Contents

PURPOSE ............................................................................................................................................... 4

1. COMMITTEES & MEMBERSHIP ........................................................................................................ 4
   1.1 COMMITTEES ................................................................................................................................... 4
   1.2 MEMBERSHIP ............................................................................................................................... 4
   1.3 DIVISIONAL CURRICULUM CHAIRS .......................................................................................... 5

2. CURRICULUM REVIEW TIMETABLE .............................................................................................. 5

3. ONLINE ACADEMIC CALENDAR DATABASE + CURRICULUM REPORTS ........................................ 7

4. TYPES OF CHANGES: MINOR VS. MAJOR ...................................................................................... 7
   4.1 TYPES OF CHANGES .................................................................................................................... 7
   4.2 MINOR CURRICULAR CHANGES ................................................................................................. 7
   4.3 MAJOR CURRICULAR CHANGES ................................................................................................. 8
       4.3. i NEW PROGRAMS .................................................................................................................. 9
       4.3. ii CLOSURE OF PROGRAMS ................................................................................................ 10
       4.3. iii MAJOR MODIFICATIONS TO EXISTING PROGRAMS ....................................................... 10
       4.3. iv CREATION OF MINORS ..................................................................................................... 11
       4.3. v CREATION OF FOR-CREDIT CERTIFICATE PROGRAMS ................................................ 11

5. TIMELINE FOR MAJOR CHANGES – UTQAP ................................................................................... 12

6. THE DIVISIONAL CURRICULUM COMMITTEE CHAIRS – ROLES AND RESPONSIBILITIES .............. 14
   6.1 DIVISIONAL CURRICULUM COMMITTEE MEETINGS ................................................................ 14
       6.1.2 CONDUCT OF THE DIVISIONAL CURRICULUM COMMITTEE MEETINGS ..................... 14
       6.1.3 FREQUENCY OF DIVISIONAL CURRICULUM COMMITTEE MEETINGS ............................. 14
   6.2 READINESS OF THE CURRICULUM REPORTS ............................................................................. 15
   6.3 POST DIVISIONAL CURRICULUM COMMITTEE LEVEL – STEPS TO TAKE ............................ 15
       6.3.1 REPORT TO THE ACADEMIC AFFAIRS COMMITTEE (AAC) ........................................... 15
          6.3.1.1 PROPOSED AMENDMENTS TO THE CURRICULUM REPORT FROM THE ACADEMIC AFFAIRS COMMITTEE ................................................................. 16
          6.3.1.2 NOTE ON ADDITIONAL DEPARTMENTAL REPRESENTATIVES .................................. 16

7. PROPOSERS OF MINOR AND MAJOR CHANGES – ROLES AND RESPONSIBILITIES ....................... 17

8. OFFICE OF THE DEAN – ROLES AND RESPONSIBILITIES ................................................................ 17
   8.1 Vice-Principal Academic and Dean ............................................................................................. 17
   8.2 Vice-Dean Teaching & Learning .................................................................................................. 18
   8.3 Program and Curriculum Officer .................................................................................................. 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.4 Program and Curriculum Assistant</td>
<td>18</td>
</tr>
<tr>
<td>9. OFFICE OF THE REGISTRAR – ROLES AND RESPONSIBILITIES</td>
<td>19</td>
</tr>
<tr>
<td>10. OFFICE OF THE CAMPUS COUNCIL – ROLES AND RESPONSIBILITIES</td>
<td>20</td>
</tr>
<tr>
<td>CONTACT</td>
<td>21</td>
</tr>
<tr>
<td>DISCLAIMER</td>
<td>21</td>
</tr>
<tr>
<td>CURRICULUM CHECKLIST</td>
<td>22</td>
</tr>
<tr>
<td>APPENDIX A – UTQAP EXTRACT ON NEW PROGRAMS</td>
<td>23</td>
</tr>
<tr>
<td>APPENDIX B – UTQAP EXTRACT ON CLOSURE OF PROGRAMS</td>
<td>40</td>
</tr>
<tr>
<td>APPENDIX C – UTQAP EXTRACT ON MAJOR MODIFICATIONS</td>
<td>48</td>
</tr>
</tbody>
</table>
PURPOSE

The purpose of this document is to aid in the Annual Undergraduate Curriculum Cycle at the University of Toronto Mississauga (UTM) by providing an overview of the processes and procedures involved and information about the undergraduate curriculum review and governance consideration. This handbook includes a description of the curriculum process from the perspective of the many individuals involved and how the process is intertwined with the governance process. For questions or concerns about the curriculum process at the University of Toronto Mississauga contact Rosa Ciantar, Acting Program and Curriculum Officer in the Office of the Dean at rosa.ciantar@utoronto.ca. For questions about the governance process at the University of Toronto Mississauga, contact the Office of the Campus Council at council.utm@utoronto.ca.

1. COMMITTEES & MEMBERSHIP

1.1 COMMITTEES
The following UTM committees/council is representative of the curriculum process and all changes require review/approval at their levels:
1. Departmental/Institute Committees
2. Divisional Curriculum Committees (Sciences, Social Sciences, Humanities)
3. Academic Affairs Committee (AAC)

1.2 MEMBERSHIP
1. Membership of the Departmental/Institute Committees:
   a. Comprised of the faculty and Chair/Director
   b. Departmental Faculty

2. Membership of the Humanities, Sciences, and Social Sciences Divisional Curriculum Committees are comprised of:
   a. Divisional Curriculum Committee Chair (voting member);
   b. The Chairs or Associate Chairs (or Chair’s designate) of the Departments/Institute at UTM (voting members);
   c. Undergraduate Advisors (non-voting member);
   d. Chief Librarian, or designate (non-voting member);
   e. Registrar, or designate (non-voting member);
   f. Student Transition Manager, or designate (non-voting member);
   g. International Education Centre representative (non-voting member); and
   h. Program & Curriculum Officer, (non-voting member).
Members are expected to attend the scheduled meetings arranged by the Chair of their Divisional Curriculum Committee to discuss the proposed changes to their curriculum, which includes changes/additions to courses/programs; new/deleted programs and other relevant curricular changes which will appear in the UTM Academic Calendar and online.

3. Membership of the Academic Affairs Committee is available online at: http://utm.utoronto.ca/governance/campus-council-committees/academic-affairs-committee

1.3 DIVISIONAL CURRICULUM CHAIRS
The Divisional Curriculum Committees are Chaired by representatives of the Office of the Dean. See Section 6 for additional information about the role of the Divisional Curriculum Chairs.

