University of Toronto Scarborough

Minor Program Modifications Proposal – Undergraduate

*This template can be used to draft proposals for minor modifications to existing undergraduate programs. All minor modifications proposals must be formally submitted through the Curriculum Manager (CM) system before they can be reviewed and sent forward to governance.*

Reading the form:

1. Only fields which are relevant to this kind of proposal appear on the form below. Anything else you see in CM can be ignored.
2. This template is structured to mirror what you see in CM. The CM fields appear in grey.
3. Use the righthand column to input your information. This column is white with a dark border.
4. Instructions, Notes, Tips, and Reminders for how to fill out each field appear in blue.
5. Any fields highlighted in red are not applicable to UTSC or will be filled out by the Dean’s Office. You can ignore these fields.

Tips for working with Faculty:

1. Consider using a different colour to highlight fields you want faculty to fill out
2. Each area has a collapsible heading (click on the grey arrow to collapse). If there are whole areas you want faculty to ignore, consider sending the form with only the areas which are applicable to them expanded, and collapse the rest.

Note: Please only fill in “New” fields if they are changing.

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| **Status:** | Active |
| **Version Start Session:** Please select the session and year the course changes will be offered (i.e. Fall 2019). |  |

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| **Existing Program Title:** |  |
| **New Program Title:**  **Note:** Changing the title of a program has university-wide implications. If you are proposing a change to the title of your program, you must report this to the Academic Programs Officer via email as early as possible. |  |
| **Level of Instruction:** | Undergraduate |

## Responsibility

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| --- | --- |
| **Division:** | University of Toronto Scarborough |
| **New Unit:** The home unit offering the program will be selected. Normally this will not be changed.  **Note**: Programs do not typically move from one academic unit to another. If this is the type of change you want to make you must discuss it in advance with the Academic Programs Officer. |  |
| New Associated With (Division) Field:  If the program will now be offered in association with another University of Toronto Division, enter the name of the Division. Bear in mind that you will be adding that Division to the workflow. |  |
| **New Associated with (Unit):**  If the program will now be offered in association with another UTSC academic unit, enter the name of the unit. Bear in mind that you will be adding that Academic Unit to the workflow. |  |

## Content

Step 1: Copy and paste the existing complete online Calendar entry from CM (including the “Description”, “Enrolment Requirements” and “Completion Requirements” areas) into the box below.

Step 2: Show all the changes being made; please do not use track changes:

* Use the “~~Strikethrough~~” function, and yellow highlighting to show deleted copy.
* Add all new copy in red.
* Disable all hyperlinks.
* Please note that, in CM, each element of the program record will appear in a separate field.

Tips –

* If you are adding enrolment requirements for the first time, this is a major modification of the program, and must be submitted to the Academic Programs Officer on the correct proposal template;

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| --- |
| Complete Program Calendar Description (showing changes) |

## Delivery

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| **Mode of Delivery** Dean’s Office will update as necessary. | In Class  Online  Hybrid |
| **Method of Delivery**  The Dean’s Office will update as necessary | Full Time  Part Time  Extended Full Time  Flex Time (doctoral) |

## Administrative Information

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| --- | --- |
| **Abbreviated Title:** | The Dean’s Office will update this field as necessary |
| **Transcript Title:** | The Dean’s Office will update this field as necessary. |
| Publication: | University of Toronto Scarborough - Calendar |
| **New Section(s):** If the discipline section of the Calendar the program currently appears in is changing, then please enter name of new section.  **Note**: Normally this will NOT change. If you are seeking to move the program to another section of the Calendar, you must discuss this in advance with the Programs and Curriculum Coordinator. |  |

## Proposal Questions - General

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| **Brief Description of the Proposed Changes:** Please briefly describe each change you are making to your program.  For Example:  1. In the Enrolment Requirements, the CGPA requirement increases from 2.5 to 2.65. 2. In Component 1 of the Program Requirements: students will complete either XYZB75H3 or XYZB76H3, not both. The total requirements for this component decreases from 1.5 to 1.0 credit.3. In the First Year Component of the Program Requirements: XYZC51H3 is being added/deleted as an optional course |  |
| **Rationale:** The rationale must address all of the changes you’ve proposed and why. If you describe more than one change in the “Brief Description of the Proposed Changes” please organize your response in the rationale to follow the same order.  For Example:  1. The CGPA requirement has been increased to 2.65 because…  2. Students will complete either XYZB75H3 or XYZB76H3, rather than both, because…  3. XYZC51H3 has been added/deleted as an optional course because…  Note: please ensure your rationale is concise and accurate. |  |
| **Impact:** Describe any impact the changes will have on students or on other academic units. If there will be no impact, say “None”. |  |
| **Consultation:** Describe the consultation regarding the changes, including any internal consultation, and all consultation outside of the academic unit proposing the course. You MUST include the date on which the proposal was approved by your DCC.  **Note**: all proposals must involve some degree of consultation – even it if it is only within the academic unit. **It is never valid to leave the consultation field empty, or respond “N/A”.** |  |

## Resources

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| **Resource Implications:** Describe any impact the proposed changes will have on resources and indicate how the unit plans to manage them. If there will be no impact on resources, say “None”. |  |