RYERSON UNIVERSITY

AGENDA

ACADEMIC COUNCIL MEETING

Tuesday, December 2, 2003

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5:30 p.m.   A light dinner will be served in The Commons, Jorgenson Hall, Room JOR-250.

6:00 p.m.   Meeting in The Commons.

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	1.	**President's Report**
Pages 1-3	1.1	Ryerson Achievement Report

Page 4   **2.   Report of the Secretary of Academic Council (#F2003-3)**

3.   The Good of the University
3.1   Ombudsperson's report 2002-2003 *(on file)*

4.   Minutes:
Pages 5-9   4.1   Minutes of the November 4, 2003 Meeting

5.   Business arising out of the Minutes
Page 10   5.1   Amendment to Student Code of Conduct
Motion: that Academic Council add the following fourth clause to the Student Code of Academic Conduct, Section 1, A1, a) Plagiarism: "iv) *paying someone to edit or proofread your work, without the knowledge and written permission of your instructor or supervisor".*

6.   Correspondence

7.   Reports of Actions and Recommendations of Departmental and Divisional Councils
Pages 11-16   7.1   From Arts:
-    Course changes in Liberal Studies
-    Course additions in Public Administration and Governance
-    Course changes in Sociology

Pages 17-21   7.2   From Business Management:
-    Course changes in Hospitality and Tourism
-    CAAT Advanced Standing Admissions - ITM

Page 22   7.3   From Communication & Design:
-    Course changes in Fashion

Pages 23-25   7.4   From Community Services:
-    Course additions in Midwifery

8.   Reports of Committees

9.   New Business

10.   Adjournment

RYERSON UNIVERSITY ACHIEVEMENT REPORT

For the December, 2003 meeting of Academic Council

The winner of the annual OPSEU Staff Star award, in recognition of outstanding service by a support staff member, is Kate Sutton of Continuing Education. The presentation was made Nov. 14.

Ryerson again appeared in the top five in each of the four categories related to reputation in the annual *Maclean's* ranking of universities. Ryerson was 5th in highest quality, 2nd in Leaders of Tomorrow, 3rd in Most Innovative, and 5th Best Overall. In the statistical ranking Ryerson was 18th of 21 universities.

Nine students from the School of Fashion were presented with Zellers' DeZigners Awards, recognizing the top three design submissions in three Zellers brand categories. Developed as part of the curriculum for third-year students, winners will see their designs manufactured and sold in selected Zellers stores. The competition is a partnership between Zellers and the School of Fashion. Three of the winners subsequently appeared on Citytv's *Breakfast Television.*

Mary Black, Chair of the School of Graphic Communications Management, has been named a Woman of Distinction in the print management industry. Prof. Black was among 10 women named HVCO (high-volume computer output) Women of Distinction October 28 at the Xplor 2003 Global Electronic Document Systems Conference & Exhibit in Atlanta, Georgia. She was recognized for her work as founder, CEO, and president of Colour Technologies, an award-winning electronic pre-media house, and for spearheading a $10.5-million fundraising campaign for a new building for Ryerson's School of Graphic Communications Management.

Events

On Nov. 17 Ryerson hosted a video conference of the Office for Partnerships in Advanced Skills visionary seminar, which included an award presentation to, and lecture by, the Governor of the Bank of Canada, David Dodge.

Filmmaker David Cronenberg was at Ryerson Nov. 7 to speak at the Kodak lecture series.

President **Claude Lajeunesse** delivered his annual State of the University address on Oct. 9. Full text of the speech is available on the Ryerson web site. President Lajeunesse also delivered a presentation Nov. 18 to Kodak Canada managers on the subject of leadership.

American Society for Materials International President Robert Tucker Jr. visited Aerospace and Mechanical Engineering students, faculty and facilities at Ryerson, including the Near-net-shape Processing Laboratories of **Ravi Ravindran** of Mechanical Engineering.

The School of Retail Management hosted a mayoral debate focusing on issues related to the city's retail sector on Oct. 6.

Media Appearances

The *Toronto Star* ran a story Oct. 29 on the bestowal of Harry Rosen's honorary doctorate. CFTO *Night Beat News* carried coverage of the awarding of an honorary doctorate to William Davis.

Suanne Kelman of Journalism commented on the fifth anniversary of the *National Post* on CBC Radio's *Metro Morning* Oct. 27, and in the *Toronto Star* Nov. 2.

Clive Vanderburgh of Radio and Television Arts was quoted in the *National Post* Nov. 1 on the 35th anniversary of Sesame Street.

Judy Rebick, Ryerson/Sam Gindin Chair in Social Justice and Democracy, authored an op-ed piece in the Nov. 3 *Toronto Star* on how to make local government more democratic.

Jim Simmons of the Centre for the Study of Commercial Activity appeared on CBC Radio's *The Current*, talking about how big box stores impact small towns.

Vince Carlin, Chair of Journalism, commented on the impact of Izzy Asper on broadcasting in a *Globe and Mail* story Oct. 8. And on Oct. 23 he appeared on CBC Radio's *The Current* discussing the dangers of a close media-police relationship, particularly in the Zhang abduction case.

Murray Pomerance of Sociology commented in the Oct. 18 *Globe and Mail* on the apparent need within Canada for U.S. validation of what happens in this country.

The newspaper *India Abroad* featured a profile of President **Claude Lajeunesse** and Ryerson in its Oct. 3 issue.

Subsequent to the November, 2003 Achievement Report, Ryerson faculty made a number of additional appearances in the media commenting on the municipal and provincial elections. The Office of Public Affairs utilized the recent elections to promote Ryerson faculty experts on issues pertaining to the campaigns:

Myer Siemiatycki, Politics:
- quoted in the *National Post* Nov. 1 on how endorsements from well-known people can help a political campaign
- commented in the Oct. 31 *Globe and Mail* on Barbara Hall's chances of winning
- commented in the *Toronto Star* Oct. 30 on how suburban voters differ from urban ones – appeared in the *Globe and Mail* Oct. 30 commenting on how immigrant voters will cast their ballots
- commented in the *Toronto Star* Oct. 20 on a televised debate
- appeared on CBC *Radio's Here* and Now Oct. 20 to discuss Barbara Hall's integrity platform
- quoted in the Oct. 18 Globe and Mail on voter turnout among youth
- commented in the *Globe and Mail* Oct. 16 on Barbara Hall's diminishing lead
- appeared on CBC Television's *Canada Now* Oct. 15 to explain the irrelevance of Tom Jakobek in the election
- quoted in the *Toronto Star* Oct. 14 on voter turnout in municipal elections
- appeared on CBC's *Canada Now* Oct. 13 commenting on John Nunziata's campaign promises

Bryan Evans, Politics:
- appeared Oct. 29 on Citytv's *City Online* to talk about whether the Liberals can afford all of their election promises

John Shields, Politics:
- appeared on CBC Radio's *Ontario Today* to discuss the NDP's official status at Queen's Park
- appeared on Toronto 1 to speculate on what went wrong with the Conservative campaign

Mitchell Kosny, Urban and Regional Planning:
- appeared on *CityPulse at Noon* Oct. 20 on the previous night's debate
- appeared on CBC Television's *Canada Now* Oct. 20 discussing how the waterfront has not been a big issue in the election
- appeared on CP24 and on *CityPulse News* Oct. 19 commenting on the televised debate
- commented in a story carried by Canadian Press Oct. 8 on the importance of investing in civic infrastructure

Prepared by the Office of Public Affairs

Report of the Secretary of Academic Council
#F2003-3
December 2, 2003

Academic Council Elections
The following is the schedule for elections to Academic Council for 2004-05:

Nominations open	Monday, January 26
Student candidate orientation	Monday, February 2
Nominations close	Wednesday, February 4
Names of nominees forwarded to Dean	Thursday, February 5
Student Voter Eligibility lists verified by Registrar's Office	Wednesday, February 11
On-Line Student voting (8:00 a.m. – 9:00 p.m.)	Monday, February 16 – Friday, February 20
Faculty/Chair vote (10:00 a.m. – 3:00 p.m.)	Monday February 16
Results of Faculty/Chair vote sent to Dean	Wednesday, February 18
Faculty/Chair results send to and student results verified by Secretary of Academic Council:	Friday, February 20

Please be reminded that, for the first time, student elections will be done on-line. A notice regarding the new procedure will be sent to Deans/Chairs/Directors and notices will be posted around campus.

Please note that student representatives to Academic Council serve one-year terms and may be elected to a second term. Faculty representatives are elected for two-year terms, and may be elected to a second term. Unless otherwise informed, the Secretary of Academic Council will assume that the second year of a two-year term will be served, and there will be no election for that seat.

Election Guidelines can be found at: www.ryerson.ca/acadcouncil/Other.html/electschedguide.pdf .

Respectfully submitted,

Diane R. Schulman, PhD
Secretary of Academic Council

MINUTES OF ACADEMIC COUNCIL MEETING
Tuesday, November 4, 2003

<u>Members Present</u>:

Ex.officio:	**Faculty:**		**Students:**
K. Alnwick	M. Barber	M. Mazerolle	V. Campbell
E. Aspevig	D. Checkland	D. McKessock	N. Felorzabihi
S. Boctor	S. Cody	J. Monro	J. Gryn
M. Booth	J. Cook	B. Murray	Z. Khan
C. Cassidy	M. Dionne	S. O'Neill	B. Lewis
M. Dewson	M. Dowler	K. Penny	C. Livett
L. Grayson	C. Evans	A. Pevec	S. Marshall
A. Kahan	G. Inwood	K. Raahemifar	S. Mirowski
T. Knowlton	N. Lister	D. Shipley	V. O'Brien
I. Levine	A. Lohi	D. Snyder	R. Rodrigues
J. Sandys	L. Lum	E. Trott	E. Sullivan
P. Stenton	D. Martin		
S. Williams	D. Mason		
M. Yeates			

<u>Regrets</u>:
M. Ahmed
J. Dianda
C. Flores
C. Lajeunesse
C. Matthews
R. Ravindran
G. Roberts-Fiati
F. Salustri
P. Schneiderman

<u>Members Absent</u>:
A.Cherrie
R. Dutt
D. Elder
P. George
M. Sabri
K. Tucker Scott

President's Report - E. Aspevig brought regrets from the President who was unable to attend. He called attention to the Ryerson Achievement Report. K. Penny, Vice-Chair of Academic Council chaired the meeting.

Report of the Secretary of Academic Council – D. Schulman reported that the schedule for the Faculty Course Survey was included in the agenda for Council's information.

Good of the University - B. Lewis, the representative of Academic Council on RyeSAC, announced the Graduate students appointed to the RyeSAC Executive Board. He further reported that RyeSAC was carrying on an informational campaign for the upcoming municipal election which was similar to that held for the provincial election. Also, staff and faculty, as well as students, are eligible to save on the Metropass.

B. Lewis enquired about the status of the University's contract for Turnitin.com and D. Schulman responded that the contract was renewable annually.

A student from the audience commented that the lateness of second semester timetables causes difficulty for working students. K. Alnwick responded that not all information has been received about teaching schedules, and that early timetables would require an increase in the number of sections offered. This issue is also being addressed by the *ad hoc* committee discussing the Fall semester break.

Minutes
Motion: to approve the minutes of the October 7, 2003 meeting.
Moved by A Pevec and seconded by D. Snyder

Discussion: B. Lewis, noted that on page 13 the word "sever" should read "severe". It was asked that his questions regarding Turnitin.com be deferred to "Business Arising out of the Minutes".

Motion approved.

Business Arising out of the Minutes
In response to a question by B. Lewis, D. Schulman clarified that the legal advice on providing alternatives to Turnitin.com was obtained both from Turnitin.com and from Canadian legal counsel at a conference on Turnitin.com held at York University.

Reports of Actions and Recommendations of Departmental and Divisional Councils
Errol Aspevig outlined changes as presented in the agenda from:
Faculty of Arts (Course changes in Liberal Studies, Politics and Public Administration and Sociology)

Faculty of Business – (Name change of major from "Management and Enterprise Development" to "Management", and course changes in Business Management and ITM)

Faculty of Communication and Design (Course changes in Fashion)
-   IRH010 is replacing FSN100, and a form will be submitted to correct that at the next meeting

Faculty of Community Services (Course changes in Nutrition)

Faculty of Engineering and Applied Science (Course changes in Chemical Engineering, Mechanical & Industrial Engineering and an additional page distributed on changes in Aerospace Engineering).
 The reports regarding the *Curriculum Prerequisite Structure in the Engineering Programs* and *Academic Policy on Language Competency for Engineering Students* were presented as correspondence from the Dean of Engineering to Academic Council for its information on directions being considered by that Faculty. There will be follow-up with the Dean of Engineering and other appropriate people.

- A question was raised regarding whether students would be given advanced notification regarding the mandatory language proficiency. It was responded that advanced notification was given this year when the proficiency testing was optional.
- It was requested that testing be done in the week prior to orientation, rather than the week of orientation as was done this year, so students could participate fully in orientation activities.
- It was suggested that there be more description in the proposal regarding the teaching of writing.

School of Graduate Studies: M. Yeates, Dean of Graduate Studies, outlined the internal review process for proposed graduate programs. Once a program has been vetted within the university, Academic Council is asked for permission to send the proposals outside the University for external review by the Ontario Council for Graduate Studies (OCGS), which is an accreditation agency for graduate programs. Each proposal goes to an appraisal committee of seven faculty from other universities. Two consultants are engaged by OCGS to visit the University. The University also hires an internal/external expert consultant to give advice prior to bringing the proposal to Academic Council. Academic Council has the responsibility to ensure that the internal procedures have been followed. Once the program is approved by OCGS it is eligible to go to the Ryerson Board of Governors for approval. The Provost has final authority to approve implementation.

Motion 1: That Academic Council approve the submission of the proposal for a *Master of Arts in International Economics and Finance* to the Ontario Council for Graduate Studies for standard appraisal. Seconded by S. Boctor.

The information submitted in the agenda was reviewed.

Discussion:
- J, Cook commented that the report is very brief and that more detail should have been provided. M. Yeates said that more detail could be provided in the future and that the reports on each program were very long and could not be included in the agenda. These reports are available from the School of Graduate Studies.
- E. Trott asked if there would be support for a named professorship in this program such as the one at the University of Western Ontario. M. Yeates stated that there is nothing in the report that states this, but it is often easier to get named professorships when there is a graduate program.

Motion approved.

M. Yeates reviewed the common elements for all of the proposed PhD programs in Engineering as outlined in the agenda.

Motion 2: That Academic Council approve the submission of the proposal for a *Ph.D. in Civil Engineering* to the Ontario Council for Graduate Studies for standard appraisal. Seconded by S. Boctor.

The information submitted in the agenda was reviewed.

Motion approved.

Motion 3: That Academic Council approve the submission of the proposal for a *Ph.D. in Mechanical Engineering* to the Ontario Council for Graduate Studies for standard appraisal. Seconded by S. Boctor.

The information submitted in the agenda was reviewed.

Discussion:
There was a question concerning the need for additional courses to accommodate the 15 PhD students expected in the program. It was explained that there are already a large number of courses at the graduate level (30 or more) and only one or two would be added. Students will take courses they have not taken before. .

