

**TORONTO METROPOLITAN UNIVERSITY
POLICY OF SENATE**

GOVERNANCE COUNCILS

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Responsible Committee or Office:	Provost and Vice President Academic, Secretary of Senate

I. DEFINITIONS

1. **Chair** is the Chair of a Department or School
2. **Director** is the Director of a School or Department
3. **Council Chair** is the elected or *ex officio* chair of a Council
4. **Dean** is the Dean of a Faculty/School (including the Dean of the Yeates School of Graduate Studies and the Dean of the G. Raymond Chang School of Continuing Education).
5. **Dean of Record** is a Dean named by the Provost and given decanal authority over an interdisciplinary program.
6. The **Associate Deans** of a Faculty/School are appointed according to Board policy and have a range of Faculty-wide responsibilities assigned by the Dean.
7. **Faculty/School** is an overarching academic unit, headed by a Dean, that may comprise Departments or Schools or be structured according to a specific function (e.g., the Chang School, the Yeates School of Graduate Studies).
8. **Department/School** is an academic unit, headed by a Chair or Director, resident in a Faculty, that has responsibility for the delivery of academic programs, Chang School degree credit courses, and Department-based Chang School Certificates.
9. **Faculty Member** includes all current tenure stream and limited term faculty members represented by the Toronto Metropolitan Faculty Association.
10. **Instructor** includes all part-time, sessional, and Continuing Education instructors who are represented by Unit 1 or Unit 2 of CUPE Local 3904.
11. **Undergraduate/Graduate Student** is an individual currently registered in an undergraduate/graduate program at Toronto Metropolitan University leading to an undergraduate/graduate degree.
12. **Continuing Education Student** is an individual registered in a Chang School course, and not simultaneously registered in an undergraduate/graduate program at Toronto Metropolitan.
13. **Staff** are personnel associated with the unit who are designated as MAC or are represented by OPSEU.

II. SCOPE AND AUTHORITY

This policy establishes the requirements and procedures for governance councils and their relationship and reporting requirements to Senate. Such councils may not make recommendations or establish policies or procedures that contravene the *Ryerson Act* and the powers assigned therein to the Board of Governors, or any university policy or collective agreement.

III. PURPOSE OF THE POLICY

This policy establishes academic governance structures, communication, decision-making, and reporting requirements to Senate. To accomplish this purpose as effectively and efficiently as possible, the policy addresses two overarching aims:

- a) to clarify roles and responsibilities of members of councils; and
- b) to articulate the relationship between and among councils, members of councils, and Senate.

Recommended procedures for the implementation of councils covered by this policy, and associated guidelines, are included in Appendix A.

As per the *Ryerson Act*, the Senate bylaw, university policy, and collective agreements, regulation of academic matters is the primary scope of this policy.

The following principles are central to this policy:

Transparency in the consideration of academic matters and in collegial decision-making.

Consultative processes to ensure that all parties relevant to the matter at hand, and their respective roles, responsibilities, and views are taken into account in deliberation, decision-making, and resultant action.

Flexibility to facilitate the proactive and timely consideration of, and action on, academic matters.

IV. ROLES AND RESPONSIBILITIES

Deans are responsible for the overall leadership and governance of a respective Faculty/School in accordance with the provisions of the *Ryerson Act*, university policies and procedures, and collective agreements. As per Toronto Metropolitan's bicameral governance structure, decanal authority vis-à-vis councils is specific to academic matters, which includes, but is not limited to, approving Department/School Council recommendations and reports prior to submission to anybody external to the Faculty/School, including Senate; and reporting to Senate on approved policies that pertain to the Faculty/School as a whole (e.g., major curriculum revision, new program development, matters with resource or human relations implications). Deans are expected to consult and communicate with one another, and with Faculty/School/Department colleagues to ensure effective and transparent leadership.

