairs and Directors should reach out to the [Associate Dean Undergraduate Programs & Curriculum](#) or the Academic Programs Officer as early as possible to discuss the proposal. Proposals for new programs and some major modifications require a “greenlight” meeting for the academic unit with the VP Dean’s Office to review the proposal, and in particular its resource implications, before they can proceed.

Proposals for new programs, major modifications [new freestanding Minor; new Major or Specialist where there is an existing Major or Specialist; modifications to an existing program, including adding or closing formal streams; new Combined Degree programs; new Double Degree programs], program closures, and minor modifications to introduce a new Minor where there is an existing Major or Specialist **must be submitted on the appropriate proposal template, in MS Word format**; templates can be requested from the Academic Programs Officer.

All minor program modifications (except a new Minor where there is an existing Major or Specialist), and all types of of course proposals (new courses, course changes, course retirements/deletions) **must be submitted to the VP Dean’s Office through the Curriculum Manager (CM) system**. Proposal templates (in Word format) will be available for departmental use on the VP Dean’s [website](#) or from the Programs and Curriculum Coordinator near the beginning of the summer term.

As we continue to transition out of the pandemic context and towards a return to in-person learning, the Provost's Office is in the process of developing more robust guidelines around online and hybrid modes of delivery, which they aim to finalize by the end of the Winter 2022 term. Once distributed, departments are encouraged to refer to the revised guidelines when considering changes to a course's mode of delivery for the 2023-2024 academic year. Academic units will have the option of running proposed post-pandemic courses online during 2022-2023, however formalized changes to a course's post-pandemic mode of delivery for 2023-2024 will require a proposal submission through Curriculum Manager and will be brought concurrently to Academic Affairs Committee for governance approval. Departments should plan any such changes with an eye to the overall curriculum. Departments will also need to assess the number of courses planned for online delivery to determine whether a [Major modification](#) to the overall program(s) may be needed (e.g. if required courses are affected). Please reach out to the VP Dean's Office for guidance as departments are engaging in these conversations.

Additionally, as with the 2022-2023 academic year, all departments are reminded that they will be required to submit a summary report to the Campus Curriculum Committee (CCC), briefly outlining all curriculum changes being proposed for the 2023-2024 curriculum cycle, including minor modifications report template will be provided, which also aims to support departments in embedding an inclusive excellence lens into the early stages of course and program planning. The formal request for your departmental report will be issued in August, with a request for submission in late September. The CCC (including the Chair of your Departmental Curriculum Committee) will meet in late September/early October 2022 to discuss the proposed changes and provide feedback for departments to consider before finalizing their proposals. For more information on the revised CCC, its terms of reference, and the report template, please see [DCD #22 2020-2021](#).

If you have any questions or require assistance in the preparation of submissions, please do not hesitate to contact [me](#).