Proposing Course Delivery Mode Changes

Changes for course mode of delivery for Fall 2025 and onwards are to be proposed in the [Curriculum Management (CM)](#) system with other regular minor modification submissions. Modes of delivery are defined as:

- ***In-Person***: The course will be delivered in-person in any given term.
- ***Online***: All instructional interaction occurs without the student and instructor being in the same physical location. Instructional materials may be presented synchronously or asynchronously. At maximum, one in-person assessment (including final exams) may be required per half-credit course. The in-person assessment must be declared during the timetabling process.
- ***Hybrid***: Greater than one-third of the course contact hours will occur online (either SYNC or ASYNC). Assessments may be online or in-class. Involves a balance of scheduled in-person and (usually SYNC) online activities appropriate to the learning outcomes of the course.
- ***Online (Summer only)***: The course will be offered online during summer terms only and in-person during the Fall and/or Winter term(s).

At UTM, ***Flexible Delivery*** refers to courses that may be offered as online, hybrid, or in-person in any given academic term. When proposing a course for flexible delivery, please select **ALL** delivery modes that could apply in any given term.

Proposal fields in CM

Under the *Rationale and Academic Relevance* field, please address all the following that pertains to the course and new delivery mode(s). For *"Online - Summer Only"* and "*Flexible Delivery*" courses, it must be made clear how **each** will be maintained across the various delivery modes:

- **Rationale for Change in Delivery Mode**
  - Describe how the course and delivery mode aligns with the academic unit/discipline's vision and/or long-term plans; how the change impacts the unit's existing programs; how the change fits into the unit's curriculum map; and what the advantages to students will be.
- **Breakdown of Contact Hours & Delivery Mode**
  - For each course component (L, T, P, S), provide the proposed mode of delivery. For example: "*Total Hours of Instruction = 24L (12 asynchronous; 12 in-person); 12T (12 in-person)*"
- **Course Objectives**
  - Describe how the delivery mode change will continue to ensure that course objectives are achieved, in a way that will be equitable with the existing mode of delivery (as per the [Online Learning Planning Guide](#)). For courses that may be core/required for a program, also describe the academic unit's ability to maintain program learning outcomes.
- **Accessibility Accommodations/Design Built into the Course and New Delivery Mode**
- **Active Learning Techniques Applied to the Course and New Delivery Mode**
- **Addressing Academic Integrity Concerns**
  - For guidance, please see the materials provided by the [UTM Academic Integrity Unit](#) and the [Teaching and Learning Collaboration (TLC)](#) for guidance.
- **Resource Implications**
  - This must include any change (increase or decrease) in teaching/instructional support, TA support, space requirements, specialized equipment, and library resources. If there is no change anticipated, list "None."
- **Any Additional Considerations**

Note: Academic units that wish to utilize sessional instructors for online/ hybrid delivery of courses must confirm that a Quercus shell with the course structure and basic course materials that will ensure course objectives are met will be set up by the permanent faculty instructor and provided to sessional instructors in advance of the course.