Clarification was requested on how long the OCGS process takes, and what can be expected. It was explained that these programs may be on the OCGS agenda by the end of the year and the standard appraisal may take until next April or May. OCGS will identify the areas the consultants will be asked to evaluate. Ryerson will present a written response to the consultants' report to OCGS which will then determine program approval.

It was clarified that the tuition fees for the program are established by the Board of Governors based on what is charged by other programs in the province. Graduate fees are not regulated and are slightly higher than undergraduate fees. It was asked if there a distinction made between undergraduate and graduate BIUs. P. Stenton answered that, unlike undergraduate funding, there is a fixed amount of money available for graduate funding. The weights for Masters BIUs are 3.0 or 4.0 and PhD are 6.0 while undergraduate BIU weights at Ryerson range from 1.0 to 2.0. There is no simple answer about how undergraduate and graduate BIUs are related.
Motion approved.

Motion 4: That Academic Council approve the submission of the proposal for a *Ph.D. in Electrical and Computer Engineering* to the Ontario Council for Graduate Studies for standard appraisal. Seconded by S. Boctor.

The information submitted in the agenda was reviewed.

Motion approved.

E. Aspevig congratulated the faculty and Deans who worked on these projects and commented that this was an historical occasion as these are the first stand-alone PhD programs to be proposed from Ryerson.

Motion 5 in the report was withdrawn as it is an issue which involves fees and is, therefore, the responsibility of the Board of Governors. The issue affects only a few students and the equalization of fees paid by part-time and full-time graduate students occurs in virtually all Graduate Schools. D. Checkland commented that no rationale is given as to why students should be assessed the same fees. He asserted that a reason must be given as to why treatment needs to be equal.

M Yeates presented information on the amendment of the School of Graduate Studies By-Laws for the information of Academic Council. The membership of two committees has been increased to share the burden of those committees.

Reports of Committees
Animal Care Committee – No members were present and there was no discussion.

Composition & By Laws Committee – The report and motion were made by A. Lohi.

Motion: That Academic Council approve the amendment to section 3.6.1 of its By-Laws to read "Hearing Panels will also be convened when Disciplinary Withdrawal or Expulsion is recommended".

Seconded by S. Williams.
D. Schulman explained that the wording amends the By Laws to fit current policy.

Motion passed.

<u>Nominating Committee -</u> The report and motion were made by K. Raahemifar

Motion: That Academic Council approve the nominees brought forward in the report.
Seconded by M. Booth.

D. Schulman clarified that replacements for members of Council are made by appointment by the relevant Dean, as outlined in the Academic Council By-Laws.

Motion passed.

George Diamantakos and Paul Stenton were welcomed to the table by E. Aspevig.

New Business
There was none.

Adjournment
Meeting adjourned at 7:00 p.m.

Respectfully submitted,

Diane R. Schulman, PhD
Secretary of Academic Council

Memo

To: Diane Schulman, Secretary of Academic Council

From: Marie Dowler, English Department and The Writing Centre

Date: November 4, 2003

Subject: Amendment of Student Code of Academic Conduct

I brought up the proliferation of advertisements for editing and proofreading services, during "For the Good of the University" at the October meeting of Academic Council. As business arising from the minutes, I would like to propose the following motion for the December meeting:

That Academic Council add the following fourth clause to the Student Code of Academic Conduct, Section A, A1, a) Plagiarism:

iv) paying someone to edit or proofread your work, without the knowledge and written permission of your instructor or supervisor.

Sheila O'Neill, Learning and Teaching Office, has agreed to second this motion.

Marie Dowler
English and The Writing Centre

Initiating School/Department: LIBERAL STUDIES   **Date of Submission:** OCTOBER 17, 2003

Is this the Teaching School/Department, Program School/Department, or both?   Liberal Studies and Teaching Departments

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 7, 2003

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)			Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)			
PHC 182	Logical Self Defence	3	n	Number change	E	RNDR, RNDG, RNDC 1, 3, 4	.Collaborative Nursing - Centennial College - Changing course number from PHL 182		Fall 2004

SYC 180	Working in the 21st Century	3	n	Number change	E	RNDR, RNDG, RNDC 1, 3, 4	Collaborative Nursing – George Brown College Changing course number from SOC 180		Fall 2004

Initiating School/Department: ___LIBERAL STUDIES___   **Date of Submission:** OCTOBER 29, 2003

Is this the Teaching School/Department, Program School/Department, or both?   Liberal Studies and Teaching Departments

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 11, 2003_

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
PHC 183	Monotheistic Religions:	3	Y	.A	E	RNDR, RNDG, RNDC, 1, 3, 4,	.Collaborative Nursing - (George Brown		Fall 2004

						course)		
	Judaism, Christianity and Islam							
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Initiating School/Department: <u>Public Administration and Governance</u>   **Date of Submission:** <u>11/11/2003</u>

Is this the Teaching School/Department, Program School/Department, or both?   <u>Program</u>

Please add extra rows as needed if multiple courses are involved.

<u>*(Signed original on file)*</u>   _____   <u>November 19, 2003</u>___

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)	Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date

		Hours and Mode	*New Course (Y/N)*	*Re-position(R) Addition (A) Deletion(D)*	*Required(R)* *Elective(E)* *Professional-Elective(PE)* *Professionally-Related Elective (PRE)*				
ECN321	Introduction to Law and Economics	3 hr lecture	N	Addition	Professionally Related Elective (PRE)	Economics	Useful course for our students. Part of Economics Minor	Economics	Sept. 04

Initiating School/Department: Pᴜʙʟɪᴄ Aᴅᴍɪɴɪsᴛʀᴀᴛɪᴏɴ ᴀɴᴅ Gᴏᴠᴇʀɴᴀɴᴄᴇ   **Date of Submission:** 11/11/2003

Is this the Teaching School/Department, Program School/Department, or both?   Program

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 19, 2003__

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	*New Course (Y/N)*	*Re-position(R) Addition (A) Deletion(D)*	*Required(R)* *Elective(E)* *Professional-Elective(PE)* *Professionally-Related Elective (PRE)*				
ENH721	Public Health Law	3 hr	N			Occupational and Public Health	Important Course for our students		

		lecture		Addition	Professionally Related Elective (PRE)			Occupational Health and Safety	Sept. 04

Initiating School / Department: SOCIOLOGY

Date of Submission: _November 14, 2003_

Is this the Teaching School / Department, Program School / Department, or both? BOTH

Please add extra rows as needed if multiple courses are involved.

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Vice President , Academic

Nov 17/03

Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ Department(s)/ Continuing Ed. Affected and informed of change	Purpose of Change	Minors Affected	Implementation date
		Hours & Mode	New Course Y/N	Re-position{R} Addition{A} Deletion{D}	Req'd[R] Elective[E] Prof.Elec[PE] Prf. Rela'td Elec.[PRE]				
SOC021	CANADIAN FAMILIES IN A CHANGING WORLD	3 hour lectures	N	D	E	SWRP	FOR COURSE SEMESTERIZATION	SOCIOLOGY; FAMILY SUPPORTS AND COMMUNITY PRACTICE	Fall 2004
SOC605	CANADIAN FAMILIES: MYTH AND LEGAL REALITY	3 hour lectures	Y	A	E	SWRP	SEMESTERIZATION OF SOC 021 FOR GREATER ACCESSIBILITY	SOCIOLOGY; FAMILY SUPPORTS AND COMMUNITY PRACTICE	Fall 2004
SOC606	WORK AND FAMILIES IN THE 21ST CENTURY	3 hour lectures	Y	A	E	SWRP	SEMESTERIZATION OF SOC021 FOR GREATER ACCESSIBILITY	SOCIOLOGY; FAMILY SUPPORTS AND COMMUNITY PRACTICE	Fall 2004
SOC028	WOMEN, POWER AND CHANGE	3 hour lectures	N	D	E	ECHP; VIOP; HSMP; SWRP; VITL	FOR COURSE SEMESTERIZATION	SOCIOLOGY	Fall 2004
SOC608	FEMINISM AND SOCIETY	3 hour lectures	Y	A	E	ECHP; VIOP; HSMP; SWRP; VITL	SEMESTERIZATION OF SOC028 FOR GREATER ACCESSIBILITY	SOCIOLOGY	Fall 2004
SOC609	THE SOCIAL CONTROL OF WOMEN	3 hour lectures	Y	A	E	ECHP; VIOP; HSMP; SWRP; VITL	SEMESTERIZATION OF SOC028 FOR GREATER ACCESSIBILITY	SOCIOLOGY	Fall 2004

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. Affected and informed of change	Purpose of Change	Minors Affected	Implementation date
		Hours & Mode	New Course Y/N	Re-position{R} Addition{A} Deletion{D}	Req'd[R] Elective[E] Prof.Elec[PE] Prf. Rela'td Elec.[PRE]				
SOC104	UNDERSTANDING SOCIETY	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC300	THE SOCIOLOGY OF DIVERSITY	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC302	THE CITY AND SOCIETY	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC319	SOCIOLOGICAL PERSPECTIVES ON CRIME	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC402	THE CITY AND SOCIAL PROBLEMS	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC500	YOUTH AND SOCIETY	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC504	CHILDREN AND SOCIETY	3 hour lectures	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC525	MEDIA AND IMAGES OF INEQUALITY	3 lecture hours	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC600	GLOBALIZATION AND HEALTH	3 lecture hours	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004
SOC700	MEN AND MASCULINITIES IN THE 21ST CENTURY	3 lecture hours	N	A	E	PADP	TO MAKE SOCIOLOGY MINOR AVAILABLE	SOCIOLOGY	Fall 2004

Initiating School/Department: **School of Hospitality and Tourism Management**   **Date of Submission:**27/10/03___

Is this the Teaching School/Department, Program School/Department, or both? _____

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 7, 2003___

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
ACC100	Introductory Financial Accounting	3 + 1	N	R	R	SHTM01 SHTM02	Move ACC100 from winter semester of first year to fall semester of first year		Fall 2004

						to allow integration of HTM students within sections offered in an effort to improve student success and retention.		

Initiating School/Department: School of Hospitality and Tourism Management   Date of Submission:___27/10/03___

Is this the Teaching School/Department, Program School/Department, or both?   _____

Please add extra rows as needed if multiple courses are involved.

<u>(Signed original on file)</u> _____   <u>November 7, 2003__</u>

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	*New Course (Y/N)*	*Re-position(R) Addition (A) Deletion(D)*	*Required(R)* *Elective(E)* *Professional-Elective(PE)* *Professionally-Related Elective (PRE)*				
	Communication in					SHTM01	Move CMN207 from		

CMN207	Hosp. & Tourism Mgmt.	3	N	R	R	SHTM02	fall semester of first year to winter semester of first year to accommodate ACC100's move to first semester.		Fall 2004

Initiating School/Department: School of Hospitality and Tourism Management

Date of Submission:___27/10/03___

Is this the Teaching School/Department, Program School/Department, or both? _____

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 7, 2003__

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
FIN401	Managerial Finance II	3	N	A	PRE	SHTM01 SHTM02	Courses added to Professionally Related Elective Table II to provided access to		Fall 2004
FIN510	Entrepreneurial Finance	3	N	A	PRE				
FIN512	Risk Management and	3	N	A	PRE				

	Insurance					Finance Minor for HTM students.	
FIN521	Advanced Portfolio Management	3	N	A	PRE		
FIN610	Short-Term Financial Management	3	N	A	PRE		
FIN611	Applied Investment Management	3	N	A	PRE		
FIN800	Ethics in Finance	3	N	A	PRE		
IBS621	International Finance	3	N	A	PRE		

November 19, 2003

TO: Academic Council

CC: Tom Knowlton, Dean of Business

FROM: James Norrie, Director, ITM

Subject: CAAT Advanced Standing Admissions

Diane,

On behalf of the School, please find attached the final version of our proposed CAAT advanced standing admissions document submitted for information to Academic Council. This has been duly endorsed by our School Council and also by our Faculty as an important means of attracting diploma graduates to ITM for degree completion.

The precedent for this is clearly established elsewhere within both the Faculty of Business and the University and we anticipate Council's support to simply modify the criteria to ensure that CAAT graduates are admitted appropriately to the correct program and not necessarily assumed to be eligible for the more restrictive direct-entry program. This new approach means that those CAAT graduates with a more technical as opposed to a business background will now directly enter third year with advanced standing and pursue the last two years of the degree before graduating from Ryerson. This creates a better academic outcome for these students and ensures a high level of consistency in the approach to admitting CAAT graduates within the Faculty of Business.

Should you have any questions, please do not hesitate to contact me at your convenience.

Thanks,
James

PROGRAM FOR (CAAT) BUSINESS ADMINISTRATION DIPLOMA GRADUATES

The School of Information Technology Management will accept graduates of three-year Ontario College of Applied Arts and Technology (CAAT) Business Administration diplomas into the equivalency of a two year program of study. Students may complete the prescribed degree courses in as little as four semesters through full-time day or part-time evening studies. Please note that students with a three year Diploma in Business Administration specializing in Computer Programming, Information Technology or Telecommunications will be considered for the Advanced Standing Program. **(See below)**

Admission Guidelines:
A CAAT Diploma in Business Administration with a minimum cumulative average of "B" (3.00). There is a limited number of spaces available, therefore admission is generally based on the grade point average earned for the diploma.

Note: Due to the accelerated nature of all degree options, students may have difficulty accessing some electives due to pre-requisites. One may consider taking some required courses during the spring/summer semesters. Plan courses carefully. **(Refer to the current undergraduate calendar for program details.)**

ADVANCED STANDING PROGRAM FOR GRADUATES OF AN APPROVED (CAAT) BUSINESS ADMINISTRATION DIPLOMA SPECIALIZING IN COMPUTER PROGRAMMING, INFORMATION TECHNOLOGY OR TELECOMMUNICATIONS
The School of Information Technology Management will accept graduates of three-year approved Ontario College of Applied Arts and Technology (CAAT) diplomas with a specialization in: Computer Programming, Information Technology or Telecommunications into the third year of the Information Technology Management program. Students may complete the degree through full- time day or part-time evening studies. Students must complete all courses in third and fourth year. Depending on previous preparation some substitutions may be allowed.

Admission Guidelines
A CAAT Diploma in Business Administration with a minimum cumulative average of "B" (3.00). There is a limited number of spaces available, therefore admission is generally based on the grade point average earned for the diploma.

Note: Due to the accelerated nature of all degree options, students may have difficulty accessing some electives due to pre-requisites. One may consider taking some required courses during the spring/summer semesters. Plan courses carefully. **(Refer to the current undergraduate calendar for program details.)**

Nov. 12/03

Initiating School/Department: *SCHOOL OF FASHION*   **Date of Submission:** *OCT. 2003*

Is this the Teaching School/Department, Program School/Department, or both? **YES**

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 11, 2003__

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
FSN 100	History of Art	This course is being replaced with IRH 010 under Interior	No	D	R	School of Fashion Interior Design	This change will be more in line with other History courses offered at other universities and will facilitate the transfer credit process. This course will be	None	Fall 2004

						shared with other programs in FCAD		
		Design						

Initiating School/Department: Midwifery   **Date of Submission:** November 17, 2003

Is this the Teaching School/Department, Program School/Department, or both?   **Program Dept.**

Please add extra rows as needed if multiple courses are involved.

