

MEMORANDUM

TO: UTM Chairs & Directors

FROM: Tracey Bowen, Vice-Dean Teaching & Learning

RE: Spring 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:

Combined Divisional Undergraduate Curriculum Committee

May 13, 2024, 2:30 PM – 4:30 PM

(DV 3130 Council Chambers)

[Teams Link](#) | **Passcode:** 9ck7oj

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 **April 22, 2024**.

Changes proposed during the Spring 2024 UG Curriculum Review Session are for implementation in the **2025-2026 Academic Year**. Changes presented during these meetings will go forward to the UTM Academic Affairs Committee (AAC) in Fall 2024 for final approval.

Faculty Representation

It is important that faculty representation from each unit attend all respective 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.

Consultation with other Units

Units must consult with the appropriate Chairs and Directors when proposing a new course that may overlap or complement courses in other units. This consultation should take place **before** the course information is entered into CM and prior to presentation at the curriculum committee meetings. All new courses must be submitted under the unit Chair or Director's approval.

Helpful Resources

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

- Divisional Undergraduate Curriculum Committee [Terms of Reference \(TOR\)](#).
- 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***.
- Course delivery mode changes are now proposed through the CM platform as minor modifications. For guidance please refer to this page on the PCU website: <https://www.utm.utoronto.ca/program-curriculum/proposing-course-delivery-mode-changes>.

Should you have any questions or concerns, please do not hesitate to contact Rebecca Tunney, Program & Curriculum Assistant, at rebecca.tunney@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

Martha Harris, Manager, Academic Programs, Reviews & Quality Assurance

Rebecca Tunney, Program & Curriculum Assistant, Office of the Dean

Ahad Syed, Curriculum Review Specialist, 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

Veronica Vasquez, Director, International Education Centre, Student Affairs

Cindy Ferencz-Hammond, Director of Governance, Office of the Campus Council