Program & Curriculum Unit
Office of the Dean, UTM

ANNUAL REPORT

2020-2021

UNIVERSITY OF
TORONTO
MISSISSAUGA

Contents

Introduction
Message from the Vice-Dean, Teaching & Learning

2020-2021 was truly an extraordinary year for all of us, bringing challenges to all aspects of our lives. While we will undoubtedly remember the difficulties we encountered, I hope that we will also remember and acknowledge the innovation, creativity, and dedication everyone at UTM exhibited this past year.

This was very much the case for the Program & Curriculum Unit (PCU) within the Office of the Dean. From the introduction of additional guides in our CM Toolkit, to the development of virtual workshops, to personalized templates and resources for external reviews and beyond, the PCU employed innovative practices to maintain our mission of providing customized, hands-on support to our academic units across all our quality enhancement efforts. This included running all three of our undergraduate curriculum review sessions online, bringing forward 867 proposals to governance for approval. Two external appraisals for new degree-granting programs were run virtually as well, setting the stage for our upcoming virtual external review site visits in 2021-2022.

The PCU saw two significant changes to the organization of the unit in 2020-2021. The addition of a *Research Analyst, Academic Programs & Curriculum* position allows us to better support external reviews as well as certificate proposals, program closures, and programs undergoing or renewing their accreditation. The introduction of a *Manager, Academic Programs, Reviews & Quality Assurance* to oversee daily activities of the unit will free the Vice-Dean, Teaching & Learning for more focus on academic initiatives, in addition to providing expertise for the development of new degree programs, the establishment of EDUs, and

major modifications to existing programs. Both roles will allow the PCU to deliver additional support to academic units and further improve efficiencies across our operations.

This annual report, the first for the PCU, is not just a summary of the PCU Team's accomplishments this past year (July 2020-June 2021), but also a celebration of their dedication and commitment to quality enhancement in our academic programming, and the innovations and accomplishments of the academic units.

Heather M.-L. Miller
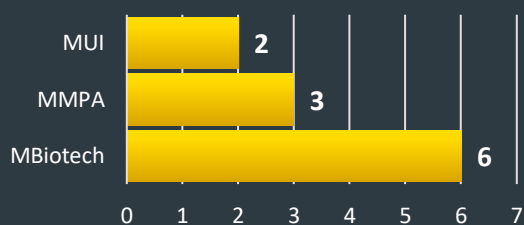Vice-Dean, Teaching & Learning

2020-2021 by the Numbers

9 External Reviews

Post-Review Activities = 2
Reviews in Progress = 2
On-Boarding Activities = 5

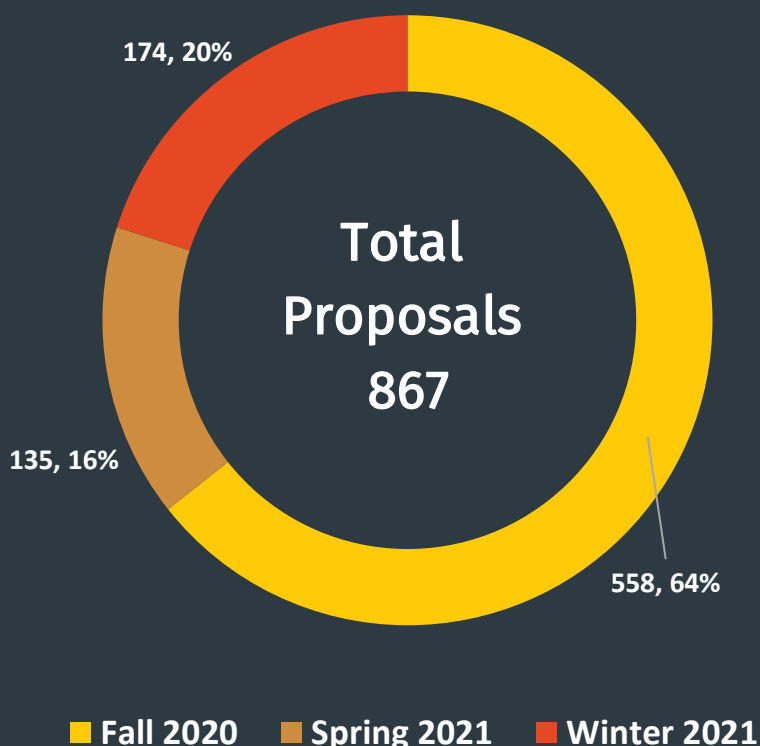## Graduate Curriculum Review

Number of Proposals by Program

Program	Count
MUI	2
MMPA	3
MBiotech	6

(Bar chart axis: 0 1 2 3 4 5 6 7)

