

**RYERSON UNIVERSITY**

**AGENDA**

**ACADEMIC COUNCIL MEETING**

**Tuesday, March 1, 2005**

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

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

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|-------------|---|
| Pages 1-2   | <b>1. President's Report</b>  |
|             | 1.1 Ryerson Achievement Report  |
| Page 3      | <b>2. Report of the Secretary of Academic Council (#W2005-2)</b>  |
|             | 2.1 Academic Council Election Results   |
|             | <b>3. The Good of the University</b>  |
| Pages 4-13  | <b>4. Minutes:</b>  |
|             | 4.1 Minutes of the January 25, 2005 Meeting   |
|             | <b>5. Business arising from the Minutes</b>   |
|             | 5.1 Interim Report on Timetabling   |
|             | 5.2 Interim Report on Reconfiguration of Examination Period and Grade Deadlines   |
|             | <b>6. Correspondence</b>  |
|             | <b>7. Reports of Actions and Recommendations of Department and Divisional Councils</b>  |
| Page 14     | 7.1 Addition of Course Electives - Midwifery Full-time Program  |
|             | <b>8. Reports of Committees</b>   |
| Pages 15-34 | 8.1 Report #W2005-2 of the Composition and By-Laws Committee  |
|             | 8.1.1 <b>Motion #1:</b> <i>That Academic Council approve Department of Chemistry and Biology Department Council By-Laws</i>   |
|             | 8.1.2 <b>Motion #2:</b> <i>That Academic Council approve Department of Aerospace Engineering Department Council By-Laws.</i>  |
| Pages 35-43 | 8.2 Report #W2005-1 of the Academic Standards Committee   |
|             | 8.2.1 <b>Motion #1:</b> <i>That Academic Council approve the revised transfer credit allowance for Occupational and Public health two-year degree options for university graduates.</i> |

- 8.2.2 **Motion #2:** *That Academic Council approve the revisions to the Certificate in Information Systems Management.*
- 8.2.3 **Motion #3:** *That Academic Council approve the Certificate in Residential Care for Children and Youth.*
- 8.2.4 **Motion #4:** *That Academic Council approve the Certificate in Physical Activity: Assessment and Promotion.*
- 8.2.5 **Motion #5:** *That Academic Council approve the Certificate in Database Technology.*
- 8.2.6 **Motion #6:** *That Academic Council approve the Certificate in Information Systems Development.*
- 8.2.7 **Motion #7:** *That Academic Council approve the Certificate in Database and Knowledge Management.*

**9. New Business**

Pages 44-52

- 9.1 Revision of Policy #112  
**Motion:** *That Academic Council approve the revised Policy #112 “Approval Process for New Undergraduate Programs”*

Page 53

- 9.2 Benefactor Naming  
**Motion:** *That Academic Council approve the motion as submitted.*

**10. Adjournment**

## **RYERSON ACHIEVEMENT REPORT**

*For the March 2005 meeting of Academic Council*

### ***Events***

On Feb. 1, Ryerson announced that **Sheldon Levy** will be the next President of Ryerson. Stories appeared in *The Globe and Mail*, *Toronto Star*, *Toronto Sun* and a number of broadcast outlets.

Ryerson and NBC Universal Canada officially opened a high-tech presentation space in Image Arts Feb. 2. The Universal Studios Canada Instructional Demonstration Facility, developed in part from a \$500,000 donation from NBC Universal Canada, enables students to present their screen-based work for evaluation by peers and faculty advisors.

Ryerson Business students held their annual Business Forum Jan. 27 at the Arcadian Court with guest speakers Sherry Cooper, Chief Economist, BMO Nesbitt Burns; Harry Rosen, Executive Chairman, Harry Rosen Inc.; Christine Magee, President, Sleep Country Canada; and Richard Peddie, CEO, Maple Leaf Sports and Entertainment.

*Instruments of Faith: Toronto's First Synagogues*, an exhibition of photographs by **Robert Burley** of Image Arts, runs at the Eric Arthur Gallery until May 21. The exhibition was featured in a story in the *National Post* Feb. 3.

### ***In the Media***

President **Claude Lajeunesse** was quoted in the Feb. 8 *Toronto Star* on the Rae Review on Postsecondary Education. President Lajeunesse appeared on TFO-TV's *Panorama* program Jan. 18, discussing the lives and career of philanthropists George and Helen Vari.

**Arne Kislenko** of History provided background analysis on the election in Iraq for *OMNI TV News* Jan. 31.

**Norman O'Reilly** of Business appeared on *Goldhawk*, Rogers TV Jan. 27 to discuss the marketing of beer and wine and how it might be affected by the privatization of the LCBO.

**Mitchell Kosny** of Urban and Regional Planning wrote a column for the Jan. 31 *Toronto Star* on the potential to revitalize Regent Park. Dr. Kosny is chair of the board of Toronto Community Housing Corporation.