(Signed original on file) _____   November 17, 2003
Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
HSM315	The Canadian Health System I	3 lecture	No	Addition	Level 2 Required Group	Health Services Management Continuing Ed	Increase options for students		January 2004

					1				
HSM316	The Canadian Health System II	3 lecture	No	Addition	Level 2 Required Group 1	Health Services Management Continuing Ed	Increase options for students		January 2004

Initiating School/Department: <u>Midwifery</u>   **Date of Submission:** November 17, 2003

Is this the Teaching School/Department, Program School/Department, or both? **Program Dept**

Please add extra rows as needed if multiple courses are involved.

<u>*(Signed original on file)*</u> _____   <u>November 17, 2003 </u>

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. *affected and informed of change*	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional- Elective(PE) Professionally- Related Elective (PRE)				
INT902	Disability Issues	3 lecture	No	Addition	Level 2 Required-Group 1	Interdisciplinary Studies Continuing Ed	Increase options for students		January 2004
INT905	Conflict Resolution & Dispute Negotiation	3 lecture	No	Addition	Level 2 Required-Group 1	Interdisciplinary Studies Continuing Ed	Increase options for students		January 2004
INT907	Team Work for community Services	3 lecture	No	Addition	Level 2 Required-Group 1	Interdisciplinary Studies Continuing Ed	Increase options for students		January 2004
INT910	First Nations Issues	3 lecture	No	Addition	Level 2 Required-Group 1	Interdisciplinary Studies Continuing Ed	Increase options for students		January 2004

INT911	International Community Development	3 lecture	No	Addition	Level 2 Required-Group 1	Interdisciplinary Studies Continuing Ed	Increase options for students		January 2004
INT912	Community Development: International Field Placement	3 lecture	No	Addition	Level 2 Required-Group 1	Interdisciplinary Studies Continuing Ed	Increase options for students		January 2004

Initiating School/Department: <u>Midwifery</u>

Date of Submission: November 17, 2003

Is this the Teaching School/Department, Program School/Department, or both? **Program Dept.**

Please add extra rows as needed if multiple courses are involved.

<u>(Signed original on file)</u> _____

<u>November 17, 2003</u>

Provost and Vice-President, Academic

Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
PHL302	Ethics and Health Care	3 lecture	No	Addition	Level 2 Required Group	Philosophy Continuing Ed	Increase options for students		January 2004

					1				

Initiating School/Department: <u>Architectural Science</u>   Date of Submission: <u>October 29, 2003</u>

Is this the Teaching School/Department, Program School/Department, or both? <u>Both</u>

Please add extra rows as needed if multiple courses are involved.

<u>*(Signed original on file)*</u> _____   November 17, 2003

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional- Elective(PE) Professionally- Related Elective (PRE)				
LAR 034	Contemporary Issues	Lect: 3		D	R		4th year Landscape Architecture Option is no longer offered		F04
LAR 042	Environmental Construction	Lect: 1		D	R		4th year Landscape Architecture Option is no longer offered		F04

		Lab: 2						
LAR 043	Thesis	Lab: 8		D	R		4th year Landscape Architecture Option is no longer offered		F04
LAR 045	Landscape Management	Lect: 2 Lab: 1		D	R		4th year Landscape Architecture Option is no longer offered		F04

Initiating School/Department: <u>Architectural Science</u>　　　　　Date of Submission:　<u>October 29, 2003</u>

Is this the Teaching School/Department, Program School/Department, or both? <u>Both</u>

Please add extra rows as needed if multiple courses are involved.

<u>(Signed original on file)</u> _____　　　　　　　　<u>November 7, 2003</u>
Provost and Vice-President, Academic　　　　　　　　Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
LAR 030	Plant Materials	Lect: 1 Lab: 2		D	R		3rd year Landscape Architecture Option is no longer offered		F04
LAR 031	Landscape Design	Lect: 1		D	R		3rd year Landscape Architecture Option is no longer offered		

		Lab: 2						F04
LAR 038	Construction Processes	Lect: 2 Lab: 1		D	R		3rd year Landscape Architecture Option is no longer offered		F04
LAR 108	History of Landscape Architecture	Lect: 3		D					F04

Initiating School/Department: <u>Architectural Science</u>   Date of Submission: <u>October 29, 2003</u>

Is this the Teaching School/Department, Program School/Department, or both? <u>Both</u>

Please add extra rows as needed if multiple courses are involved.

<u>(Signed original on file)</u> _____   November 7, 2003

Provost and Vice-President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
LAR 109	Landscape Ecology	Lect: 2 Lab: 1		D	PRE				F04
LAR 110	Horticulture I	Lect: 2 Lab: 1		D	PRE				F04

| LAR 209 | Landscape Ecology II | Lect: 2 Lab: 1 | | D | PRE | | | | F04 |
| LAR 210 | Horticulture II | Lect: 2 Lab: 1 | | D | PRE | | | | F04 |

Initiating School/Department: <u>Architectural Science</u>　　　　　Date of Submission: <u>October 29, 2003</u>

Is this the Teaching School/Department, Program School/Department, or both?　<u>Both</u>

Please add extra rows as needed if multiple courses are involved.

<u>(Signed original on file)</u>　　　　　　　　　　November 7, 2o003

Provost and Vice-President, Academic　　　　　　　Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
LAR 504	Independent Study	Lect: 3		D	PRE				F04
LAR 604	Independent Study	Lect: 3		D	PRE				

									F04
LAR 704	Independent Study	Lect: 3		D	PRE				F04
LAR 804	Independent Study	Lect: 3		D	PRE				F04

Initiating School/Department: <u>Department of Chemistry and Biology</u>   Date of Submission:<u>November 14, 2003</u>

Is this the Teaching School/Department, Program School/Department, or both?   **Both – Teaching School and Program Department**

Please add extra rows as needed if multiple courses are involved.

<u>*(Signed original on file)*</u> _____   November 19, 2003

Provost and Vice President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	*New Course (Y/N)*	*Re-position(R) Addition (A) Deletion(D)*	*Required(R) Elective(E) Professional- Elective(PE) Professionally- Related Elective (PRE)*				
CHY 142	CHEMISTRY: Organic Chemistry I	3 hr. Lect. / 3 hr. Lab.	(N)	(R)	(R)	Dept. of Chemistry and Biology	Moving from **CABS 02** to **CABS 03**		Fall 2004
CHY 242	CHEMISTRY: Organic Chemistry II	3 hr. Lect.	(N)	(R)	(R)	Dept. of Chemistry and Biology	Moving from **CABS 03** to **CABS 04 / CABC 04**		Winter 2005∗
	CHEMISTRY: Organic	3 hr. Lect. / 1.5 hr.				Dept. of Chemistry and Biology **and**	Moving from **NCFS 02 to NCFS 03**		

CHY 200	Chemistry	Lab.	(N)	(R)	(R)	Dept. of Food and Nutrition NCFS 01	**Decrease in lab hours from 3 to 1.5**		Fall 2004

*CHY 242 is moving to 4th semester effective January 2005, with the course to be offered one final time in Fall 2004 to 3rd semester CABS students.

Initiating School/Department: <u>Department of Chemistry and Biology</u>   Date of Submission: <u>November 19,2003</u>

Is this the Teaching School/Department, Program School/Department, or both? **Program School/Department**

Please add extra rows as needed if multiple courses are involved.

<u>(Signed original on file)</u> _____   <u>November 19, 2003</u>

Provost and Vice President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
	Lower Level Liberal studies elective Group A	3 hr. Lect.		(R)	(R)	Dept. of Chemistry and Biology	Lower Level studies elective Group A		

		(N)				moving from 4th semester of CABS/CABC 04 to 2nd semester CABS 02		Winter 2005∗

∗We will proceed with a change to move the Lower Level Liberal studies elective from 4th semester to second, effective W2005 (in order to equalize the balance of courses, as a result of the Organic Chemistry course moves approved by Dept. Council). Those students who entered the program in Fall 2003 will take the elective in 4th semester, but those who enrolled in the program in F2004 will take it in second semester.

Initiating School/Department: Electrical & Computer Engineering   **Date of <u>Submission:</u>** October 2003

Is this the Teaching School/Department, Program School/Department, or both?   Program _____

Please add extra rows as needed if multiple courses are involved.   **Implementation Date: Winter 2005**

(Signed original on file) _____   _November 7, 2003_

Provost and Vice President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s) Affected	Purpose of Change	Minors Affected
		Hours and Mode	New Course (Y/N)	Re-position (R) Addition (A) Deletion (D)	Required (R) Elective (E)			
ECN801	Engineering Economics	3hrs. Lecture	N	R∗	R	Electrical Engineering & Computer Engineering	Program Enhancement	None
Liberal Studies (table B)		3hrs. Lecture	N	R∗	E	Electrical Engineering & Computer Engineering	Program Enhancement	None

* ECN801 is moved from Semester 8 to Semester 4
* Liberal Studies Elective is moved from Semester 4 to Semester 8

Initiating School/Department: Electrical & Computer Engineering   **Date of Submission:** October 16, 2003

Is this the Teaching School/Department, Program School/Department, or both?   both

Please add extra rows as needed if multiple courses are involved.   **Implementation Date: Fall 2004**

(Signed original on file)   November 7, 2003

Provost and Vice President, Academic   Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s) Affected	Purpose of Change	Minors Affected
		Hours and Mode	New Course (Y/N)	Re-position (R) Addition (A) Deletion (D)	Required (R) Elective (E)			
COE508	Programming Languages and Structures	3 Lect 2 Lab	N	R	R	Computer Engineering & Electrical Engineering	Program enhancement	None
COE708	Real-time Operating Systems	3 Lect 3 Lab	N	R	R	Computer Engineering & Electrical Engineering	Program enhancement	None

1. Move COE508 from 5th semester to 8th semester (Computer Engineering only). Renumber COE508 to COE808 (both Electrical Engineering and Computer Engineering.

2. Move COE708 from 7th semester to 5th semester (Computer Engineering only). Renumber COE708 to COE518 (both Electrical Engineering and Computer Engineering).

School of Graduate Studies

Graduate Program: Master of Spatial Analysis

Initiating School/Department: Master of Spatial Analysis

Approval of Provost &VP Academic: _____
                                         Dr. Errol Aspevig

Course Number	Course Title	Mark with "X"			Y/N	Credits	Programs Affected	*Implement Date*	*Purpose of Change*
		Amended	**Deleted**	**Added**	**Required Elective?**				
SA89XX	Special Topics in Spatial Analysis			X	Elective	1	GSPA, GSPP	Jan 2004	To provide flexibility for students in selecting elective courses outside the curriculum in order to enhance their research.

Report of the Composition & By-Laws Committee F2003-2
December 2, 2003

According to Academic Council Policy 45, *Constitutional Provisions for Department/School Councils*, each department and school is required to establish a Council and submit the By-Laws of that Council for approval by Academic Council. The following Department/School By-Laws have been reviewed by the Composition and By-Laws Committee of Academic Council to ensure that they are in compliance with the policy, and are recommended for approval. The complete By-Laws are attached to this report. The Policy can be found at www.ryerson.ca/acadcouncil/current/pol45.

Motion 1: *That Academic Council approve the By-Laws of the School Council of the School of Child and Youth Care.*

Since the Department of Chemistry and Biology and the Department of Chemical Engineering are now separate entities, each has revised the original By Laws of the original combined department (Department of Chemistry, Biology and Chemical Engineering) to reflect their individual Councils.

Motion 2: *That Academic Council approve the By-Laws of the Departmental Council of the Department of Chemistry and Biology.*

Motion 3: *That Academic Council approve the By-Laws of the Departmental Council of the Department of Chemical Engineering.*

Respectfully submitted,

Original signed by:
Claude Lajeunesse, for the Committee:
M. Dionne
D. Martin
B. Murray
G. Roberts-Fiati
K. Raahemifar
A. Lohi
B. Lewis
M. Ahmed
D. Schulman

By-Laws of the School Council
of the School of Child and Youth Care

The function of the School Council of the School of Child and Youth Care is to develop and recommend policy relevant to the School as it relates to the general policy of Ryerson University

School Council Composition

1. The School Council, which shall be called the School Council of the School of Child and Youth Care, shall consist of:

   a. The Director or Acting Director of the School
   b. All Ryerson full-time faculty members appointed to the School.
   c. One (1) member representing sessional and part-time instructors of the School
   d. Two (2) faculty representatives of related degree programs, to be named by the Dean of the Faculty of Community Services in consultation with the Director of the School.
   e. One (1) faculty representative of the Dean of Arts, to be named by the Dean of Arts. (representing the required elective group)
   f. One (1) professional representative of the Dean of Continuing Education, to be named by the Dean of Continuing Education.
   g. One (1) faculty representative of the Diploma Programs in Child and Youth Work at the Ontario Colleges of Applied Arts and Technology, to be chosen by the Director of the School in consultation with the Chair of the Co-ordinators of the C.A.A.T. Child and Youth Work Diploma programs.
   h. Student Representatives such that the total number is a ratio of not less than one-third and not more than one-half of the total of the faculty and instructors (from the foregoing sections) on the council. Student members are to be chosen by students in the program and a minimum of one student will represent the interests of distance education students.

Chair of the Council

2. The Director or Acting Director of the School of Child and Youth Care acts as Chair of the School Council, and will prepare the agenda and be responsible for ensuring the minutes are recorded and distributed to the council members.

Meetings of the Council

3. a) The School Council shall meet formally at least two (2) times per year. Additional meetings may be held either at the call of the Director or at the request of 1/3 of the membership of the Council.

   b) The agenda for each meeting shall include a report from the Director as well as items on academic planning including: consideration of curriculum and course development, program promotion, student recruitment and retention.

Quorum for Council Meetings

4. A quorum for a meeting of the School Council shall be one-half of the total membership of the Council and shall include members attending through a telecommunications network.

Voting

5. a) Except for issues outlined in Section 8 below (AMENDMENTS), questions shall be decided by a
    simple majority of those attending and voting through a telecommunications network.

    b) The Chair may vote in the case of a tie vote.

Sub-Committees of School Council

6. a) The Curriculum sub-committee is a standing committee composed of all faculty and instructors
    in the School of Child and Youth Care and one student representative.

    b) The School Council shall establish, on an ad hoc basis, such other sub-committees as may be deemed necessary.

    c) A majority of the members of a sub-committee shall be members of the School Council.

    d) The Chair of a sub-committee will report to School Council for its consideration and vote, the recommendations of the sub-committee.

