

UTSC Campus Curriculum Committee (CCC)

Framework and Terms of Reference

Background

The UTSC Campus Curriculum Committee (CCC) is an advisory body to the Office of the Vice-Principal Academic and Dean that functions at the median stage between the academic units (through the Departmental Curriculum Committees) and governance; it is not a committee or a sub-committee of the UTSC Campus Council.

The CCC was established in June 2017 (see [DCD #15, 2016-17](#)), through the consolidation of the Decanal Undergraduate Curriculum Committee (DUCC) and the Decanal Graduate Curriculum Committee (DGCC) (both established in 2013-14). Following a review and report in 2020, the CCC is being re-introduced, effective the 2021-22 academic year, with a revised structure that reflects the recommendations made in the Fall 2020 report and following consultation with the Vice-Principal Academic and Dean, and UTSC academic Chairs and Directors. Going forward into 2021-2022, the CCC will focus on increased engagement with academic units early in the proposal stages of curriculum development in order to serve as an effective guide and resource for departmental program planning.

Purpose

Co-chaired by the Vice-Dean Graduate & Postdoctoral Studies (VDGPS) and the Associate Dean Undergraduate Programs & Curriculum (ADUPC), the CCC's primary responsibilities are:

1. To review all proposals for academic change submitted by all UTSC academic units in response to the annual Calls for Curriculum. These changes include:
 - All new programs, both undergraduate and graduate;
 - All major modifications to existing programs, both undergraduate and graduate;
 - Any closure of programs, both undergraduate and graduate;
 - All minor modifications to existing programs and courses, new courses, and course retirements, both undergraduate and graduate;
 - All changes to UTSC academic regulations and practices, as proposed by the Office of the Dean, Office of the Registrar, and UTSC academic units.
2. To advise the VDGPS and ADUPC on the content, quality, and feasibility of proposed curricular changes, ensuring consistency with UTSC's mission, policies, and educational goals;
3. To identify any potential challenges related to the proposed changes for academic units beyond the home unit of the programs and/or courses; and
4. To identify and analyze trends in curriculum reflected in departmental and unit submissions.

Procedure

To fulfill the purpose cited above, the CCC will implement the following procedures:

- 1. Annually, in June,** the VDGPS, ADUPC and Academic Programs Officer will review and confirm the Committee membership for the upcoming curriculum cycle.
- 2. Annually, in early September,** the Programs and Curriculum Coordinator (PCC) will request from each academic unit, a brief report for review by the Committee, outlining all planned curricular changes for the upcoming curriculum cycle. To facilitate this request, the PCC will distribute a report template to all academic units.
 - Reports should include any new program and major modification proposals that have already been submitted to the Office of the Dean, and all minor modification proposals that will be submitted, by the deadlines for the upcoming curriculum cycle, both through the Curriculum Management system and directly to the Office of the Dean.
 - The CCC membership will review the reports to become more informed of each academic unit's planned changes as modification proposals are being prepared. This will allow the CCC:
 - To engage in and fulfill a more consultative function at earlier stages in the curriculum development process by providing feedback on departmental plans for academic change ; and
 - To encourage increased engagement with curricular development among CCC members.
 - The reports will include:
 - A brief description of the overarching direction of curriculum changes, including how the changes respond to the campus strategic goal of inclusive excellence;
 - A brief description of any new programs and major modifications;
 - A brief description of any new courses, including requisites; and
 - A brief description of all minor modifications to existing programs and courses, and all course retirements/closures. The focus of the descriptions will be on any changes that may impact any academic units beyond the home academic unit.
 - Reports will be due in the final week of September and will be distributed to the membership by the PCC.
- 3. The CCC will meet once, annually, in the first week of October:**
 - The primary focus of the meeting will be on campus-wide consultation, particularly with the chairs of all undergraduate/graduate departmental curriculum committees who sit on the CCC.
 - The CCC will use this meeting to review the reports submitted by each of the academic units on their proposed changes for the upcoming year.
 - The meeting will be scheduled by the Dean's Office Administrative Assistant.

Membership

- Vice-Dean Graduate and Postdoctoral Studies (Co-Chair)
- Associate Dean Undergraduate Programs and Curriculum (Co-Chair)
- The chairs of all undergraduate/graduate departmental curriculum committees
- VP Academics of the SCSU, or designate
- President of GSAS, or designate
- Director of CTL, or designate
- Assistant Dean, Student Success, or designate (for AA&CC)
- Registrar and Assistant Dean, or designate (for the Registrar's Office)
- Director, Arts and Science Co-Op, or designate
- Director, *AccessAbility*, or designate
- Director, Office of the Dean
- Academic Programs Officer, Office of the Dean
- Campus Graduate Administrator, Office of the Dean
- Programs and Curriculum Coordinator, Office of the Dean

MEMORANDUM, DCD #22, 2020-21

To: Chairs, Directors, Vice-Deans & Associate Deans
From: Katherine R. Larson, Vice-Dean Teaching, Learning, and Undergraduate Programs
Mary Silcox, Vice-Dean Graduate and Postdoctoral Studies
Date: 3 May 2021
Re: **UTSC Campus Curriculum Committee (CCC), Revised Structure and Terms of Reference**

The UTSC Campus Curriculum Committee (CCC) is an advisory body to the Office of the Vice-Principal Academic and Dean that functions at the median stage between the academic units (through the Departmental Curriculum Committees) and governance; it is not a committee or a sub-committee of the UTSC Campus Council.

The CCC was established in June 2017 (see [DCD #15, 2016-17](#)). Following a review and report in 2020, the CCC is being re-introduced, effective the 2021-22 academic year, with a revised structure that reflects the recommendations made in the Fall 2020 report and following consultation with the Vice-Principal Academic and Dean, UTSC academic Chairs and Directors, and Tri-campus Vice-Deans. Going forward, the CCC will focus on increased engagement with academic units early in the proposal stages of curriculum development in order to serve as an effective guide and resource for departmental program planning.

In order to work towards this goal, the CCC is revising its membership and structure, effective the 2021-2022 academic year. The membership is being expanded to include representatives from all academic units, the Office of the Vice-Principal Academic and Dean, the Office of the Registrar, the Academic Advising & Career Centre, *AccessAbility Services*, Centre for Teaching and Learning, and the Arts and Science Co-op Office.

In June, the VDGPS, ADUPC and Academic Programs Officer will review and confirm the Committee membership for the upcoming curriculum cycle. A request for membership confirmation will be sent to the heads of all academic units in the coming weeks.

In early September, the Programs and Curriculum Coordinator (PCC) will request from each academic unit, a brief report for review by the Committee, outlining all planned curricular changes for the upcoming curriculum cycle. The report should include new programs, new courses, proposed major and minor modifications to existing programs and courses, as well as an overview of the overarching direction of curriculum changes, including how the changes respond to the campus strategic goal of inclusive excellence. The PCC will distribute a report template to all academic units. The CCC will review these reports and provide feedback on each academic unit's planned changes as modification proposals are being prepared. This will allow the CCC to engage in and fulfill a more consultative function at earlier stages in the curriculum development process.

The annual CCC meeting will be scheduled **in late September/early October** and will focus on campus-wide consultation on the proposed changes, particularly with the chairs of all undergraduate/graduate departmental curriculum committees who sit on the CCC.

Please review the attached revised CCC Terms of Reference and the report template for further information.

Questions about the changes to the CCC should be directed to Katie Larson (vdundergrad.utsc@utoronto.ca) and Mary Silcox (vdgraduate.utsc@utoronto.ca).