

MEMORANDUM

TO: UTM Chairs & Directors

FROM: Tracey Bowen, Vice-Dean Teaching & Learning

RE: Winter 2024 Undergraduate Curriculum Review Session for changes effective 2025-2026

Dear Chairs & Directors,

This is to confirm that the next meeting of the Divisional Undergraduate Curriculum Committees will take place **in-person** with a Teams Link for those that can only join remotely:

HUMANITIES – March 5, 2024, 3:30 PM – 5:00 PM (DV 3130 Council Chambers)
[Teams Link](#)

SCIENCES – March 12, 2024, 1:00 PM – 3:00 PM (DV 3130 Council Chambers) [Teams Link](#)

SOCIAL SCIENCES – March 19, 2024, 2:00 PM – 4:00 PM (DV 3130 Council Chambers) [Teams Link](#)

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 **February 16, 2024**.

Changes proposed during the Winter 2024 UG Curriculum Review Session will go forward to the May 6, 2024 Academic Affairs Committee (AAC) meeting for final approval. Changes presented during these meetings are for **implementation in the 2025-2026 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.

If there have been any changes to unit representatives, please let us know as soon as possible to update our contact lists.

To assist units through the curriculum review process for this session, we have organized 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 Virtual Drop-In Sessions – via Microsoft Teams

1. January 25, 2024; 11:00am – 1:00pm: [Teams Meeting Link](#)
2. February 8, 2024; 11:00am – 1:00pm: [Teams Meeting Link](#)

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

- Divisional Undergraduate Curriculum Committee Terms of Reference (TOR)
- Winter 2024 Undergraduate Curriculum Review Timeline
- Resource Implications Webform – for changes to [existing courses](#) ***Must be submitted if a CHANGE in resourcing is required***
- Resource Implications Webform – for [new courses](#) ***Must accompany ALL new course proposals***

Should you have any questions or concerns, please do not hesitate to contact Ahad Syed, Program and Curriculum Assistant, at adoo.syed@utoronto.ca.

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

Regards,

Tracey Bowen, Vice-Dean, Teaching & Learning

CC. Divisional Undergraduate Curriculum Committee Members
Departmental Undergraduate Advisors
Marc Dryer, Associate Dean, Academic Programs
Daniella Mallinick, Assistant Dean
Ahad Syed, Program & Curriculum Assistant, Office of the Dean
Renu Kanga Fonseca, Registrar & Director of Enrolment Management, Office of the Registrar
Colleen Munro, Assistant Registrar, Student Communications, Ofc of the Registrar
Dany Savard, Interim Chief Librarian, UTM Library
Magnus Berg, Digital Scholarship & Liaison, UTM Library
Veronica Vasquez, Director, International Education Centre, Student Affairs
Cindy Ferencz-Hammond, Director of Governance, Office of the Campus Council