2. CURRICULUM REVIEW TIMETABLE

As dates are subject to change from year to year the format of the timetable is consistent with the start and end of the curriculum cycle. Major and Minor changes are brought forward to the relevant Departmental and Divisional Curriculum Committees, but are presented as a whole to the Academic Affairs Committee in the form of a report produced by the Online Academic Calendar Database created and maintained by the Office of the Registrar (see Section 6.2 for more information). The following is representative of the typical timetable supplied by the Program and Curriculum Officer in the Office of the Dean to the Chairs/Director at UTM and Chairs of the Divisional Curriculum Committees.

**MINOR CHANGES**

<table>
<thead>
<tr>
<th></th>
<th>Round 1</th>
<th>Round 2</th>
<th>Round 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental/Institute Committees Meet</td>
<td>Early January</td>
<td>Early March</td>
<td>Early September</td>
</tr>
<tr>
<td>Divisional Curriculum Committee Meetings</td>
<td>February</td>
<td>April</td>
<td>September/October</td>
</tr>
<tr>
<td>Online Academic Calendar Database Opens</td>
<td>Early February</td>
<td>Early April</td>
<td>Early September</td>
</tr>
<tr>
<td>Online Academic Calendar Database Closes</td>
<td>Late February</td>
<td>Early May</td>
<td>Late October</td>
</tr>
<tr>
<td>Finalized Divisional Curriculum Reports DUE</td>
<td>Mid-February</td>
<td>Early May</td>
<td>Late October</td>
</tr>
<tr>
<td>Academic Affairs Committee (AAC)</td>
<td>Mid-Late March</td>
<td>September</td>
<td>Mid-Late November</td>
</tr>
<tr>
<td>Online Academic Calendar Database Re-Opens for editorial, grammatical, typographical, etc. changes</td>
<td>$\rightarrow \rightarrow$</td>
<td>$\rightarrow \rightarrow$</td>
<td>Late November</td>
</tr>
<tr>
<td>Online Academic Calendar Database Closes for the Curriculum cycle</td>
<td>$\rightarrow \rightarrow$</td>
<td>$\rightarrow \rightarrow$</td>
<td>Mid-December</td>
</tr>
</tbody>
</table>
Major curricular changes will be distributed throughout the governance Calendar of Business\(^1\) while some major changes will be prepared in time to coincide with the Minor changes going forward to the Academic Affairs Committee for final approval, it is likely that most Major changes will be spread throughout the governance year. However, it should be noted that all Major changes that have been predetermined by the Office of the Dean to go through a particular governance year must have their calendar copy included in the Online Academic Calendar Database before the scheduled AAC meeting where the curriculum reports are going forward.

**MAJOR CHANGES** (See above and Section 5 for a detailed breakdown of the Major Changes timeline)

**IMPORTANT:** Calendar Copy and Rationale is required to be input in the Online Academic Calendar Database and presented to the Divisional Curriculum Committee.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs Committee</td>
<td>Mid-Late November - End of March</td>
</tr>
<tr>
<td>Committee on Academic Policy &amp; Programs Meeting</td>
<td>Date to be Determined</td>
</tr>
<tr>
<td>*Academic Board Meeting</td>
<td>Date to be Determined</td>
</tr>
<tr>
<td>*Executive Committee of the Governing Council</td>
<td>Date to be Determined</td>
</tr>
<tr>
<td>*Governing Council Meeting</td>
<td>Date to be Determined</td>
</tr>
<tr>
<td>*Quality Council Meeting</td>
<td>Date to be Determined</td>
</tr>
</tbody>
</table>

*Additional levels of governance approval required (where appropriate)*

**NOTE:** All Major Changes must first be presented to the Vice-Principal Academic and Dean & the Vice-Dean Teaching and Learning, see Sections 4.3 & 5 for more information. Various Major Curricular Changes require additional levels of governance approval from various Boards/Committees of the Governing Council as well as governmental approval in the form of the Quality Council. The stages at which certain Major Changes are deemed appropriate to move through the various levels of governance/governmental approval are determined by the Office of the Vice-Provost Academic Programs and the Program and Curriculum Officer. Notification of the required level of governance approvals will be provided to the proposers of the Major Changes by the Program and Curriculum Officer.

*The proposers are required to be present at the various levels of governance approval in order to speak to and answer any questions. This includes the UTM governance process in addition to the Boards/Committees of the Governing Council.*

Major Changes will be described in further detail in Section 4.3.

---

3. ONLINE ACADEMIC CALENDAR DATABASE + CURRICULUM REPORTS

The Office of the Registrar at UTM created the Online Academic Calendar Database as a resource for the updating of the UTM Academic Calendar from year-to-year. This tool is used during the annual curriculum cycle in which the Departments/Institute update their approved curricular changes (post Divisional Curriculum Committee meeting) using this mechanism.

In addition to the updating of the UTM Academic Calendar, the changes included in the Online Academic Calendar Database are compiled into the divisional reports, which are submitted to the Academic Affairs Committee for approval. The changes included in the database form the official governance document and as such, the Online Academic Calendar Database serves as a dual-purpose platform: to create the UTM Academic Calendar and to provide reporting for approval of curricular changes to the Academic Affairs Committee.

Both Minor and Major changes are included in the reports submitted to the Academic Affairs Committee and are discussed in further detail in Section 4 of this document.

4. TYPES OF CHANGES: MINOR VS. MAJOR

4.1 TYPES OF CHANGES
This section is meant to help identify what constitutes a Minor and Major curricular change and who is responsible for identifying these changes, types of proposals and governance routing that are required.

There are two distinct types of undergraduate curriculum changes at UTM, which are considered as Minor and Major. Minor changes are considered to be items such as changes to a course description or adding a new course, whereas Major changes are items such as adding or deleting programs. It is important to note that there are instances in which Minor changes can have effects that can constitute Major changes. These types of Minor-Major changes are identified by the Program and Curriculum Officer and as such the governance routing and level of proposal will be more detailed (see Section 4.3.iv for an example of this type of change).

4.2 MINOR CURRICULAR CHANGES
Minor curricular changes receive approval from the various Divisional Curriculum Committees (Sciences, Social Sciences, and Humanities) and the Academic Affairs Committee in order to be implemented. These changes must be included in the Online Academic Calendar Database.

The following curricular changes must be reviewed by the Divisional Curriculum Committee and are considered to be in the classification of Minor changes:

- Adding New Courses
- Deleting Courses
• Renumbering/Reweighting of Courses
• Change to Course Description/Name
• Prerequisite Changes

If unsure about what constitutes a Minor Change, **contact the Program and Curriculum Officer in the Office of the Dean.**

It is critical that the changes entered into the Online Academic Calendar Database be free of errors and therefore care should be taken when editing; as well, all rationales related to all changes should be included in the Online Academic Calendar Database and need to be clear, concise and must relate to the change being made.