Deans of Record are responsible for the overall leadership and governance of an interdisciplinary (or multi-disciplinary) graduate or undergraduate program in accordance with the provisions of the *Ryerson Act*, university policies and procedures, and collective agreements. As per Toronto Metropolitan's bicameral governance structure, decanal authority vis-à-vis councils is specific to academic matters, which includes, but is not limited to, approving program council recommendations and reports prior to submission to any body external to the program, including Senate; and reporting to Senate on approved policies that pertain to the program as a whole (e.g., major curriculum revision, new program development, matters with resource or human relations implications). Deans are expected to consult and communicate with one another, and with Faculty/School/Department colleagues to ensure effective and transparent leadership.

Department Chairs/School Directors (C/Ds) are appointed in accordance with the collective agreement between the RFA and the University, and are responsible for academic leadership

within the respective Department/School in accordance with the collective agreement, and Department/School and/or Senate approved policies and procedures.

Graduate Program Directors (GPDs) are, in the case of department/school-based graduate programs, recommended by the Chair/Director of the respective Department/School, in consultation with the GPC and the respective Dean, for appointment by the Dean of the Yeates School of Graduate Studies (YSGS). In the case of interdisciplinary graduate programs, GPDs are recommended by the Dean of Record, in consultation with the members of the GPC, for appointment by the Dean of the Yeates School of Graduate Studies (YSGS) following a clear and transparent process agreed upon by the two Deans. Such process may be detailed in the bylaw of the program council. GPDs are responsible for ensuring that all aspects of their graduate program function as per policies, procedures, and requirements of YSGS. GPDs shall communicate and consult with the relevant Chairs/Directors on matters that have broader implications for the Department/School (e.g., curriculum revision, new program/field development, advisor/supervisor student relations).

Undergraduate Program Directors (UPDs), where they exist, are, in the case of departmentally-based programs, recommended by the Chair/Director of the Department/School, who may consult with the members of the UPC or D/SC, for appointment by the Dean of the relevant Faculty. In the case of interdisciplinary programs, UPDs are appointed by the Dean of Record, who may consult with the members of the UPC. UPDs have a range of responsibilities assigned by their Chair/Director or, in the case of interdisciplinary programs, by their Dean.

V. COUNCILS

The following councils are covered by this policy:

1. Department/School Councils;
2. Undergraduate Program Councils;
3. Faculty Councils;
4. Graduate Program Councils;
5. Yeates School of Graduate Studies Council; and
6. G. Raymond Chang School of Continuing Education Council.

Procedures for enacting these councils are provided in Appendix A.

VI. DISPUTE RESOLUTION

1. In the event of a disagreement between a Department/School Council and a Chair or Director, the relevant Dean, in consultation with the parties involved, shall decide how to proceed.
2. In the event of a disagreement between Deans or between a Dean and a Department/School/Program Council, the Vice Provost Academic will facilitate a negotiated solution. If a negotiated solution is not possible, the Provost will resolve the issue.

APPENDIX A: COUNCIL PROCEDURES

1. DEPARTMENT/SCHOOL COUNCILS (D/SCs)

- 1.1 **Department/School Councils** will be constituted as appropriate with a structure and membership as determined by bylaws approved by the relevant Dean and Senate.
- 1.2 **Roles and Responsibilities:**
 - a D/SCs are the consultative and collegial bodies responsible for academic matters specific to the Department/School and its programs. Depending on the nature of the matter, they approve, report, or make recommendations to Chairs/Directors and/or the Dean or designate, and/or Senate.
 - b D/SCs will approve policy and procedure with significance and effect exclusive to the Department/School. Endorsement by the Chair/Director, and consultation with, and endorsement by, the Dean or designate is required before implementation of significant changes.
 - c D/SCs may formulate and communicate recommendations regarding policies and procedures with implications beyond the Department/School to the Chair/Director and/or the relevant Dean and/or designate. Endorsement of such recommendations by the Chair/Director and the relevant Dean or designate is required. If there are no ramifications beyond the Faculty, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to Senate, its standing committees (e.g., ASC) or, where relevant, to the Chang School or YSGS Councils.
 - d D/SCs may report directly to Senate on information items that affect only the Department/School, and/or on matters of general interest.
- 1.3 **Membership:**
 - a All faculty members in the Department/School are voting members of the D/SC, except faculty above the level of Chair/Director (e.g. Associate Dean, Dean, Vice Provost, Provost), who are excluded from D/SC membership;
 - b Students, elected by and from the students in the Department/School program(s), in a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the D/SC, as specified in the D/SC bylaw; and
 - c Other voting members as specified in the D/SC bylaw which may include, but is not necessarily restricted to, instructor representatives, faculty representatives from other related programs, adjunct faculty, postdoctoral fellows, staff, and alumni.
 - d The D/SC may specify, in its bylaw, any non-voting members entitled to attend meetings of the Council.
- 1.4 **Meetings:**

