April 2nd, 2014

Dear Dean Corman,

SGS Review: Knowledge Media Design Collaborative Program Response

The Review Committee notes that the Collaborative Program is in transition. The Self studies states: “Many of the original core values, once unique, have become widely accepted practices across many disciplines. To this end, the CP has begun the process of defining and redefining its learning outcomes.” Details on next steps, a renewed program focus, and new learning outcomes, are not evident.

As a central step in the process of redefining the learning outcomes of the Collaborative Program we have tasked Dr. Steve Szigeti, a long time associate of KMDI and an instructor on the Collaborative Program, to review all the current Collaborative Program course offerings and provide recommendations concerning a revised curriculum that will serve the needs of our students over the next ten years. When the report is completed it will be reviewed and revised by the CP committee before being submitted for broader review by the KMDI community. We are planning a strategic retreat in the summer to bring together CP stakeholders to further explore and implement revised learning outcomes for the CP program. We see it as a mark of success that the innovative topics in user-centred design and rapid prototyping that KMDI pioneered more than a decade ago at the University of Toronto have now become core parts of many disciplines. In our strategic planning we will continue to innovate not only in terms of design and research methods, but also in terms of applications and practice. Our goal is to give students the tools and skills to innovate. In addition to an emphasis on innovative and user-centred design we expect that the revised curriculum will also emphasize a strong set of core research methods and practices that support not only research but also a variety of approaches to innovative design.

The Review Committee notes that the core courses are taught by sessional lecturers. This raises several issues:

- Core course curriculum is partially developed by session instructors;
- Sessional lecturers do not have continuing membership in SGS and thus are unable to participate as ongoing members of student supervisory committee;
- Core faculty from participating units may not be active in the CP
Although presently some core courses are taught by sessional instructors they do not develop curriculum. Core faculty currently teach KMD 2001, 2002, and 2003. In future we are planning for core faculty to teach KMD 1002 and to be more involved with KMD 1001. In cooperation with our partners and other knowledgeable individuals we are building a carefully designed curriculum and we will require our instructors to teach to it. With respect to participation in student supervisory committees there are sufficient members of KMDI who are also full members of SGS to provide graduate supervision where appropriate. We are working hard to ensure that core faculty become more active in the CP.

The Review Committee notes that the program requirements for some participating programs are not met in the elective room of the home degree program

This is something that has concerned us. We have modified our requirements in the past to reduce this concern so that it is not a factor for departments such as the Department of Mechanical and Industrial Engineering, nor for the Faculty of Information. We have begun discussions with the Department of Computer Science to create modifications to both our programmes that will address this concern. These discussions include both Professor Steve Easterbrook and Professor Allan Jepson (Graduate Coordinator).

The Review Committee notes that enrolment at the Master's level has declined by 50%, and only certain participating program with low or no enrolment have been removed

As we noted in our self-study we are currently in a consolidation and rebuilding phase for the CP program. We intend to continue to focus the CP program and strengthen the links we already have to specific partners. Some of these partners already provide a significant number of graduate students while we intend to build the participation of other partners. As a multi-disciplinary institute we value participating students who come from a variety of backgrounds and bring with them a range of perspectives. We think it would be a mistake to draw from just a few participating programmes and to the extent possible we want to create a good balance between science, humanities, art, design, and the professional faculties. Additionally we are reinvigorating our recruitment strategy and plan to do hold info sessions in conjunction with our collaborating units to introduce new students to the collaborative program at the start of the academic year. It is our hope that this early introduction will help increase enrollment.

Summary:

We appreciate the recommendations provided by the Review Committee. In terms of the potential interactions between the CP program and the KMD concentration in the MI program we are exploring both synergies and potential areas for differentiation. One area of integration involves providing our CP students with an opportunity to participate in INF 1601, the capstone course for the KMD concentration. It is also appropriate to note that the Director of the CP program is also responsible for the KMD Concentration (Professor Anthony Wensley).

We would like to work with SGS and the Faculty of Information to create versions of the KMD CP and KMD Concentration that are truly synergistic and where students can take the KMD CP as a prerequisite to (or modular first part of) the KMD Concentration.
We are currently negotiating the enhancement of our core faculty through agreements with the Faculty of Information and other partner faculties.