**Neil Thomlinson** of Politics appeared on CBC TV's *Canada Now* Jan. 25 to discuss the politics around the Toronto Police Services Board.

**Murray Pomerance** of Sociology wrote a column for the Jan. 23 *Toronto Star* on Johnny Depp's appeal. Prof. Pomerance's new book, *Johnny Depp Starts Here*, published by Rutgers University Press, is being released shortly. He was also quoted in a Canadian Press story about the public and media interest in Groundhog Day.

**Ken Jones**, director of the Centre for the Study of Commercial Activity, was quoted in a Canadian Press story that appeared in newspapers across the country in December, commenting on the growing variety of retailers in the Canadian market and the options available to consumers. He was also quoted in a story in *The Globe and Mail* about the growth of power centres, and how the market for them is reaching its peak.

**Suanne Kelman** of Journalism appeared on TVO's *More to Life* Feb. 2 to talk about media coverage of the tsunami disaster. She was also quoted in the Feb. 2 *Globe and Mail* about media interest in Groundhog Day.

**Jennifer Brayton**, Sociology, was on Toronto 1 TV Jan. 17 discussing the sociology of consumerism and shopping. She was also interviewed on the CBC TV *Countrywide* program about urban myths and how they get started.

**Mark Lovewell**, chair of the Arts and Contemporary Studies program, appeared on TVO's *More to Life* program in January to talk about the echo boom generation.

**Lucia Dell'Agnese**, Fashion, appeared on TVO's *More to Life* program in January to discuss Canadian fashion and how designers can break into the industry.

The Office of Public Affairs provided to the media a list of Ryerson faculty willing and able to comment on aspects of the tsunami disaster. **Gabor Forgacs** of Hospitality and Tourism Management appeared on ROB TV to discuss the impact on the region's tourism; **Suanne Kelman** of Journalism was interviewed on Talk 640 radio about media coverage of the catastrophe; and she was quoted in a Canadian Press story that appeared in newspapers across the country on why the public has responded so dramatically to appeals for relief funds.

**Rob Wilson** of Business Management was quoted in *Marketing* magazine Dec. 13 about the reasons behind the success of marketing efforts by Tim Horton's.

**Alex Anderson** of Image Arts was quoted in the *Dundas Star News* on how filming of *The West Wing* in Dundas, Ont. would impact local residents and businesses.

*Office of Public Affairs, Ryerson University*

**ACADEMIC COUNCIL ELECTIONS – 2005-2006  
RESULTS FOR FACULTY**

Please find below a list of faculty members who were elected to Council during the recent elections.

**CANDIDATES**

**DEPARTMENT/SCHOOL**

**ARTS:**

Michelle Dionne  
John Morgan

Psychology  
History

**BUSINESS:**

Elizabeth Evans, Chair  
Scott Anderson  
Tarun Dewan

Retail Management  
Business Management  
Business Management

**COMMUNICATION & DESIGN:**

Perry Schneiderman, Chair  
David Johnston  
Dana Lee

Theatre School  
Interior Design  
Radio & Television Arts

**COMMUNITY SERVICES:**

Dale Shipley, Chair  
Sue Edwards  
Nina-Marie Lister

Early Childhood Education  
Nursing  
Urban & Regional Planning

**ENGINEERING & APPLIED SCIENCE:**

Christopher Evans, Chair  
Jason Lassaline  
Ravi Ravindran

Chemistry and Biology  
Department of Aerospace Engineering  
Department of Mechanical & Industrial Engineering

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**RESULTS FOR STUDENTS**

**Please note:**

The results of the Student Elections will be distributed at the Academic Council meeting (*see the following page*).