D/SCs should meet at least twice a year, once in each of the Fall and Winter semesters. Between meetings of the D/SC, less formal meetings of faculty (and others, depending on Departmental/School tradition) may advise the Chair/Director.
- 1.5 **Bylaw:** Each D/SC will function according to a bylaw, which must be approved by Senate. Such a bylaw must address matters including, but not necessarily restricted to:
 - a membership (see Part 1.3 above);

- b a mechanism for the selection of a Chair;
- c the mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);
- d the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);
- e quorum, which must specify:
 - i. the minimum number or percentage of council members required to conduct business;
 - ii. that a majority of those present must be faculty; and
 - iii. that faculty members on leave will not be counted in the quorum calculation unless present at the meeting either personally or via such other media as Council may permit;
- f the establishment of standing committees (e.g., curriculum) – and sub-committees, if desired – and the structure and operational rules of committees or sub-committees so created;
- g rules regarding the creation and operation of any *ad hoc* committees. The D/SC may establish such *ad hoc* committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and
- h the process, and percentage of affirmative votes necessary, to amend the bylaw.

2. UNDERGRADUATE PROGRAM COUNCILS (UPCs)

- 2.1 **UPCs** will be constituted in a manner most appropriate for the needs of the respective Department(s)/School(s)/Faculty(/ies)/Program(s) providing undergraduate education. Such Councils are mandatory for all interdisciplinary programs, but not required where a D/SC has jurisdiction over a program. The structure and membership will be determined by a bylaw approved by the relevant Dean and Senate. The initial bylaw of any UPC will be established via a consultative process involving the Undergraduate Program Director (UPD), affected Chair(s)/Director(s), and relevant Dean(s) or designate(s).

2.2 Roles and Responsibilities

- a UPCs are the consultative and collegial bodies responsible for academic matters specific to the interdisciplinary program or, in cases where they are created to manage departmentally-based programs, to the Department/School/Faculty.
- b UPCs will collaborate in a transparent manner with related D/SC(s), Chair(s)/Director(s), relevant Dean(s) or designate(s), and with relevant Faculty Council(s) and standing committees thereof.
- c UPCs will approve policy and procedure with significance and effect exclusive to the program. Consultation with, and endorsement by, the UPD, and the relevant Dean or designate is required before implementation of significant changes.
- d UPCs may formulate and communicate recommendations regarding policies and procedures with implications beyond the program to the UPD and/or relevant Dean and/or designate. Endorsement or such recommendations by the UPD and the relevant Dean and/or designate(s) is required before submission to any body beyond the program. If there are no ramifications beyond the Faculty, the matter may be settled there. If there are broader ramifications, the matter shall be submitted to Senate, its standing committees (e.g., ASC) or, where relevant, to the Chang School or YSGS Councils.
- e UPCs may report directly to Senate on information items that affect only the undergraduate program, and/or on matters of general interest.

