



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Academic Affairs Committee

SPONSOR: Angela Lange, Acting Vice-Principal Academic and Dean
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PRESENTER: Lorretta Neebar, Registrar and Director of Enrolment Management
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DATE: November 5, 2018 for November 12, 2018

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Modification to Fall Implementation of the University of Toronto Mississauga Undergraduate Academic Calendar

JURISDICTIONAL INFORMATION:

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for Minor amendments to Campus academic regulations that are consistent with University-wide policy.

GOVERNANCE PATH:

- 1. Academic Affairs Committee [For Approval] (November 12, 2018)**

PREVIOUS ACTION TAKEN:

None.

HIGHLIGHTS:

This proposal recommends that the effective start session of the University of Toronto Mississauga (UTM) Academic Calendar be shifted from Summer (May) to Fall (September) and, as a result, the publication date of the Calendar be moved from March to May.

At present, the UTM Academic Calendar follows a March publication date for a May-to-April effective year schedule. Following the curriculum governance process, the Academic Calendar rules, regulations, courses, and program and degree requirements go into effect for the Summer and Fall/Winter Sessions respectively. Key processes/procedures (including Summer Session enrolment, updates to program completion requirements, performance indicators and business

processes) are misaligned with the current May implementation schedule, resulting in inconsistent information, administrative pressure, and fragmented student advising.

Shifting the publication and effective start of the Academic Calendar will result in a number of positive outcomes, including better alignment with curriculum governance, course enrolment, data measurement, and policy effective periods. It will allow for the immediate implementation of program admission and completion requirements and facilitate more timely implementation of curriculum changes into Degree Explorer.

The Faculty of Arts and Science (FAS) has also evaluated the impact of such a shift in publication and will be releasing their 2019-20 calendar in Fall 2019.

FINANCIAL IMPLICATIONS:

There are no net implications for the campus' operating budget.

RECOMMENDATION:

Be it Resolved,

THAT the modification to the Fall Implementation of the University of Toronto Mississauga Undergraduate Academic Calendar, as recommended by the Acting Vice-Principal, Academic & Dean, Professor Angela Lange, in the proposal dated October 21, 2018, be approved, effective May 1, 2019.

DOCUMENTATION PROVIDED:

Proposal – Fall Implementation of the University of Toronto Mississauga Undergraduate Academic Calendar

University of Toronto Mississauga
Governance Proposal

SECTION 1

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| Type of Proposal: <i>(i.e. Modification to existing Academic Regulations, Transcript Notation, Pilot Program, etc.)</i> | Fall Implementation of the University of Toronto Mississauga Undergraduate Academic Calendar |
| Department/Unit Proposing: | Office of the Vice-Principal Academic and Dean |
| Department/Unit Contact: | Andrew Petersen, Acting Vice-Dean, Teaching & Learning vdteachlearn.utm@utoronto.ca |
| Date of Proposal: | October 21, 2018 |
| Faculty/Academic Division: | University of Toronto Mississauga |
| Effective Date: | May 1, 2019 |
| For Transcript Notations: | |
| Wording for the notation: | N/A |
| List of programs that will be able to take advantage of the notation: | N/A |

SECTION 2

No changes to copy.

SECTION 3

1. DESCRIPTION

This proposal recommends that the effective start session of the University of Toronto Mississauga (UTM) Academic Calendar be shifted from Summer (May) to Fall (September) and, as a result, the publication date of the Calendar be moved from March to May.

2. BACKGROUND

The UTM Academic Calendar follows a March publication date for a May-to-April effective year schedule. Following the curriculum governance process, the Academic Calendar rules, regulations, courses, and program and degree requirements go into effect for the Summer and Fall/Winter Sessions respectively. This has always been the academic calendar implementation timeline.

A few key processes/procedures have been identified that are misaligned with the current May implementation schedule and which result in inconsistent information, administrative pressure, and fragmented student advising:

- Summer Session Enrolment: Students and advisors do not have access to accurate course or program information (offerings, descriptions, requisites/exclusions), which is necessary to plan and advise on Summer course enrolment options in advance of the publication of the 2018-2019 Academic Calendar. The Academic Calendar is published in mid-March, sometimes days before Summer Session enrolment is scheduled to begin.
- Updates to program completion requirements: The current timeline does not provide administrators sufficient time to manually input program requirement changes into Degree Explorer ahead of the program enrolment period (mid-March and mid-September). This results in inconsistencies between the published Academic Calendar and related university systems.
- Key Performance Indicators and Business Processes: Many aspects of the student academic life cycle (admission, retention, persistence and progression) follow a Fall-to-Fall schedule. Shifting the effective start date of the academic calendar to the Fall (September) aligns its administrative and academic content with how we track and measure students.

3. RATIONALE

Shifting the publication (and, subsequently, the effective start time) of the Academic Calendar will result in the following positive outcomes:

- Better alignment between:
 - Curriculum governance and the academic calendar publication/effective period; and
 - Academic Calendar publication/effective period and the Summer/Fall/Winter course offering, timetabling, scheduling and course enrolment periods;
- Allow for the immediate implementation of program admission and completion requirements in the Academic Calendar and address current confusion about which calendar rules are “in effect”;
- Availability of Summer course requisite information (e.g. timetable, Degree Explorer) when students are planning course eligibility;
- Facilitate timely administrative implementation of curriculum changes into Degree Explorer in advance of program enrolment;
- Support holistic student planning for course enrolment for the Fall/Winter and Summer sessions;
- Align student data measurement timelines with academic and administrative policy effective periods; and
- The Faculty of Arts and Science (FAS) has also evaluated the impact of such a shift in publication and will be releasing their 2019-20 calendar in Fall 2019.

4. CONSULTATION

The Office of the Vice-Principal Academic and Dean consulted closely with the Office of the Registrar in the development of this proposal and implementation. It was presented at the Chair’s meeting on May 1, 2018, and will be brought to the Academic Affairs Council for consultation on November 12, 2018.

5. FINANCIAL AND/OR PLANNING IMPLICATIONS

No financial/planning implications.

6. IMPLEMENTATION

The Academic Calendar for the 2019-2020 academic year will be published and come into effect on May 1, 2019.