Policy Recommendations

The School Council may initiate policy recommendations on any matter pertaining to the operation of the School of Child and Youth Care.

    a) If such policies have significance and effects only within the School, approval by the School Council and by the Director and by the Dean will provide authority for action. Such action will be reported by the Dean to Academic Council for its information.

    b) If such policies have extra-school ramifications, they shall be transmitted to the Dean of the Faculty of Community Services for discussion with the committee of Directors of Schools in the Faculty of Community Services. If there are no ramifications beyond the Faculty of Community Services, the matter may be settled there with the approval of the Dean of Community Services, and shall be reported to Academic Council by the Dean. If there are broader ramifications beyond the Faculty of

Community Services, the recommendation shall be brought to Academic Council for its resolution.

c) In the event of a disagreement between School Council and the Dean, or between School Council and the Director of the School and the Dean, the disagreement will be referred by the disputants to the Vice President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action. Should such a dispute have bearing on the academic policy of the University as a whole, the matter shall be reported to Academic Council upon its resolution.

Amendments

The School Council may revoke, amend or re-enact these By-Laws provided that notice in writing is given to each member of the Council at least two (2) weeks before the next meeting of the Council. Any such motion to revoke, amend or re-enact By-laws requires a two-thirds majority of the members present at the meeting. Such revocation, amendment or reenactment would come into effect upon ratification by Academic Council.

Commencement

Subject to ratification by the Academic Council, these By-laws come into force upon approval by Academic Council.

BY-LAWS

OF

The DEPARTMENTAL COUNCIL

Department of Chemical Engineering

Faculty of Engineering and Applied Science
Ryerson University

Approved on September 18, 2003

TABLE OF CONTENTS

DEFINITIONS

Chair—Chair of Council unless otherwise indicated

Council—Departmental Council of the Department of Chemical Engineering

Department—Department of Chemical Engineering

Faculty—full time faculty member(s) of Department including probationary faculty, limited term faculty, assistant, associate and full professors

Member— All individuals who are members of Council, including undergraduate and graduate students, technologists, faculty, and sessional faculty members

Student(s)—student(s) of the Department

Technologists— All full-time technologists of the Department of Chemical Engineering

University—Ryerson University

1. *OBJECTIVES*

The purpose and objectives of the Council are:

- To develop and recommend academic policies relevant to the Department

- To promote an effective teaching, learning and research environment within the Department

- To represent, maintain and advance the interests of Council members within the Department

- To work with the administration and other groups within the University around areas of common concern

2. *STRUCTURE*

a) Membership
The membership of the Departmental Council shall be composed of the following:

i)   all faculty, including the Chair and Assistant Chair of the Department,

ii) one member, where applicable, elected by and from the sessional and part-time instructors of the Department,

iii) Four elected undergraduate students including the President of the chemical engineering undergraduate program's Course Union, representing each year of the program,

iv) one graduate student elected from Chemical Engineering graduate program,

v)   one technologist elected by and from the technologists

b) Standing Committees
The Departmental Council shall establish the following standing committees:

i)   Curriculum Committee

Function:
- To make recommendations to Council regarding the following:

  - Short-term curriculum problems within the Chemical Engineering undergraduate program
  - Long-term curriculum planning to meet the academic needs
  - Program and course changes as required to maintain accreditation.

- To present to Council at least one written report each academic year

Membership:
- Four faculty members, each registered as P.Eng., and elected by Faculty

- Maximum of two undergraduate students, not necessarily members of Council, elected by the undergraduate students on Council

- The Chemical Engineering Assistant Chair

ii)   Budget and Physical Resources Planning Committee

Function:
- At the discretion of the Department Chair, to assist the Department Chair on budget matters pertaining to the Department

- To identify and prioritize the immediate needs for, and to make long term plans for, the physical resources and equipment necessary to maintain the academic programs and courses

- To determine the resources required for any proposed new course or program, or changes to existing courses or programs, and to report those needs to Council prior to Council's approval of the proposed program or course

- To liaise with the other committees of Council when matters of physical and budget resources arise

- To present to council at least one written report each academic year

Membership:
- Four faculty members elected by Faculty

- Two undergraduate students, not necessarily members of Departmental Council, elected by the students on Council

- One technologist, not necessarily a member of Council, elected by the technologists

- The Chair of the Department

iii)   Research and Graduate Studies Committee

Function:
- To foster the growth of research and graduate studies within the Department through promotion of these activities both within and outside the Department

- To promote graduate student leadership within the Department

- To promote faculty research initiatives

- To be an advocate for additional research space and resources

- To be an advocate of the researchers and graduate students concerns and/or research needs and liaison with other committees of the Council when needed

- To present a written, annual report to Council about the research activities being carried out within the Department

Membership:
- Three faculty members who belong to the School of Graduate Studies

- One graduate student who may not necessarily be the member of the Departmental Council but is elected by the Chemical Engineering graduate students.

iv)   Health and Safety Committee

Function:
- To assist the Chair of the Department, and the Departmental Safety Officer in the development, implementation, and maintenance of the applicable programs as set out in the Occupational Health and Safety System defined by Ryerson University Policy/Procedure 1-450

- To assist Department Chair, and Department Safety Officer in ensuring that the occupational health and safety concerns of workers within the Department are addressed as soon as is reasonably practicable either by: action of the Committee, action of the Chair of the Department, or referral to University's Joint Occupational Health and Safety Committee

- To work with the Department Chair to establish and maintain safe working conditions within the Department

- To advise Council on the safety policies and initiatives of Department as well as University

Membership:
- Three faculty members

- One technologist, not necessarily a member of Council, elected by and from the technologists

- One undergraduate student, not necessarily a member of Council, elected by the undergraduate members

- One graduate student, not necessarily a member of Council, elected by the graduate student members

c)   Ad-Hoc Committees

Function:
- Ad-hoc committees may be established by the Council from time to time to investigate, report, and/or make recommendations on specific issues.

Membership:

- When possible, faculty and student membership should reflect the membership proportions of the Council as a whole

d) Term of Office

i) Office of Council

The Officers of Council (Chair, Vice-Chair, and Secretary) shall be elected to office from the faculty for a renewable two-year term. No member shall hold a particular office for more than two terms in succession. A member elected to fulfill the term of a vacated office is eligible to hold the office for two full terms in addition to the remainder of the term he or she is elected to fulfill.

ii) Members of Standing Committees

Faculty members shall hold office for a renewable two-year term. Student members shall hold office for a renewable one-year term.

iii) Members of Ad-Hoc Committees

Members of ad-hoc committees shall hold office until the report of the committee has been accepted by the Council, or the ad-hoc committee has been disbanded by the Council.

iv) Student Members of the Council

 Undergraduate and graduate student members shall be elected for a renewable one-year term.

v) Sessional and Part-time instructors

The member chosen from the sessional/part-time instructors shall be elected for a renewable one-year term.

vi) Technologist representative

The member chosen from the technologists shall be elected for a renewable one year term.

e) Duties of Office

A thorough knowledge of the constitution, the by-laws, and the rules of order is a prerequisite for all officers of Council.

i) Chair

- The Chair shall call the meetings of Council.

- The Chair shall preside at all meetings of the Council, enforce the objectives, by-laws, and rules of order, and ensure that the committees perform their duties.

- The Chair shall be an ex-officio non-voting member of all standing committees and of any committees established by Council.

- The Chair shall communicate actions of Council to the administration of the University when requested by the Council.

ii) Vice-Chair

 The Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair.

- In the event that the Chair is vacated, the Vice-Chair shall perform the duties of the Chair and arrange for the timely election of a new chair.

- The Vice-Chair shall call for nominations or elections. He (she) shall receive nominations from the undergraduate and graduate students, sessional faculty, and technologists and ensure elections are carried out in a timely manner.

- The Vice-Chair shall assist the Chair in any matter, as requested by the Chair.

**iii)	Secretary**
- The Secretary shall be responsible for provision of written notice of Council meetings and distribution of the agenda 5 working days prior to meetings.

- The Secretary shall be responsible for the compilation and distribution of the Minutes within 10 working days following meetings.

- The Secretary shall attend all meetings of Council and record all facts and minutes of all proceedings of the meetings. If necessary, the Secretary may request assistance of the Departmental Assistant as a recording secretary.

- The Secretary will maintain soft and hard master copies of the by-laws, procedures, and standing rules, and will revise them as Council approves changes. The Secretary will ensure that the master copies are passed on to the succeeding secretary in a timely manner.

**iv)	Chairs of Committees**

- The chairs of the committees are responsible for calling committee meetings.

- They are responsible for reporting in writing the activities of the committees to the Council at least once per academic year.

- They are responsible for ensuring all positions in their committee are filled and for reporting the membership of their committee to Secretary of Council as soon as membership composition is known.

3) Meetings

a) Attendance at Committee Meetings

- Any Council member may attend a meeting of any committee, of which he(she) is not a formal member, as a non-voting participant.

- A committee member may not appoint a voting designate to act in their stead at a committee meeting.

b) Input to Committees

Matters to be reviewed by committees can come from the following sources:

- Committees will review matters pertaining to their mandates at their own initiative.

- Committees may also be requested by Council to review other matters.

- Any member of Council may request a committee to review a matter. In this situation, the proposal must be submitted in writing to the committee and must be co-signed by another Council member.

c) Meetings of Council and Standing Committees

i) Council

Departmental Council shall meet at least once per academic term.

ii) Standing Committees

Standing committees shall meet as required. Each committee shall submit and present a written report to Council at least once per academic year, the preferred time being at a regular meeting or after consultation with Council Chair. A standing committee may request that the Chair of Council call a special meeting of Council to report on the work and recommendations of the committee.

iii) Special Meeting

A special meeting of Council shall be held following a written request by any eight members of Council to the Chair, with a copy of the request to the Chair of the Department. The Chair shall call the meeting within 14 days of receiving the written request.

d) Notice of Meetings
Under normal circumstances, written notice of Council meeting and agenda shall be given one week prior to the meeting. When there is an urgent matter, a meeting may be called on written notice 72 hours before the meeting.

e) Quorum
At meetings of Council, a quorum shall be 50% of the full membership with the ratio as defined in the structure. This quorum shall be calculated with the following adjustments:

- A faculty member on leave will not be counted unless present at the meeting.

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4) Procedures

a) Procedure for Nomination to Council Office or Standing Committee Positions
The Vice-Chair of Council shall call for nominations annually in early September. Names of the nominees shall be freely available to all members of Council. If no nominations are received for a position before the first meeting of the Council, the Chair may call for nominations from the floor. If positions remain vacant after the meeting the Chair may request that the Vice-Chair to initiate a second call for nominations or that the respective constituencies appoint members to the committees.

b) Elections
The Vice-Chair of the Council, with the assistance of the Administrative Assistant, will ensure that the elections are conducted by the appropriate constituencies with adequate advance notice and in a democratic way.

i) Members of the Council
- Election for the member representing sessional and part-time instructors will take place annually in September.

- Election of the member representing the technologists will take place annually in September.

- Election of the members representing undergraduate and graduate students of the Council shall take place annually in September.

ii) Officers of the Council
- The Officers of Council shall be drawn from the faculty membership. Elections for the Council shall take place in October of each year if necessary.

- The elected officers will take office upon adjournment of the meeting at which they are elected.

    iii)   **Members of Committees**
- Members of committees shall be drawn from the Council membership, unless otherwise allowed. Elections by the appropriate constituencies shall take place in October of each year.

    iv)   **Officers of Committees**
- Each standing committee will elect a chair and a secretary from its membership. The chair and the secretary must be members of Council.

c) Vacancies

The call for an immediate election to fill any vacancy on the Council or in committee membership will be conducted by the Vice-Chair except as outlined below:

    i)   **Vacancy of the Vice-Chair of Council**

        In the event that the position of Vice-Chair becomes vacant, the Chair shall call the elections and ensure that the elections are conducted in a democratic way.

ii)   Vacancy of a Student Member

In the event that an undergraduate student is unable to continue membership, the executive of

the Course Union shall elect a replacement for the remainder of the term of office.

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5)   POLICY RECOMMENDATIONS

a) Authority
- Authority for policy recommendations of the Council is explained in Policy 45 of Academic Policies and Procedures of University.

b) Decisions of Council
- The decisions of Council will normally be made by a simple majority of the members present and voting (including proxies). Major decisions will require a two-thirds majority of the members voting (including proxies) to pass.

- Council will decide when an issue is major by a simple majority vote of the members present and voting.
- Council may decide by a simple majority of those present and voting to poll the entire membership by means of a secret ballot on any issue.

c) Recommendations of Committees
- The recommendations of committees shall be approved by the Council before being transmitted or implemented.

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6) AMENDMENTS TO BY-LAWS

The amendments to By-laws require a two-thirds majority vote of the Council members. The amendments must be ratified by Academic Council.

APPENDIX I

UNIVERSITY'S ACADEMIC POLICIES AND PROCEDURES

Policy Name: Constitutional Provisions for Department/School Councils

Ref. No.: 45

Academic Council Approval Date: May 6, 1986

Status: Current

Each department/school shall establish a department/school Council to develop and recommend policy relevant to the department/school as it relates to the general policy of the University.

Such Councils shall:

a) include all full-time members of the teaching staff of the department, course supervisors, assistant Chair(s), the Chair, and where applicable one member chosen by and from the sessional and part-time instructors of the department. The department may co-opt additional members. The number of such additional members shall be set out in the by-laws.

b) include a number of elected or appointed students to the ratio of not less than one-third, and not more than one half, of the total of faculty members on the Council. Schools and departments at Ryerson which have no program of study and therefore have no students shall be exempted from this requirement.

c) meet formally at least twice a year as a full Council. A quorum shall consist of not fewer than 50% of the full membership.

d) establish a sub-committee to consider curriculum and course development as it relates to the department/school and may establish such other sub-committees as may be thought necessary. Faculty and student membership on each sub-committee shall reflect the membership proportions for the whole department/school Council established under paragraph b) above, save in cases where there may be a conflict of interest. In such cases, machinery shall be established, to provide for input of data from the excluded group. Recommendations of sub-committees shall be approved by the department/school Council before being transmitted or implemented.

e) submit their by-laws for the approval of Academic Council.

A department/school Council may initiate policy recommendations on any matter pertaining to the operation of the department. If such policies have significance and effect only within the

department/school, approval by the department/school Council, and by the Chair and Dean, will provide authority for action. Such action will be reported by the Dean to Academic Council for its information.

If such policies have extra department/school ramifications, they shall be transmitted to the Dean of the Faculty/Division for discussion with the committee of Chairs. If there are no ramifications beyond the Faculty/Division, the matter may be settled there with the approval of the Dean, and shall be reported to the Academic Council by the Dean for its information. If there are broader ramifications, the recommendation shall be brought to Academic Council for action.

In the event of a disagreement between a department/school Council and the Dean, or between a department/school Council and its Chair and Dean, the disagreement will be referred by the disputants to the Vice President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action. Should such a dispute have bearing on the academic policy of the University as a whole, the matter shall be reported to Academic Council upon its resolution.

Note: See related curriculum policies including Ref. No. 7 "Procedures for the Preparation, Submission and Approval of Academic Proposals", Ref. No. 21 "Academic Jurisdiction", Ref. No. 32 "Procedures for Program and Course Curricular Revisions", Ref. No. 33 "Program Balance", Ref. No. 35 "Degree Programs Policy", Ref. No. 112 "The Development, Review and Approval of New Undergraduate Degree Programs", Ref. No. 126 "The Periodic Review and Evaluation of Undergraduate Programs at Ryerson", and Ref. No. 127 "Procedures for Graduate Program Approval".

