

MEMORANDUM

TO: UTM Chairs & Directors

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

RE: November 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** – November 2, 2020, 1:00-4:00PM
 - In person (TBD): DV3214
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/695547070>
- **SCIENCES** – November 4, 2020, 1:00-4:00PM
 - In person (TBD): DV3214
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/554529965>
- **SOCIAL SCIENCES** – November 5, 2020, 1:00-4:00PM
 - In person (TBD): DV3214
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/496333038>

Departments and units are invited to bring forward any minor modifications in their curriculum to this meeting. Changes proposed during the November 2020 UG Curriculum Review Session will go forward to the January 2021 Academic Affairs Committee (AAC) meeting for approval.

This will be the final opportunity to submit changes for implementation in the 2021-2022 Academic Year.

The deadline for submitting curriculum changes to be reviewed by the Divisional Undergraduate Curriculum Committees is October 16, 2020. We ask that you please submit changes well before the deadline.

***NOTE:** The Curriculum Management (CM) system is currently undergoing system maintenance and will be closed for new proposals until August 10, 2020. You can log on to review approved courses and programs, but will be unable to submit curriculum change proposals during this time. We will send a notice to all CM users when the system is open for proposals again.

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, but may not present proposed changes.

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

- Divisional Undergraduate Curriculum Committee Terms of Reference (TOR)
- November 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***

As the COVID-19 situation evolves, it is uncertain whether we will be able to host these meetings in person or not. An update to confirm meeting details will be sent to Committee members and administrative staff closer to the date. In the meantime, should you have any questions or concerns, please do not hesitate to contact Lori Innes, Program & Curriculum Assistant, at lori.innes@utoronto.ca.

We look forward to our continued collaboration on the curriculum review process.

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
Dale Mullings, Assistant Dean Students & International Initiatives, Student Affairs
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