## ACADEMIC COUNCIL STUDENT ELECTION RESULTS – 2005-2006

993 --- Total ballots submitted

1356 --- Total votes cast

<u>CANDIDATES</u>	<u>DEPARTMENT/SCHOOL</u>	<u>NUMBER OF VOTES</u>
<b><u>ARTS:</u></b>		
Anna Bridges <sup>1</sup>	Arts & Contemporary Studies	53
*Paul Lewkowicz	Geographic Analysis	145
*Tara Katherine Spencer	Arts & Contemporary Studies	53
Maggie Woodley	Arts & Contemporary Studies	22
<b>Declined to Vote</b>		<b>7</b>
<b><u>BUSINESS:</u></b>		
*Basem Hanna	Business Management	88
Erin Hunking <sup>2</sup>	Business Management	88
Joe Li	Business Management	70
*Natalie Yiu	Hospitality & Tourism Management	124
<b>Declined to Vote</b>		<b>48</b>
<b><u>COMMUNICATION &amp; DESIGN:</u></b>		
*Graeme Brown	Image Arts	30
*Magdalena Brzoska	Journalism	32
<b>Declined to Vote</b>		<b>22</b>
<b><u>COMMUNITY SERVICES:</u></b>		
*Laura Brown	Nutrition	51
*Ilanit Goren	Social Work	38
<b>Declined to Vote</b>		<b>21</b>
<b><u>ENGINEERING &amp; APPLIED SCIENCE:</u></b>		
*Anthony Ganuelas	Computer Science	126
*Mohammad Kamali	Industrial Engineering	132
Pirasanna Sivalingam	Computer Engineering	68
Shu Han Wu	Computer Science	42
<b>Declined to Vote</b>		<b>28</b>
<b><u>SCHOOL OF GRADUATE STUDIES:</u></b>		
*Bichler, Lukas	Mechanical Engineering	14
Dabbour, Essam	Civil Engineering	9
Hosseinzadeh, Danoush	Electrical Engineering	11
Khademi, April	Electrical Engineering	10
*Persaud, Shanil	Civil Engineering	37
<b>Declined to Vote</b>		<b>1</b>
*Candidates elected		

<sup>1</sup> Election ceded to tie vote winner

<sup>2</sup> Tie vote. Winner decided by coin toss

**MINUTES OF ACADEMIC COUNCIL MEETING**  
**Tuesday, January 25, 2005**

<b>Members Present:</b>			
<b><u>Ex-Officio:</u></b>	<b><u>Faculty:</u></b>		<b><u>Students:</u></b>
K. Alnwick	J. P. Boudreau	A. Lohi	R. Akhavan
E. Aspevig	D. Checkland	D. Mahoney	M. Anecchini
S. Boctor	S. Cody	M. Malone	D. Ayub
M. Booth	J. Dianda	M. Mazerolle	A. Bridges
C. Cassidy	M. Dionne	D. McKessock	F. Gorospe
M. Dewson	M. Dowler	G. Mothersill	I. Guindo
L. Grayson	F. Duerden	B. Murray	A. Jurczak
A. Kahan	C. Evans	S. O'Neill	K. Medri
C. Lajeunesse	C. Farrell	S. Rosen	S. Mirowski
C. Matthews	M. Greig	F. Salustri	T. Nguyen
Z. Murphy	R. Hudyma	P. Schneiderman	S. Norrie
P. Stenton	A. Johnson	D. Shipley	R. Rose
S. Williams	N. Lister	K. Tucker Scott	T. Spencer
M. Yeates			V. Tighe
<b><u>Regrets:</u></b>		<b><u>Absent:</u></b>	<b><u>Alumni:</u></b>
D. Elder		H. Alighanbari	
J. Gryn		L. Islam	
T. Knowlton		D. Mason	
A. Ladhani		M. J. Nicholson	
L. Merali			
C. O'Brien			
K. Penny			

1. **President's Report** – The president acknowledged that additional motions circulated by a member of Council would be discussed under New Business.

The Rae Review report is expected in early February and the response from the Ontario government is extremely important. A budget is expected in early April and there will be a better understanding of the financial outcomes of the report. Ryerson hopes that there will be a significant move forward in funding the unfunded BIUs. University Planning will analyze and distribute information when it is available.

Ryerson has had 14,700 first-choice applicants for Fall 2005. While applications are down across the system, Ryerson applications are up, and the percent increase is the highest in the system. K. Alnwick, G. Logel, and the Admissions team are commended for a job well done. Everyone at Ryerson should be commended for the good reputation of the University.

2. **Report of the Secretary of Academic Council** – The Secretary reported that the process for election to Academic Council has begun, and that nominations were open as of January 24. The guidelines were distributed, and she would answer any questions on the process.
3. **Good of the University** – J. Dianda, Vice Chair, chaired the session. J. Britnell announced that she had attended a session at the Access Alliance Multicultural Health Centre on bridging projects for training foreign professionals. Ryerson has received over \$2 M of the \$9.3 M funding from the Ministry of Training Colleges and Universities for this initiative.

C. Matthews informed Council that Don Kinder has been selected Academic Librarian of the Year by the Ontario College and University Library Association and that he will be receiving his award later this month at their conference. There was applause, which she said she would pass on to him.

D. McKessock reported that the Ryerson Business forum would be held on January 27. All are invited.

R. Rose reported that RyeSAC, along with other student groups, raised \$6,000 in three days for Tsunami relief efforts. RyeSAC matched this amount and \$12,000 was donated to Oxfam Canada. V. Tighe reported that CESAR has donated \$1,000 to Oxfam.

The President congratulated those who have received MTCU grants for the training of foreign professionals.

4. **Minutes**

**Motion:** That Academic Council approve the minutes of the December 7, 2004 meeting.  
Moved by K. Alnwick, seconded by S. Williams.

**Minutes approved.**

5. **Business Arising from the Minutes**

5.1 Correction: Course Changes in School of Fashion – It was clarified that there was to be a choice in required courses between FFC32A/FFC32B, and FFC33A/FFC33B.