**IMPORTANT NOTE:** All Minor Changes are to be included in the Online Academic Calendar Database in time for its closure prior to the Academic Affairs Committee meeting in November, as the official UTM Academic Calendar will be pulled from this governance document.

**NOTE:** Grammatical, Editorial, Typographical, etc. changes are not required to be included in the Online Academic Calendar Database prior to its initial closure in time for the Academic Affairs Committee as the Database will re-open for this purpose after approval of the Minor Changes have been made.

Training on the use of the Online Academic Calendar Database is offered through the Office of the Registrar.

### 4.3 MAJOR CURRICULAR CHANGES

The University of Toronto is required to follow the processes and guidelines set out under the University of Toronto Quality Assurance Process known as the UTQAP. Proposals for all Major Changes now undergo a more rigorous analysis and approvals process. Under the UTQAP, proposals for Major Changes will be completed using templates specifically designed for each type of change, and because this new process is more involved and detailed than in the past the Office of the Dean can no longer accept newly proposed Major Changes during the start of the annual curriculum cycle in the fall. See Section 5 for a timeframe of Major Change submissions.

The following curricular changes must be approved by the Divisional Curriculum Committee prior to their inclusion in the Online Academic Calendar Database and for submission to the Academic Affairs Committee for approval (as well as for any other boards/committees of the Governing Council where deemed appropriate):

• New Programs
• Closure of Programs
• Major Modifications to Existing Programs
• Creation of Minors
• Creation of For-Credit Certificate Programs

If unsure about what constitutes a Major Change, **contact the Program and Curriculum Officer in the Office of the Dean.**
Before discussing the various types of Major Changes (see sections 4.3.i-4.3.vi) and what is involved in the creation of the proposals it is important to note that the proposer(s) of all Major Changes are required to discuss and seek the support in advance of both the Vice-Principal Academic and Dean and Vice-Dean Teaching and Learning in order to move forward with the concept. Materials may be provided to the Vice-Dean Teaching and Learning and the Program and Curriculum Officer in advance who will then forward to the Vice-Principal Academic and Dean. Depending on the type of Major Change being proposed it may require approval from the Provostial Advisory Group (PAG) before being able to proceed with the proposal document.

4.3. i NEW PROGRAMS
Definition of what constitutes a new program as explained by the UTQAP:

“...applies to new undergraduate degrees, undergraduate specialists and majors...To clarify, for the purposes of the Framework, a ‘new program’ is brand-new: that is to say, the program has substantially different program requirements and substantially different learning outcomes from those of any existing programs offered by the institution.” ² It is important to contact the Program and Curriculum Officer to obtain necessary instruction on how to proceed due to the possibility of program overlap and similarities.”

The creation of New Programs at the University of Toronto undergoes rigorous analysis by the Office of the Dean and the Office of the Vice-Provost Academic Programs throughout the development of the proposal. Part of the process in developing New Program proposals is the requirement to complete an outline which identifies numerous aspects of this program creation which is discussed with the Office of the Dean and various stakeholders across the University including the Office of the Vice-Provost Academic Programs.

Another critical piece in the creation of a New Program is the requirement to be externally reviewed. The review takes place prior to submission of the proposal to the relevant Divisional Curriculum Committee, Academic Affairs Committee, and the various Boards/Committees of the Governing Council. The external reviewer appraisal report along with the administrative responses from both the Vice-Principal Academic and Dean & the Vice-Provost Academic Programs are required to be included in the proposal document for governance submission at UTM and Governing Council.

An excerpt from the University of Toronto Quality Assurance Process (UTQAP) related to the creation on New Programs has been included as Appendix A. The document outlines in greater detail the process and procedures involved.

4.3. ii CLOSURE OF PROGRAMS
Definition of what constitutes a program closure as explained by the UTQAP:

“There are a number of possible reasons for closing a program including low enrolment, change in the disciplinary landscape, and poor quality of the academic offerings. These reasons may be articulated in external review reports or may be identified by members of the University community.”

The Closure of Programs at the University of Toronto undergoes rigorous analysis by the Office of the Dean and the Office of the Vice-Provost Academic Programs throughout the development of the proposal. Like all Major Changes, the Closure of Programs is expected to have immediate sign-off by these two offices prior to the development of the proposal. This type of Major Change is submitted for approval to the relevant Divisional Curriculum Committee, Academic Affairs Committee, and the various Boards/Committees of the Governing Council.

An excerpt from the University of Toronto Quality Assurance Process (UTQAP) related to the Closure of Programs has been included as Appendix B. The document outlines in greater detail the process and procedures involved.

4.3. iii MAJOR MODIFICATIONS TO EXISTING PROGRAMS
Definition of what constitutes a major modification as explained by the UTQAP:

“...ensure[s] program quality where major substantive changes are made to existing and previously approved programs.”

Major Modifications to existing programs range in scope from significant changes to requirements of existing programs, learning outcomes, creation of a major/specialist where another of the same designation already exists, undergraduate streams, combined programs, and new Minors where they constitute a new area of study. Due to the variance in how Major Modifications can be approached it is recommended that the Program and Curriculum Officer is contacted to discuss what type of Major Modification is being proposed and what the required steps are for approval prior to working on the proposal.

An excerpt from the University of Toronto Quality Assurance Process (UTQAP) related to Major Modifications to Existing Programs has been included as Appendix C. The document outlines in greater detail the process and procedures involved.

---


4.3. iv CREATION OF MINORS
The creation of New Minor programs that do not define a completely new area of study are not considered to be a Major Modification or New Program. Instead the creation of a new Minor Program where there is no existing specialist or major but the New Minor is designed to fit within the existing curriculum in the Department/Institute is considered to be a Minor-Major change. What is meant by a Minor-Major change is that the creation of this type of new Minor is major enough to warrant governance approval at the highest level at UTM – Academic Affairs Committee; but is not required to go forward to the Boards/Committees of the Governing Council for approval.

It is recommended that the proposer contact the Vice-Principal Academic and Dean, Vice-Dean Teaching and Learning and finally the Program and Curriculum Officer to discuss the New Minor concept prior to drafting a proposal.

4.3. v CREATION OF FOR-CREDIT CERTIFICATE PROGRAMS
Due to the levels of approval which For-Credit Certificate Programs must undergo and the amount of rigor that is involved in the creation of the proposals they are considered Major Changes and therefore must be discussed in advance with the Vice-Principal Academic and Dean and Vice-Dean Teaching and Learning and finally the Program and Curriculum Officer prior to drafting a proposal.