APPENDIX II

THE RULES OF ORDER FOR THE MEETINGS OF COUNCIL

Except in cases where the By-Laws supercede, meetings of Departmental Council shall be run according to the 1915 revised version of General Henry M. Robert's Rules of Order ("the Rules"). While the following rules of order are based on that text, they do not represent the full scope of the Rules. This appendix is meant only as a guide for the inexperienced members of Council. References to the relevant sections and paragraphs of the Rules are given throughout this appendix in square brackets. The complete rules, with hypertext links, may be accessed at the Constitutional Society's website, http://www.constitution.org/rror/rror--00.htm. The Rules are also available from many publishers in paperback form.

The Business of Council
The business of Council is normally presented by members in the form of motions or reports. In order to make a motion (with some exceptions), present a report, or speak to a motion, a member must first obtain the floor.

The Rules for Speaking [3],[7],[42],[43]

Obtaining the Floor [3],[42] A member or visitor who wishes to speak must raise his or her hand, await recognition by the Chair and then "take the floor." The speaker must address the Chair and conduct him or herself with proper decorum at all times. This includes, but is not limited to, using polite and civil language, avoiding comments on personalities, and confining comments to the matter at hand **[43]**. The speaker may not be interrupted by another member except by (a) a motion to reconsider, (b) a point of order, (c) an objection to the consideration of the question, (d) a request to divide the question, (e) a call for the orders of the day, (f) a question of privilege, or (g) a request for information, when urgent **[3:8]**. No member may speak more than twice on a question, and no member may speak more than ten minutes at a time. A person who desires to speak a second time must first wait until all interested members have spoken for the first time **[42:1]**.

Speaking to the Question [7],[43] A speaker must ensure that his or her remarks are directly relevant to the topic of debate. In the case of an amendment, debate is limited to the merits of the amendment, and discussion of the original main motion is not in order, except as it relates directly to the amendment.

Calls to Order [21] If a speaker is not obeying the Rules of Order, especially as regards decorum, the speaker may be called to order. For this, a member will rise and state, "I call the speaker to order". The speaker must then yield the floor, and the chair will ask the member to explain the point of order. After stating the point, the member resumes his seat. The Chair may ask the speaker for an explanation before deciding the question of order, subject to appeal by Council. If the speaker is found not to have committed a serious breach of decorum, he or she may resume speaking; otherwise, another member may obtain the floor.

Appeals from Decisions of the Chair [21:4]

Any ruling by the Chair is subject to appeal, but the motion for appeal must be made at the time of the ruling, or the appeal will be ruled out of order. The motion may be worded as, "I appeal that decision." If the motion to appeal a decision is seconded, the challenge shall be decided by a simple majority. Appeals

cannot be amended, and appeals from decisions of conduct are not debatable (other examples of non-debatable appeals can be found in **[21:4]**). During debate of the appeal, each member, except the Chair, is allowed to speak once only. At the end of the debate, the Chair may answer the criticisms, and then puts the question as, "Shall the decision of the Chair stand as the decision of Council.". The affirmative votes sustain the Chair, while the negative votes support reversal of the decision.

Stating the Question
Any member, once obtaining the floor, may require the question under discussion to be read at any time during its debate. The Chair shall ensure that the question is read immediately prior to debate and before a vote is taken.

Voting [46]

Chair's Vote The Chair must maintain objectivity, and so does not ordinarily vote on a question. The Chair may vote only when the vote is by ballot, or when the casting of the vote would change the result (i.e. to break a tie or to cause a tie). If the Chair's vote results in a tie, then the vote goes with the Chair **[46:7]**, on the principle that a decision of the Chair can be reversed only by a majority.

Vote Count Questions shall ordinarily be decided by a show of hands except under the following circumstances:
1. If a member requests it, the yeas and nays may be recorded (division of the assembly **[25:1]**). The member need not obtain the floor, but states, "I call for a division" or just "Division." The motion for division does not require a seconder. If the mover wishes the names of the voters to be recorded, that must be stated in the motion. The request is ordinarily made after a show of hands in which the result is in question. The Chair may choose to rule the request out of order if the result of the vote was clear; otherwise, the vote is taken again, and the votes recorded.
2. Any member may request a ballot **[46:11]**. The member must first obtain the floor in the usual way.
The two motions described above are incidental to the original main motion and therefore have precedence (i.e. they must be decided before the motion to which they are incidental).
Majorities Most questions shall be decided by a simple majority. "Majority" refers to the votes (affirmative and negative), not to the membership. Abstentions are not counted in determining the majority. The most common motions that require a two-thirds majority include (others are possible):
1. Amend the By-Laws (these also require prior notice)
2. Amend the standing rules (if no previous notice given)
3. Close, limit, or extend debate
4. Objection to consideration of a question
5. Any motion deemed "major" by Council

Some Common Motions

"A motion is a proposal that [Council] take certain action or that it express (as a body) certain views." **[11]** A member who has obtained the floor begins his motion by saying, "I move that…." The immediately pending motion is referred to as "the question." Before debate on the question begins, the member making the motion must obtain the floor, the motion must be seconded (with a few exceptions), and the Chair must "state the question" (i.e., read the motion aloud) if the motion is in order (i.e. it does not conflict with the Constitution, the By-Laws, or the Rules of Order). At the end of debate, the Chair

"puts the question" to Council (i.e., calls for a vote). It is necessary for the Chair to restate the question at this point, so that the members are reminded of what they are voting on.

There is a hierarchy of motions in the rules of order. Certain motions are said to have precedence of other motions; e.g., a motion to amend a main motion must be decided (debated and voted upon) before the main motion is decided. It would not make sense for the questions to be decided in the other order. Before making a motion, one should check the Rules to decide whether it is in order; i.e., does it have precedence of the pending question, and is it germane to the discussion. For example, if a motion has been made to refer a question to a committee, it is not in order to move to amend the question. However, it would be in order to demand the "Previous Question"; i.e., to request that debate be closed and the vote be called. The order of precedence is: main motions **[11]**, subsidiary motions **[12]**, incidental motions **[13]**, and privileged motions **[14].**

Main Motions [11]

Main motions **[11]** are of lowest precedence and yield to all subsidiary motions (e.g. to amend, commit, or postpone) **[12]**, incidental motions (e.g. points of order and motions related to method of voting) **[13]**, and privileged motions (e.g. call for orders of the day) **[14]**. Main motions are usually submitted to the Secretary prior to the meeting for inclusion on the agenda. Incidental main motions are a class of main motion for which special rules apply (for example, an objection to consideration of an incidental main motion is not allowed). This class includes amendments to the by-laws.

Subsidiary Motions [12]

Amend [33] Any member who has obtained the floor may make a motion to amend the question. The motion to amend has precedence of the main motion. Once the proposed amendment is read by the Chair, debate on the original main motion is halted until the question of the amendment is decided. If the amendment is accepted by Council, then debate continues on the original main motion *as amended*. The amended question should be read by the Chair or designate before debate continues. An amendment may be applied to a motion that has already been passed by Council. Related motions are the motion to rescind **[37]** and the motion to reconsider **[36]**.

Commit or Refer [32] Council may decide to refer a difficult issue to a committee for study. The motion has precedence of the main motion and the motion to amend, is debatable, and requires a majority to pass. It may be stated (for example) thus: "I move that the matter be referred to the Department of Chemical Engineering Curriculum Committee for further study, and that the Committee report to Council by next Council Meeting." Or, if there is no appropriate standing committee: "I move that the matter be referred to an ad hoc committee consisting of three faculty and one undergraduate student to be chosen by Chair, and that the committee shall report its findings at the next Council Meeting." Other variants are possible. A matter that has already been committed may be recommitted if Council is unsatisfied with the report of the first committee. A motion to commit has higher precedence than a motion to amend, so if an amendment is pending, it is referred to the committee along with the main motion.

Incidental Motions [13]

Points of Order [21] The purpose of raising a point of order is to draw attention to a proceedings that are inconsistent with the Constitution, By-Laws, or the Rules of Order. This motion is not debatable and

does not require a seconder. A member need not obtain the floor to raise a point of order. The member simply states, "Point of order," and then explains the problem to the Chair. The Chair will normally rule directly on the point, or, if in doubt, will consult with the experienced members of Council. If still in doubt, the Chair may put the question of order to Council for a vote.

Reconsider [36] A motion to reconsider the vote on a question is in order provided it is moved on the same day as, or the day after (a recess or holiday not being counted as a day), the vote in question, and provided no action has been taken as a result of the vote. Often a motion to amend **[33]** or repeal **[37]** is more appropriate.

Withdraw or Modify a Motion [27]. The mover may withdraw or modify a motion, without asking consent, at any time before it is stated by the Chair. After it is stated, it becomes the property of Council and can only be withdrawn with Council's permission. The appropriate motion is a request for leave to withdraw or modify a motion (by the mover of the main motion), or a motion to grant such leave (made by another member). When a request for leave to withdraw or modify is made to the Chair, the Chair will ask if there is any objection. If there is not, leave is granted. If anyone objects, then the matter is put to a vote. The motion is not debatable and cannot be amended.

Dilatory, Absurd, or Frivolous Motions
A motion that is deemed dilatory, absurd or frivolous may be ruled out of order by the Chair **[40].**
Likewise, misuse of the Rules to the annoyance of Council will not be tolerated.

DEPARTMENT OF CHEMISTRY AND BIOLOGY

FACULTY OF ENGINEERING AND APPLIED SCIENCE

BY-LAWS OF DEPARTMENTAL COUNCIL

Revised: September 2003

TABLE OF CONTENTS

DEFINITIONS

Alumni: all graduates of the Applied Chemistry and Biology programme, or its progenitors, who have identified themselves as potential nominees for Council

Chair: Chair of Council, unless otherwise indicated

Council: Departmental Council of the Department of Chemistry and Biology

Department: the Department of Chemistry and Biology

Faculty: all full time faculty members of the Department including probationary faculty, limited-term faculty, assistant, associate and full professors

Undergraduate Student: a student registered in the Applied Chemistry and Biology programme.

Graduate Student: a graduate student who is supervised or co-supervised by a faculty member of the Department

Member: all individuals who are members of Council, including undergraduate and graduate students, alumni, technologists, and faculty, both sessional and full-time

Technologist: all full-time technologists in the Department of Chemistry and Biology

OBJECTIVE

The purpose and objectives of Council are:

- To develop and recommend academic policies relevant to the Department,

- To promote an effective teaching, learning and research environment within the Department,

- To represent, maintain and advance the interests of Council members within the Department, and

- To work with the administration and other groups within the University around areas of common concern.

STRUCTURE

Membership

The membership of Department Council shall comprise:

all faculty, including the Departmental Chair, of the Department of Chemistry and Biology,

one sessional or part-time instructor, elected by and from the sessional and part-time instructors of the Department,

four undergraduate students, chosen from the students registered in the Applied Chemistry and Biology programme by the elected, executive members of the Applied Chemistry and Biology Course Union,

two graduate students, elected by and from the graduate students,

a maximum of two alumni elected by the alumni, and

one technologist elected by and from the technologists.

Standing Committees

Whenever possible, the Faculty component of the standing committees shall reflect the spectrum of disciplines taught in the Department.   Departmental Council shall establish the following standing committees:

Undergraduate Curriculum Committee

Function:

- To make recommendations to Council regarding curriculum issues and curriculum planning to meet the academic needs of the Applied Chemistry and Biology Program,

- To liaise with departments receiving service courses from the Department, and to make recommendations to Council regarding those courses,

- To liaise with the Budget and Resources Committee on issues of concern to both committees, and

- To present to Council at least one written report per academic year.

Membership:

- The Applied Chemistry and Biology program director,

- Three Faculty, elected by the Faculty,

- One technologist, elected by the technologists, and

- Two undergraduate students, not necessarily members of Council, elected by undergraduate student members of Council,

Budget and Resources Committee

Function:

- At the request of the Department Chair, to assist the Department Chair on budget matters, and

- To maintain up-to-date information on the physical resources available to the Department

- To identify the immediate needs for physical resources and equipment necessary to support the academic programs and courses delivered by the Department, and to make long term plans for the allocation, replacement, and maintenance of those resources and equipment,

- To determine the resources required to support any proposed new course or program, and to report those needs to Council prior to Council's approval of the proposed program or course,

- To liaise with the other committees of Council when matters of physical and budget resources arise,

- To present to council at least one written report each academic year

Membership:

- The Chair of the Department,

- Three Faculty, elected by the Faculty,

- One technologist, not necessarily a member of Council, elected by the technologists,

- One graduate student, not necessarily a member of Council, elected by the graduate student members of Council, and

- One undergraduate student, not necessarily a member of Council, elected by the undergraduate members of Council.

Research and Graduate Studies Committee

Function:

- To foster the growth of research and graduate studies within the Department through promotion of these activities both within and outside the Department,

- To promote graduate student leadership within the Department,

- To promote faculty research initiatives,

- To be an advocate for additional research space and resources,

- To be an advocate of the researchers and graduate students concerns and/or research needs and liaison with other committees of the Council when needed, and

- To present a written, annual report to Council about the research activities being carried out within the Department.

Membership:

- Three Faculty who belong to the School of Graduate Studies, elected by the Faculty,

- One graduate student, not necessarily a member of Council, elected by the graduate student members of Council.

Health and Safety Committee

Function:

- To assist the Chair of the Department and the Departmental Safety Officer in the development, implementation, and maintenance of the applicable programs as set out in the Occupational Health and Safety System, defined by Ryerson University Policy/Procedure 1-450,

- To assist the Chair of the Department and the Departmental Safety Officer in ensuring that the occupational health and safety concerns of workers within the Department are addressed as soon as is reasonably practicable either by: action of the Committee, action of the Chair of the Department, or referral to the Ryerson Joint Occupational Health and Safety Committee,

- To work with the Chair of the Department to establish and maintain safe working conditions within the Department,

- To advise Council on University and Departmental safety policies and initiatives, and

- To present Council with a written report of its activities at least once per year

Membership:

- Three Faculty members elected by the Faculty,

- One technologist, not necessarily a member of Council, elected by the technologists,

- One graduate student, not necessarily a member of Council, elected by the graduate student members, and

- One undergraduate student, not necessarily a member of Council, elected by the undergraduate members.

Ad-Hoc Committees

Function:

- Ad-hoc committees may be established by Council from time to time to investigate, report and/or make recommendations on specific issues.

Membership:

- When possible, faculty and student membership should reflect the membership proportions of the Council as a whole.

Terms of Office

Officers of Council

The Officers of Council (Chair, Vice-Chair, and Secretary) shall be elected to office for a renewable two-year term. No member shall hold a particular office for more than two terms in succession. A member elected to fulfil the term of a vacated office is eligible to hold the office for two full terms in addition to the remainder of the term he or she is elected to fulfil.

Members of Standing Committees

- Faculty and staff members shall hold office for a renewable two-year term.
- Student members shall hold office for a renewable one-year term.

Members of Ad-Hoc Committees

Members of ad-hoc committees shall hold office until the report of the committee has been accepted by Council, or the ad-hoc committee has been disbanded by Council.