5.2 Correction: Academic Standards Report #F2004-3 (Academic Variations in the School of Nursing). The rewording of the variation was distributed. K. Tucker Scott corrected the statement in the memo to read: "In addition to fulfilling the graduation requirements listed above, students in all nursing programs are required to have attained a minimum grade of C in all nursing theory courses".



A memo regarding the withdrawal of INT913, 914, 915 and 916, pending School approvals, was circulated.

**6. Correspondence**

There was no correspondence.

**7. Reports of Actions and Recommendations of Departmental and Divisional Councils**

No reports.

**8. Reports of Committees**

8.1 Report of the Composition and By-Laws Committee –

F. Salustri reported and moved all motions.

**Motion #1: That Academic Council approve the change to its By-Laws with respect to the order of the agenda (section 5.1).**

A. Lohi seconded.

**Motion approved.**

**Motion #2: That Academic Council approve the change to its By-Laws with respect to the dismissal of members for non-attendance (Section 2.6.4)**

M. Dowler seconded.

Discussion – It was clarified that dismissal could not be applied to ex-officio members. It was also clarified that dismissal would be required after two consecutive absences without notice or three absences in total for the year. It was commented that, in fact, the proposed attendance requirements were less stringent than in the current By-Laws, as the current absences were recorded for the two-year term, not per year. The Secretary stated that, in practice, attendance was recorded by the year and not for the two-year term.

**Motion approved.**

The Secretary clarified that the By-Law changes are in effect for the next academic year.

**Motion #3: That Academic Council approve changes to the Terms of Reference and Composition of the Learning and Teaching Committee (Section 3.6.11.)**

Second by M. Dionne

**Motion approved.**

**Motion #4: That the implementation of the change in composition and mandate of the Learning & Teaching Committee be phased in as outlined in the report.**

S. O'Neill seconded.

The Vice Provost, Faculty Affairs, would begin chairing the committee immediately while the composition would not change until Fall 2005.

**Motion approved.**

**Motion #5: That Academic Council approve the change in the composition of the Research Ethics Board (Section 3.6.14.)**

Seconded by S. Cody.

**Motion approved.**

## 8.2 Report of the Learning & Teaching Committee -

J. Britnell presented the Academic Integrity Model. In Fall 2002, an academic integrity survey was conducted. The model outlines the various ways that academic integrity will be integrated throughout the university. A website will be developed for Fall 2005. Policies will be reviewed and will support efforts to promote honesty across the University.

Discussion – S. Cody asked what was meant by a “brand”. It was clarified that there will be a graphic or a recognizable logo associated with academic integrity initiatives. She asked about invigilation and difficulty in this area in terms of supplying enough invigilators for large exams. It is a problem in relation to the overall thrust of the model. She asked if there is any plan to address this. E. Aspevig commented that the matter of invigilation has been brought to the APG and will be addressed. It was further clarified that the Academic Integrity Seminar is part of the penalty process designed for students who need to be educated on integrity and that the tutorial being developed for the website will be available for all students as an educational tool.

M. Dionne applauded the move to education on academic integrity. She commented that one of the biggest barriers to academic integrity is the workload, as many hours are spent on papers of “cheaters” and far less on those of honest students.

The committee was thanked for its work.

8.3 Report of the Committee to review the Undergraduate Academic Consideration and Appeals Policy – J. Dianda presented the report and noted that there was a friendly amendment to a statement on page 30 of the agenda. The first two sentences of section IB2 were struck and the phrase “or an appeal” in the third sentence changed to “otherwise an appeal”.

### **Motion: That Academic Council approve the amendments to the Undergraduate Academic Consideration and Appeals Policy as presented.**

J. Dianda moved, G. Mothersill seconded.

After further discussion, section IB2 was amended to read as follows:

#### **IB2. Accommodation for Disability**

Students who wish to utilize Access Centre accommodations must present Access Centre documentation to the instructor prior to a graded assignment, test or exam, according to Access Centre Policies and Procedures, otherwise an appeal based on not receiving an accommodation may be dismissed. (See section III.)

#### **Motion approved.**

## 9. **New Business**

F. Duerden moved and T. Nugyen seconded the following motion:

### **Resolution re: Timetabling**

#### **PREAMBLE**

Winter 2005 timetables at Ryerson University were released on December 23, 2004. The Registrar has acknowledged that “circumstances beyond anyone’s control” resulted in the exceptionally late delivery of timetables for the Winter 2005 term. However, Ryerson timetables have never been available as early as are timetables at most Canadian universities.

