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

TO: UTM Academic Affairs Committee

SPONSOR: Professor Amrita Daniere, Vice-Principal Academic and Dean
CONTACT INFO: 905-828-3719, vpdean.utm@utoronto.ca

PRESENTER: Professor Heather Miller, Vice-Dean, Teaching & Learning
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DATE: September 8, 2020 for September 15, 2020

AGENDA ITEM: 7

ITEM IDENTIFICATION:

Proposed Changes to the Divisional Undergraduate Curriculum Committees' *Terms of Reference*

JURISDICTIONAL INFORMATION:

Under section 5.7 of its terms of reference, the Academic Affairs Committee receives annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

GOVERNANCE PATH:

1. **UTM Academic Affairs Committee [For Information] (September 15, 2020)**

PREVIOUS ACTION TAKEN:

The Divisional Undergraduate Curriculum Committees' *Terms of Reference* was submitted to the Academic Affairs Committee for information at its meeting on September 11, 2019.

HIGHLIGHTS:

Divisional Undergraduate Curriculum Committees in the Humanities, Sciences, and Social Sciences are advisory committees of the Vice-Principal Academic and Dean. The function of each committee is to receive and review proposals for minor modifications to existing undergraduate programs; to advise the Curriculum Committee Chair and Vice-Principal Academic & Dean on the content, quality, and feasibility of proposed curricular changes; and to recommend proposed changes move forward for approval by the UTM Academic Affairs Committee. The scope of these Committees is outlined in the Divisional Undergraduate Curriculum Committee Terms of Reference, detailing purpose, membership, and roles, as well as

responsibilities and process, originally adopted September 1, 2019. The enclosed Terms of Reference (adopted September 1, 2020) reflects changes and updates to bring the document inline with new procedures implemented as UTM transitioned to the University's institution-wide Curriculum Management (CM) system.

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

The report is presented for information.

DOCUMENTATION PROVIDED:

Divisional Undergraduate Curriculum Committee Terms of Reference track changes version

Divisional Undergraduate Curriculum Committee Terms of Reference proposed final version

Divisional Undergraduate Curriculum Committee

Humanities, Sciences, Social Sciences

Terms of Reference

ADOPTED: September 1, 2020 2019

PURPOSE

Divisional Undergraduate Curriculum Committees (hereafter "CC") are advisory committees of the Vice-Principal Academic and Dean. The function of each committee is threefold:

1. To receive and REVIEW proposals for minor modifications to existing undergraduate academic programs and courses under UTM authority;
2. To ADVISE the CC Chair and Vice-Principal Academic & Dean on the content, quality, and feasibility of proposed curricular changes, ensuring consistency with UTM's mission, policies, and educational goals; and
3. To RECOMMEND proposed changes move forward for approval by the UTM Academic Affairs Committee (AAC), as appropriate.

MEMBERSHIP

Membership of the Humanities, Sciences, and Social Sciences CCs include:

- Divisional Undergraduate Curriculum Committee CC Chair (a representative of the Office of the Dean);
- The Chairs and Directors (or Chair's their designates) of the Departments/Institutes at UTM;
- Chief Librarian, or designate;
- Registrar, or designate;
- Program & Curriculum Officer (from the Office of the Dean); and
- Program & Curriculum Assistant (recording secretary; from the Office of the Dean).

RESPONSIBILITIES

- To provide recommendations on proposed minor undergraduate curricular changes to the CC Chair and Vice-Principal Academic & Dean that ensure:
  - Logical sequencing and integration of content;
  - Coherence across curricular paths;

- o   Currency and relevance of content;
- o   Appropriate pedagogy;
- o   Consistent, valid, and reliable student assessment;
- o   Reasonable expectations of student workload;
- o   Feasibility of proposed changes within existing technological systems (e.g., ROSI, ACORN, Degree Explorer) and available resources;
- o   Appropriate reflection of current transcript notations and procedures; and
- o   Adherence to established UTM practice and policy.
- To provide consultative feedback on standalone proposals of major (i.e. new programs) and minor (i.e. program changes that alter learning outcomes) modifications at the undergraduate level.