Academic Change

8

Two new programs
Two certificates of completion
One major modification
One program closure
Two self-designed programs

Undergraduate Curriculum Review

Number of Proposals by Curriculum Review Session

Total Proposals 867

- 174, 20% — Winter 2021
- 135, 16% — Spring 2021
- 558, 64% — Fall 2020

■ **Fall 2020**   ■ **Spring 2021**   ■ **Winter 2021**

The Program & Curriculum Team

Professor Heather M.-L. Miller
Vice-Dean, Teaching & Learning

Yen Du
Manager, Academic Programs, Reviews & Quality Assurance

Lori Innes
Program & Curriculum Assistant

Amanda Pullan
Research Analyst, Academic Programs & Curriculum

External Reviews

External reviews play a pivotal role in the development and implementation of a unit's academic plan. Governed by the *University of Toronto Quality Assurance Process* (UTQAP), the purpose of these cyclical reviews is to provide an opportunity for units to reflect on their commitment to academic excellence, support ongoing quality improvement in their academic programming by securing guidance on key strategic directions, receive expert advice from leaders in their fields in both academic and administrative issues, and assess their performance against international peers. As a measure of importance, all reviews are brought forward to University Governance, with Final Assessment Reports and Implementation Plans (FAR/IPs) reported to the Quality Council of Ontario and posted on the Vice-Provost, Academic Programs' FAR/IP webpage.

Customized and tailored on-boarding experience

- UTQAP Workshop specific to UTM to launch the review process
- Individual process meeting with custom resources, samples, and templates developed in-house within the PCU
- Individual data meeting to present unit/ program specific data sets (with *Divisional Research, Analysis and Assessment Team* within the *Office of the Dean*)

Hands-on assistance

- Sample surveys to engage students and faculty
- Custom data sets that speak to exceptional aspects of the unit or program
- Connections to curriculum mapping specialists
- Detailed vetting of external reviewer nominations
- Comprehensive review of self-study document and site visit itinerary to ensure compliance with review's Terms of Reference

Post-site visit support

- Coordination of administrative responses
- Hosting of a Decanal Town Hall for each unit or program, open to all constituents
- Review and finalization of Summary of Reviewer's Report and FAR/IPs (with *Vice-Provost, Academic Programs Office*)

Innovations in 2020-2021

- Online UTQAP Workshop – participate at your convenience and pace!
- Virtual on-boarding meetings (process & data)
- Shift to OneDrive for easy file sharing
- Creation of new resources for virtual site-visit planning

Highlights from the Year

Post-Site Visit Activities - 2

Department of Philosophy – presented to Governing Council on December 17, 2020
Final Assessment Report & Implementation Plan

Master of Biotechnology Program – presented to Governing Council on December 17, 2020
Final Assessment Report & Implementation Plan

Reviews in Progress - 2

Department of Economics
Site visit anticipated mid-Fall 2021

Master of Management & Professional Accounting Program
Site visit anticipated late-Fall 2021

On-Boarding Activities - 5

Department of Sociology – June 2021
Department of Geography, Geomatics & Environment – June 2021
Institute for Management & Innovation – June 2021
Master of Management in Sustainability Science Program – June 2021
Master of Management of Innovation Program – June 2021

Curriculum Review & Renewal

Curriculum review and renewal allows units the opportunity to evaluate and analyze their current programs and courses, ensuring continued alignment between program learning outcomes, course objectives, and degree level expectations. As disciplines evolve and grow, so too will course content, pedagogical practices, and assessment methods. UTM's curriculum process provides the framework to implement minor modifications to keep offerings current and competitive. While individual changes are minor in nature, the cumulative effect of minor modifications over time is expected to have a substantive impact.