2.3 **Membership:**

- a In *Department/School/Faculty based programs*, the UPC should include:
 - i. The Department/School Chair/Director;
 - ii. The Undergraduate Program Director (UPD), where one has been appointed;
 - iii. Faculty members who teach regularly in, or are active in the administration of, the undergraduate program. Normally all these faculty members will be UPC members but, where impractical (e.g., size), representation may be otherwise stipulated by the bylaw;
 - iv. Students elected by and from undergraduate students in the program, at a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the UPC, as stipulated in the bylaw; and
 - v. Other voting members, as specified in the UPC bylaw, which may include, but is not necessarily restricted to, instructor representatives, faculty members from related programs, adjunct faculty, postdoctoral fellows, staff, and alumni.
 - vi. The UPC may specify, in its bylaw, any non-voting members entitled to attend meetings of the Council.
- b In *Interdisciplinary programs*, the UPC should include:
 - i. the Undergraduate Program Director (UPD);
 - ii. Department/School Chairs/Directors from programs with direct involvement in the program, as determined by the Dean of Record;
 - iii. Faculty members who teach regularly in, or are active in the administration of, the undergraduate program. Normally all these faculty members will be UPC members but, where impractical (e.g., size), representation may be otherwise stipulated in the bylaw;
 - iv. Students elected by and from undergraduate students in the program, at a ratio of not less than one-fourth and not more than one-third of the total voting faculty members on the UPC, as stipulated in the bylaw; and
 - v. Other voting members, as specified in the UPC bylaw, which may include, but is not necessarily restricted to, instructor representatives, faculty members from related programs, adjunct faculty, postdoctoral fellows, staff, and alumni.
 - vi. The UPC may specify, in its bylaw, any non-voting members entitled to attend meetings of the Council.

2.4 **Meetings:**

UPCs should meet at least twice a year, once in each of the Fall and Winter semesters. Between meetings of the UPC, less formal meetings of faculty (and others, depending on program tradition) may advise the UPD.

2.5 **Bylaw:** Each UPC will function according to a bylaw, which must be approved by Senate. Such bylaw must address matters including, but not necessarily restricted to:

- a membership (see Part 2.3 above);
- b a mechanism for the selection of a Chair;
- c the mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);
- d the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);
- e quorum, which must specify:
 - i. the minimum number or percentage of council members required to conduct business;

- ii. that a majority of those present must be faculty; and
- iii. that faculty members on leave will not be counted in the quorum calculation unless present at the meeting either personally or via such other media as Council may permit;
- f. the establishment of standing committees (e.g., curriculum) – and sub-committees, if desired – and the structure and operational rules of committees or sub-committees so created;
- g. rules regarding the creation and operation of any *ad hoc* committees. The UPC may establish such *ad hoc* committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and
- h. the process, and percentage of affirmative votes necessary, to amend the bylaw.

3. FACULTY COUNCILS (FCs)

3.1 There will be a **Faculty Council** for each Faculty/School [excluding the Yeates School of Graduate Studies (covered by Part 5 of this Policy), and the G. Raymond Chang School of Continuing Education (covered by Part 6 of this Policy)]. Such FCs may be Formal (part 3.2 below) and/or Informal (part 3.3 below).

3.2 **Formal Faculty Councils**

- a. The role and responsibilities of a Formal Faculty Council shall be specified by the bylaw, but may include matters such as:
 - i. coordination of the development, submission, and review of undergraduate and graduate degree programs, graduate certificates, and Chang School Certificate programs;
 - ii. academic policy affecting the Faculty; and
 - iii. the Academic Plan of the Faculty.
- b. The Bylaw of a Formal Faculty Council must specify:
 - i. the purpose of the Council, and the nature of its relationship with other Councils;
 - ii. a process to elect or appoint a membership that is representative of the Faculty's Departments/Schools/Programs, and to establish the terms of office of such members;
 - iii. provisions for regular meetings, normally at least once in each of the Fall and Winter terms;
 - iv. the quorum required to conduct business, expressed as a minimum number or as a percentage of FC members and including that a majority of those present must be faculty;
 - v. a mechanism for the selection of a Chair;
 - vi. the mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);
 - vii. the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);
 - viii. the establishment of standing committees – and sub-committees, if desired – and the structure and operational rules of committees or sub-committees so created;
 - ix. rules regarding the creation and operation of any *ad hoc* committees. The FC may establish such *ad hoc* committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and
 - x. the process, and percentage of affirmative votes necessary, to amend the bylaw.