WHEREAS: Current timetabling practices at Ryerson make it impossible for faculty to plan academic and other activity before the commencement of the semester in which the activity is scheduled to occur; and

WHEREAS: Current timetabling practices at Ryerson make it impossible for sessional and part-time faculty – many of whom depend for their livelihood upon employment at more than one university – to accept employment before the commencement of the semester in which the employment will occur; and

WHEREAS: Current timetabling practices at Ryerson make it unnecessarily difficult for families to organise child-care and other arrangements since the spouses of Ryerson faculty must often arrange their employment commitments before the Ryerson timetable is available; and

WHEREAS: Current timetabling practices at Ryerson make it impossible for students to plan their employment and other commitments prior to the commencement of each semester; and

WHEREAS: Tutorials, an increasingly common feature of undergraduate education at Ryerson, cannot be properly scheduled using current timetabling practices; therefore

BE IT RESOLVED THAT: the Registrar be asked to provide, to the March 2005 meeting of Academic Council, a report in which:

- a) any barriers preventing timetables for the Fall and Winter terms from being made available in March of the previous academic year are identified; and
- b) any barriers preventing tutorials from being routinely scheduled are identified; and
- c) any policy and administrative changes necessary to eliminate those barriers are identified.

**Passed unanimously.**

Department of Politics and Public Administration – 13 January 2005

Endorsed:

Dept. of Sociology – 18 January 2005

Dept. of Philosophy – 20 January 2005

Dept. of Psychology – 24 January 2005

Dept. of History – 24 January 2005

Dept. of English – 24 January 2005

Dept. of French & Spanish – 24 January 2005

Dept. of Geography – 24 January 2005

Dept. of Economics – 24 January 2005

Discussion: N. Thomlinson was asked to speak to the motion.

K. Alnwick asked that the report be given at the May meeting rather than in March to ensure that the issues are given proper consideration. He stated that he appreciated the spirit in which the motion was made and that he was eager to work with the community to look at alternatives. The Registrar's office is in the midst of the implementation of the new Student Administration System, and a report date of May would be more feasible. There have already been preliminary discussions on the matter. He acknowledged that there were inordinate delays this year, but that even the historical timetable release date presented challenges. This year, staffing issues made the process more difficult but additional staffing is not necessarily the solution. He recognized the challenges presented by the

timetabling issues. It was agreed that there would be an update at the March meeting on how the process is progressing, and that a final report would be presented in May.

J.P Boudreau asked that Council endorse the motion, as it is important to SRC activities and planning. D. Checkland asked if the report could result in changes for 2005-06. K. Alnwick responded that the extent and repercussions of the changes need to be considered. Producing timetables before resource allocations are determined might be difficult. There may be a variety of compromises that can be made which can be introduced as early as Fall 2005.

E. Aspevig stated that this is a complicated issue. Some departments delay input into the system, which in turn delays the system. All of these issues need to be looked at in this analysis. The President stated that anything that can be done to address this must be done in a timely way.

**Motion approved as amended to require an interim report at the March meeting and a final report at the May meeting of Academic Council.**

F. Duerden moved and J.P. Boudreau seconded the following motion:

**Resolution re: Reconfiguration of Examination Period and Grade Deadlines**

**PREAMBLE**

The Fall semester at Ryerson consists of 13 weeks of classes followed by an examination period that, in Fall 2004, was scheduled for December 8 through 18 including Saturdays. Each examination day commenced at 8:00 a.m. Some Continuing Education students wrote their final exams in the evening of December 20. Grades were due on December 20 (December 21 for Continuing Education). Promotion meetings took place on December 21 and 22. The University closed at the end of the day on December 23.

The examination schedule was posted on November 5.

WHEREAS: The late release of the examination schedule at Ryerson imposes hardship on students attempting to finalise plans for travel during the year-end break; and

WHEREAS: Increased enrolment has placed significant pressure on the examination period and made it difficult to accommodate all necessary exams within an 11-day period; and

WHEREAS: Current exam scheduling practices do not schedule the exams based on the type of examination given, with the predictable result that faculty giving machine-scored examinations may be scheduled at the beginning of the examination period and faculty giving examinations that require manual evaluation may be scheduled at the end of the examination period; and

WHEREAS: Current exam scheduling and grade deadlines have created considerable stress and made the deadlines difficult to meet; therefore

BE IT RESOLVED THAT: the Provost and Vice-President Academic be asked to report to Academic Council as to what changes in policy and practice would be required to make the examination period and grade submission process more efficient and the end of each academic term less stressful; and

BE IT FURTHER RESOLVED THAT: without restricting the generality of the foregoing, the Provost and Vice-President Academic be asked to specifically assess the following options as part of his report to Academic Council:

- a) the publication of the examination schedule during the first month of each term; and
- b) the scheduling of examinations by type (i.e., examinations that require all manual evaluation scheduled first, examinations that can be machine-scored scheduled last, and combined examinations scheduled in between); and
- c) the imposition of a minimum 72-hour “evaluation period” between the last scheduled exam (whether regular or Continuing Education) and the grade deadline; and
- d) the expansion of the examination period and concomitant realignment or reduction of the academic term.