There are two categories for the creation of For-Credit Certificate programs of which one must be selected. Based on the category in which the proposal falls the process for approval varies and therefore, it is critical that the proposer discuss with the Program and Curriculum Officer the initiative well in advance to determine the governance routing and detail required in the proposal. The categories are as follows:

1. Stand-Alone Post-Baccalaureate Certificate (normally requires completion of an undergraduate degree)
2. Certificate Offered in Conjunction with an Undergraduate Degree Program

Both categories of for-credit certificate programs are described fully in the Policy on Certificates (For-Credit and Not-For-Credit).
5. TIMELINE FOR MAJOR CHANGES - UTQAP

The University of Toronto is required to follow the processes and guidelines set out under the University of Toronto Quality Assurance Process known as the UTQAP. Proposals for all Major Changes now undergo a more rigorous analysis and approvals process. Under the UTQAP, proposals for Major Changes will be completed using templates specifically designed for each type of change, and because this new process is more involved and detailed than in the past the Office of the Dean can no longer accept newly proposed Major Changes during the start of the annual curriculum cycle in the fall. Instead, drafts of such proposals must be submitted to the Program and Curriculum Officer no later than March. The Office of the Dean must be notified of a proposal concept no later than February in any given year.

The Timeline for Major Changes under the UTQAP rubric are as follows:

It is advised that once consensus about the creation/modification of a program(s) has been reached that the Program and Curriculum Officer is contacted for guidance on this process as soon as possible. The Program and Curriculum Officer will assist and provide necessary feedback and suggested revisions on outlines and proposals throughout the entire process. NOTE: Timelines are approximate and variable.

JANUARY/FEBRUARY
Discussion at the Departmental /Institute level to finalize initiative and to begin development of Outline. Submission of Outline to the Program and Curriculum Officer for discussion with the Vice-Principal Academic and Dean, Vice-Dean Teaching and Learning & Provost Office (if necessary).

MARCH
Proposal development on all Major changes.
Initial stages of proposal(s) due to the Program & Curriculum Officer by the end of March at the very latest.

APRIL
Continuation of proposal development.
For New Major/Specialist Programs: External Reviewer(s) nomination(s) are to be submitted to the Program & Curriculum Officer to obtain approval from the Provost.

SUMMER MONTHS (MAY-AUGUST)
External Review for New Specialist/Major Programs (organization + event)
*Continuation of proposal development for New Minors, Closure of Programs, Major Modifications, etc.

SEPTEMBER
Department/Institute Committees Meet
Divisional Curriculum Committees Meet (Sciences, Social Sciences, Humanities)

OCTOBER
*Continuation of proposal development for New Minors, Closure of Programs, Major Modifications, etc.
**NOVEMBER**
Academic Affairs Committee (AAC)
*Continuation of proposal development for New Minors, Closure of Programs, Major Modifications, etc.

**DECEMBER/JANUARY/FEBRUARY**
*Continuation of proposal development for New Minors, Closure of Programs, Major Modifications, etc.
Committee on Academic Policy & Programs (where necessary)
Academic Board (where necessary)
Executive Committee of the Governing Council (where necessary)
Governing Council (where necessary)

**MARCH/APRIL/MAY**
Quality Council (where necessary)
*Continuation of proposal development for New Minors, Closure of Programs, Major Modifications, etc.

Major changes will be distributed throughout the Governance Calendar of Business.
6. THE DIVISIONAL CURRICULUM COMMITTEE CHAIRS – ROLES AND RESPONSIBILITIES

It is important to note that the Divisional Curriculum Committees are committees of the Vice-Principal Academic and Dean and as such will recommend for approval to the Academic Affairs Committee all of the curricular changes proposed (Minor and Major). The Divisional Curriculum Committees will be Chaired by a representative of the Office of the Dean. Prior to the start of the annual curriculum review cycle, notification will be made from the Dean’s Office to announce the Chairs and the meeting dates for each division.

6.1 DIVISIONAL CURRICULUM COMMITTEE MEETINGS

Divisional Curriculum Committee meetings are run as staggered committee meetings throughout the year (roughly one per term in February, April, and September). Departments and units are invited to bring forward any minor modifications in their curriculum at any undergraduate divisional curriculum committee meeting throughout the year. This will allow for departments and units to propose changes immediately following the completion of courses that term and for more fulsome consultation to occur between units. It is important that the representatives from each Department/Institute who are proposing changes (both Minor and Major) are in attendance at these meetings to bring forward for discussion and approval all of their proposed changes.

If any proposed changes have resource implications either through funding or library resources it is essential that the proposers contact the Program & Curriculum Officer and Chief Librarian immediately to discuss those implications. In addition, if a Department/Institute’s changes affect another Department which is outside of their Divisional Curriculum Committee, it is the responsibility of the Divisional Curriculum Committee Chair to contact those involved and ensure that these changes have been communicated and feedback has been received before proceeding further e.g. changes within the Sciences affecting the Social Sciences, etc.

6.1.2 CONDUCT OF THE DIVISIONAL CURRICULUM COMMITTEE MEETINGS

The Chair of the Divisional Curriculum Committee will call and conduct the meetings to discuss curricular items in the fall.

The Divisional Curriculum Committees are responsible for the following:

- The Humanities, Sciences, and Social Sciences Curriculum Committees shall consider the content, quality, and requirements of the academic programs and courses of study that lead to degrees, certificates, and credit and non-credit courses over which UTM has authority.
- Committees shall also recommend proposals for minor modifications to existing programs and any proposed course changes for approval to the Academic Affairs Committee.

6.1.3 FREQUENCY OF DIVISIONAL CURRICULUM COMMITTEE MEETINGS

Divisional Curriculum Committee meetings are run as staggered committee meetings throughout the year (roughly one per term in September, February and April).
6.2 READINESS OF THE CURRICULUM REPORTS

In order to ensure that the Curriculum Reports going forward to the Academic Affairs Committee are ready for governance consideration, the Chairs of the Divisional Curriculum Committees are asked to verify whether the following have been reviewed, and amended (where appropriate) throughout the relevant report for that committee (i.e. Sciences, Social Sciences, Humanities):

1. **Rationales:** If any are missing or communicate little to inform the Academic Affairs Committee members about the reason for the change, ensure that this has been corrected/addressed. Many are descriptions of the changes rather than the academic rationales, which illuminate why the curricular change is warranted. Often the rationales are very cryptic or poorly worded i.e. “Addition of Course ABC”. Some others are merely carried over from one departmental program change to another, with a statement such as “This reflects an expansion of core courses in 2nd and 3rd year”, without properly describing the specific nature of the change or the reasons why it makes programmatic sense.