3.3 **Informal Faculty Councils**

- a The Dean may seek advice/counsel from an Informal Faculty Council. The mandate of these councils will be such as the Deans, in consultation with Council members, shall determine.
- b Bylaws are not required for Informal Faculty Councils, since they are purely advisory.
- c The membership of an Informal Faculty Council shall be determined by the Dean, but should be representative of the Faculty's Departments and Schools, and will usually include Associate Deans, Department/School Chairs/Directors, Undergraduate Program Directors of interdisciplinary programs within the Faculty, and any other members deemed appropriate [e.g., Graduate Program Directors (GPDs) within the Faculty]..
- d Informal Faculty Councils will normally meet at least once in each of the Fall and Winter terms.

4. GRADUATE PROGRAM COUNCILS (GPCs)

4.1. **Graduate Program Councils** will be constituted in the manner most appropriate for the needs of the respective Department(s)/School(s)/Faculty(/ies)/Program(s) providing graduate education, with a structure and membership determined by bylaws submitted for approval to the Dean of the Yeates School of Graduate Studies (YSGS), who shall consult with affected Faculty Deans before submitting bylaws for Senate consideration. The initial bylaws of GPCs will be established via a consultative process involving the Graduate Program Director (GPD), affected Chair(s)/Director(s), affected Faculty Dean(s) or designate(s), and the Dean of the YSGS or designate.

4.2. **Roles and Responsibilities:**

- a GPCs are the consultative and collegial bodies responsible for academic matters specific to the graduate program. GPCs collaborate in a transparent manner with related D/SC(s), Chair(s)/Director(s), affected Faculty Dean(s) or designate(s), the YSGS Dean, the YSGS Council and its standing committees to bring forward the policy and procedure recommendations of the GPC.
- b GPCs will approve policy and procedure with significance and effect exclusive to the program. Consultation with the GPD, affected Faculty Dean(s) or designate(s), Faculty Council(s) where appropriate, the Dean of Record, and the YSGS Dean must take place before implementation. Endorsement by the YSGS Dean – who shall ensure that all consultations have occurred – is necessary before implementation.
- c GPCs may formulate and communicate recommendations regarding policies and procedures with implications beyond the program. Endorsement by the affected Faculty Dean(s), and/or designate(s) and/or the Dean of Record is required before submission to the Dean of YSGS. The YSGS Council makes recommendations for approval to Senate.
- d GPCs will report directly to YSGS Council on issues specific to the respective graduate program, and/or matters of general interest. Department/School based programs should copy their respective D/SCs on such reports.

4.3. **Membership:**

- a In *Department/School/Faculty based programs*, the GPC should include:
 - i. The Graduate Program Director (GPD);
 - ii. The Department/School Chair/Director;
 - iii. Faculty members who are active YSGS members **and** currently teaching regularly in, supervising students of, or active in the administration of, the

graduate program. Normally all these faculty members will be GPC members but, where impractical (e.g., size), representation may be otherwise stipulated in the bylaw; and

- iv. Graduate student representatives selected by and from graduate students in the program, as specified in the bylaw.

b In *Interdisciplinary Programs*, the GPC should include:

- i. The Graduate Program Director (GPD);
- ii. Department/School Chairs/Directors from programs with direct involvement as determined by the Dean of Record in consultation with the Dean of YSGS, in cases where s/he is not the Dean of Record;
- iii. Faculty members who are active YSGS members **and** currently teaching regularly in, supervising students of, or active in the administration of the graduate program.

Normally all these faculty members will be GPC members but, where impractical (e.g., size), representation may be otherwise stipulated in the bylaw; and

- iv. Graduate student representatives selected by and from graduate students in the program, as stipulated in the bylaw.

c. For both Department-/School-/Faculty-based and interdisciplinary graduate programs, Council membership may include others as determined by bylaw, including, but not necessarily restricted to, faculty members from related departments/schools and adjunct faculty, as long as they are active or associate members of the YSGS. Staff, who will provide administrative support to the Council and its committees, are normally non-voting.

4.4. **Meetings:** GPCs will normally meet at least twice a year, once in each of the Fall and Winter semesters.

