FOR INFORMATION   **PUBLIC**   **OPEN SESSION**

TO: UTSC Academic Affairs Committee

SPONSOR: William Gough, Vice-Principal Academic and Dean
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PRESENTER: Mark Schmuckler, Vice-Dean Undergraduate
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DATE: January 8, 2019 for January 15, 2019

AGENDA ITEM: 2

ITEM IDENTIFICATION:

Change to the Effective Date of the UTSC Undergraduate Academic Calendar

JURISDICTIONAL INFORMATION:

The University of Toronto Scarborough Academic Affairs Committee (AAC) "is
concerned with matters affecting the teaching, learning and research functions of the
Campus" (*AAC Terms of Reference, Section 4*). The AAC has responsibility for academic
regulations, including "approval of minor amendments of academic regulations that are
consistent with University-wide policy" (*AAC Terms of Reference, Section 5.1 and 5.6*).

GOVERNANCE PATH:

1. UTSC Academic Affairs Committee [For Information] (January 15, 2019)

PREVIOUS ACTION TAKEN:

No previous action in governance has been taken on this item.

HIGHLIGHTS:

Overview

The University of Toronto Scarborough is moving the effective date of the
Undergraduate Academic *Calendar* from the Summer term to the Fall term. In addition,

the cycle of the academic year will change from an annual Summer-Fall-Winter sequence to an annual Fall-Winter-Summer sequence.

When it was originally published (in April 2018), the 2018-19 Undergraduate *Academic* Calendar was effective for the Summer 2018, Fall 2018 and Winter 2019 terms. With the change to the effective date, the 2019-20 Undergraduate *Academic* Calendar will be effective for the Fall 2019, Winter 2020 and Summer 2020 terms. Curriculum changes proposed for the 2019-20 academic year will go into effect as of Fall 2019.

The Summer 2019 term will follow the academic regulations outlined in the 2018-19 Undergraduate *Academic Calendar* – in other words, the 2018-19 Calendar will be effective for Summer 2018, Fall 2018, Winter 2019 and Summer 2019. Any changes to academic regulations that impact the Summer 2019 term will be clearly identified in the "Calendar Updates" section of the 2018-19 Academic *Calendar* (https://utsc.calendar.utoronto.ca/content/updates-and-changes-calendar).

Current Practice

The UTSC undergraduate Academic *Calendar* is published (goes "live" online) annually in mid-March. Changes to academic regulations, programs and courses that have been approved during the curriculum cycle are implemented in the online *Calendar* and are effective as of April 1st for the upcoming academic year, which begins with the Summer term (beginning in May), and they remain in effect until the end of the Winter term. Thus, the academic year follows a Summer-Fall-Winter cycle.

Some of the Problems Associated with the Current Summer Effective Date

1. There is confusion about when program admission/completion requirements go into effect
2. Publishing the Calendar in March/April often means that students don't have the time, or the information, they need to enroll in Summer courses; this issue is exacerbated for students in limited enrolment programs
3. Publishing the Calendar in March/April does not allow us to utilize Cycles 5 (March) and 6A (April/May) of the governance cycle
4. Administrative implementation in Degree Explorer and Student Information System (ROSI) of course and program changes to prerequisites/co-requisites/exclusions for current courses offered in the Summer term must take place within a very tight timeframe

Rationale for Moving the Calendar Effective Date to the Fall Term

Shifting the effective date of the Academic *Calendar* from Summer to the Fall will allow us to publish the Calendar in May to be effective for September. The Calendar would run from September to August, rather than from May to April.

This change will:

1. Facilitate implementation of program admission and completion requirements
2. Facilitate Summer course enrolment
3. Allow better utilization of the governance cycle
4. Facilitate timeliness of updating Degree Explorer and ROSI with program and course changes in advance of program and course enrolment

There will be no impact on fees, OSAP or Faculty Workload.