2. It is important to make sure that the items are included in the appropriate sections i.e. if a course is renumbered, it must appear in the “renumbered courses” section, not within “other changes.”

3. **Number of hours of instruction:** This should be consistent, using “lecture hours; practicum hours; tutorial hours” format, not just indicating “number of hours”.

4. **Formatting issues:** Ensure that if “point #1” is referred to, that the point being referred is indeed numbered, not just bulleted.

5. **Typos and grammatical errors:** It is essential that these are checked and eliminated. After the online Academic Calendar Database closes there will still be opportunity for typos to be corrected by staff in the Office of the Registrar.

6.3 POST DIVISIONAL CURRICULUM COMMITTEE LEVEL – STEPS TO TAKE

After the final Divisional Curriculum Committee meetings have taken place it is important for the Chair of each Curriculum Committee to review the compiled Curriculum Report (see Section 6.2) and complete the following steps:

1. **Access and Review the Curriculum Report for the relevant committee**
2. Ensure that all changes with possible resource implications have been discussed with the Office of the Dean and that Library implications have been discussed with the Chief Librarian.
3. **Contact both the Program and Curriculum Officer at UTM via email to indicate that the Curriculum Report is ready for submission to the Academic Affairs Committee.**
4. **Prepare a Divisional Curriculum Committee Chair’s report that summarizes the changes recommended to be brought forward to AAC for approval. Please see Section 6.3.1 for details.**

6.3.1 PORT TO THE ACADEMIC AFFAIRS COMMITTEE (AAC)

At the curricular meeting of the Academic Affairs Committee meeting (usually in November), it is the responsibility of the Senior Assessor (the Vice-Principal Academic and Dean at UTM) to move the divisional curriculum report for approval. The Chair of each Divisional Curriculum Committee is required to complete the *University of Toronto Mississauga Divisional Curriculum Committee Report Template*. This report is to be submitted to the Program and Curriculum Officer, who will provide it to the Senior Assessor for the composition of a short comprehensive report highlighting the changes proposed. The Program & Curriculum Officer will provide this template. The report will include the following:

- Highlight any changes in courses (moving from full to half, deletions, additions) that have wide-ranging effects: for example relating to a course that is a prerequisite for many other courses, etc.
• Incorporate information about the sections of the Curriculum Report that received a lot of discussion at the Divisional Curriculum Committee level
• If there are sections of the report that you do not feel comfortable with in terms of answering specific questions, invite the appropriate departmental representative to be present at the Academic Affairs Committee meeting where these changes will be discussed.

* Please contact the Program & Curriculum Officer for details/information/questions

6.3.1.1 PROPOSED AMENDMENTS TO THE CURRICULUM REPORT FROM THE ACADEMIC AFFAIRS COMMITTEE
Assuming amendments, if any, are friendly to you as Divisional Curriculum Committee Chair, the Academic Affairs Committee will be asked to vote to approve the curriculum changes as presented in the Curriculum reports. If the Academic Affairs Committee disagrees with a major recommendation of a Curriculum Committee, it sends the item back to the Committee for re-consideration, along with a statement of their non-concurrence. Due to time constraints, this step would normally be handled via electronic communication with Committee members. Once the item has had re-consideration at the Committee level, it is brought back before the Academic Affairs Committee for approval. Since sending back an item is not ideal, it is highly recommended that the Chair of the Curriculum Committee invite appropriate Departmental representation to the AAC meeting, especially with respect to Major or controversial changes, so that all questions can be fully answered and the experts on a particular change are at the decision-making table.

6.3.1.2 NOTE ON ADDITIONAL DEPARTMENTAL REPRESENTATIVES
It is strongly recommended that the Divisional Curriculum Committee Chairs invite and encourage departmental representatives to attend the Academic Affairs Committee meetings as appropriate to answer program specific questions with respect to Major Changes and/or substantive Minor Changes.
7. PROPOSERS OF MINOR AND MAJOR CHANGES – ROLES AND RESPONSIBILITIES

It is the responsibility of the proposers of Minor changes to make clear to their Departmental/Institute Chair/Director what their change is related to and the reason for the change(s) in order for the Chair/Director to communicate these changes to the Divisional Curriculum Committee(s) and the Academic Affairs Committee (if necessary). For a definition of what constitutes a Minor Change see Section 4.2.

It is the responsibility of the proposers of Major changes to first contact the Vice-Principal Academic and Dean and Vice-Dean Teaching and Learning to discuss their proposed Major change in order to obtain the necessary sign-off. It is then strongly recommended that the Program and Curriculum Officer is contacted to inquire about what the next steps are and to obtain all necessary documentation and procedures. For a definition of what constitutes a Major Change see Section 4.3.

It is the responsibility of the proposers of Minor and Major changes to signal to the Office of the Dean that there are resource implications associated with their changes. The Office of the Dean will review the proposal and determine whether or not to allow the change to move forward with the resources requested. If there are library-based resources required in the proposal, it is the responsibility of the proposer to contact the Chief Librarian to review the request and to determine whether or not to allow the change to proceed.

8. OFFICE OF THE DEAN – ROLES AND RESPONSIBILITIES

The annual curriculum cycle is set by the Office of the Dean in conjunction with the Office of the Campus Council at UTM and the Provost’s Office. Notification is sent to the Departmental/Institute Chairs/Director and Divisional Curriculum Committee Chairs concerning the general curriculum schedule of meetings and events (i.e. opening and closing of the Online Academic Calendar Database) at the start of the curriculum cycle signaling that the process has begun (see Section 2).

8.1 Vice-Principal Academic and Dean

The Vice-Principal Academic and Dean is responsible for reviewing initial proposals for Major changes and will provide the necessary sign-off in order for the proposer to begin drafting their document. The Vice-Principal Academic and Dean must endorse the Major changes coming forward. For what constitutes a Major Change see Section 4.3.

The Vice-Principal Academic and Dean is responsible for reviewing resource implications associated with Minor and Major changes in consultation with the Vice-Dean Teaching and Learning and will determine whether or not funding is available to support the requested change.

8.2 Vice-Dean Teaching and Learning

The Vice-Dean Teaching and Learning is responsible for reviewing initial proposals for Major changes and will in consultation with the Vice-Principal Academic and Dean provide the necessary sign-off for the proposer to begin drafting their document. For what constitutes a Major Change see Section 4.3.

The Vice-Dean Teaching and Learning is responsible for reviewing resource implications associated with Minor and Major changes in consultation with the Vice-Principal Academic and Dean and will determine...
whether or not funding is available to support the requested change and communicate this back to the proposer(s).