Undergraduate

Once per academic term, units have the opportunity to propose minor modifications to their appropriate Divisional Undergraduate Curriculum Committee (Humanities, Sciences, or Social Sciences) for review and recommendation to the UTM Academic Affairs Committee (AAC) for final approval.
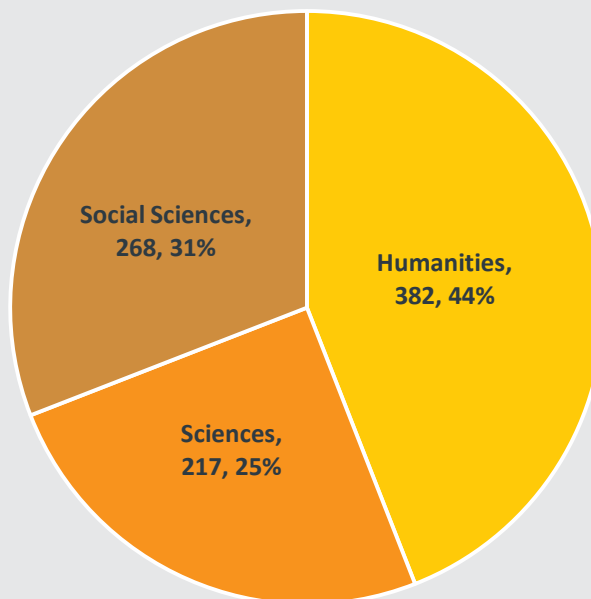
PROPOSALS APPROVED

867

Innovations in 2020-2021

- Ability for academic units to now request departmental curriculum proposal reports in advance of curriculum meetings
- Introduction of an additional round of decanal proposal review to ensure proposals are complete and ready for divisional curriculum committee meetings
- New resource developed, *Faculty Speaker Notes*, to streamline proposal presentations at curriculum meetings
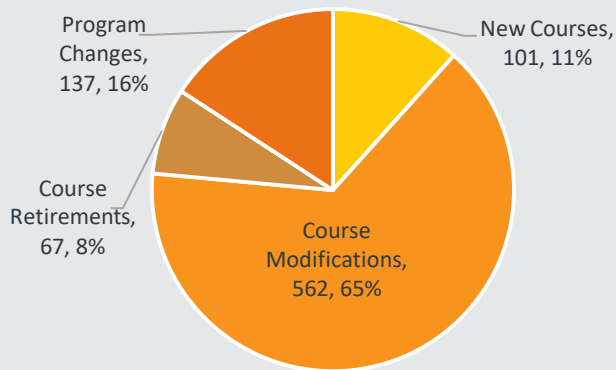- Use of formal meeting agenda templates

Proposals by Division

(number & percentage)

Social Sciences, 268, 31%

Humanities, 382, 44%

Sciences, 217, 25%

Proposals by Type of Change

(number & percentage)

Program Changes, 137, 16%

New Courses, 101, 11%

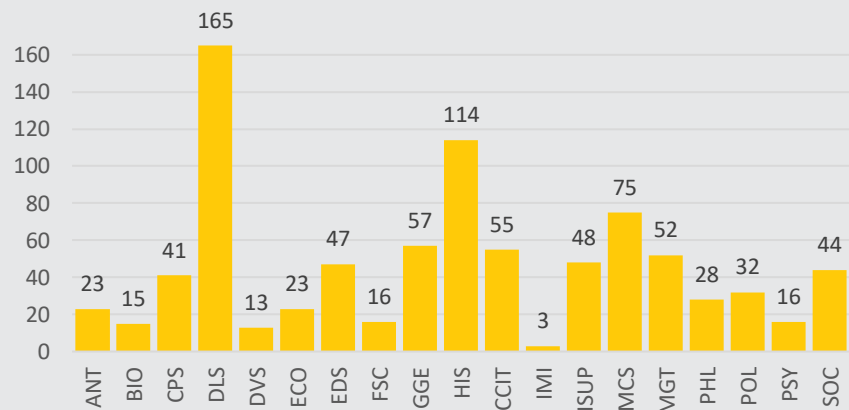Course Retirements, 67, 8%

Course Modifications, 562, 65%

Highlights from the Year

1. 64% of proposals (558 of 867) were submitted during the Fall 2020 Curriculum Review Session.
2. Humanities saw the most activity across the divisions with 44% of proposals (382 of 867).
3. 65% of proposals (562 of 867) were modifications to existing courses.
4. Course modification proposals accounted for more than two times the combined number of proposals received from the other three change types.
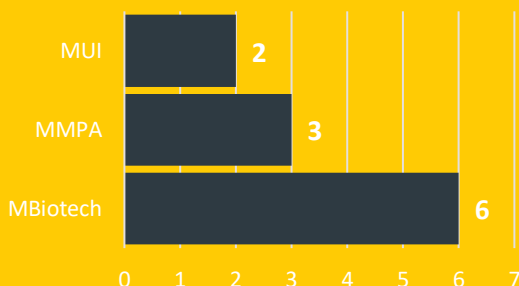
Most Active Units in 2020-2021