Passed unanimously: Dept. of Politics and Public Administration – 13 January 2005

Endorsed:

Dept. of Sociology – 18 January 2005

Dept. of Philosophy – 20 January 2005

Dept. of Psychology – 24 January 2005

Dept. of History – 24 January 2005

Dept. of English – 24 January 2005

Dept. of French & Spanish – 24 January 2005

Dept. of Geography – 24 January 2005

Dept. of Economics – 24 January 2005

Discussion: The compression around the exam period creates tension for faculty and students. The present examination set-up may not be the most appropriate. It is asked that the Provost and Vice President Academic report on what can be done to make the process more efficient and less stressful. N. Thomlinson stated that the resolution is asking for information, and the points to be addressed should include, but not be limited to, those stated. E. Aspevig accepted the motion as friendly and thanked the presenters for advanced notice of the motions. He supports the motion and will deal with the stated and other relevant issues. There has already been some discussion on the matter, and he agreed to produce a report in May in conjunction with the report on the first motion in May. He noted that the report would include an analysis of promotion meetings, which was the subject of the third motion to be presented.

J.P. Boudreau stated that the integrity of grading papers is compromised by the quick turn around time for grades.

T. Nguyen asked about Sunday exam dates. K. Alnwick responded that there would be Sunday exams next year. K. Medri asked why the weekend days are being brought into the academic week and K. Alnwick explained that this uses the facilities more effectively and avoids students having many exams on the same day.

S. Cody asked if it is possible to look at some student exam schedules to see if they are too demanding. S. O’Neill commented on the difference between machine and manual marking, and asked if exam schedules could take this into consideration. K. Alnwick said this would be considered, but the last time faculty were asked about the type of exam they would be given, 80% of faculty said they were giving an essay exam.

A. Johnson asked about the need for a 13-week semester. E. Aspevig stated that there had been a review committee on this, and that there was a difference of opinion between Faculties. This is an ongoing discussion. There are strongly held beliefs among the different Faculties based on real reasons, and the length of the term is not a simple issue to resolve.

**Motion approved.**

F. Duerden moved and J.P. Boudreau seconded the following motion:

**Resolution re: Promotion Meetings**

**PREAMBLE**

The Fall semester at Ryerson consists of 13 weeks of classes followed by an examination period that, in Fall 2004, was scheduled for December 8 through 18 including Saturdays. Some Continuing Education students wrote their final exams in the evening of December 20. Grades were due on December 20 (December 21 for Continuing Education). Promotion meetings took place on December 21 and 22. The University closed at the end of the day on December 23.

WHEREAS: The Ryerson tradition of promotion meetings originated at a time when classes were small and faculty could thus be expected to know the circumstances of individual students; and

WHEREAS: it is no longer common for classes to be of a size that permits faculty to know the circumstances of individual students; and

WHEREAS: the need for promotion meetings to be scheduled pushes back the grade deadline by at least two full days; and

WHEREAS: the tight timelines of examination completion and grade deadlines resulted in promotion meetings reviewing grade documents that contained many unreported grades; and

WHEREAS: the utility of program promotion meetings – as a result of the factors outlined above – is highly questionable; therefore

BE IT RESOLVED THAT: Promotion Meetings be made non-mandatory, University-wide, effective with the Fall 2005 term, and

BE IT FURTHER RESOLVED THAT: alternative promotion practices be implemented by Departments and Schools that wish to continue to review first semester performance.

Passed unanimously

Department of Politics and Public Administration – 13 January 2005

Endorsed:

Dept. of Sociology – 18 January 2005 Dept. of English – 24 January 2005

Dept. of Philosophy – 20 January 2005

Dept. of French & Spanish – 24 January 2005

Dept. of Psychology – 24 January 2005

Dept. of Geography – 24 January 2005

Dept. of History – 24 January 2005

Dept. of Economics – 24 January 2005

F. Duerden stated that this motion on promotion meetings arose from the previous two issues. A different approach to promotion meetings would give more time for grading. N. Thomlinson stated that the days used for meetings allow for less time for grading and there is concern about the efficacy of the meetings themselves. Meetings have different effects in different departments. In his experience, they are poorly attended, and program coordinators are making decisions without the intended input.

K. Alnwick stated that this motion is inextricably related to the motion on exams, and asked that it be considered as part of the previous motion. If half of the departments opt for promotion meetings, this will not help the timing problem. The issue has been addressed by the APG. R. Rose asked for

an explanation of promotion meetings. K. Alnwick responded that after grades are distributed, the promotion data for students in a program are submitted to departments, which are given the opportunity to override academic standings on some grounds.