4.5. **Bylaw:** Each GPC will develop a bylaw that must be endorsed by the Dean of the YSGS, and YSGS Council for Senate approval. For the purpose of creation and adoption of the initial GPC bylaw, the GPD will designate a preliminary GPC in consultation with the Dean of the YSGS. Such bylaws must address matters including, but not necessarily restricted to:

- a membership (see Part 4.3 above);
- b a mechanism for the selection of a Chair;
- c a mechanism by which tied votes will be resolved (e.g., deemed lost; or Chair voting to break a tie);
- d the circumstances under which the Chair may vote (e.g., always, perhaps with a second, 'casting' vote to break a tie; or only to break a tie);
- e quorum, which must specify:
 - i. the minimum number or percentage of council members required to conduct business;
 - ii. that a majority of those present must be faculty; and
 - iii. that faculty members on leave will not be counted in the quorum calculation unless present at the meeting either personally or via such other media as Council may permit;
- f the establishment of standing committees (e.g., curriculum, scholarships and awards, admissions that are included in the YSGS governance structure) – and sub-committees, if desired – and the structure and operational rules of committees or sub-committees so created;
- g rules regarding the creation and operation of any *ad hoc* committees. The D/SC may establish such *ad hoc* committees as it deems necessary but must,

at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and

h the process, and percentage of affirmative votes necessary, to amend the bylaw.

5. THE YEATES SCHOOL OF GRADUATE STUDIES COUNCIL (YSGSC)

5.1 The YSGSC, with approval of the YSGS Dean, reports to Senate on matters pertaining to graduate education including, but not restricted to, major graduate curriculum changes, new graduate program development (fields, areas of emphasis), graduate certificates and/or diplomas, graduate program reviews and YSGS policies with university-wide effect.

5.2. **Roles and Responsibilities:**

- a Makes recommendations to the YSGS Dean on GPC bylaws, which are then submitted to Senate for approval.
- b Receives reports on policy and procedures approved by GPCs that only have significance and effect at that level.
- c Receives reports and recommendations from YSGSC sub-committees, and makes recommendations on policy and procedure that are specific to YSGS functions. Consultation with, and approval of, the YSGS Dean or designate is required before enacting these recommendations.
- d Recommends policies and procedures with university-wide implications to Senate. Consultation with, and endorsement by, the Dean of the YSGS and/or designate is required before submission to Senate.
- e In keeping with the scope and authority of Councils, the YSGSC may make recommendations to the YSGS Dean on any matter pertaining to graduate education.
- f Collaborates, communicates, and consults as necessary with GPCs, GPDs, D/SCs and others as necessary to ensure effective and proactive leadership and development in graduate education.

5.3. **Membership:**

- a The YSGS Dean, *ex-officio*, non-voting, and Chair;
- b The Associate Dean of the YSGS;
- c One representative who is an active YSGS member from each Faculty, appointed by the YSGS Dean in consultation with the Dean of the relevant Faculty;
- d Seven (7) Graduate Program Directors (GPDs) selected by and from GPDs in a manner specified in the YSGSC Bylaw;
- e Two graduate students, one masters and one doctoral, elected by and from masters and doctoral graduate students, respectively; and
- f Other members as determined by the YSGSC bylaw.

5.4. **Meetings:** The YSGSC will normally meet at least twice a year, once in each of the Fall and Winter semesters.

5.5. **Bylaw:** The YSGSC will develop a bylaw that must be endorsed by the Dean of the YSGS, for Senate approval. Such bylaw must address matters including, but not necessarily restricted to:

- a **Membership** (see Part 5.3 above);
- b **Voting Members:** Only faculty and student members of YSGSC are voting members. Staff representatives to YSGSC are non-voting, and the Chair votes only in the event of a tie;

- c **Quorum:** Quorum, which shall not be less than fifty percent of members, where a majority of those present are faculty members;
- d **Committees:**
 - i. the establishment of standing committees (e.g., Program and Planning, Membership, Scholarships and Awards, and Appeals) – and sub-committees, if desired – and the structure and operational rules of committees or sub-committees so created including, but not necessarily restricted to, the responsibilities, powers, authority, membership, regulations, and reporting relationship of any such committee;
 - ii. rules regarding the creation and operation of any *ad hoc* committees. The YSGSC may establish such *ad hoc* committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and
- e the process, and percentage of affirmative votes necessary, to amend the bylaw.

