Call to Order and Acting Vice-Dean’s Welcome

The meeting was called to order at 9:34 am by the Acting Vice-Dean, Undergraduate & International, Mary Pugh, who welcomed everyone.

1. Report from the Acting Vice-Dean, Undergraduate & International

Vice-Dean Pugh addressed the Committee on three items. The first item was a plea for consultation with respect to the completion and submission of the course proposals. Vice-Dean Pugh emphasized the need to take this process seriously as it would be difficult for decisions to be reversed once course proposals have been approved and moved through governance. She noted that the Sciences departments had consulted extensively when it came to this process.

The second item addressed was with respect to the University of Toronto Quality Assurance Process (UTQAP). The Faculty of Arts and Science has already commenced drafting its self-study and reflection. This two-year process is at its beginning stages and will involve consulting with various stakeholders including academic departments. External parties will conduct site visits in Fall 2018. Vice-Dean Pugh also brought to the Committee’s attention of the existence of a first-year working group consisting of students, staff, and faculty members. This working group has been collaborating since April 2017 to discern ways for students to transition through first year and find pathways to graduation. A report from the first-year working group is expected in February 2018; and a curriculum committee meeting would be expected in the spring to generate more consultation and feedback.

The third item addressed was with respect to untaught courses staying in the Arts & Science Calendar for much longer than they should have been. This is relevant for students who are transferring to the Faculty of Arts and Science in particular, as they have an expectation to take courses as listed in the Calendar on the assumption that all courses would be offered. Vice-Dean Pugh opened the floor to solicit feedback from the Committee regarding the appropriate amount of time for an untaught course to remain in the Calendar. She emphasized that the Dean’s Office was not planning to implement rules on this but was simply providing guidance on this matter.

There were considerable responses to this item. A member suggested that if a course was to be taught in alternate years, then three years would be an appropriate cutoff point considering the possibility of the course’s instructor

1
taking a one-year sabbatical at some point. Another member thought a rule had existed stipulating that untaught courses would have to be retired from the Calendar after three years. Another member asked about the logistics of relaunching a course that was previously retired. Another concern raised was with respect to courses specifically owned by a faculty member who happened to go into an administrative role in the Dean’s Office for example. While one department preferred having the flexibility, another department wanted the argument to be made as to why the untaught course should remain in the books. A student member suggested keeping untaught courses for a maximum of three years to allow students extra time to take the course at some point. He would also like to see course descriptions indicate whether a course would be offered annually or biennially or a less frequent occurrence.

2. **Course Modifications for Abbreviated Review: Questions/Discussions**

Vice-Dean Pugh solicited feedback from the Committee regarding course proposals that were perceived by the Dean’s Office as benign, simple, and straightforward. No issues were raised.

3. **Proposals for First-Year Seminars (“199 Courses”) for Full Review**

Vice-Dean Pugh solicited feedback from the Committee regarding seven new and revised first-year seminar courses. She sought opinion from the Department of Geography and Planning regarding the course, Telling Lies with Maps. Since there is currently no cartographer on staff, the Department would like more time for further discussion and consultation. As a result, Vice-Dean Pugh suggested putting a hold on this course proposal; the suggestion was approved. The course proposals for the six other first-year seminar courses were approved.

4. **Course Proposals for Full Review**

*Criminology and Sociolegal Studies, Centre for*: 

Dr. William Watson, Undergraduate Coordinator presented proposals to retire two courses. Both course proposals were approved.

*Geography and Planning, Department of*: 

Professor Robert Lewis, Associate Chair, Undergraduate, presented seven new course proposals. The three non-Special Topics Courses – GGR349H1 (Managing Urban Natures); GGR354H1 (Infrastructure); GGR460H1 (Global Cities, Urban Planning, Critical Theory) – were created as part of the Department’s Planning Focus. Vice-Dean Pugh inquired about the instructors who would be teaching these three new courses. Professor Lewis responded that the instructors teaching these courses would generally be tenured and not contractually limited term appointments (CLTA). All seven new course proposals were approved.

*Trinity College*: 

Professor Michael Ratcliffe, Dean of Arts of Trinity College presented proposals to create one new course and modify one existing course. TRN162Y1 (Political Economy and Social Inequality) is to be offered alongside with the existing TRN161Y1 (Making Public Policy Work) course. If the course proves to be successful, the College will subsequently retire TRN161Y1. A question was raised regarding the need to include other Trinity One streams and other One Programs as Exclusions to TRN162Y1. Dean Ratcliffe would confirm with Dr. Martha Harris, Manager, Faculty Governance and Curriculum Services at the Faculty of Arts and Science.
In response to the TRN425Y1 (Law Workshops Course) course modification proposal, Vice-Dean Pugh expressed her concern with the College’s use of CGPA as part of the Prerequisites. She commented that a student could have a bad year and the CGPA would not necessarily be a true representation of the student’s ability. She recommended the use of marks in a specific (set of) course(s) as opposed to the use of CGPA and asked Trinity College to generate a more appropriate language for the Prerequisites. (*Addendum*: this was revised in consultation with the Office of the Faculty Registrar.) Both course proposals were subsequently approved.

