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: February 1, 2024

A reminder that the submission date for curriculum changes to be effective for 2025-2026 is May 31st, 2024.

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, 2024** to be considered by the Academic Standards Committee in September 2024 in preparation for the calendar deadline for the 2025-2026 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 2025-2026 academic year.

Please review the Guide to Curriculum Modifications to assist in determining the type of change, proposal format, and form requirement for each. Please note that new definitions have been added and that the proportion of program courses have slightly changed in order to accommodate new teaching strategies at TMU.

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

2. Course Mode Delivery New Definitions

As noted in last year's memo, most programs at TMU have been approved under an in-person delivery format as the normative mode 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 their mission to offer

in-person programming to their students. During the 2023-2024 academic year, a pilot program provided opportunities to School and Departments to offer some courses in alternate modes of delivery. During the Fall term, surveys were distributed to the students and instructors of the piloted courses. Below is a summary of some of the key findings.

Feedback from Fall 2023 Pilot Program

While still in early stages, preliminary feedback received from both faculty and students has shown a preference for blended learning opportunities that have the flexibility and accessibility of some online components combined with significant opportunities to engage and interact in-person, on campus.

Further data will be collected and analyzed over the next academic year to build a clearer understanding of learner experiences with alternate modes of course delivery.

This feedback along with informed discussions of the Reimagining Learning & Teaching Taskforce in Fall 2023 have guided the changes to TMU's current curricular modification processes and procedures including the addition of new courses to a program's core required or elective offerings.

3. **Updated Guidelines for Mode of Delivery Changes** (see Course Types below for precisions)

Minor Modification Category 1	*Does not apply*
Minor Modification Category 2 *Forms due October 4th, 2024*	Changes to mode of delivery that result in courses moving from previously approved in-person mode to blended where a significant portion of the course remains in person.
Minor Modification Category 3 *Proposals due May 31st, 2024*	Changes to the mode of delivery to courses (less than 15% of the Core Required and Core Elective program courses) previously approved as in-person, moving to Blended mode where a significant portion of the course will be provided virtually, Online Synchronous mode, and Online Asynchronous mode. A Minor Category 3 Proposal is to be submitted by May 31st, to be effective in the 2025-2026 academic year. Consultation with CQA prior to proposal submission is strongly encouraged.
Major Modification *Proposals due May 31st, 2024*	Change to the mode of delivery to courses (more than 15% of the Core Required and Core Elective program courses, but less than 50%) previously approved as in-person or blended-in-person mode, moving to Blended mode where a significant portion of the course will be provided virtually, Online Synchronous mode, and Online Asynchronous mode. A Major Modification Proposal to be submitted by May 31st, to be effective for the 2025-2026 academic year. Consultation with CQA prior to proposal submission is strongly encouraged.

Course Type: Nomenclature and Specific Characteristics

Mostly on Campus
+ Degree of change to program and student experience **-**
Mostly Away from Campus

Instructor and Student Interaction Style

Delivery Mode Name	Synchronous or asynchronous	Class meeting location	Definition
In-person	Synchronous	In-person at TMU	A course that meets in-person at a scheduled time in a designated room A small proportion[1] of class meeting time can be online synchronous or online asynchronous
Blended	Blend of synchronous & asynchronous	Blend of mostly in-person at TMU and some online	A course with both in-person and online components Where a **significant portion[1] is in-person**, and a smaller portion is online (either online asynchronous or online synchronous)
Blended	Blend of asynchronous & synchronous	Blend of some in-person at TMU and mostly online.	A courses with both in-person and online components Where a portion[1] is in-person, and a **significant portion is online** (either online asynchronous or online synchronous)
Online Synchronous	Synchronous	Online	A fully online course that has scheduled meeting times, but no designated room A small proportion of class meeting time can be online asynchronous
Online Asynchronous	Asynchronous	Online	A fully online course that does not have scheduled meeting times Any synchronous opportunities offered by the instructor must be entirely optional for the learner
HyFlex[2]	*Synchronous*	*Simultaneously in-person at TMU and online*	*A course that is both in-person and online simultaneously with a scheduled meeting time in a designated room* *Students 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

In light of these specific criteria, a **New Program Proposal** may be required for program changes where more than 50% of the program courses being considered for a mode of delivery change resulting in a majority of the learning to take place off campus will result in requesting a new program. Consultation with the VPA prior to proposal submission is required.

Other Specifications

As of 2024-2025 only courses for which official course change forms have been submitted may continue to be offered in an alternate mode of delivery from what they were originally approved. The Pilot program has now closed and only official changes to courses and programs will be permitted.

Finally, a reminder that all courses must belong to a degree program or Liberal Studies.

4. Curriculum Exceptions

During the pandemic, due to a variety of limitations on course offerings, programs were provided with some greater flexibility with regards to degree requirements. Please note that all course substitutions and directives are considered exceptions and require Chair/Director or, in some cases, Decanal approval. Should a program wish to normalize a course substitution, this should be managed as an official curriculum change, formally adding the alternative course(s) to the appropriate requirement. Ad hoc requests for multiple directives or substitutions are not permitted.