1. Language Studies (Humanities) @ **165** proposals
2. Historical Studies (Humanities) @ **114** proposals
3. Mathematical & Computational Sciences (Sciences) @ **75** proposals

Proposals by Academic Unit

Unit	Proposals
ANT	23
BIO	15
CPS	41
DLS	165
DVS	13
ECO	23
EDS	47
FSC	16
GGE	57
HIS	114
ICCIT	55
IMI	3
ISUP	48
MCS	75
MGT	52
PHL	28
POL	32
PSY	16
SOC	44

Number of Proposals by Program

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Graduate

Of the six professional master's programs at UTM, three of them proposed minor modifications to improve their programming and enhance student experience for a **total of eleven proposals** approved through governance during 2020-2021. In line with the recent conclusion of their external review, the Master of Biotechnology (**MBiotech**) Program proposed more than half of the changes seen at the graduate level (**six proposals** in total). The Master of Management & Professional Accounting (**MMPA**) Program and the recently launched Master of Urban Innovation (**MUI**) Program proposed **three and two modifications**, respectively.

Academic Change

Academic change is an integral process to the maintenance and enhancement of our academic offerings to ensure their highest quality. Proposals for academic change, including **new undergraduate and graduate programs and degrees**, significant **changes to existing programs**, the introduction and/ or updating of **certificates,** and **program closures** are governed by the *University of Toronto Quality Assurance Process* (UTQAP) and require governance approval.
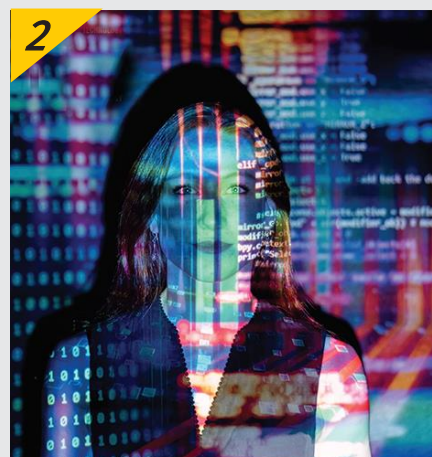

1. Major in Cinema Studies
Launching Sept 2021

Devoted to the stylistic, historical, and theoretical analysis of moving images, the Cinema Studies Major is concerned with how moving images have an impact on personal and cultural identities, and on society in general. Through the work of UTM's world renowned scholars in this growing discipline, students will learn about film as a unique mode of communication in the 20th and 21st centuries while also investigating what film shares with allied art forms. Students will also have the opportunity for curricular enhancements through the Toronto International Film Festival and UTM's own annual film festival.

2. Major in Technology, Coding & Society
Launching Sept 2021

The Technology, Coding & Society Major focuses on the impact of technologies, including hardware, platform and associated software, on people and on society more generally. Students learn essential computer coding skills, are taught theories on the use of digital platforms from humanistic and social science perspectives, learn to analyze the data that digital platforms produce, and then apply these concepts through practical labs and through optional work-integrated learning opportunities.

3. Certificate of Completion in Media Skills
Launched Feb 2021

Through a series of self-curated workshops, students will direct their own learning and engage with their community in unique ways, offering students in an ICCIT program the opportunity to refine and build connections with media concepts, technologies, ideas, industries, peers, mentors, and community outside of the formal classroom. Workshops will enrich classroom learning by providing students with active learning opportunities to hone and practice technical skills; learn about professional and industry application; hear from industry leaders and experts as well as ICCIT faculty and alumni; and network with their peers and mentors.

4. Certificate of Completion in Global Sustainability
Launching Sept 2021

This Certificate of Completion in Global Sustainability offers a greatly expanded opportunity for all UTM undergraduate students to learn about global sustainability, which is not limited to only environmental conservation. Through a series of modules designed to be completed over their program length, students will develop an intellectual and practical understanding of the holistic nature of global sustainability; engage in systems and integrative thinking; and apply their knowledge to address real-life sustainability issues.

5. Chinese Language & Culture Minor
Launching Sept 2021

The Minor in Chinese Language & Culture is for advanced learners who would like to improve their written and oral communication skills in both academic and professional settings. Students in this program will also advance their linguistic knowledge and cultural literacy from a cross-cultural perspective.

Also Noteworthy

- One program closure – Specialist in Geocomputational Science

- Support and review of two self-designed programs of study **proposals** (one declined; one approved)

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https://www.utm.utoronto.ca/program-curriculum/

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