*United States, Centre for Study of:*

Dr. Alexandra Rahr, Bissell-Heyd Lecturer in American Studies presented proposals to modify nine existing courses. The course modifications were based on strong, unanimous feedback from students about the benefits of having breadth categories assigned to these courses. All course proposals were approved.

*Anthropology, Department of:*

Dr. Shawn Lehman, Associate Professor, presented proposals to create one new course and retire two courses. ANT455H1 (Ethnographic Approaches to the Middle East and North Africa) was previously taught as a Special Topics course. The proposed course would be taught by a tenured faculty member who was formerly the Chair of the Department. A question was raised regarding the need to include the previous Special Topics course as an Exclusion. It was confirmed subsequently that ANT484H1 (offered in Winter 2014) and ANT384H1 (offered in both Winter 2017 and Winter 2018) would be added as Exclusions to this course. All course proposals were approved.

*Industrial Relations and Human Resources, Centre for:*

Professor Rafael Gomez, Director of the Centre presented proposals to create two new courses and retire two existing courses. He indicated that the new IRE242H1 (HRM for Industrial Relations and HR Professionals) course would be distinct from the one currently offered by Rotman Commerce; and that it would have more emphasis on labour relations. The creation of IRE342H1 (Finance and Accounting for HR/IR Professionals) was as a result of increasing demand from students desiring to take this course to fulfill from accreditation requirements as set out by the Human Resources Professionals Association (HRPA). The Centre will require assistance from Rotman Commerce regarding faculty staffing. Vice-Dean Pugh raised a question regarding the inclusion of MGT201H as one of the Exclusion courses for IRE342H1 and whether the Actuarial Science program was consulted. The Centre made a commitment to find a faculty member to teach this course. All course proposals were approved.

*Innis College:*

There was no one from Innis College to speak to the course modification proposal. However, it was recognized that a representative had attended the Humanities Curriculum Committee earlier in the week to speak to the College’s new course and course retirement proposals. The course modification proposal was approved, with a member’s noting it be an exception.

*Management, Joseph L. Rotman School of:*

Ms. Jeannine Woodall, Director of Academic Services and Student Life from Rotman Commerce presented one new course proposal. In response to the RSM394H1 (Social Entrepreneurship) proposal, Vice-Dean Pugh sought clarification of the phrase “social venture forms.” Clarification was provided; and another member commented on the rising importance and awareness of social enterprises. The course proposal was approved.
New College:

Professor June Larkin, Vice-Principal of New College presented proposals to create two new courses and modify an existing course. NEW106H1 (Science and Social Justice I) and NEW116H1 (Science and Social Justice II) were created to add a science perspective to the College’s New One offerings. Instead of testing students on science content, these two courses would focus on building students’ information literacy and skills in research. Vice-Dean Pugh raised a question regarding possible interest from future Human Biology students and confirmed if these two course proposals would also be presented at the Sciences Curriculum Committee meeting. Professor Larkin confirmed that future Human Biology students would be interested in taking these two courses and confirmed that these two courses would go for one more round of review at the Sciences Curriculum Committee meeting. There was discussion regarding exclusions and prerequisites for the two new courses. These would be confirmed with Governance and Curriculum Services. All course proposals were subsequently approved.

Political Science, Department of:

Professor Dickson Eyoh, Associate Chair and Undergraduate Director of the Department presented proposals to create four new courses and retire three existing courses. In response to the POL402Y1 (Problems in the Political Thought of the Socratic School) course proposal, a question was raised regarding the need to retire the existing POL402H1 half-course. The Department of Political Science would look into this further and correspond with the Governance unit at the Faculty of Arts and Science. With the exception of POL402Y1, all course proposals were approved.

Women and Gender Studies Institute:

Dr. June Larkin, Vice-Principal of New College, and Associate Professor (Teaching Stream) of the Women and Gender Studies Institute, presented one new course proposal. Professor Larkin noted that WGS480H1 (Challenging Coloniality: Caribbean Sexualities in Transnational Perspective) was approved by the Humanities Curriculum Committee earlier in the week. This course proposal was approved.

5. Other Business

There was no other business.

6. Adjournment

Meeting was adjourned at 10:46 am.