S. Cody stated that having attended many promotion meetings, she is taken with the amount of the material shared in a concentrated way. She would say that the meetings are vital. M. Dowler agreed, and commented that it is the only way she gets to see a whole student in terms of his or her mark and that she finds the information reassuring as it validates her assessment of the student.

F. Salustri stated that the motion is appropriate, as he gets nothing out of promotion meetings. The proposal suggests a way out, as a department would not have to have a meeting. K. Tucker Scott stated that she reads the motion as a call to look at alternate ways of doing promotions. J.P. Boudreau stated that being asked to discuss students he does not remember is not useful, and that there is pressure brought to bear on faculty.

The Chair commented that there appeared to be no consensus and that the issue is important. He suggested that this be reported on in May with an interim report in March, with consultation with APG. S. O'Neill commented that the process is already not the same in all departments.

The motion was withdrawn with the understanding that promotion meetings would be part of the Provost's report to Academic Council.

K. Medri asked if there was data to support the comment that grading dishonest work takes more effort than honest work. It was replied that there was no data that could be reported on.

J.P. Boudreau thanked the Chair and Academic Council for consideration of the motions.

## **10. Adjournment**

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Diane R. Schulman, Ph.D.  
Secretary of Academic Council

DATE: February 8, 2005

TO: Diane Schulman, Director,  
Office of the Provost and Vice-President Academic

FROM: Judy Rogers, Director  
Midwifery Education Program

RE: Professionally Related Electives for Full-Time Midwifery Program

It would be most appreciated if you would include the following course list for the information of Academic Council. We are requesting approval of the following courses as electives in the First and Second Semesters of the Full-Time Program and in Level 1 of the Part-Time Program in Midwifery.

This category has been previously approved as PROFESSIONALLY-RELATED ELECTIVE GROUP B, and has heretofore included any course with the approval of the Program Director.

With the introduction of the Student Administration System, we have been asked to identify some courses which would be approved for students in the Midwifery Program. In addition, the option will remain for students to seek approval of the Program Director for other courses.

The following courses have been identified and have received the approval of the respective Program Chairs for inclusion in the Midwifery Program:

#### **MIDWIFERY (MIDF) FIRST AND SECOND SEMESTER**

#### **PROFESSIONALLY RELATED ELECTIVES GROUP B**

ENH 122	Environmental Health: Introduction to Epidemiology
FNN 111	Food and Nutrition: Nutrition for Nursing Practice
INT 909	Interdisciplinary Studies: Participatory Development Communication
SOC 104	Sociology: Understanding Society

Or any course approved by the Program Director.



**Report of the Composition and By-Laws Committee**  
**#W2005-2**  
**March 1, 2005**

The Committee reviewed the By-Laws of the Department of Chemistry and Biology, and the Department of Aerospace Engineering, and determined that they are in compliance with Policy #45, *Constitutional Provisions for Department/School Councils*. The Committee therefore makes the following motions:

**Motion #1: That Academic Council approve Department of Chemistry and Biology, Departmental Council By-Laws.**

**Motion #2: That Academic Council approve Department of Aerospace Engineering Departmental Council By-Laws.**

Respectfully submitted,

Claude Lajeunesse, Chair (for the Committee)  
Michael Anecchini  
Michelle Dionne  
Carlyle Farrell  
Ali Lohi  
Dan Mahoney  
Bernie Murray  
Fil Salustri  
Diane Schulman (non-voting)  
Tara Spencer

DEPARTMENT OF CHEMISTRY AND BIOLOGY

**FACULTY OF ENGINEERING AND APPLIED SCIENCE**

BY-LAWS OF DEPARTMENTAL COUNCIL

*Revised: April 2004*

**TABLE OF CONTENTS**

DEFINITIONS ..... II

1. OBJECTIVE .....3

2. STRUCTURE .....3

    a. Membership .....3

    b. Standing Committees .....3

    c. Ad-Hoc Committees .....6

    d. Terms of Office .....6

    e. Duties of Office .....7

3. MEETINGS .....9

    a. Attendance at Committee Meetings .....9

    b. Input to Committees .....9

    c. Meetings of Departmental Council and Standing Committees .....9

    d. Notice of Meetings ..... 10

    e. Quorum ..... 10

4. PROCEDURES ..... 10

    a. Procedure for Nomination to Council Office or Standing Committee Positions 10

    b. Elections ..... 11

    c. Proxy ..... 11

    d. Vacancies..... 12

5. POLICY RECOMMENDATIONS ..... 12

    a. Authority ..... 12

    b. Decisions of Council..... 12

    c. Recommendations of Committees ..... 12

6. AMENDMENTS TO BY-LAWS ..... 13

APPENDIX I: Academic Council Policy 45.....13

APPENDIX II: The Rules of Order.....16

## *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

## 1. *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.
- 

## 2. *STRUCTURE*

### *a. Membership*

The membership of Department Council shall comprise:

- i) all faculty, including the Departmental Chair, of the Department of Chemistry and Biology,
- ii) one sessional or part-time instructor, elected by and from the sessional and part-time instructors of the Department,
- iii) 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,
- iv) two graduate students, elected by and from the graduate students,
- v) a maximum of two alumni elected by the alumni, and
- vi) one technologist elected by and from the technologists.

