USING THE CURRICULUM MANAGEMENT SYSTEM:

UTM GUIDELINES FOR POPULATING PROGRAM DATA FIELDS

The following table provides an overview of the program data that is maintained in the Curriculum Management (CM) system and provides UTM-specific guidance on how the program data fields are to be completed when proposing minor modifications to programs on CM.

The fields highlighted in yellow require careful consideration when submitting proposals on CM.

#	Field	Description
1	**Status**	Leave as **"Active".** Do not use CM to propose a program retirement.
2	**Start Session**	Indicate when the program change will take effect. Note: The earliest you can propose any change is for the Fall of the next calendar year.
3	**Program Title**	If you are proposing a change to the name of the program, enter the new name here.
4	**Level of Instruction**	Leave as "**Undergraduate**".
5	**CM Program Code**	Do not change.
6	**POSt Codes**	Do not change.
7	**Program Type**	Do not change.
8	**Program Group**	Do not change.
9	**New Programs Group**	Leave unchecked.
10	**Parent Program - Is this a stream/focus which has a Parent Program?**	Leave field empty – the Dean's Office will update the field if necessary.
11	**Division**	Leave as "**University of Toronto Mississauga**".
12	**Associated with Division**	Leave field empty.
13	**Units**	Do not change.
14	**Associated with Unit**	Leave field empty.
15	**College**	Leave field empty.
16	**Proposal Type**	Select **"Minor Modification – Full Divisional Review**"; the Dean's Office will adjust this as necessary.
17	**UTM Curriculum Committees**	Select all committees that will need to review this new course or course change proposal.
18	**Subject Program Level**	Do not change.
19	**College**	Do not change.

To access the Curriculum Management (CM) Login and Toolkit, go to: https://www.utm.utoronto.ca/program-curriculum/CM

20	Description	Use this field to give a description of the program; include any information associated with the Program Supervisor, or who students should contact about the program.
21	Exclude Description from Calendar	Do not check this box.
22	Admission Requirements	For the time being, leave the field empty.
23	Enrolment Requirements	Use this field to describe the program's enrolment requirements – these might include CGPA requirements, or requirements to complete certain courses.
24	Completion Requirements	Use this field to describe the program's course requirements, and any other requirements for completion; for example, in co-op programs the completion requirements may include work terms.
25	Mode of Delivery	This field is currently unchecked; the Dean's Office will update all programs to show the Mode of Delivery as "In Class".
26	Method of Delivery	This field is currently unchecked; do not change.
27	Abbreviated Title	Do not change – if the proposal is to change the title of the program, the Dean's Office will complete this field.
28	Transcript Title	Do not change – if the proposal is to change the title of the program, the Dean's Office will complete this field.
29	Calendar Exclusions	Leave box unchecked.
30	Publication	Leave as "**University of Toronto Mississauga - Calendar**".
31	Sections	To change where the program should appear in the UTM Calendar, type and select the subject or program area. More than one section can be selected.
32	ESIS SPEMAJ	Leave field empty.
33	CIP (2010)	Leave field empty.
34	ESIS SPEJOI	Leave field empty.
35	Accrediting Agency	Leave field empty.
36	Brief Description of the Proposed Changes	Identify in point form the changes you are making
37	Rationale	Discuss the academic reason for the change and what impact the change may have to students, course offerings and programs (positive and negative).
38	Impact	Describe any impact the changes will have on students or on other academic units.
39	Consultation	Describe the consultation regarding the changes, including any internal consultation, and all consultation outside of the academic unit proposing the course. INCLUDE THE DATE ON WHICH THE CHANGES WERE APPROVED BY YOUR CURRICULUM COMMITTEE.
40	Resource Implications	Describe any resources implications associated with the proposed changes, and indicate how the unit plans to manage them.
41	Additional Proposal Documents	You can, if you wish, attach a document.
42	Additional Program Documents	You can, if you wish, attach a document.

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