



MEMORANDUM

TO: UTM Chairs & Directors

FROM: Yen Du, Manager, Academic Programs, Reviews & Quality Assurance
Tracey Bowen, Vice-Dean Teaching & Learning

RE: Fall 2023 Undergraduate Curriculum Review Session for changes effective 2024-2025

Dear Chairs & Directors,

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

HUMANITIES – November 2, 2023, 10:00AM-1:00PM (DV 3129 Ante Chamber)

SCIENCES – October 31, 2023, 10:00AM-1:00PM (MN 5128)

SOCIAL SCIENCES – November 6, 2023, 10:00-1:00PM (DV 3130 Council Chamber)

Departments and units are invited to bring forward any minor modifications in their curriculum to this meeting. All curriculum changes to be reviewed by the Divisional Undergraduate Curriculum Committees must be submitted via the Curriculum Management system by no later than **October 6, 2023**.

Changes proposed during the Fall 2023 UG Curriculum Review Session will go forward to the January 9, 2024 Academic Affairs Committee (AAC) meeting for final approval. Changes presented during these meetings are for **implementation in the 2024-2025 Academic Year**.

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 organized in-person and virtual drop-in sessions (outlined below). All faculty and staff are welcome to attend any of these sessions to discuss curriculum-related matters directly with the PCU.

PCU Cafés – in-person drop-in sessions

1. August 16, 2023; 11-1 pm; DV 3214
2. September 26, 2023; 1-3pm ; DV 3214

Virtual Drop-In Sessions – via Microsoft Teams

1. September 14, 2023; 10-11 am: [Teams Meeting Link](#)
2. October 2, 2023; 2-3 pm: [Teams Meeting Link](#)

Additionally, posted the following resources on the [Program & Curriculum Unit website](#):

- Divisional Undergraduate Curriculum Committee Terms of Reference (TOR)
- Fall 2023 Undergraduate Curriculum Review Timeline
- Resource Implication Webform – for changes to [existing courses](#) ***Must be submitted if a CHANGE in resourcing is required***
- Resource Implication Webform – for [new courses](#) ***Must accompany ALL new course proposals***

Should you have any questions or concerns, please do not hesitate to contact Yen Du, Manager, Academic Programs, Reviews & Quality Assurance, at yen.du@utoronto.ca or Ahad Syed, Program & Curriculum Assistant, at adoo.syed@utoronto.ca.

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

Regards,

Yen Du, Manager, Academic Programs, Reviews & Quality Assurance
Tracey Bowen, Vice-Dean, Teaching & Learning

CC. Divisional Undergraduate Curriculum Committee Members
Departmental Undergraduate Advisors
Ahad Syed, Program & Curriculum Assistant, Office of the Dean
Richard Levin, Interim Registrar & Director of Enrolment Management, Office of the Registrar
Paula Hannaford, Interim Chief Librarian, UTM Library
Veronica Vasquez, Director, International Education Centre, Student Affairs