The Vice-Dean Teaching and Learning is responsible for reviewing all substantive Minor Changes and Major changes coming forward in the prescribed template in consultation with the Program and Curriculum Officer. These Major changes must have the endorsement from the Vice-Principal Academic and Dean and Vice-Dean Teaching and Learning before they are presented to governance for approval.

8.3 Program and Curriculum Officer
The Program and Curriculum Officer is responsible for all aspects of the curriculum review process related to both Minor and Major changes which also includes the following (For a definition of constitutes a Minor and Major change, see Section 4.):

- The Program and Curriculum Officer will disseminate information related to the curriculum review process to the Chairs/Director and the Divisional Curriculum Chairs, assist with any questions or concerns related to the various changes, and provide the proposers with the prescribed governance routing.

- Responsible for the review of all drafts for Major Changes and will provide feedback and recommended changes concerning these types of proposals in consultation with the Vice-Dean Undergraduate and the Provost’s Office.

- Will identify any potential issues or concerns with respect to Minor and Major curricular changes and will bring these to the attention of the proposer(s), Vice-Dean Undergraduate, the Provost’s Office, and the Office of the Registrar where necessary.

- Provides the Office of the Campus Council at UTM and the Provost’s Office with all Major Changes for review and approval.

- The Program and Curriculum Officer is the main point of contact throughout the curriculum process.

8.4 Program and Curriculum Assistant
The Program and Curriculum Assistant is responsible for assisting the Program & Curriculum Officer, with the administrative processes concerning changes to the undergraduate and graduate curriculum review process.

- The Program and Curriculum Assistant will work with the Program and Curriculum Officer during the approval process for minor curriculum/academic changes and the transmission of approved changes to graduate curriculum for publication in the School of Graduate Studies Calendar.
9. OFFICE OF THE REGISTRAR – ROLES AND RESPONSIBILITIES

The Office of the Registrar is responsible for the maintenance, opening and closing of the Online Academic Calendar in consultation with the Program and Curriculum Officer at UTM (see Section 6).

The Office of the Registrar is responsible for assigning a representative to attend the Divisional Curriculum Subcommittee meetings to take part in the discussions about the proposed changes, to ensure that there is no conflict in the UTM Academic Calendar based on the proposed changes, to discuss changes that may impact the University of Toronto Mississauga and the greater community, and to provide important advice on the proposed changes. The Office of the Registrar representative(s) are non-voting assessors.

The Office of the Registrar is the home to the UTM Academic Calendar and as such works in conjunction with the Office of the Dean during the annual curriculum cycle.

The Office of the Registrar is responsible for contacting the Program and Curriculum Officer related to any questions or requests to include changes to the Academic Calendar post-curriculum review. The Program and Curriculum Officer will review the request(s) and determine with the Vice-Dean Teaching and Learning whether the late request is permissible or will have to wait until the next curriculum cycle. Late requests are not common practice and the Office of the Dean requests that all curriculum changes are added during the normal curriculum cycle or in time for the last UTM governance meetings. **NOTE: This is only related to Minor changes.**
10. OFFICE OF THE CAMPUS COUNCIL – ROLES AND RESPONSIBILITIES

The Office of the Campus Council is responsible for the agenda of the Academic Affairs Committee meetings, where the proposals for all curriculum matters are discussed, considered and approved, and works closely with the Program and Curriculum Officer in determining the governance routing at UTM.

The Office of the Campus Council ensures that due process has been followed in the consideration of these items and that the members of the Academic Affairs Committee have all of the information they require in order to make an informed decision in consultation with the Program and Curriculum Office and the Vice-Principal Academic and Dean.
## CONTACT

### OFFICE OF THE DEAN

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Principal Academic and Dean</td>
<td>Professor Amrita Daniere</td>
<td><a href="mailto:amrita.daniere@utoronto.ca">amrita.daniere@utoronto.ca</a></td>
</tr>
<tr>
<td>Vice-Dean Teaching and Learning (On Sabbatical Until June 30th, 2019)</td>
<td>Professor Heather Miller</td>
<td><a href="mailto:vdteachlearn.utm@utoronto.ca">vdteachlearn.utm@utoronto.ca</a></td>
</tr>
<tr>
<td>Acting Vice-Dean Teaching and Learning (Until June 30th, 2019)</td>
<td>Professor Andrew Peterson</td>
<td><a href="mailto:vdteachlearn.utm@utoronto.ca">vdteachlearn.utm@utoronto.ca</a></td>
</tr>
<tr>
<td>Program and Curriculum Officer (Maternity Leave until March 2019)</td>
<td>Yen Du</td>
<td><a href="mailto:yen.du@utoronto.ca">yen.du@utoronto.ca</a></td>
</tr>
<tr>
<td>Acting Program and Curriculum Officer (Until March 2019)</td>
<td>Rosa Ciantar</td>
<td><a href="mailto:rosa.ciantar@utoronto.ca">rosa.ciantar@utoronto.ca</a></td>
</tr>
<tr>
<td>Program and Curriculum Assistant</td>
<td>Lori Innes</td>
<td><a href="mailto:lori.innes@utoronto.ca">lori.innes@utoronto.ca</a></td>
</tr>
</tbody>
</table>

**NOTE:** Contact the Program and Curriculum Officer in the Office of the Dean for more information or if there are any questions or concerns about the curriculum process.

### UTM GOVERNANCE

<table>
<thead>
<tr>
<th>Role</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Campus Council</td>
<td><a href="mailto:council.utm@utoronto.ca">council.utm@utoronto.ca</a></td>
</tr>
</tbody>
</table>

### DISCLAIMER

- Information that is found throughout this document is subject to change at any time.
- Timeframes are approximate and subject to change.
CURRICULUM CHECKLIST

Recall, we have two types of curricular changes:

- **Minor** (which include, but NOT limited to): Adding New Courses, Deleting Courses, Renumbering/Reweighting of Courses, Change to Course Description/Name and/or Prerequisite Changes.

- **Major** (which include, but NOT limited to): New Programs, Closure of Programs, Major Modifications to Existing Programs, Creation of Minors and/or Creation of For-Credit Certificate Programs.

This checklist has been created to assist with the curriculum process to ensure that you have identified the following items related to your change(s). Remember, these must be approved before you are able to obtain the necessary governance approvals for the implementation of your curriculum change(s).