6. THE G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION (hereafter “Chang School”) COUNCIL (CSC)

- 6.1 **The CSC**, with approval of the Chang School Dean, reports to Senate on new certificate proposals, certificate program reviews, course series and other programs, and on academic policies pertaining to the Chang School.
- 6.2 **Roles and Responsibilities:** The CSC may make academic policy and procedure recommendations to the Dean, in keeping with the scope and authority of Councils, on any matter pertaining to the Chang School and all certificates, course series and other programs associated with the Chang School.
 - a If such Chang School programs or policies have significance and effect only within the Chang School, then approval by the CSC and Dean are needed. These shall be reported to Senate for information.
 - b Where such Chang School programs or policies are related to undergraduate or graduate degree credit or certificate credit courses or programs that are the responsibility of an academic program/department/school, approval is required by the program/department/school and by the relevant Dean, Dean of Record, or designate, in consultation with other programs/departments/schools whose courses are affected.
 - c In the case of programs or policies related to graduate certificates and/or diplomas, approval of the Dean of the Yeates School of Graduate Studies is also required.
 - d If such policies have ramifications outside the Chang School, they must be approved by Senate.
- 6.3 **Membership:**
 - a Chang School Dean, *ex-officio*, non-voting, and Chair;
 - b Three (3) representatives elected by and from the Chang School Program Directors;
 - c A Chair or Director from each of the Faculties appointed by the relevant Faculty Dean;
 - d Five (5) students, elected by and from the continuing education students registered through the Chang School and not simultaneously registered in an undergraduate/graduate program at Toronto Metropolitan University;
 - e Three (3) faculty or instructor participants, each of whom has extensive Continuing Education teaching experience, appointed by the Chang School

- Dean, for one-year terms; and
- f Other members as specified in the CSC bylaw.

6.4. **Meetings:** The CSC will meet at least twice a year, once in each of the Fall and Winter semesters, as prescribed by the CSC bylaw.

6.5. **Bylaw:** The CSC will develop a bylaw that must be endorsed by the Chang School Dean before submission to Senate for approval. Such bylaw must address matters including, but not necessarily restricted to:

- a **Membership:** (see Part 6.3 above);
- b **Meetings:** (see Part 6.4 above);
- c **Voting Members:** All members of the CSC, except the Dean and Secretary, are voting members;
- d **Quorum:** Quorum, which shall not be less than fifty percent of members, where a majority of those present are faculty, instructors, or program directors;
- e **Committees:**
 - i. the establishment of standing committees – and sub-committees, if desired – and the structure and operational rules of them including, but not necessarily restricted to, the responsibilities, powers, authority, membership, regulations, and reporting relationship of any such committee;
 - ii. rules regarding the creation and operation of any *ad hoc* committees. The CSC may establish such *ad hoc* committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship; and
- f the process, and percentage of affirmative votes necessary, to amend the bylaw.

APPENDIX B: BYLAWS AND POLICIES RELATED TO POLICY 45

Senate Bylaw

Articles 8.1, 8.2, 8.3

Senate Policies

- Pol #1 Admission to Undergraduate Programs
- Pol #7 Preparation, Submission and Approval of Academic Proposals
- Pol #21 Academic Jurisdiction
- Pol #33 Program Balance
- Pol #35 Degree Programs Policy
- Pol #74 New Structure for Administration of Liberal Studies at Toronto Metropolitan
- Pol #76 Development and Review of Certificate Programs
- Pol #103 Mission and Aims of Toronto Metropolitan University
- Pol #110 Institutional Quality Assurance Process
- Pol #112 Development of New Graduate and Undergraduate Programs
- Pol #126 Periodic Program Review of Graduate and Undergraduate Programs
- Pol #127 Curriculum Modifications: Graduate and Undergraduate Programs
- Pol #142 Graduate Admissions and Studies Policy
- Pol #158 Program Advisory Councils
- Pol #166 Course Management Policy

Institutional Quality Assurance Process Policies-as-approved-May-3-2011