Consultation

Consultation Step	Date
The Dean's Office met with the Registrar's Office and the Academic Advising & Career Centre to review and discuss the proposal. There was an agreement in principle to move forward with the proposal. The Dean's Office invited the Registrar's Office and Academic Advising & Career Centre to send their feedback on the proposal, and appropriate changes were implemented.	June 6, 2018
The Vice-Dean, Undergraduate met with the Dean's Group to review and discuss the proposal. No concerns were raised.	June 18, 2018
The Vice-Dean, Undergraduate brought the proposal to the attention of the Chairs and Academic Directors and invited their commentary.	June 22, 2018
The proposal was shared with UTSC and UT Central Financial Services. No concerns were raised.	August 10, 2018
The proposal was shared with administrative staff responsible for curriculum in the academic units. The proposal was revised in accordance with commentary received.	October 11, 2018
The proposal was shared with the Vice-Dean Faculty Affairs and Equity, and the Assistant Dean. The proposal was revised in accordance with commentary received.	October 25, 2018
The proposal was shared with the Academic Advising & Career Centre, the Scarborough Campus Students' Union, the Academic Advising Round Table Committee (AART), Arts & Science and Management Co-op Offices, departmental academic advisors, administrative staff responsible for curriculum, and AccessAbility. All concerns have been addressed.	November 20-29, 2018
For the second time, the Vice-Dean, Undergraduate brought the proposal to the attention of the Chairs and Academic Directors and invited their commentary. No concerns were raised.	November 23, 2018
The proposal was shared with the Campus Curriculum Committee. No concerns were raised.	November 29, 2018

FINANCIAL IMPLICATIONS:

There are no net financial implications to the campus operating budget.

RECOMMENDATION:

Presented for information.

DOCUMENTATION PROVIDED:

1. Change to the Effective Date of the UTSC Academic Calendar, dated November 23, 2018

Change to the Effective Date of the UTSC Academic Calendar

November 23, 2018

Overview

The University of Toronto Scarborough is moving the effective date of the Undergraduate Academic *Calendar* from the Summer term to the Fall term. In addition, the cycle of the academic year will change from an annual Summer-Fall-Winter sequence to an annual Fall-Winter-Summer sequence.

When it was originally published (in April 2018), the 2018-19 Undergraduate *Academic* Calendar was effective for the Summer 2018, Fall 2018 and Winter 2019 terms. With the change to the effective date, the 2019-20 Undergraduate *Academic* Calendar will be effective for the Fall 2019, Winter 2020 and Summer 2020 terms. Curriculum changes proposed for the 2019-20 academic year will go into effect as of Fall 2019.

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Current Practice

The UTSC undergraduate Academic *Calendar* is published (goes "live" online) annually in mid-March. Changes to academic regulations, programs and courses that have been approved during the curriculum cycle are implemented in the online *Calendar*, and are effective as of April 1st for the upcoming academic year, which begins with the Summer term (beginning in May), and they remain in effect until the end of the Winter term. Thus, the academic year follows a Summer-Fall-Winter cycle.

Problems Associated with the Current Summer Effective Date

1. Confusion about when program admission/completion requirements go into effect:

Enrolment, and requests for enrolment, in programs (Specialists, Majors, and Minors) occurs as follows:
o   Programs with unlimited enrolment (those with no enrolment requirements): once they have completed 4.0 credits, students can enroll themselves at any time in unlimited enrolment programs;
o   Programs with limited enrolment (those with enrolment requirements): there are two rounds of admission to limited enrolment programs, one in April and a second round in July.

The program enrolment requirements students must meet, and the program completion requirements they must complete, are those that are in place effective April 1st of the academic

year in which they select the program(s) as a Subject POSt, or any subsequent year. Any changes to program enrolment or completion requirements that are approved during the governance cycle go into effect as of April 1st for the upcoming academic year. However, faculty, students and staff typically think of the academic year as beginning with the Fall term. Consequently, it can be difficult for students, and any faculty and/or staff advising them, to determine which series of program requirements are in effect.