<table>
<thead>
<tr>
<th>Minor Changes</th>
<th>Major Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Have you contacted the Office of the Dean (the Program &amp; Curriculum Office) with respect to your <strong>Resource Implications</strong>? Does the proposed change increase or decrease course offerings; increase or decrease the faculty complement; Will lab (wet or computer) be required?</td>
<td>□ Have you contacted the <strong>Vice-Principal Academic and Dean &amp; Vice-Dean Teaching and Learning</strong> concerning your proposed Major Change?</td>
</tr>
<tr>
<td>□ Have you contacted the Chief Librarian with respect to your <strong>Library Resource Implications</strong>?</td>
<td>□ Have you obtained the necessary <strong>sign-off</strong> to continue?</td>
</tr>
<tr>
<td>□ Are there <strong>Space requirements</strong> in your proposed? If yes, have you contacted the Office of the Dean?</td>
<td>□ Have you contacted the <strong>Program and Curriculum Officer</strong> to get more information on how to proceed?</td>
</tr>
<tr>
<td>□ Do you require <strong>TA support</strong> for your proposed change? If yes, have you contacted the Office of the Dean?</td>
<td></td>
</tr>
<tr>
<td>□ Do you require <strong>Sessional Lecturers</strong> for your proposed change? If yes, have you contacted the Office of the Dean?</td>
<td></td>
</tr>
<tr>
<td>□ Are you in need of additional <strong>Staffing</strong> in order to support the proposed change? If yes, have you contacted the Office of the Dean?</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A – UTQAP EXTRACT ON NEW PROGRAM


2. New Degree Program Approval Protocol

The primary responsibility for the design and quality assurance of new undergraduate and graduate degree programs lies with the University and its governing bodies. Academic divisions are responsible for curriculum design, the identification of program objectives, the development of learning outcomes and degree level expectations, and the assembly of human, instructional and physical resources. The approval protocol helps to ensure that programs are aligned with the objectives of the academic division and of the University as specified within the Statement of Institutional Purpose and thereby advance the mission of the University and the academic division.

2.1 Purpose and application

The New Degree Program Approval Protocol sets out the steps to be taken at the University to assemble and provide the information required in support of new program proposals. The purpose of the Protocol is to ensure that the procedures followed for the assessment of proposed new academic degree programs is in accordance with the University Policy for Approval and Review of Academic Programs and Units and the provincial Quality Assurance Framework.

The New Degree Program Approval Protocol applies to the development of new undergraduate or graduate degrees, undergraduate specialists and majors within approved degrees and to graduate degree programs, graduate collaborative programs, and diplomas, offered in full or in part by the UofT or by the UofT jointly or conjointly with institutions federated or affiliated with the University:

- New Degree Program Proposals are assessed within the division and by the Office of the Provost as part of the program development process prior to external appraisal and submission to University governance. The program proposal must address the purpose and content of the new program and the capacity of the unit to deliver a high quality program.

- The Dean is responsible for commissioning the external appraisal of proposed new programs with the approval of the Vice-Provost, Academic Programs.

- Programs that are inter- and multidisciplinary must identify a permanent lead administrative division and identify a commissioning officer for future cyclical program reviews.

- Programs that are inter-institutional and offered jointly, conjointly and/or in affiliation with other higher education institutions (colleges and universities) through formal agreements are assessed as entities distinct from the larger institutions within which they are included. Where a program is held jointly with an Ontario institution that does not have an IQAP that has been ratified by the Quality Council, the UTQAP will serve as the guiding document and University of Toronto will be the lead institution. Where a program is held jointly with an Ontario institution that does have an IQAP that has been ratified by the Quality Council, a lead institution will be selected. Program proposals specify how future reviews will be conducted.

2.2 Overview of the program approval process

The steps required to develop and approve proposals for new undergraduate degrees, undergraduate specialists or majors within existing degrees, graduate programs and degrees, graduate diplomas, and graduate collaborative programs, are indicated in Figures 1a (standard approval) and 1b (expedited approval). New undergraduate degrees, undergraduate specialists or majors, graduate degrees and programs are subject to the full standard approval process which includes an external appraisal. New graduate diplomas and collaborative graduate programs may be brought forward under an expedited process which requires the submission of a proposal to the Quality Council but does not require an external appraisal.
Figure 1a: Standard process for approval of new undergraduate and graduate degrees and programs

1. INTERNAL UNIVERSITY PROCESS

Division: Proposal initiation

Provost’s Office (2.4.2):
All programs (at outline stage) are brought to the Vice-Provost, Academic Programs who responds to divisional queries and facilitates proposal development through consultation with other Vice-Provostial portfolios.

Vice-Provost, Academic Programs and/or Vice-Provost, Graduate Education considers:
- Program rationale including consistency with the unit’s academic plan
- Appropriateness of the name and degree designation
- Program description, requirements, content and standards, program objectives, learning outcomes, faculty and teaching staff requirements and supervisory capacity
- Impact on the nature and quality of the division's programs of study
- Impact on other divisions and need for inter-divisional and inter-institutional consultation and agreements/contracts

Vice-President, University Operations considers:
- Resource implications, including, but not limited to, staffing, libraries and computing facilities, enrolment/admissions, revenue/costs, financial aid
- Enrolment planning, revenue and expense projections
- BITU eligibility
- Space allocations and operating costs; capital project approvals

Vice-President, University Relations
- MTCU program approvals process and submission requirements

Vice-Provost, Students and/or Vice-Provost, Graduate Education considers:
- Impact on student affairs and services; registrarial and information systems; awards and admissions

Vice Provost, Faculty and Academic Life considers:
- Faculty implications

Division: Proposal development

Broad consultation: with faculty, students, other academic divisions, and external stakeholders

Dean’s Office and Provost’s Office signoff (2.4.3)

Division: External appraisal commissioned (2.4.4)

Division and Provost’s Office: Internal response to appraisal (2.4.6)

Divisional Governance Approval (2.4.7)

Provost’s Office: Submits proposal for University Governance Approval (2.4.7)

New specialists and majors are approved at the level of ARUP. New undergraduate degrees, graduate degrees and programs are recommended by ARUP to Academic Board and confirmed by the Executive Committees of Governing Council

Provost’s Office: Submits proposal to the Quality Council (2.4.8)

Appraisal Committee Review and Recommendation (2.5.2)
(normally within 45 days of receipt of the institution’s submission)

Quality Council Approval to commence

3. MTCU PROCESS

University: Submission to MTCU if new degree or new graduate degree or program (2.7.1)

4. FOLLOW-UP PROCESS

Ongoing program monitoring by the University (2.7.3)
Cyclical Review within 8 years of first enrolment
4. Program Closure

There are a number of possible reasons for closing a program including low enrolment, a changing disciplinary landscape, and poor quality of the academic program. These reasons may be articulated in external review reports or may be identified by members of the University community.

