

MEMORANDUM

To: Deans, Chairs, and Directors

Copy: Registrar, Provost and Vice-President Academic, Chief Librarian, Departmental Assistants, Assistant Registrar - Curriculum Management, Undergraduate Calendar, Publications Editor, Director of Admissions

From: Dr. Sean Kheraj, Vice-Provost Academic

Subject: Undergraduate Curriculum Proposals and Course Mode Delivery Specifications

Date: Mar 16, 2023

A reminder that the submission date for curriculum changes to be effective for 2024-2025 is May 31st, 2023.

The 2023-2024 academic year is the final year for a program to pilot courses in different modes of delivery than originally designed.

1. Curriculum Changes

Proposals for Category 3 Minor Modifications and Major Modifications for undergraduate and Law degree programs must be submitted to the Office of the Vice-Provost Academic no later than **May 31st, 2023** to be considered by the Academic Standards Committee in September 2023 in preparation for the calendar deadline for the 2024-2025 academic year.

Late submissions will be accepted but with no guarantee that they will be seen by the Academic Standards Committee in time for the calendar deadline for the 2024-2025 academic year.

Please review the [Guide to Curriculum Modifications](#) to assist in determining the type of change, proposal format, and form requirement for each.

As always, complete proposals must be submitted through the ovpa.curriculum@torontomu.ca email address.

2. Course Mode Delivery for 2023-2024 and Future Changes

Most programs at TMU have been approved under an in-person delivery format as the normative move of instruction (with the exception of a few programs only.) With the university's commitment to return to in-person operations, programs are required to return to their Quality Council approved

program course delivery and resume its mission to offer in-person programming to its students.

During the pandemic, programs shifted to emergency remote teaching. Some flexibility continued to be offered during the 2022-2023 academic year to accommodate specific needs. The 2023-2024 academic year will see a return to pre-pandemic (program-approved) modes of delivery.

TMU does recognize that there is value in evaluating modes of delivery for courses so we can continue to support innovative learning and teaching and that student success can be best achieved.

For this reason, in the 2023-2024 academic year programs may offer a pilot of some core and core-elective courses in alternate formats for one final year in preparation for the resumption of standard curricular approval processes for course delivery changes in the following academic year. **This means formal course mode delivery changes are not required for courses offered in 2023-2024.**

However, in preparation of the *Reimagined Teaching Plan* programs are invited to register pilot-courses, survey students and evaluate best-practices and outcomes of delivery changes to their program **up to 15% of their core-required and core-elective courses**. Pilot proposals are due May 31st, 2023 (see below for details).

Building Towards a Reimagined Teaching Plan

From the demand for flexible delivery during the pandemic to the imperative for inclusive, equitable, and accessible learning opportunities for our students, the need to reimagine our curriculum and pedagogy is pressing. The experience of remote teaching has been both challenging and illuminating and has provided us with insight for how to adapt our teaching to flexible delivery modes that afford us with the potential to rethink learning in both classroom and online spaces.

A Reimagining Teaching Plan would explore what traditional and new models for teaching offer our community, build on the innovation and expertise found in our learning spaces, respond to the needs of our students, and position TMU as a leader in creating global citizens. To move forward with vision and intention, we need a strategy for aligning our values and priorities with our goals for curriculum and for pedagogy. A strategy for reimagined teaching will provide shared goals and values that will propel many existing initiatives and give purpose for new ideas. It will serve as a framework for the future.

In order to be thoughtful and meaningful with change, the university is deploying a phased approach to potential future changes. Details of this phased approach will be communicated to the community by April 2023.

Phase I: Fall 2022 (Complete)

The 2022/2023 academic year required us as an institution to remain nimble with our approach to course delivery. Consequently, significant flexibility existed at the Faculty level to determine the best

way to deliver courses to meet the needs of the learners within the confines of external environmental factors. Deans, through consultation with the VPA, determined on a course-by-course basis if a variation in course delivery mode from pre-pandemic modality was warranted.

Changes in course delivery modalities during Phase I were considered as a means of ensuring uninterrupted delivery of a course in light of factors that would render a course's original method of delivery ineffective.

With the university's commitment to return to full in-person learning, it is anticipated that beginning Fall 2023 all courses taught at the university will return to their pre-pandemic delivery mode, unless otherwise identified in Phase II.

Phase II: Fall 2023

Phase II is meant to explore changes in course delivery through an intentional and systematic process so that the outcomes can be observed and assessed in a meaningful way.

Using a predefined Course Pilot Registration Form, programs, through their Deans, can submit proposals for offering up to 15% of core-required and core-elective in-person courses to some form of alternate delivery mode (see below for course modality definitions) for the 2023/24 academic year. Programs will need to demonstrate a pedagogical argument that validates the proposed change.

Successful proposals will move forward with a Fall 2023 implementation date. Approval enables the course to run in this trial format for up to two academic years (2023/24 and 2024/25). Upon completion of the trial, the program will submit a report via a supplied template that details the findings and experiences of the trial.

Beginning in Spring 2023, the Vice-Provost Academic will convene a Reimagining Teaching Strategy Taskforce that, with consultation from the broader TMU community, will begin the process of examining the digital landscape and developing a comprehensive Reimagining Teaching framework for consideration and review.

It is anticipated by early 2024 the Reimagining Teaching Strategy Taskforce will have a framework in place for programs to develop and submit Reimagining Teaching Plans.

Phase III: Fall 2024

Following the submission and approval of Reimagining Teaching Plans, programs will proceed with offering a portion of core-required and core-elective courses in alternate formats beginning Fall 2025.

Digital Learning Strategy

A key component of the Reimagining Teaching framework will be consideration of program-specific digital learning strategies. As with all parts of the Reimagining Teaching plans, it is strongly

recommended that programs connect with the Centre for Excellence in Learning and Teaching for consultation and useful resources.

As a starting point, the university has adopted the following common terminology and guidelines for course modality considerations:

Delivery Mode Name	Synchronous or asynchronous	Class meeting location	Flexibility
In-person	Synchronous	In-person at TMU	A small proportion ¹ of class meeting time can be online synchronous or online asynchronous
Online asynchronous	Asynchronous	Online	Any synchronous opportunities offered by the instructor must be entirely optional for the learner
Online synchronous	Synchronous	Online	A small proportion of class meeting time can be online asynchronous
Blended	Blend of synchronous & asynchronous	Blend of in-person at TMU and online	A significant portion ¹ is in-person, and a significant portion is online (either online asynchronous or online synchronous)
HyFlex ²	Synchronous	Simultaneously in-person at TMU and online	Students can move between online and in-person instruction as they see fit. A small proportion of class meeting time can be online asynchronous.
¹ “small proportion” means ≤ 20% and “significant proportion” means ≥ 33% ² Currently TMU has only limited Hyflex capabilities Note: Major assessments can be online or in-person across all delivery modes			

[Program’s Course Pilot Registration Form](#)

Each program will complete the [Program Course Pilot Registration Form](#) (individual course forms are not permitted) by **May 31st, 2023**. The form will be submitted through to ovpa.curriculum@torontomu.ca automatically. The registration forms will be forwarded to the Dean once they have been verified by CQA.

Questions regarding the forms should be directed to ovpa.curriculum@torontomu.ca whereas questions about best practices and approaches for mode of delivery should be directed to teachingcentre@torontomu.ca.