MEMORANDUM, DCD#12, 2023-24

To: Graduate Chairs, University of Toronto Scarborough
From: Professor Rene Harrison, Vice-Dean Graduate & Postdoctoral Studies
Date: 31 January 2024
Re: Call for Graduate Curriculum for 2025-26 and SGS Calendar Production Deadlines
Note: For distribution broadly

This is a formal call for graduate minor curriculum change proposals for 2025-26. Minor curriculum changes include minor modifications to existing programs, new courses, changes to existing courses, and course retirements. The deadlines for submission are provided. Given the **School of Graduate Studies (SGS) Calendar** production schedule, and the needs of governance, the Office of the Vice-Principal Academic & Dean will adhere strictly to these deadlines.

Proposal templates for minor program modifications, and guidance on types of changes, are available from the Vice-Provost Academic Program's website. Please note that proposals must be approved by the curriculum committee of the graduate units before they are submitted to the Office of the Vice-Principal Academic & Dean (VP Dean's Office).

Submission	Final Submission Date
Academic unit submits minor modification proposals Reminders: • proposals for program changes should be submitted to the VP Dean's Office on the appropriate form; • all course proposals should be submitted through the Curriculum Management (CM) system	Friday, 29 November 2024
Revised SGS Calendar entries distributed to Graduate Chairs for review	January – February 2025
Proposals requiring governance approval are brought to UTSC Academic Affairs Committee (AAC)	February 2025 (Cycle 4)
Graduate Chairs submit confirmed Calendar copy to VP Dean's Office	Early March 2025
VP Dean's Office submits final Calendar copy to SGS	Late March 2025

Submission of proposals
Course proposals (new, changes, retirements) may be submitted online via the Curriculum Management (CM) system. Please contact Programs & Curriculum Coordinators at programs.curriculum.utsc@utoronto.ca for help with proposal creation.

All submissions for minor modifications to existing programs, new programs, major modifications, and program closures, must be submitted on the appropriate proposal template, in MS Word format, to the Academic Programs Officer. Templates are available on the Vice-Provost Academic Programs website.

Guidance on new programs, major modifications, and program closures
Proposals for new graduate programs, all types of major modifications, and program closures will be handled on an ad hoc basis. Graduate Chairs should reach out to the [Vice-Dean Graduate & Postdoctoral Studies](#) as early as possible to discuss the proposal.

Proposals for new programs and major modifications [modifications to existing programs, including adding or closing fields/concentrations; and new Collaborative Specializations] must be given the green light to proceed by the Vice-Dean Graduate & Postdoctoral Studies. A meeting with the Vice-Dean will be scheduled to review the proposal, particularly its resource implications.

UTSC Campus Curriculum Committee (CCC)
All Departments are asked to submit in September a summary of planned changes to the UTSC Campus Curriculum Committee (CCC), briefly outlining curriculum changes being proposed for the 2025-2026 Calendar. The CCC is a consultative group that will meet in early October 2024 to discuss the proposed changes and provide feedback to Departments before finalizing their proposals. The formal request will be issued in August, along with a report template. For more background about the CCC - [DCD#22 2020-2021](#).

Responding to the Recommended Actions of the Campus Curriculum Review
Recommended Action 1 of the [Campus Curriculum Review](#) is that the University of Toronto Scarborough prioritizes, across all disciplines and at a systemic level, attention to curricular content to consider where and how students are encountering diverse knowledges. We ask Departments to reflect in curriculum change proposals how changes will support the priorities of the Campus Curriculum Review, including equity, accessibility, anti-racism, anti-colonialism and Indigeneity, and student mental health and well-being.

Mode of delivery of courses and programs
The standard mode of delivery for graduate courses will be in-person. However, there may be compelling pedagogical rationale for developing a new course (or modifying an existing course) to a hybrid or online format to improve access for U of T Scarborough students or to accommodate the tri-campus nature of graduate studies. Such proposals should be planned with careful attention to the impact to the student experience and overall curriculum (i.e., mindful that no more than 30% of the credits earned in a program can be from online courses). Contact the VP Dean's Office for further guidance and consultation, as appropriate.

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