We would like to conclude by noting that we are in the process of reviewing our partner faculties with the intention of strengthening relationships with targeted faculties and programs. Historically graduate students from some of our partner faculties have had difficulties incorporating the CP program into their home faculty programs. We intend to eliminate these constraints as much as possible going forward.

We would like to thank SGS for its thoughtful review of our case and for its continued support. Our goal is to create an excellent programme that enriches the graduate student experience at the University of Toronto.

Professor Anthony Wensley,
KMD Collaborative Program Director

cc: Dean Ross
cc: Professor Chignell
April 8, 2014

Professor Anthony Wensley
Director, Collaborative Program in Knowledge Media Design
Knowledge Media Design Institute
Robarts Library
University of Toronto
Rooms 1153 and 1155, 130 St. George Street
Toronto ON M5S 1A5

Dear Anthony:

Re: Master’s and Doctoral Collaborative Program in Knowledge Media Design - Review 2013-2014

I am writing to acknowledge receipt of your review response letter dated April 2, 2014. As requested, your letter commented on the review report findings and Committee recommendations. The letter clearly indicates the plan regarding the renewal of the program focus and development of revised learning outcomes. It is evident that steps have already been taken to make this a priority. We would be pleased to see the final report on this matter upon completion.

Your letter also addressed the Review Committee concerns regarding sessional lecturers teaching the program core courses. Your response clarified that although sessionals do teach some of the courses, they do not develop the course content. I appreciate that you are planning to have core faculty teach and be more involved in the core courses. In addition, your letter shares the concern of the Review Committee regarding collaborative program requirements not being met with home degree elective room. Although this is not a requirement, I appreciate that you have engaged in conversations to ensure that participation in the collaborative program does not extend the home program length. Finally, you have confirmed the commitment to a healthy balance of collaborating programs and to sustain viable enrolment numbers at both the master’s and doctoral levels of the program. As such, I am pleased to advise you that the response is accepted.

Please find enclosed the signed and renewed Memorandum of Agreement (MOA). I trust you will forward a copy of the signed MOA and review outcome to your participating program unit chairs/directors. I will summarize the review findings, recommendations and outcomes in an annual report on collaborative program reviews that goes forward to the Committee on Academic Policy and Programs. The report is included in the annual report to the Quality Council.

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Tel: +1 416-588.2900 Fax: +1 416-586-7021, sgsstudent@utsmemo.ca www.sgs.utoronto.ca
I would like to thank you for all your work with the self-study and collaborative program review process. If you have any questions, please do not hesitate to contact Emma Thacker, Governance and Policy Coordinator (416-946-3427, em.thacker@sgs.utoronto.ca).

Kind regards,

[Signature]

Brian Corman
Vice-Provost, Graduate Education
School of Graduate Studies

/enclosure

COLLABORATIVE GRADUATE PROGRAM IN KNOWLEDGE MEDIA DESIGN
(Master's and Doctoral)

MEMORANDUM OF AGREEMENT
December 2013

Memorandum of Agreement concerning the Collaborative Program in Knowledge Media Design (hereafter, KMD Collaborative Program or Program) among the Knowledge Media Design Institute and

List of participating graduate units, programs and degrees:

Faculty of Architecture, Landscape and Design:
Architecture, MArch
Landscape Architecture, MLA
Urban Design, MUD

Department of Curriculum, Teaching and Learning, (OISE):
Curriculum Studies and Teacher Development: MA, MEd, PhD
Language and Literacies Education: MA, MEd, PhD

Department of Computer Science:
Computer Science: M.Sc., Ph.D.

Centre for Drama, Theatre and Performance Studies:
Drama, Theatre and Performance Studies: M.A., Ph.D.

Faculty of Information:
Information, M.I.
Information Studies, Ph.D.
Museum Studies, MMst,

Department of Mechanical and Industrial Information
Mechanical and Industrial Engineering M.A.Sc., M.Eng, Ph.D.