Student and Alumni Members of Council

Undergraduate and graduate student and alumni members shall be elected for a renewable one-year term.

Sessional and Part-Time Instructors

The member chosen from the sessional/part-time instructors shall be elected for a renewable one-year term.

Technologist Representative

Technologists shall be elected for a renewable one-year term.

Duties of Office

A thorough knowledge of the constitution, the by-laws, and the rules of order is a prerequisite for all officers of Council.

Chair

The Chair shall

- Call the meetings of Council,

- Preside at all meetings of the Council, enforce the objectives, by-laws, and rules of order, and ensure that the committees perform their duties,

- Be an ex-officio, non-voting member of all standing committees and of any committees established by Council, and

- Communicate actions of Council to the administration of the University when requested by Council.

Vice-Chair

The Vice-Chair shall

- Perform the duties of the Chair, in the absence of the Chair,

- Perform the duties of the Chair and arrange for the timely election of a new Chair, in the event that the Chair is vacated,

- Call for nominations and preside over elections. He or she shall receive nominations from the graduate students, sessional faculty, alumni and technologists and ensure that elections are carried out in a timely manner,

- Liaise with the undergraduate course union to receive their elected members, and

- Assist the Chair in any matter, as requested by the Chair.

Secretary

The Secretary shall

- Be responsible for provision of written notice of Council meetings and distribution of the agenda one week prior to meetings,

- Be responsible for the compilation and distribution of the Minutes within 10 working days following meetings,

- Attend all meetings of Council and record all facts and minutes of all proceedings of the meetings (if necessary, the Secretary may request assistance of the Departmental Assistant as a recording secretary), and

- Maintain soft and hard master copies of the by-laws, procedures, and standing rules, revise them as Council approves changes, and ensure that the master copies are passed on to the succeeding secretary in a timely manner.

Committee Chairs

The Committee Chairs shall

- Call and preside over all meetings of their respective committees,

- Report in writing the activities of the committees to the Council at least once per academic year, and

- Ensure all positions in their committee are filled, and report the membership to Secretary of Council as soon as membership composition is known.

Meetings

Attendance at Committee Meetings

Committee members are expected to attend all committee meetings, and to inform the committee chair of their regrets in case of a scheduling conflict.

Any Council member may attend a meeting of any committee, of which he or she is not a formal member, as a non-voting participant.

A committee member may not appoint a voting designate to act in their stead at a committee meeting.

Input to Committees

Matters to be reviewed by standing committees can come from the following sources:

Committees will review matters pertaining to their mandates at their own initiative.

Committees may also be requested by Council to review a matter.

Any member of Council may request a committee to review a matter; however, the committee has discretion to decide not to investigate an issue from an individual member. In such a case, both the member and the Council Chair shall be informed of the committee's decision and the reasons for it. The member may ask Council to charge the committee with the task at the next meeting of Council.

Committees are expected to prioritise pending issues; however, when many important issues are pending, Council may be asked (either by the Committee or by a member) to set priorities for the Committee.

Meetings of Departmental Council and Standing Committees

Departmental Council

Departmental Council shall meet at least once per academic term. The meetings will normally be scheduled for a Thursday, 12:00-2:00 p.m.

Standing Committees

Standing committees shall meet as required. Each committee shall submit and present a written report to Council at least once per academic year, the preferred time being at a regular meeting or after consultation with Council Chair. A standing committee may request that the Chair of Council call a meeting of Council to report on the work and recommendations of the committee.

Special Meeting

A special meeting of Council shall be held following a written request by any ten members of Council to the Chair, with a copy of the request to the Chair of the Department. The meeting shall occur no fewer than three days and no more than 14 days after the Chair receives the written request.

Notice of Meetings

Under normal circumstances, written notice of the Council meeting and agenda shall be given one week prior to the meeting. When there is an urgent matter, a meeting may be called on written notice three days prior to the meeting.

Quorum

At meetings of Council, a quorum shall be 50% of the full membership. This quorum shall be calculated with the following adjustments:

- A faculty member on leave will not be counted unless present at the meeting

- A Council member who has informed the Chair of Council that they cannot attend due to a conflict with their Ryerson schedule or because they are engaged on other University business at the time of the meeting will not be counted unless they have left a written proxy with the Chair of Council, indicating the person who will be exercising their vote.

Procedures

Procedure for Nomination to Council Office or Standing Committee Positions

The Vice-Chair of Council shall call for nominations annually in early September. Names of the nominees shall be freely available to all members of Council. If no nominations are received for a position before the first meeting of the Council, the Chair may call for nominations from the floor. If positions remain vacant after the meeting the Chair may request that the Vice-Chair to initiate a second call for nominations or that the respective constituencies appoint members to the committees.

Elections

The Vice-Chair of the Council, with the assistance of the Departmental Assistant, will ensure that the elections are conducted by the appropriate constituencies with adequate advance notice and in a democratic way.

Members of Council

- Election for the member representing sessional and part-time instructors will take place annually in September.

- Election of the member representing the technologists will take place annually in September.

- Election of the members representing undergraduate and graduate students and alumni members of Council shall take place annually in September.

Officers of Council

- The Officers of Council shall be drawn from the Council membership. Elections for the Council shall take place in October of each year if necessary.

- The elected officers will take office upon adjournment of the meeting at which they are elected.

Members of Committees

- Members of committees shall be drawn from the Council membership, unless otherwise allowed. Elections by the appropriate constituencies shall take place in October of each year.

Officers of Committees

- Each standing committee will elect a chair and a secretary from its membership. The chair and secretary must be members of Council.

Proxy

Every member may, by means of a written proxy, appoint a person, who need not be a member of Council, to attend and act at any Council meeting to the extent and with the power conferred by the proxy. It is the responsibility of the member to provide the Chair of Council with the written proxy prior to the meeting.

Vacancies

The call for an immediate election to fill any vacancy on Council or in committee membership will be conducted by the Vice-Chair except as outlined below:

Vice-Chair

In the event that the position of Vice-Chair becomes vacant, the Chair shall call the elections and ensure that the elections are conducted in a democratic way.

Student Members of Council

In the event that an undergraduate student is unable to continue membership, the executive of the Course Union shall elect a replacement for the remainder of the term of office.

Policy recommendations

Authority

- Authority for policy recommendations of Council is explained in Policy 45 of Academic Policies and Procedures of Ryerson University.

Decisions of Council

- Decisions of Council will normally be made by a simple majority of the members present and voting (including proxies). Major decisions will require a two-thirds majority of the members present and voting (including proxies) to pass.

- Council will decide when an issue is major by a simple majority of the members present and voting.

- Council may decide by a simple majority of those present and voting to poll the entire membership by means of a secret ballot on any issue.

Recommendations of Committees

- Recommendations of committees shall be approved by Council before being transmitted or implemented.

Amendments to By-Laws

Amendments to By-laws require a two-thirds majority of the Council members present and voting (including proxies). Written notice of proposed amendments must be sent at least one week prior to the meeting. Amendments must be ratified by Academic Council.

REPORT OF THE ACADEMIC STANDARDS COMMITTEE

Report #F2003–2; December 2003

In this report we bring to Council our recommendations on numerous items. The report has been divided into three sections:

- *Section A* includes proposals for changes to the degree designations awarded to students graduating from the *School of Fashion* and the *School of Radio and Television Arts*.
- *Section C* describes the curriculum restructuring proposal from the *School of Radio and Television Arts.*

Further documentation on the items addressed in this and all other ASC reports is available for review through the Secretary of Academic Council

*SECTION A: **CHANGE of DEGREE DESIGNATIONS***

In 2001, the Faculty of Applied Arts changed its name to Faculty of Communication and Design. This organizational name change was in recognition of the phasing out of the term "Applied Arts" from the university-level. Shortly thereafter, the academic units within the new Faculty of Communication and Design began changing the degree designations of their respective programs to better reflect the type of education they provide to their students. At the present time the School of Fashion and the School of Radio and Television Arts (RTA) are the last two schools within the Faculty of Communication and Design to grant Bachelor of Applied Arts (BAA) degrees.

1. Proposed Change of Degree Designation in School of Fashion

The School of Fashion has existed in one form or another since Ryerson was established in 1948. In its early years the School of Fashion Crafts offered a 3-year *Costume Design* diploma program and a 2-year *Junior Designing* diploma program. From 1951–1958 the School of Fashion, an option of Home Economics, offered three options: fashion co-ordination, dress techniques and a series of courses for teachers. The Department of Fashion was established as a separate entity in 1970 and by 1985/1986 it had evolved to the School of Fashion offering a BAA (Fashion) degree with options in Fashion Design (Apparel and Apparel Production Management) and Fashion Marketing. Most recently, in 1999/2000 the School revised its curriculum stating, *"*Changes within Ryerson Polytechnic University, as well as within the industry, created opportunities for the School of Fashion to revisit the program, and modify the vision and mission of the School." This resulted in the development of two distinct areas and options within the program: *Fashion Design* and *Fashion Communications* both of which employ at their root the design process.

The proposed new degrees *Bachelor of Design (Fashion Design)* and *Bachelor of Design (Fashion Communication)* better reflect the type of education the School of Fashion provides. The proposed new degrees are also compatible with the degrees offered by similar programs elsewhere.   The effective date of this degree change will be May 2004 with retroactivity to 2003. The rationale behind the limited retroactivity is that the current options *Fashion Design* and *Fashion Communications,* have graduated only one class to date.

Recommendation

Having satisfied itself of the merit of this proposal, the Academic Standards Committee recommends:

> *That Academic Council approve the designation of* Bachelor of Design (Fashion Design) *and* Bachelor of Design (Fashion Communication) *for students graduating respectively from the Fashion Design* and *Fashion Communication program options offered by the School of Fashion.*

2. Proposed Change of Degree Designation in School of RTA

The School of Radio and Television Arts (RTA) is one of the last two academic units within the Faculty of Communication and Design offering BAA degrees.   In preparation for the proposal to change the degree designation, the School extensively consulted faculty, students and industry, and completed a comparative study of similar programs in Canada and abroad.   It should be noted that there is not a completely comparable program (Radio and Television) in Canada. The School came to the conclusion that the BAA degree no longer represents the type of education it offers and no longer differentiates its program from others found elsewhere. This proposal is to have the degree designation changed from *Bachelor of Applied Arts (Radio and Television)* to *Bachelor of Arts (Radio and Television)*. The School of RTA had introduced its last curriculum restructuring[1] in 1994. Therefore, this degree designation change proposal will commence with students graduating in 2004 and will be retroactive to all students who started the RTA program in 1994 and onward. Current students can opt for the BAA degree designation by contacting the Registrar's office.

Recommendation

Having satisfied itself of the merit of this proposal, the Academic Standards Committee recommends:

> *That Academic Council approve the designation of* Bachelor of Arts (Radio and Television) *for students graduating from the School of Radio and Television Arts.*

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[1] The School is in the midst of another significant curriculum restructuring (see the *Program and Curriculum Changes* section of this report) for anticipated implementation starting September 2004.

*SECTION B: **PROGRAM and CURRICULUM CHANGES***

Curriculum Restructuring in Radio and Television Arts

The School of RTA introduced its last significant curriculum restructuring in the mid-nineties. Since that time it has been revising its curriculum on a continuing basis. As is the case with all curriculum changes, there is a time when the changes have accumulated to the point where the entire curriculum needs to be re-examined as a whole. The proposed curriculum restructuring represents the results of this re-examination.

The proposed restructuring in RTA aims to create a curriculum that reflects the many changes in the broadcast industry and to move to a semester based program that will allow greater flexibility to students. As part of the curriculum review the School conducted extensive surveys of its core constituencies and examined the course offerings of other universities. The proposed changes include adjustments to program structure, course content, and the balance between required and elective courses. A summary of the major changes is as follows. The complete curriculum, both current and proposed, is presented in *Appendix 2*.

- The new curriculum design emphasizes foundation courses in the first two years of the program—common to all and ranging broadly in both topic and direction. The first two years place digital and interactive media on the same footing as the present production courses in audio, electronic field production and television.

- Beginning in the fourth semester of the program, students will have access to a large number of professional and professionally-related elective courses. Students will choose from an extensive list of elective courses, which include courses in writing, as well as specialized areas of audio, video and interactive production. Students will also be able to choose elective courses in management, business, technical theory and regulatory issues in the broadcasting industry. Semesters 4–7 offer students the opportunity to develop their own path, with a variety of courses to choose from, and a great deal of autonomy in choosing them.

- Creativity is retained within the lab activities but under more guidance, adapting to the needs of younger entrants. The internship component is restructured to be taken over a complete half term—a 6-week intensive course that is expected to be more useful to students and to industry.

- The new curriculum consists of 40 one-semester course equivalents with a total of 128 program hours. In comparison, the current RTA program requires students to complete 45 one-semester course equivalents with a total of 141 program hours.

- The new curriculum balance expressed in hours is as follows. (Because of the elective structure, course hours associated with professional and professionally-related courses are reported as ranges in accordance with Ryerson policies.) **Professional (P) courses:** 41.5–65.5 hours corresponding to 32–52% of the total program hours. **Professionally-related (PR) courses:** 41.5–65.5 hours corresponding to 32–52% of the total program hours. The PR courses stated above include 7 one-semester English electives. There are also 7 one-semester liberal studies courses which corresponds to 16% of the total program hours. *Appendix 1* provides the complete list of P and PR elective courses.

Implementation

The new curriculum will be phased in over the next 4 years, so as not to affect existing students in any year of the RTA programme. The complete curriculum changeover will have occurred by the start of the 2007/2008 academic year.

Academic Year	Year 1	Year 2	Year 3	Year 4
2004 / 2005	new	current	current	current
2005 / 2006		new	current	current
2006 / 2007			new	current
2007 / 2008				new

ASC Evaluation

The new curriculum builds on the current RTA curriculum and improves on it in many ways. The semester based curriculum represents the main structural change to the program. Of greatest interest to the committee was how the School will utilize this new structure as the basis for incorporating the recommended revisions identified through extensive consultations. Indeed, in the first two years of the new program, students will have a foundation of core subjects that offer training in production-oriented and professionally-related skills; in the final two years of the program students will be able to concentrate on developing their skills in a specific area of broadcast expertise, as well as participate in international exchanges and benefit from longer, stable internships.

One of the defining characteristics of the new curriculum is the extensive P and PR electives. The committee is pleased to see that the PR elective list includes courses offered by the Schools of Journalism, Image Arts, Fashion and Theatre. Such courses offered external to RTA add breadth of opportunity for students through an enriched professionally-related elective category. The provision of access to *Law* and *Entrepreneurship & Innovation* minors will also be beneficial to program students. The structure of the proposed curriculum will provide opportunities for the School of RTA to further enrich and refine its PR category over time. The ASC encourages the School of RTA to continue its discussions with other academic units at Ryerson about delivering additional courses as PR courses to its students.

The committee observed that a greater variety of P and PR electives combined with greater autonomy in selecting them, may result in individual students completing the new program with varying numbers of P and PR courses. However, the committee also recognizes the benefits of the new curriculum, and believes that proper curriculum advising can mitigate potential negative impacts of curriculum flexibility by steering students away from the selection of courses that are too heavily weighted in favour of any particular category.