PROCEDURE & PROCESS

I.   MEETINGS

- The CC Chair will call and conduct the meetings.
- The CC will meet a minimum of three times over the academic year (once per term in, approximately, October, February, and April).
- Additional meetings may be called throughout the year at the discretion of the CC Chair.
- Electronic notice of each meeting will be sent out a minimum of three weeks prior to the meeting date. Notice will also be posted on the Office of the Vice-Principal & Dean website.
- A meeting agenda and CC Proposal Report will be prepared by the Program & Curriculum Assistant (recording secretary) in collaboration with the CC Chair and Program & Curriculum Officer. The agenda and CC Proposal Report will be posted online with notice circulated electronically to all committee members a minimum of ~~one week~~ 3 days prior to the meeting date.
- Members are expected to attend all meetings within their division (Humanities, Sciences, Social Sciences) to present proposals for curriculum changes, and offer feedback relevant to their area of expertise.
- Curriculum changes are to be entered into the ~~Online Course Calendar ADMIN Tool~~ Curriculum Management system approximately 1-2 weeks in advance of CC meetings.
- Curriculum changes are to be presented by a member in writing to the CC ~~in the form of~~ via the ~~a Curriculum Committee~~ CC Proposal Report (~~printed~~ as generated by the ~~the Online Course Calendar ADMIN Tool~~ Curriculum Management system).
- It is expected that wide consultation be sought by the proposing department/unit prior to presenting curriculum changes to the CC.
- Proposals for major modifications that affect undergraduate programs must be brought forward for feedback to the appropriate CC as part of the consultation process.
- Curriculum changes with financial and resource implications will be reviewed by the Resource Implications Committee.
- Recommendations will proceed to the Vice-Principal Academic & Dean on the basis of a consensus of members present at the scheduled meeting.

II. ROLES

i. Chair

The Chair is appointed by the Vice-Principal Academic and Dean and represents the Office of the Dean. The Chair ensures the management and effectiveness of the CC. The Chair reviews all curriculum change proposals and is responsible for ensuring that curriculum changes recommended for approval by the UTM AAC are satisfactory to the committee and consistent with UTM's mission, policies, and educational goals.

ii. Members

Department Chairs and Institute Directors are appointed to the CC within their division(s) to represent their department/unit and present proposals for minor curriculum changes. Chairs/ Directors can appoint a faculty member within their department/ unit, normally an Associate Chair/ Director, to the CC in their place. An administrative staff member may accompany the Chair or delegate to the CC meetings to provide support and assist with ensuring consistency with UTM policies and procedures.

All CC members will offer feedback on proposals relevant to their area of expertise and recommend curriculum changes to move forward for approval by the AAC.

iii. Invited Guests

The CC Chair may invite additional faculty or staff to participate in CC meetings as guests. Guests may be invited to offer feedback in a specific area or present curriculum change proposals that lie outside the scope of the units within that division. Some guests may have a standing invitation to attend all CC meetings.

III. MINUTES & REPORTS

- The CC Chair will review CC Proposal Report submissions to ensure they are consistent with the recommendations of the CC.
- Minutes will be recorded by the Program & Curriculum Assistant at each meeting.
- The ~~CC Chair's reports and~~ CC Proposal Reports (as generated by the ~~Online Course Calendar ADMIN Tool~~ Curriculum Management system) form the official governance document to be submitted to the AAC.

IV. GOVERNANCE & APPROVAL

- Where proposed changes are satisfactory to the CC, the Vice-Principal Academic & Dean will submit to the next meeting of the AAC a summary of the Divisional Reports and enter a motion to approve these.
- Proposed changes with unresolved issues (financial, resource or otherwise) will be held for further consultation and will not advance to AAC.

Divisional Undergraduate Curriculum Committee
Humanities, Sciences, Social Sciences

Terms of Reference

ADOPTED: September 1, 2020

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