Institute of Medical Science:
Medical Science: M.Sc., Ph.D.

Department for the Study of Religion
Religion: M.A., Ph.D.
1. In order to develop a cooperative and joint graduate education and research in knowledge media design, the collaborating units agree to participate in the KMD Collaborative Program at the master's level and doctoral level.

2. The objective of the Collaborative Program is to develop and enrich opportunities for studies with the disciplines represented in the graduate units participating in the Program, and create opportunities for cross-disciplinary research. Graduate student in the Program shall register in the School of Graduate Studies though their home units. Each student shall:
   a) Meet all respective degree requirements of the School of Graduate Studies and those of his/her home graduate unit
   b) Meet admissions requirements of the Knowledge Media Design Collaborative Program
   c) Meet the program requirements of the Collaborative Program

3. The KMD Collaborative Program requires involvement from its participating units in the form of contribution of relevant courses in the participating units (where possible and applicable) as electives (see below...).

4. The Knowledge Media Design Collaborative Program will offer its core required course in the Fall term of the academic year, with the possibility of a second session in the summer term if there is ample demand. The KMD core courses are as follows:

   KMD1001H: Fundamental Concepts (required for master's and doctoral students)
   KMD1002H: Contexts and Practices (required for doctoral students)

   KMD2001H: Human-centred Design
   KMD2002H: Technologies for Knowledge Media
   KMD2003H: Knowledge Media and Learning
   KMD2004H: Knowledge Media, Culture & Society

Admission and Program Requirements:

Admission Requirements (Master's and Doctoral Level):

- Students wishing to apply to the collaborative program must be enrolled in a graduate degree program.
- The application includes: a completed application for admission form, a statement of research interest, a résumé, two letters of reference, and academic transcripts.
- Admission will be subject to the approval of the graduate department concerned and the Program Committee of the KMD collaborative program.
- Alternatively, students can apply to the collaborative program through an expression of interest as part of the application to their home unit.
Program Requirements:

Master's Level Requirements:

- Master's students must successfully complete KMD 1001H: Fundamental Concepts — 0.5 FCE
- A 0.5 full-course equivalent (FCE) from the KMD 2001–2004 series or a list of recognized elective courses from participating graduate units.
- Submit a portfolio that includes completed student research in knowledge media design. The program committee of the collaborative program will review all portfolios for their quality and contribution to the field.
- Master's students are encouraged, but not obligated, to complete a thesis/research project in the area of knowledge media design. The KMD portfolio will be a component of their thesis/research project.

Total FCE requirements — 1.0 FCE

Doctoral Level Requirements:

- Doctoral students are required to take KMD 1001H: Fundamental Concepts — 0.5 FCE
- KMD 1002H: Contexts and Practices — 0.5 FCE
- and 0.5 full-course equivalent (FCE) from the KMD 2001–2004 series or a list of recognized elective courses from participating graduate units.
- Submit a portfolio that includes completed student research in knowledge media design. The Program Committee of the collaborative program will review all portfolios for their quality and contribution to the field.
- A dissertation. The dissertation topic must be in the field of knowledge media design. The KMD portfolio may be connected with their dissertation proposal.

Total FCE requirements — 1.5 FCE

Some of the elective courses may require a significant amount of background knowledge and experience. Enrolment in such courses may need special permission of the instructor.

Elective Courses:

LAN2034H: Landscape Architecture and Digital Communication

CTL 1926H Knowledge Media and Learning (exclusion: KMD 2003H)

INF 2241H Critical Making INF 2320H Remix Culture

MSL 2325H Museums and New Media Practice

DRA3907H Digital Dramaturgy in Performance

5. It is agreed that the KMD Collaborative Program will be administered by a KMD Program Steering Committee with the involvement of the Knowledge Media Design Institute and
consultation from the Collaborative Program Committee. The Collaborative Program Committee will be headed by a Program Director, who will be affiliated with the Knowledge Media Design Institute and is appointed by the Dean of the School of Graduate Studies for a term of three years (once renewable). Other members of the committee will include members from participating graduate core units.