The following comments may assist the School in its on-going curriculum revisions.

- An enriched list of professional and professionally-related elective courses, particularly from outside of the program, is always a welcome enhancement; however, such curricular

restructuring is not without peril. In the proposed curriculum, students will have much greater flexibility in developing their own path, with a variety of courses to choose from, and a great deal of autonomy in choosing them.   Therefore, the ASC strongly recommends that the School should have a *curriculum advising* structure in place, to guide the students to select courses that will allow them to fulfill their professional specialization goals while adding breadth to their knowledge base.

- The current and the new RTA curricula include an elective course on media ethics. The ASC recommends that the School should consider making the media ethics course a required course in the new curriculum.

Recommendation

Having satisfied itself of the academic merit of this proposal, the Academic Standards Committee recommends:

> *That Academic Council approve the proposed curriculum restructuring in Radio and Television Arts.*

Respectfully submitted by

Errol Aspevig,
for the 2003/2004 Academic Standards Committee

K. Alnwick (Registrar)	B. Murray (Philosophy)
Z. Fawaz (Aerospace)	K. Penny (Hospitality and Tourism Management)
K. Gates (Nursing)	D. Phelan (Library)
D. Glynn (Continuing Education)	D. Schulman (Secretary of Academic Council; ex-officio)
R. Keeble (Urban and Regional Planning)	D. Snyder (Image Arts)
C. Livett (student, Geographic Analysis)	R. Stagg (History)
L. McCarthy (Chemistry and Biology)	D. Sydor (Business Management)
A. Mitchell (Interior Design)	M. Zeytinoglu (Electrical and Computer Engineering)
H. Moreau (student, BusinessManagement)	

APPENDIX 1

RTA Curriculum: Current and Proposed

The program codes and course numbers used in the presentation of the proposed RTA curriculum are provided for clarity, and currently have no official standing.

CURRENT FIRST YEAR (RDTV1)

Course Name	*Course Number*	*Duration in terms*	*Course Hrs.*	
REQUIRED:				
BROADCASTING: Audio Theory-Technical/Production	BRD 011	2	1	(P)
BROADCASTING: Audio Laboratory	BRD 012	2	3	(P)
BROADCASTING: Introduction to Media Writing	BRD 014	2	3	(P)
ENGLISH: The Culture of the Modern	ENG 050	2	3	(PR)
LIBERAL STUDIES ELECTIVE GROUP A: The equivalent of one two-term course required from Table A		2	3	(L)
PROFESSIONALLY-RELATED ELECTIVE GROUP B: Select one course.				
MANAGEMENT: Business Administration	MGT 025	2	3	(PR)
SOCIOLOGY: The Social World	SOC 011	2	3	(PR)

NEW FIRST YEAR – FIRST SEMESTER (RITV1)

	Course Title	*Course Number*	*Course Hrs.*
REQUIRED:			
	BROADCASTING: Media Production I - Audio & Digital Media	BDC 101	6† (P)
	BROADCASTING: Media Writing I – Audio & Digital Media	BDC 102	2 (P)
	BROADCASTING: Media Technical Theory I – Audio & Digital Media	BDC 111	2 (PR)
LIBERAL STUDIES ELECTIVE GROUP:			3 (L)
One lower-level one-term course required from Liberal Studies Table A			
PROFESSIONALLY-RELATED ENGLISH ELECTIVE GROUP:			3 (PR)
The equivalent of one one-term English course.			

† *BDC 101 has a course weight of 2.00*

NEW FIRST YEAR – SECOND SEMESTER (RITV2)

	Course Title	*Course Number*	*Course Hrs.*
REQUIRED:			
	BROADCASTING: Media Production II – TV Studio & EFP	BDC 201	6† (P)
	BROADCASTING: Media Writing II – TV Studio & EFP	BDC 202	2 (P)
	BROADCASTING: Broadcast History	BDC 210	3 (PR)
	BROADCASTING: Media Technical Theory II – TV Studio & EFP	BDC 211	2 (PR)
LIBERAL STUDIES ELECTIVE GROUP A:			3 (L)
One lower-level one-term course required from Liberal Studies Table A			
PROFESSIONALLY-RELATED ELECTIVE ENGLISH GROUP B:			3 (PR)
The equivalent of one one-term English course.			

† *BDC 201 has a course weight of 2.00*

CURRENT SECOND YEAR (RDTV2)

Course Title	*Course Number*	*Duration in Terms*	*Course Hrs.*
REQUIRED:			
BROADCASTING: Management in Media	BRD 015	2	3 (PR)
BROADCASTING: T.V. Electronic Field Production Lab	BRD 217	1	6 (P)
BROADCASTING: EFP Theory –Production/ Technical	BRD 218	1	2 (P)
BROADCASTING: Television Studio Lab	BRD 227	1	6 (P)
BROADCASTING: Studio Theory-Production/Technical	BRD 228	1	2 (P)
LIBERAL STUDIES ELECTIVE GROUP A:		2	3 (L)
The equivalent of one two-term course required from Table A			
PROFESSIONALLY-RELATED ELECTIVE GROUP B:			
One two-term course (or equivalent) required.			
BROADCASTING: Intro. Broadcast Journalism	BRD 020	2	4 (PR)
BROADCASTING: Media Writing	BRD 023	2	3 (PR)
FRENCH: A French Course		2	3 (PR)
COMMUNICATION: Communication in Technical Prod'n	CMN 401	1	3 (PR)
COMMUNICATION: Int'l Business Communication	CMN 443	1	3 (PR)
PROFESSIONALLY-RELATED ELECTIVE GROUP C:		2	3 (PR)
The equivalent of one two-term English course.			

NEW SECOND YEAR – FIRST SEMESTER (RITV3)

Course Title	*Course Number*	*Course Hrs.*	
REQUIRED GROUP 1:			
One of:			
BROADCASTING: Production – Audio	BDC 301	6†	(P)
BROADCASTING: Production – Digital Media	BDC 302	6†	(P)
BROADCASTING: Production – TV Studio	BDC 303	6†	(P)
BROADCASTING: Production - EFP	BDC 304	6†	(P)
REQUIRED:			
BROADCASTING: Information Gathering & Research Methods	BDC 310	2	(PR)
BROADCASTING: Communications Theory	BDC 311	3	(PR)
LIBERAL STUDIES ELECTIVE GROUP A:		3	(L)
One lower-level one-term course required from Liberal Studies Table A			
PROFESSIONALLY-RELATED ENGLISH ELECTIVE GROUP:		3	(PR)
The equivalent of one one-term English course.			

† *BDC 301, 302, 303, and 304 each have a course weight of 2.00*

NEW SECOND YEAR – SECOND SEMESTER (RITV4)

Course Title	*Course Number*	*Course Hrs.*	
REQUIRED:			
BROADCASTING: Design in Media	BDC 401	2	(PR)
BROADCASTING: Management & Regulation	BDC 402	2	(PR)
ELECTIVE GROUP C:		3	(P/PR)
Any one (1) course from the Elective group C1 or C2 tables.			
ELECTIVE GROUP D:		3	(P)
Any one (1) course from the Elective Group D table.			
LIBERAL STUDIES ELECTIVE GROUP B:		3	(L)
One upper-level one-term course required from Liberal Studies Table B			
PROFESSIONALLY-RELATED ENGLISH ELECTIVE GROUP:		3	(PR)
The equivalent of one one-term English course.			

CURRENT THIRD YEAR (RDTV3)

Course Title	*Course Number*	*Duration in Terms*	*Course Hrs.*
REQUIRED:			
as grouped and noted below (OFFERED FALL TERM ONLY)			
BROADCASTING: Audio Production Lab			
BROADCASTING: Advanced Audio Theory	BRD 301	1	6† (P)
	BRD 303	1	2 (P)
OR			
BROADCASTING: TV/Video Production Lab III	BRD 302	1	6† (P)
BROADCASTING: Television Prod'n Program Planning	BRD 341	1	2 (P)
OR	BRD 305	1	2 (P)
BROADCASTING: Master Writers' Workshop	BRD 310	1	6† (P)
BROADCASTING: Advanced Writing			
REQUIRED GROUP 2:			
Select one course. (OFFERED WINTER TERM ONLY)			
BROADCASTING: Television Specialties	BRD 350	1	3 (P)
BROADCASTING: Advanced Audio Production	BRD 351	1	3 (P)
BROADCASTING: Advanced T.V. Production	BRD 352	1	3 (P)
FILM: Motion Picture Production	PTF 350	1	3 (P)
LIBERAL STUDIES ELECTIVE GROUP A:			
The equivalent of one two-term course required from Table B.		2	3 (L)
PROFESSIONALLY-RELATED ELECTIVE GROUP B:			
Select one course.			
BROADCASTING: Children's Television	BRD 031	2	3 (PR)
BROADCASTING: Communicating Using New Media	BRD 038	2	3 (PR)
BROADCASTING: Communications Research Seminar	BRD 042	2	3 (PR)
BROADCASTING: Public Affairs Programming	BRD 043	2	3 (PR)
SOCIOLOGY: Media and Society	SOC 025	2	3 (PR)
PROFESSIONALLY-RELATED ELECTIVE GROUP C:			
Select one course.			
BROADCASTING: Public Relations	BRD 024	2	3 (PR)
BROADCASTING: Sales and Advertising	BRD 026	2	3 (PR)
BROADCASTING:Bus. Aspects of Ind. Television	BRD 044	2	3 (PR)
BROADCASTING: Applied Marketing & Promotion	BRD 045	2	3 (PR)
BROADCASTING: Law and Ethics	BRD 048	2	3 (PR)

FRENCH: A French Course	2	3 (PR)

PROFESSIONALLY-RELATED ELECTIVE GROUP D: 2   3 (PR)

Select the equivalent of one one-term English course.

† *BRD 301, 302 and 310 each have a course weight of 2.00*

NEW THIRD YEAR – FIRST SEMESTER (RITV5)

Course Title	*Course Number*	*Course Hrs.*
ELECTIVE GROUP C: **One (1) course from the table of *Elective Group C*1 or C2.**		3 (P/PR)
REQUIRED GROUP 1: A total of two (2) credits from amongst the following:		
One (1) course from REQUIRED GROUP I in RITV3.		6† (P)
<u>OR</u> **Two (2) courses from the table of *Elective Group C1 or C2* and/or the table of *Elective Group D*.**		6 (P/PR)
LIBERAL STUDIES ELECTIVE GROUP: One upper-level one-term course required from Liberal Studies Table B		3 (L)
PROFESSIONALLY-RELATED ENGLISH ELECTIVE GROUP: The equivalent of one one-term English course.		3 (PR)

† *BDC 301, 302, 303 and 304 each have a course weight of 2.00*

NEW THIRD YEAR – SECOND SEMESTER (RITV6)

Course Title	*Course Number*	*Course Hrs.*
ELECTIVE GROUP C: **One (1) course from the table of *Elective Group C1 or C2*.**		3 (P/PR)
REQUIRED GROUP 1: A total of two (2) credits from amongst the following:		
One of: BROADCASTING: Advanced Production – Audio BROADCASTING: Advanced Production - Digital Media BROADCASTING: Advanced Production – TV Studio BROADCASTING: Advanced Production- EFP	BDC 601 BDC 602 BDC 603 BDC 604	6† (P) 6† (P) 6† (P) 6† (P)
<u>OR</u> **Two (2) courses from the table of *Elective Group C1 or C2* and/or the table of *Elective Group D*.**		6 (P/PR)
LIBERAL STUDIES ELECTIVE GROUP: One upper-level one-term course required from Liberal Studies Table B		3 (L)
PROFESSIONALLY-RELATED ENGLISH ELECTIVE GROUP: The equivalent of one one-term English course.		3 (PR)

† *BDC 601, 602, 603 and 604 each have a course weight of 2.00*

CURRENT FOURTH YEAR (RDTV4)

	Course Title	*Course Number*	*Duration in Terms*	*Course Hrs.*

REQUIRED GROUP 1:

Select one course.

	Course Title	Course Number	Duration in Terms	Course Hrs.
BROADCASTING: Practicum-Video	BRD 046	2	6 (P)	
BROADCASTING: Practicum-Audio	BRD 047	2	6 (P)	

REQUIRED GROUP 2*:

Select two courses.

	Course Title	Course Number	Duration in Terms	Course Hrs.
	BRD 049			
BROADCASTING: Case Studies in Communications	BRD 050	2	3 (PR)	
BROADCASTING: Writing Practicum		2	3 (P)	
BROADCASTING: Internship	BRD 051	2	3 (P)	
BROADCASTING: Business in the Comm. Industry		2	3 (PR)	
	BRD 052			

LIBERAL STUDIES ELECTIVE GROUP A:

The equivalent of one two-term course required from Table B. — 2 — 3 (L)

PROFESSIONALLY-RELATED ELECTIVE GROUP B: — 2 — 3 (PR)

Select the equivalent of one two-term English course.

* For REQUIRED GROUP 2, students may also select courses from Elective Group C in RDTV3.

NEW FOURTH YEAR – FIRST SEMESTER (RITV7)

Course Title	*Course Number*	*Course Hrs.*
REQUIRED:		
BROADCASTING: Practicum I – Pre-production & Production	BDC 701	6† (P)
BROADCASTING: Senior Capstone Lectures I	BDC 710	3 (PR)
PLUS:		
One (1) course from the table of *Elective Group C1 or C2* and/or the table of *Elective Group D*.		3 (P/PR)
LIBERAL STUDIES ELECTIVE GROUP:		
One upper-level one-term course required from Liberal Studies Table B.		3 (L)
PROFESSIONALLY-RELATED ENGLISH ELECTIVE GROUP:		3 (PR)
Select the equivalent of one one-term English course.		

† *BDC 701 has a course weight of 2.00*

NEW FOURTH YEAR – SEMESTER 2 (RITV8)

Course Title	*Course Number*	*Course Hrs.*
REQUIRED:		
THE FOLLOWING COURSES RUN FOR THE FOR *FIRST* 7 WEEKS OF THE SEMESTER ONLY:		
BROADCASTING: Practicum II – Production & Post	BDC 801	9† (P)
BROADCASTING: Senior Capstone Lectures II	BDC 810	3†† (PR)

ELECTIVE GROUP A:

Select one course.
THE FOLLOWING COURSES RUN FOR THE FOR _FINAL_ 6 WEEKS OF THE SEMESTER ONLY:

	BDC		
BROADCASTING: Internship	820	12‡	(P)
BROADCASTING: Special Project	BDC 821	12‡	(P)

†   *BDC 801 has a course weight of 1.50*
†† *BDC 810 has a course weight of 0.50*
‡   *BDC 820 and 821 each have a course weight of 2.00*

PROFESSIONAL AND PROFESSIONALLY-RELATED ELECTIVES FOR RTA STUDENTS IN YEARS 2-4

The courses on the following pages are available to RTA students in semesters 4, 5, 6 and 7 of the new curriculum. All courses may not be offered each semester, and courses marked ‡ will only be offered during one semester in alternate years (i.e., once every four semesters). Courses offered are subject to timetabling constraints and the number of registrations. Some courses may be offered only at night. Registration in courses is subject to appropriate prerequisites, co-requisites and precursors. In the event of oversubscription, certain courses may use student GPA to determine placement.

