

MEMORANDUM

TO: UTM Chairs & Directors

FROM: Lori Innes, Program & Curriculum Assistant
Yen Du, Program & Curriculum Officer

Heather Miller, Vice-Dean Teaching & Learning

RE: May 2020 Undergraduate Curriculum Review Session for changes effective 2021-2022

Dear Chairs & Directors,

This is to confirm that the next meeting of the Divisional Undergraduate Curriculum Committees will take place on:

- **Humanities** – May 11, 2020, 1:00-3:00PM
 - In person: DV3138
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/870836431>
- **Sciences** – May 12, 2020, 2:00-4:00PM
 - In person: DV3129
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/112600914>
- **Social Sciences** – May 13, 2020, 3:00-5:00PM
 - In person: DV3129
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/358931964>

As the COVID-19 situation evolves, it is uncertain whether we will be able to host these meetings in person or not. If we are able to, we will meet in person (see locations above) but if we are still working remotely, then we will host the meeting via Zoom (see links provided). An update to confirm meeting details will be sent to Committee members and administrative staff closer to the date. Should units have concerns with their ability to prepare for and/or participate in their meeting due to the COVID-19 situation, please reach out to Yen Du, Program & Curriculum Officer (yen.du@utoronto.ca).

Departments and units are invited to bring forward any minor modifications in their curriculum to this meeting. Units should organize their unit-level curriculum meetings in advance of these meeting dates. Changes proposed during the May 2020 UG Curriculum Review Session will go forward to the September 2020 Academic Affairs Committee (AAC) meeting for approval. Changes presented during these meetings are for **implementation in the 2021-2022 Academic Year**.

It is important that faculty representation from each unit attend all divisional curriculum committee meetings. Should the faculty representative for your unit not be available to attend one of the scheduled meetings, please arrange for another faculty representative to attend. An administrative staff member may accompany the faculty representative to provide support and assist with ensuring consistency with UTM policies and procedures at the unit level.

To assist units through the curriculum review process for this session, we have included:

- Divisional Undergraduate Curriculum Committee Terms of Reference (TOR)
- May 2020 Undergraduate Curriculum Review Timeline
- Resource Implication Form – for changes to existing courses ***Must be submitted if a CHANGE in resourcing is required***
- Resource Implication Form – for new courses ***Must accompany ALL new course proposals***

We look forward to our continued collaboration on the curriculum review process. Should you have any questions or concerns, please do not hesitate to contact Lori Innes, Program & Curriculum Assistant, at lori.innes@utoronto.ca.

Regards,

Lori Innes, Program & Curriculum Assistant
Yen Du, Program & Curriculum Officer
Heather Miller, Vice-Dean, Teaching & Learning

CC. Divisional Undergraduate Curriculum Committee Members
Departmental Undergraduate Advisors

Loretta Neebar, Registrar & Director of Enrolment Management, Office of the Registrar
Shelley Hawrychuk, Chief Librarian, UTM Library
Jessica Silver, Director, Student Engagement
Dale Mullings, Assistant Dean Students & International Initiatives, Student Affairs
Tyler Evans-Tokaryk, Director, Robert Gillespie Academic Skills Centre
Sandra Ngan, Assistant Registrar Student Communications, Office of the Registrar
Cindy Ferencz-Hammond, Director of Governance, Office of the Campus Council
Alexandra Waters, Governance Coordinator, Office of the Campus Council