

Presenting at Divisional Curriculum Committee Meetings

Minor modification proposals are shared with units for review in the form of a combined report before Curriculum Committee Meetings. Each academic unit is required to have Faculty representation at their corresponding divisional meeting (HUM, SSC, SCI, or Graduate). The unit representative will be asked to briefly present the proposed changes and receive any feedback from the committee. Here is a general outline for speakers.

Team Introduction

The meeting Chair will call upon each Department according to order in the agenda. The speaker should introduce themselves, their unit, and any administrative or support staff present at the meeting.

General Overview

As the proposal report is made available before the meeting, units do not need to discuss every detail of each proposal. Instead, indicate the total number of changes being proposed and review the small changes, grouping together any that apply to multiple courses or programs.

Discussion of Highlights

Units may choose to share more information about some significant changes, such as new courses or requirements. Highlights should include the rationale for the change and any potential impact on student learning and resources.

Committee Feedback

After speaking, committee members can ask questions and provide feedback about proposed changes. The speaker should be receptive of feedback and bring it back to their unit for further consideration, if necessary.

If you have any questions, please email Ahad Syed, Curriculum Review Specialist, at adoo.syed@utoronto.ca.