The following table illustrates the current practices:

Application Rounds	Application Period	Limited Subject Program – Start Session	Calendar Requirements in Effect – Current Practice
Round 1	April 2018	Summer 2018	2018/19
Round 2	July 2018	Fall 2018	2018/19
Round 1	April 2019	Summer 2019	2019/20
Round 2	July 2019	Fall 2019	2019/20
Round 1	April 2020	Summer 2020	2020/21
Round 2	July 2020	Fall 2020	2020/21
Round 1	April 2021	Summer 2021	2021/22
Round 2	July 2021	Fall 2021	2021/22
Round 1	April 2022	Summer 2022	2022/23

2. *Summer course enrolment:*

Summer course enrolment currently begins in early April to coincide with the publication of the Calendar, and the Summer term begins in May. Given the publication of the *Calendar* in mid-March students do not have always have sufficient time to make decisions regarding what courses to take.

3. *Summer course enrolment in limited enrolment programs:*

Students interested in limited enrolment programs are restricted to two windows during which they can request enrolment via ACORN – April and July. Summer course enrolment begins in early April, but any students wanting to take a course that has an enrolment control for a limited enrolment program would not be able to enroll in the course until late in May – well after the start of the Summer term, when the decision regarding their request for enrolment in the program has been made. This timing is too late for students, and as a result, they may lose an entire term while they wait to take the courses they need for their program(s).

4. *Changes to prerequisites/co-requisites/exclusions for current courses offered in the Summer term:*

In the Fall and Winter terms students refer to the current Academic *Calendar* to plan their eligibility for upcoming Summer courses. Changes to course requisites, exclusions, etc. may be implemented when the new *Calendar* is published in March, and students may discover they are no longer eligible for a course that they had planned to take, potentially creating confusion and stress.

5. *Summer timetable information:*

The Summer timetable is typically published at the end of February in order to facilitate summer course enrolment as of April, however, the curriculum cycle is still in progress, meaning that changes to academic regulations and curriculum that impact courses may not have been taken through governance, and will not yet be reflected in the online *Calendar*. Students enrolling in Summer courses in good faith may consequently face changes to requisites, exclusions, etc., that impact their ability to remain in a course.

6. *Governance cycle and publication of the Academic Calendar:*

The March publication of the Academic *Calendar* does not allow us to utilize Cycles 5 (March) and 6A (April/May) of the governance cycle. Instead, all proposed changes must be taken through governance between Cycle 1(September), which is too early to be useful for curriculum changes, and Cycle 4 (February). Typically, the bulk of changes are taken through governance in Cycles 3 (January) and 4, and the packages that must be reviewed by Committee members can be enormous (some have been in excess of 800 pages).

At UTSC, we do not normally make changes to courses and programs out-of-cycle because students may already have enrolled in good faith and changes after the fact are viewed as "bait-and-switch". However, under exceptional circumstances, including to correct errors and make necessary modifications to academic regulations, as well as add new courses, changes can be made out-of-cycle. These types of changes are noted as amendments in the online *Calendar*.

7. *Administrative implementation in Degree Explorer and Student Information System (ROSI) of course and program changes to prerequisites/co-requisites/exclusions for current courses offered in the Summer term:*

Any changes to programs and courses that are being implemented for a given academic year must be entered into Degree Explorer and ROSI within a tight timeframe and requires an extraordinary effort on the part of the Registrar's Office to ensure that students see the same information in Degree Explorer that they see in the *Calendar*. This quick turnaround is necessary to ensure that the correct program and course information is displayed to students and that academic units can run prerequisite and exclusion checks on Degree Explorer and ROSI in advance of the start of the Summer term in May. It is important to understand that changes to courses in Degree Explorer and ROSI must be made manually; there is no system infrastructure in place to support automated changes.

