

# USING THE CURRICULUM MANAGEMENT SYSTEM: TIPS FOR SUBMITTING CURRICULUM CHANGE PROPOSALS

#### SUBMIT YOUR CHANGES BEFORE THE DEADLINE

All curriculum changes must be entered to CM by the specified deadline in order to be reviewed by the UTM Divisional Curriculum Committees. Using CM, you may draft and submit your curriculum changes at any time. Don't delay!



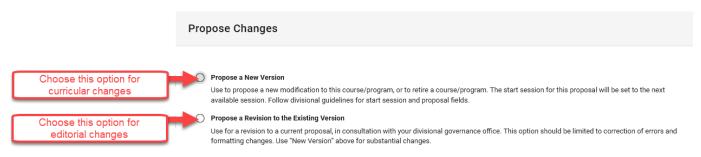
#### WHEN PROPOSING CHANGES...

#### Units should:

- Refer to the <u>UTM Guidelines for Populating Course Data Fields</u> and <u>Program Data Fields</u> to understand the fields that must be completed with each proposal.
- Review <u>ALL</u> canonical information related to the program or course to ensure information in CM is current, accurate, and complete.
- ✓ Ensure all curriculum change proposals are free from errors.

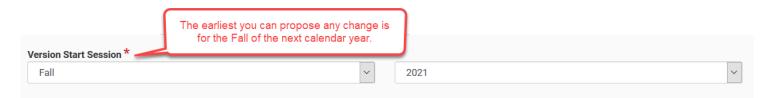
## PROPOSING A NEW VERSION OR A REVISION TO THE EXISTING VERSION

When proposing changes to courses and programs, you will receive the following prompt:

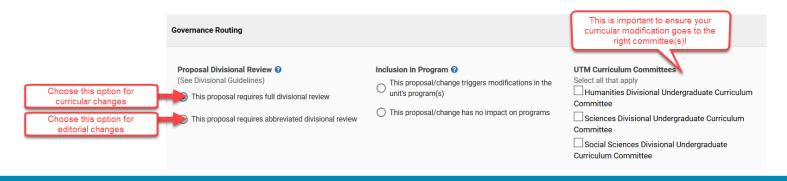


### SELECT THE RIGHT "VERSION START SESSION"

Select the start session and year when the course change or new course will take effect. Do not use the default setting.

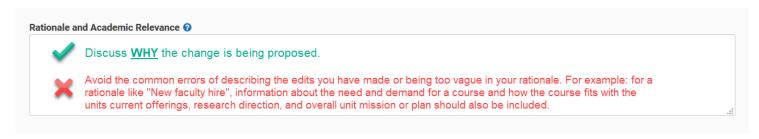


#### SELECT THE APPROPRIATE GOVERNANCE ROUTING



## **ACADEMIC RATIONALE IS REQUIRED**

In this section, please discuss the academic reason for the change and what impact the change may have to students, course offerings and the program as a whole (positive and negative).

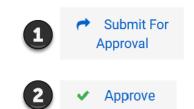


#### **REVIEW & SUBMIT**

Before submitting, please carefully review your proposal. Units are responsible for ensuring information entered to CM is accurate, complete and free from errors. **Note**: Information in CM is used to publish the Academic Calendar, so caution should be taken to avoid data entry errors.

Once you have reviewed your proposal, you will need to (1) Submit for Approval and (2) Approve your proposal at the unit level.

The proposal will then come to the Office of the Dean, for preliminary review, before proceeding to the UTM Divisional Curriculum Committee.



#### **CURRICULUM MANAGEMENT RESOURCES & SUPPORT**

To access the Curriculum Management (CM) Login and Toolkit, go to: <a href="https://www.utm.utoronto.ca/program-curriculum/CM">https://www.utm.utoronto.ca/program-curriculum/CM</a>

For questions, training & support, contact:

Program & Curriculum Unit Office of the Dean, UTM

Click here to contact us!

