

MEMORANDUM

TO: UTM Chairs & Directors

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

RE: October/November 2021 Undergraduate Curriculum Review Session for changes effective 2022-2023

Dear Chairs & Directors,

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

- **HUMANITIES:** October 25, 2021, 10:00-1:00PM
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/81763246490>
 - Meeting ID: 817 6324 6490
- **SCIENCES:** October 27, 2021, 1:00-4:00PM
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/88445852195>
 - Meeting ID: 884 4585 2195
- **SOCIAL SCIENCE:** November 1, 2021, 1:00-4:00PM
 - Zoom Meeting URL: <https://utoronto.zoom.us/j/82738081959>
 - Meeting ID: 827 3808 1959

Over the summer, the Program & Curriculum Unit will support units through the process of implementing new curriculum requirements related to two aspects of teaching:

1. The introduction of new Work Integrated Learning/Experiential course tagging; and
2. Permanent calendrical designation of courses as Online or Hybrid, as of Fall 2022.

The process for proposing these new curricular requirements, in addition to units' other curriculum changes, will be scheduled in 3 phases. For more information, see the [Fall 2021 Curriculum Planning: A 3 Phase Approach presentation](#). Additional information can be found on the [Fall 2021 Curriculum Planning webpage](#).

NOTE: All curriculum changes must be submitted via the Curriculum Management system by no later than **October 8, 2021**.

Changes proposed during the October/November 2021 Undergraduate Curriculum Review Session will be reviewed by the Divisional Undergraduate Curriculum Committees and go forward to the January 2022 Academic Affairs Committee (AAC) meeting for final approval. **This**

is the final opportunity to present changes for implementation in the 2022-2023 Academic Year.

A faculty representation from each unit must 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 posted the following resources on the [Office of the Dean's Undergraduate Curriculum Review webpage](#):

- Divisional Undergraduate Curriculum Committee Terms of Reference
- Oct/Nov2021 Undergraduate Curriculum Review Timeline
- Faculty Presenter Speaker Notes
- 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***

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
Veronica Vasquez, Director, International Education Centre, Student Affairs
Sandra Ngan, Assistant Registrar Student Communications, Office of the Registrar
Cindy Ferencz-Hammond, Director of Governance, Office of the Campus Council