5.1 The function of the Program Committee includes:

- Participating in meetings and give feedback on initiatives made by the Program Steering Committee
- Bringing forward relevant affiliated courses for consideration
- Graduate supervision by core Faculty members
- Providing continuity and identify policy and other issues as they arise.

5.2 The Collaborative Program Committee will normally meet semi-annually (twice per year), and otherwise on an as needed basis.

The Collaborative Program Director shall be responsible for certifying that requirements of the Program have been fulfilled. Each participating graduate unit shall retain statutory control over admissions and program content.

Administration: General

The KMD Collaborative Program is supported by the KMDI Administrative Coordinator, who splits their time between program and institute duties. The Coordinator is responsible for:

- Providing support to students
- Sending updates, and updating the KMDI website with course offerings and other relevant students
- Providing SGS with letters of completion
- Registration & Enrolment tracking
- Managing courses on ROSI
- Posting and distributing calls for Instructors & Teaching Assistants
- Hiring contracts
- And any other administrative needs that may arise

Supporting Units

The KMD Collaborative Program is supported by the Knowledge Media Design Institute in resources only. The Seminar Series, Poster Sessions, and Workshops are funded through the KMDI Operating budget. The Faculty of Information as the supporting unit in which KMDI and the KMD CP is administratively housed provides some support for student recruitment, IT support, and administrative support, as well as the use of classrooms.

Resource Issues

The KMD Collaborative Program is run through support both financial and administratively of the

- KMD course instructor hiring
- student conference scholarships
Knowledge Media Design Institute. The institute allots a percentage of its operating budget annually to the collaborative program. This amount funds:

- teaching assistants
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These funds are also used to print posters for students to present at poster sessions. KMDI also provides administrative support from the Institute Coordinator at a 40-50% time commitment to running the program alongside the CP Director. While the program has a small budget, it relies heavily on the support of its core faculty members by way of guest lecturing, occasional teaching, assistance with workshops, and most importantly promotion of the program to their students.
University of Toronto

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COLLABORATIVE Master's and Doctoral PROGRAM IN

Knowledge Media Design

December 2013

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Collaborative Program Director:

[Signature]

Anthony Wensley

Date: November 28, 2013

Graduate Units Participating in Collaborative Program:

[Signature]

Robert M. Wright, Faculty of Architecture
Architecture, MArch
Landscape Architecture, MLA
Urban Design, MUD

Date: Dec 10/2013

[Signature]

Sven Dickinson, Chair, Department of Computer Science
Computer Science, M.Sc., Ph.D.

Date: Dec 10/2013
Doug McDougall, Chair, Curriculum, Teaching and Learning, OISE
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Date: December 4, 2013

John H. Astinong, Acting Director, Centre for Drama Theatre and Performance Studies
Drama Theatre and Performance Studies: M.A., Ph.D.

Date: December 3, 2013

Nadia Caldi, Graduate Chair, Faculty of Information
Information, M.I.
Information Studies, Ph.D.
Museum Studies, MMSt

Date: Dec 3, 2013

Sanjeev Chandra, Graduate Program Director,
Mechanical Industrial Engineering; M.A.Sc., M.Eng, Ph.D.

Date: December 4, 2013

Allan I. Kaplan, Director, Institute of Medical Science
Medical Science: M.S.C., Ph.D.

Date: December 12, 2013

Jennifer Harris, Graduate Director, Department for the Study of Religion
Religion: M.A., Ph.D.

Date: December 4, 2013
Supporting Unit:

Mark Chignell, Knowledge Media Design Institute

Lead Faculty:

Dean Seamus Ross, Faculty of Information

School of Graduate Studies & Vice Provost, Graduate Education:

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Drama Theatre and Performance Studies: M.A., Ph.D.

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Information, M.I.
Information Studies, Ph.D.
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Sanjeev Chandra Graduate Program Director,
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Lead Faculty:

Dean Seamus Ross, Faculty of Information

Date: 10 Dec 2013

School of Graduate Studies & Vice Provost, Graduate Education:

Dean, Brian Corman, School of Graduate Studies and Vice-Provost, Graduate Education

Date: 7 Jan 2014