All courses in the following pages are one-semester, 3 hrs/week courses (except Soc 025 in Table C2).

RTA ELECTIVE GROUP C1: Professional Courses

Course Code	Course Name
BDC 901	Advertising in Electronic Media
BDC 902	Electronic Media Sales
BDC 904	Advanced Media Management
BDC 905	The Business Of Music‡
BDC 906	Television Marketing and Promotion
BDC 907	Television Programming‡
BDC 908	Business Aspects Of Independent. Production I
BDC 909	Business Aspects Of Ind. Production II-The Pitch ‡
BDC 910	Production Management
BDC 911	Television Distribution
BDC 917	Public Relations
BDC 920	Media Restoration And Content Management‡
BDC 921	Advanced Audio Theory‡

‡ Offered in alternate years

RTA ELECTIVE GROUP C2: Professionally-Related Courses

Course Code	Course Name
BDC 903	News and Current Affairs Theory‡
BDC 912	Legal and Business Aspects of Interactive Media
BDC 913	Media Entrepreneurship
BDC 914	Economics of Media‡
BDC 915	Legal Issues In Media
BDC 916	Issues In Communications
BDC 918	Ethics In Media
BDC 919	Media Research – Theory and Practice‡
BDC 922	Business Case Studies In Communications
CMN 401	Communication In Technical Production
CMN 443	International Business Communication
MGT 200	Introduction to Management
SOC 025	Media and Society*
THF 406	Theatre Performance Entrepreneurship
JRN 100	Information and Visual Resources
NPF 552	The Political Economy of Culture
NPF 553	Modern Movements Arts I
NPF 554	Modern Movements Arts II
NPF 558	Topics and Issues in Design
NPF 562	Media and Communication
FSN	History of Costume

‡ Offered in alternate years
* A two-term course, course weight 2.00

Also: All 16 courses in the *Law* minor and all 17 courses in the *Entrepreneurship & Innovation* minor are included in this professionally-related elective group. See Ryerson calendar for a complete list of these courses.

RTA ELECTIVE GROUP D: Professional Courses

Course Code	Course Name
BDC 940	Media Writing III
BDC 941	Dramatic Writing
BDC 942	Commercial Writing‡
BDC 943	Comedic Writing ‡
BDC 944	Writing For Animation‡
BDC 945	Writing For Factual Programs
BDC 946	Interactive Writing‡
BDC 947	Special Project: Writing
BDC 951	Broadcast Presentation I
BDC 952	Broadcast Presentation II‡
BDC 953	Post Production Supervising‡
BDC 955	Sports Broadcasting‡
BDC 956	Children's Television Production
BDC 957	Documentary Production
BDC 958	Comedic Television Production‡
BDC 961	2 D And Object Animation‡
BDC 962	3 D Animation‡
BDC 963	Digital Graphic And Web Design‡
BDC 964	Digital Virtual Environments‡
BDC 971	Set Design‡
BDC 972	TV Technical Producing‡
BDC 973	Lighting, Grip And Effects Specialty‡
BDC 974	Audio Post-Production & Sound Design‡
BDC 975	Sound Synthesis‡
BDC 976	Special Project: Media Production
BDC 977	Digital Media Broadcasting
BDC 979	Radio Production‡
BDC 980	Art Direction ‡
BDC 981	PA, AD, and Continuity‡
BDC 982	Video Compositing And Special Effects‡
BDC 983	Radio Broadcast Journalism‡
BDC 984	TV Broadcast Journalism‡
BDC 985	Factual And Entertainment Features‡
BDC 986	Creative Commercial Production‡
BDC 987	Corporate Media Production‡
BDC 988	Television Editing‡

‡ Offered in alternate years.

MEMORANDUM

TO: Academic Council

FROM: Keith C. Alnwick , Registrar

RE: Amendment of Policy 46: *Policy on Grading, Promotion and Academic Standing (The "GPA" Policy)* - In regards to the Academic Standing of *Suspended* (Section 2.4.3)

DATE: December 8, 2003

BACKGROUND

Ryerson=s policy on suspension was introduced in 1987 as part of the larger GPA policy (#46). The key issue for current discussion is the treatment of courses which suspended students successfully complete during a period of suspension. As outlined below, current policy stipulates that suspended students must serve a minimum period of suspension before any reinstatement to their original program is possible. In addition, policy stipulates that any courses completed during this period of suspension will NOT be credited towards a student=s degree requirements if they are subsequently readmitted to their original program.

The rationale behind this prohibition on credit for courses completed during the period of suspension was that suspended students were best served by a complete break from their program. Students were to use this period to consider whether their programs were appropriate for them and to resolve issues (academic or otherwise) which may have led to suspension.

Since this policy was conceived, the world and post-secondary education have changed dramatically. Students now pay over $5,000 per year in tuition. A majority of full-time students work a considerable number of hours each week during the school year to pay their university costs. In addition, post-secondary education has never been more accessible. Students want to maximize the impact of time spent on their post-secondary studies.

Ryerson academic programs often rely on successful completion of relevant course work as a basis for the reinstatement of suspended students. Many programs advise suspended students to complete one our more courses (as a Special student or a CE student) to show their improved ability to meet academic expectations.

EXISTING POLICY - Section 2.4.3

Suspended B a cumulative grade point average of less than 1.00; OR three or more failed grades; OR failing to achieve the study plan established following a Aprobationary@ standing; OR failing to complete the program within its maximum time limit.

Students with Asuspended@ standing may not continue their program studies unless written application for reinstatement has been made and permission granted by their program School or Department. Such reinstatement normally would be granted only after a period of at least one term of suspension and with reasonable evidence of the prospect of academic success in the program. The School or Department will advise students as to what would constitute reasonable evidence. Reinstatement, when granted, will be with Aprobationary@ standing and its requirements for defined limited studies. There is no guarantee that a student will be readmitted following a suspension.

Students with Asuspended@ standing may apply to register as SPECIAL STUDENTS in Ryerson courses other than their program courses and similarly, may register in non-program courses through Continuing Education. However coursework taken at Ryerson or elsewhere during terms of Asuspension@ will not be credited towards GPA calculations, academic standing within the student=s program, or graduation requirements.

PROPOSED POLICY - Section 2.4.3

Suspended B a cumulative grade point average of less than 1.00; OR three or more failed grades; OR failing to achieve the study plan established following a Aprobationary@ standing; OR failing to complete the program within its maximum time limit.

Students with a Asuspended@ standing may not continue their program studies. Students who have been suspended from a Ryerson program may apply in writing for reinstatement back into their original program only after a minimum period of suspension has been served. This minimum period of suspension may be one semester or a full academic year depending on the program.

At the time of suspension, students who are interested in the possibility of reinstatement will be provided, upon request, with an opportunity to meet with a designated Program representative to discuss their situation. Depending on the circumstances, the student may be advised that there is minimal chance for future reinstatement. In other situations, the student will be advised that reinstatement is a possibility, particularly if the student is able to meet the program=s minimum conditions for the reinstatement of suspended students. The nature of such conditions may be academic, non-academic, or a combination of the two, at the discretion of the Program department/school. If requested, the Program representative may outline these conditions in writing.

Meeting the minimum conditions for reinstatement does not guarantee reinstatement to the Program. Space limitations and Ryerson commitments to new and continuing students (who are in good academic standing) may mean that suspended students have only modest chances for reinstatement to their original program, regardless of what they may achieve after suspension.

The Program representative may suggest that the student complete (at Ryerson or another university) up to two courses in order to provide evidence of improved prospects for academic success. These may be two specific courses or two courses from a list suggested by the Program representative. In such situations the suspended student may choose to enrol in the designated courses at Ryerson either as a Special Student or in appropriate Ryerson Continuing Education courses. Advice will also be given on an expected level of performance in these courses. Unsatisfactory performance will normally mean no opportunity for reinstatement.
Normally the designated courses will be taken after a minimum period of suspension has been served. However, students who complete these courses during their period of suspension and who are subsequently reinstated to their program, may have up to two one semester courses credited towards their program graduation requirements. The grades in these courses will not be included in program GPA calculations.

Normally, suspended students will not be considered for transfer to any other Ryerson program until their minimum period of suspension has been served. Exceptions to this provision are at the discretion of the school/program to which the student is applying for transfer. In such cases , the rationale for an immediate transfer will be provided in writing to the Dean of the receiving program and the Registrar.

Students who have been placed on Disciplinary Suspension (DS) for Student Code of Conduct violations will not be permitted to register in any course at the University during their period of Disciplinary Suspension.

MOTION: That Academic Council approve the amendment of section 2.4.3 of the *Policy on Grading, Promotion and Academic Standing* as outlined in this report.

Ryerson University
Program Advisory Councils
Policy Proposal
December, 2003

Background

Program Advisory Councils (PACs) have existed at Ryerson since the earliest days of this institution. They have been taken to reflect Ryerson's commitment to societal relevance and its engagement with the professions, industry, public and private sector agencies, and the community at large. Over time, a body of conventional wisdom and standard practices has evolved in relation to PACs. However, these have not been encoded formally in a policy framework. Such policies as have existed in relation to PACs have been largely exogenous to Ryerson - as, for example, in the mandated role of PACs that was set out in the former "PREP"[2] process.

Academic Council's most recent consideration of PACs was nearly two decades ago, in 1984. At that time a report, "The Role of Advisory Councils at Ryerson", was endorsed by the Academic Planning Group. The report was presented to Academic Council for discussion but no motion was brought to have it approved as formal policy. Subsequently the terms of the report have been taken as the definitive statement of guidelines and standard practice or, in the language of the report, "operational policy".

By 2000, anecdotal evidence indicated that advisory Councils were functioning in an inconsistent manner across Ryerson. Some Councils were quite integral to the programs they advised, some almost never met, and some were of limited use and lacking in focus. In order to better understand the role of these Councils, an *ad hoc* committee was struck to examine current practices, to assess the adequacy of the 1984 "operational policy", and to develop a policy framework that would enhance advisory committee effectiveness. The *ad hoc* committee undertook a survey of schools and departments with PACs and interviewed a number of PAC members. However, the committee was unable to complete its work and report to Academic Council in March, 2001 as originally intended.

Literature
More recently a search of the literature regarding Advisory Councils has been undertaken to determine the ways in which such Councils are constituted and utilized at other institutions. Lee Teitel defines an Advisory Committee as "a group of volunteers that meets regularly on a long term basis to provide advice and/or support to an institution or one of its subunits…."[3]

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[2] Program Review and Evaluation Process, administered by the (former) Ontario Council on University Affairs.

[3] Teitel, Lee, "The Advisory Committee Advantage. Creating Effective Strategy for Programmatic Improvement. ERIC Digest., ERIC Clearinghouse on Higher Education, Washington, D.C., 1994, www.ericfacility.net/ericdigests/ed377782.html.

There are several types of Advisory Councils which are of limited use to a department. First, there are Councils which exist in name only, and never meet. The utility of such Councils is certainly questionable, as they only tend to serve as resume items for the members. However, such Councils are sometimes comprised of high-profile members who lend prestige to the program and the University. Second, there are Councils which meet a few times a year, mainly for ceremonial purposes. Often these Councils are informed of what is going on in a department and they give little input. Third, at the other end of the spectrum, there are Councils which become involved in areas which should be left to the program chairs or directors, or the faculty or staff, or for that matter, the University. The ideal Advisory Council meets regularly, works collaboratively to provide advice to the department and to support initiatives which help to improve the program's effectiveness.

Policy Recommendations: The attached Draft Policy on Program Advisory Councils retains much of what is already standard practice at Ryerson. It includes the recommendation from the 1984 report that PACs should be called "Program Advisory Councils" rather than "committees" or "boards" and reinforces the advisory nature of these Councils. The policy reaffirms that Advisory Councils are required for all departments and schools which have programs and establishes the role of the Councils in those programs. The accountability of Councils is addressed and guidelines for the establishment of Councils, including membership, are outlined.

Motion: That Academic Council approve Policy 158: Program Advisory Councils.

RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL

PROGRAM ADVISORY COUNCILS

Policy Number: 158

Approval Date: December 2, 2003

Presented By: Provost and Vice President Academic

Responsible Office: Provost and Vice President Academic

I.   <u>Role of Program Advisory Councils at Ryerson</u> – A Program Advisory Council (PAC) is a group of volunteers that provides expert advice to a school or department on program related matters such as curriculum, program review, technology and trends in the industry, discipline or profession. The PAC should promote the Program in the broader community and advise and assist the school/department in respect to external liaison. Where appropriate, the PAC will advise on, and participate in, fund-raising and the securing of resources.

A PAC is mandated to provide advice to a program. It may recommend such actions as it deems appropriate and, with the agreement of the school/department, may play an active ongoing role in the life of the program and the academic unit. However, PACs are not authorized to make decisions on behalf of the school/department or the University, as decision-making authority rests ultimately with Academic Council or the Board of Governors.

As the PAC is advisory in nature, it shall be designated as a "Council".

II. <u>Establishment of Advisory Councils</u> - All schools and departments which offer programs are required to establish an Advisory Council.

III. Advisory Councils shall:
   a. assist in curriculum development and change to help ensure that graduates possess the competencies, knowledge, and skills required by the profession;
   b. advise on matters related to outside accreditation, where appropriate;
   c. assist in determining current and projected demand for program graduates;
   d. assist in identifying ways in which the program can most effectively meet societal needs;
   e. participate in the program review process;
   f. assist in the identification of student placements and graduate employment opportunities;
   g. promote the Program and Ryerson in the external community, developing effective links with the profession and the broader community and enhancing the University profile; and
   h. submit minutes of their meetings to the Dean.

IV. Report to the Provost and Vice President Academic – Deans shall be responsible for reporting by June 30 of each year on the dates each of the Advisory Committee met during the year.

Guidelines for the Establishment of Program Advisory Councils

I.   Membership: Program Advisory Councils shall consist of a minimum of 7 members, as follows, with additional members as appropriate:
- a. Program alumni who are active in the industry, field or profession.
- b. Other representatives with expertise in the Program field(s). These may be drawn from private and public organizations and agencies, professional bodies, Ryerson schools/departments, other universities, or from the community-at-large.
- c. The Chair/Director (and, where relevant, the Program Director).
- d. Efforts should be made to achieve an Advisory Council membership which reflects the composition of Ryerson and the community at large in terms of gender, visible minority and aboriginal status, and disability.

II.   Program Advisory Council Chair – The Chair shall be elected by the members of the PAC.

III.   Selection and Approval of Members – Members are approved and appointed by the Dean, in consultation with the Chair/Director and the Chair of the Program Advisory Council (if one is in office at the time).

IV.   Term of Office – Normally PAC members serve a three-year term.

V.   Meetings – PACs will meet at least twice a year, but may meet more often.

VI.   Sub-Committees – The PAC may establish sub-committees as needed.

VII.   Minutes and Agenda – The Program Chair/Director is responsible for the agenda and minutes of the meeting, and for distributing these to the PAC members and the Dean.