Rationale for Moving the Calendar Effective Date to the Fall Term

Shifting the effective date of the Academic *Calendar* from Summer to the Fall will allow us to publish the Calendar in May to be effective for September. The Calendar would run from September to August, rather than from May to April; thus, the academic year would shift to a Fall-Winter-Summer cycle and follow the following schedule:

Application Rounds	Application Period	Limited Subject Program – Start Session	Calendar Requirements in Effect – Current Practice	Calendar Requirements in Effect – Proposed Practice	
Round 1	March-April 2018	Summer 2018	2018/19	2018/19	
Round 2	July 2018	Fall 2018	2018/19	2018/19	
Round 1	March-April 2019	Summer 2019	2019/20	**2018/19**	
Round 2	July 2019	Fall 2019	2019/20	2019/20	**Round 1**
Round 1	March-April 2020	Summer 2020	2020/21	2019/20	**Round 2**
Round 2	July 2020	Fall 2020	2020/21	2020/21	**Round 1**
Round 1	March-April 2021	Summer 2021	2021/22	2020/21	**Round 2**
Round 2	July 2021	Fall 2021	2021/22	2021/22	**Round 1**
Round 1	March-April 2022	Summer 2022	2022/23	2021/22	**Round 2**

This change will:

1. Facilitate implementation of program admission and completion requirements:

Enrolment, and requests for enrolment, in programs (Specialists, Majors, and Minors) will continue to occur as follows:

- Programs with unlimited enrolment (those with no enrolment requirements): once they have completed 4.0 credits, students can enroll themselves at any time in unlimited enrolment programs;
- Programs with limited enrolment (those with enrolment requirements): there are two rounds of admission to limited enrolment programs, one in March-April* and a second round in July.

The program enrolment requirements students must meet, and the program completion requirements they must complete, are those that are in place for the academic term in which they begin the program(s) they have selected as a Subject POSt, or any subsequent year.

Any changes to program enrolment or completion requirements that are approved during the governance cycle go into effect as of the Fall term for the upcoming academic year. As such, if a program's enrolment requirements change, students completing their first year of studies (and their first 4.0 credits) will have access, in May, to an Academic *Calendar* that provides a clear pathway to program enrolment for the upcoming academic year. This implementation would clarify not only students' understanding of when program enrolment and completion requirements go into effect, but also that of faculty and staff when they are advising students.

*Note: The Registrar's Office is shifting the end of Winter session application period from early April to the middle of March (a two week shift in the application period). The departments will still base their decisions on Winter term grades. However, this shift will allow departments to begin assessing earlier – at least for those students whose Winter grades are up. This could lead to decisions being applied to student records early and ultimately allowing students to accept their offers early in case students are taking Summer courses.

Below is the schedule for 2019-20:

	Application Period	Department Assessment Deadline	Student Acceptance Deadline
Current Dates	March 29, 2018 – April 27, 2018	June 1, 2018	June 15, 2018
Proposed Dates	March 11, 2019 – April 12, 2019	May 10, 2019*	May 17, 2019*

*The academic units will be required to complete their assessments by May 10, 2019 (based on Winter grades) and they will be able to start assessing earlier for those with Winter grades. We will allow students one week from that day to accept their offers (i.e., by May 17, 2019). This will allow sufficient time for students to get into the appropriate courses and get financially assessed properly within a reasonable time.

2. Facilitate Summer course enrolment:

Summer term enrolment will begin in April, and the Summer term will begin in May. However, since the sequence of the academic year will now be Fall-Winter-Summer, and the *Calendar* will publish by mid-May each year (rather than mid-March), students enrolling in Summer term

courses will have access to clear information about requisites, exclusions, etc. eleven months ahead of enrolling in Summer courses (rather than two to three weeks).

3. *Allow better utilization of the governance cycle:*

If the Academic *Calendar* does not go into effect until September it can be published in mid-May. This change allows us to utilize the Cycle 5 (February) and 6A (April/May) governance meetings to bring forward changes, and to publish the *Calendar* well in advance of July course enrolment for the Fall and Winter terms.