4.1 Proposal

The proposal for a program closure will include the following criteria together with any additional requirements which the academic division chooses to apply (see the Vice-Provost, Academic Programs’ UTQAP website):

- Rationale for the closure including alignment with the unit’s academic plan.
- Impact on the nature and quality of the division’s program of study.
- Impact of closure on other units including inter-divisional and inter-institutional agreements/contracts.
- Impact on and accommodation of any students currently enrolled in the program.

4.2 Institutional process and approvals

Proposals for the closure of degrees and degree programs are brought forward along the same governance path as proposals for new programs. Once the Provost’s Office has signed off on a proposed closure, the closure is taken forward for approval to the divisional council. Program closures for all components of an undergraduate program are approved by the Committee on Academic Policy and Programs; closures of degrees and all graduate programs are approved by the Academic Board, as recommended by the Committee on Academic Policy and Programs.

The closure of one component within an existing undergraduate program or of a minor is considered a major modification and follows the same governance path as proposals for major modifications.

4.3 Annual report to the Quality Council

Program closures are reported annually to the Quality Council by the Vice-Provost, Academic Programs.
Figure 3: Process for approvals of program closures

1. INTERNAL UNIVERSITY PROCESS

Division: Proposal initiation for program closure (4.1)

**Provost’s Office:** All proposals for undergraduate and graduate program closures come to the Provost’s Office for preliminary discussion. Graduate programs receive special attention from the Vice-Provost, Graduate Education and Dean of the School of Graduate Studies. These discussions can cover areas such as:

- Rationale for the closure including alignment with the unit’s academic plan.
- Impact on the nature and quality of the division’s program of study.
- Impact of closure on other units including inter-divisional and inter-institutional agreements/contracts.
- Impact on and accommodation of any students currently enrolled in the program.

Division: Proposal development

**Broad consultation:** with faculty, students, other academic divisions, and external stakeholders

Provost’s Office signoff for undergraduate and graduate program closures

Divisional Governance Approval (4.2)

Provost’s Office: Submits proposal for University Governance Approval: AP&P and/or Academic Board as appropriate

Provost’s Office: Reports closure to Quality Council (part of annual report) (4.3)

2. MTCU PROCESS

University: Reports closure of degrees to MTCU as part of annual report
3 Major Modifications to Existing Programs Protocol

3.1 Definition

A major modification to an existing program is a restructuring of a program, a merger of existing programs or a renewal of a program in order to keep it current with its academic discipline. At the University of Toronto major modifications include one or more of the following program changes:

A) Significant changes to program requirements:

- Creation of a new program of specialization where another with the same designation already exists (e.g., a new specialist program where a major with the same designation already exists)
- Addition of a new major or specialist that does not differ substantially in program requirements or learning outcomes from an existing program
- Merger of two or more existing programs
- Creation of a minor where there is no existing program of specialization
- The creation of new bridging options for college diploma graduates
- The introduction or deletion of a thesis requirement, co-op requirement or placement at the undergraduate or graduate level
- The creation or deletion of a field within an existing graduate program
- The creation or deletion of a stream within an existing undergraduate program

B) Significant changes to the learning outcomes:

- Changes to program content that affect the learning outcomes, but do not meet the threshold for a “new program”

C) Significant changes to the faculty engaged in delivering the program and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery (e.g., different campus, online delivery, inter-institutional collaboration):

- A change to the language of the program
- The establishment of an existing degree program at another institution or location
- Change in mode of delivery of a program such as from classroom to online or full-time to part-time

Major modifications to existing programs do not require submission of a proposal to the Quality Council. The University may request that the Quality Council review a major modification proposal. Normally this will occur through the Expedited Approval Process without the requirement of an external review process.

Minor modifications are changes to courses and curriculum that do not change the nature or essence of a program or the learning outcomes.
The University of Toronto considers minor modifications to include:

- Creation of a new minor within an existing program
- Changes to admission requirements
- Creation of a new course

Minor changes require approval by divisional governance processes only.

In cases where it is unclear whether a proposed change in a program is a new program, a major modification, or a minor modification, a determination will be made by the Vice-Provost, Academic Programs in consultation with the divisional Dean and the academic unit.

### 3.2 Proposal

The proposal for a major modification includes the following together with any additional requirements which the academic division chooses to apply (see the appropriate template on the UTQAP website):

- Rationale for the major modification and consistency with the unit’s academic plan.
- Outline of the major changes to the program description, requirements, and program learning outcomes.
- Description of any impact that the major modification may have on students or other divisions; description of consultation with those affected.
- Description of any resulting resource implications, including, but not limited to, such areas as staffing, space, libraries and computing facilities, enrolment/admissions, and revenue/costs.

### 3.3 Institutional process and approvals

Major modifications to academic programs are initiated within academic divisions. The division’s Dean’s Office is responsible for the development of a major modification proposal and coordination and consultation with the Office of the Vice-Provost, Academic Programs. The Vice-Provost, Academic Programs is responsible for providing feedback regarding the major modification that includes the input of the Provost and other Vice-Provosts, as appropriate. In particular, major modifications for graduate programs receive special attention from the Vice-Provost Graduate Education.

The University of Toronto is responsible for approvals of major modifications to existing programs. Such modifications are normally submitted by the Dean’s office for approval by divisional governance.

### 3.4 Annual report to the Quality Council

The Vice-Provost, Academic Programs files an annual report to the Quality Council which provides a summary of major program modifications that were approved through the University’s internal approval process in the past year.

### 3.5 Subsequent University process

Cyclical review of the program according to the pre-existing cycle within 8 years.
Figure 2: Process for approval of Major Modifications of undergraduate and graduate programs

<table>
<thead>
<tr>
<th>1. INTERNAL UNIVERSITY PROCESS</th>
<th>Divisional Dean’s Office: Proposal development (3.2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Includes consultation with faculty, students, other academic divisions, and external stakeholders as appropriate</td>
</tr>
<tr>
<td></td>
<td>Consultation with the Vice-Provost, Academic Programs</td>
</tr>
<tr>
<td></td>
<td>Major modifications of graduate programs will receive special attention from the Vice-Provost, Graduate Education.</td>
</tr>
<tr>
<td></td>
<td>Dean’s Office signoff on major modification</td>
</tr>
<tr>
<td></td>
<td>Divisional Governance Approval (3.3)</td>
</tr>
<tr>
<td></td>
<td>Division: Reports approval to the Office of the Vice-Provost, Academic Programs</td>
</tr>
<tr>
<td></td>
<td>Provost’s Office: Submits proposal to Quality Council as part of Annual Report (3.4)</td>
</tr>
</tbody>
</table>

| 2. FOLLOW-UP PROCESS | Ongoing program monitoring by the University through Cyclical Program Review (3.5) |