4. *Facilitate timeliness of updating Degree Explorer and ROSI with program and course changes in advance of program and course enrolment:*

Changes to program enrolment and completion requirements would be published in May. All program requirements would be updated and accurate on Degree Explorer well in advance of students enrolling in programs and courses, but without the extraordinary stress associated with extremely short timelines.

Additional Information

1. *Impact on fees:*

Tuition fees assessment will remain unchanged; the new fee schedule will continue to go into effect as of the Summer term. However, academic units may have to wait a year before levying any revised, or new, ancillary fees.

2. *Impact on OSAP:*

The deadlines associated with apply to OSAP will be unchanged. There are no anticipated impacts associated with including the Summer 2019 in the 2018-19 academic year.

3. *Impact on Faculty Workload:*

This change will not impact faculty workload; the academic year for HR matters is already on a different schedule than the academic year for the Calendar.

Consultation

Consultation Step	Date
The Dean's Office met with the Registrar's Office and the Academic Advising & Career Centre to review and discuss the proposal. There was an agreement in principle to move forward with the proposal. The Dean's Office invited the Registrar's Office and Academic Advising & Career Centre to send their feedback on the proposal, and appropriate changes were implemented.	June 6, 2018

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Timeline

April 2018	2018-19 Academic *Calendar* in effect
	• Online *Calendar* goes "live" April 4, 2018
	    ○ 2018-19 *Calendar* goes into effect as of April 1, 2018 for the Summer term
	    ○ In effect through Summer 2019*
	
	*Summer 2019 will fall under the 2018-19 UTSC Academic *Calendar*

May 2018	2018-19 Academic *Calendar* in effect • 2019-20 Curriculum cycle opens, May 30, 2018 • 2018 Summer session begins
June 2018	2018-19 Academic *Calendar* in effect
July 2018	2018-19 Academic *Calendar* in effect
August 2018	2018-19 Academic *Calendar* in effect • Deadline to submit undergraduate major modification proposals for 2019-20, August 8, 2018 • 2018 Summer session ends
September 2018	2018-19 Academic *Calendar* in effect • Governance cycle begins for 2019-20 curriculum changes • 2018 Fall session begins
October 2018	2018-19 Academic *Calendar* in effect

	• Deadline to submit undergraduate minor modification proposals for 2019-20, October 15, 2108
November 2018	2018-19 Academic *Calendar* in effect
December 2018	2018-19 Academic *Calendar* in effect • 2018 Fall session ends
January 2019	2018-19 Academic *Calendar* in effect • Deadline to submit graduate minor modification proposals for 2019-20, January 7, 2019 • 2019 Winter session begins
February 2019	2018-19 Academic *Calendar* in effect • AAC Cycle 4, Feb 11, 2018 – final cycle in which to bring forward minor modifications to graduate curriculum for 2019-20
March 2019	2018-19 Academic *Calendar* in effect • AAC Cycle 5, March 27, 2019 – final cycle in which to bring forward (1) major modifications (undergraduate and graduate) for 2019-20; and (2) new undergraduate courses to be offered in Summer 2019 for 2018-19 academic year
April 2019	2018-19 Academic *Calendar* in effect • AAC Cycle 6A, May 2, 2019 – final cycle in which to bring forward minor modifications to undergraduate curriculum for 2019-20 • 2019 Winter session ends
May 2019	2018-19 Academic *Calendar* **remains** in effect • UTSC Online *Calendar* goes "live", NLT May 13, 2019 ○ 2019-20 *Calendar* will go into effect as of the Fall 2019 term and be in effect until Summer 2020 • 2020-21 Curriculum cycle opens, NLT May 30, 2019 • 2019 Summer session begins
June 2019	2018-19 Academic *Calendar* in effect
July 2019	2018-19 Academic *Calendar* in effect
August 2019	2018-19 Academic *Calendar* in effect • Deadline to submit undergraduate major modification proposals for 2020-21, NLT end August 2019 • 2019 Summer session ends
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