### *b. 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:

#### **i) 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,

**ii) 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.

### **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, 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.

### **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 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.

v) **Executive Committee**

Function:

- to review the by-laws, and to bring any suggestions for changes to Council.

Membership:

- The Chair, Vice-Chair, and Secretary of Council

c. *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.

d. *Terms of Office*

i) **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.



**ii) 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.

**iii) 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.

**iv) Student and Alumni Members of Council**

Undergraduate and graduate student and alumni 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**

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,
- 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.

## **ii) 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.

## **iii) 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.

## **iv) 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.
- 

### 3. *Meetings*

#### *a. 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.**

#### *b. 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.**

#### *c. Meetings of Departmental Council and Standing Committees*

##### **i) 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.

## **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 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 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.

### ***d. 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.

### ***e. 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.

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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 Departmental Assistant, will ensure that the elections are conducted by the appropriate constituencies with adequate advance notice and in a democratic way.

**i) 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.

**ii) Officers of Council**

- The Chair and Secretary of Council shall be drawn from faculty members of Council. The Vice-Chair of Council shall be drawn from 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.

**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 secretary must be faculty or staff members of Council.

**c. 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.

**d. 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:

**i) 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.

**ii) 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.

---

**5. Policy recommendations**

**a. Authority**

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

**b. 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.

**c. Recommendations of Committees**

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

6. *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.

**By-laws of the  
Department of Aerospace  
Department Council**

**Revised February 4, 2005**



## 1. Definitions

The following definitions will be used within these Bylaws unless otherwise stated.

- 1.1. The word *Department* means the Department of Aerospace Engineering.
- 1.2. The word *Faculty* (where capitalized) means the Faculty of Engineering and Applied Science.
- 1.3. The word *Council* means the Department Council of the Department of Aerospace Engineering.
- 1.4. The word *Bylaws* means the bylaws of the Council.
- 1.5. The word *Dean* means the Dean of Engineering and Applied Science.
- 1.6. The word *program* means the undergraduate degree program offered by the Department of Aerospace Engineering.
- 1.7. The word *faculty* (where not capitalized) means departmental teaching personnel (RFA Members).
- 1.8. The word *undergraduate* means any full-time student enrolled in the Ryerson Aerospace undergraduate program with “clear” academic standing.
- 1.9. The word *graduate* means any student enrolled in the Ryerson School of Graduate Studies that are currently supervised by Aerospace faculty or are registered in a Ryerson Aerospace graduate program with “clear” academic standing.
- 1.10. The word *students* means the collective of undergraduate students and graduate students.
- 1.11. The phrase *engineering support staff* refers to all departmental Technical Officers.
- 1.12. The phrase *administration support staff* refers to all departmental Administrative Assistants and Departmental Assistants.
- 1.13. The word *member(s)* means member(s) of the Department of Aerospace Engineering Department Council.
- 1.14. The word *group* means the collective of students or faculty comprised of at least one member.

## 2. Objective

The purpose and objectives of the Council are:

- 2.1 To develop and recommend academic policies relevant to the Department.
- 2.2 To promote an effective teaching, research and learning environment within the Department.
- 2.3 To represent the interests of Council members and the Department.
- 2.4 To work with the administration and other groups within the University around areas of common concern.

## 3. Structure

### 3.1 Membership

The membership of the Council shall be composed of the following voting members:

- 3.1.1 The Chair of the Department.
- 3.1.2 The Associate Chair(s) of the Department.
- 3.1.3 All full-time faculty members of the Department.
- 3.1.4 A number of elected full-time students to the ratio of not less than one-third, and not more than one-half of the total faculty members on the

Council. There shall be at least one undergraduate student and one graduate student member. The ratio of undergraduate to graduate student members shall be no less than three to one.

3.1.5 One representative of the engineering support staff, elected by and from the engineering support staff.

### 3.2 Additional Membership

The Council shall include the following non-voting members:

3.2.1 One sessional or part-time instructor, elected by and from the sessional and part-time instructors of the Department, if any.

3.2.2 One representative of the administration support staff, elected by and from the administration support staff.

## 4. Executive Committee

### 4.1 Structure

For the purpose of facilitating the business of the Council there shall be an Executive Committee composed as follows:

4.1.1 An elected Chair.

4.1.2. An elected Deputy Chair.

4.1.3. An elected Secretary.

### 4.2 Duties of the Executive Committee

The duties of the Executive Committee are as follows:

4.2.1 To arrange and operate meetings of the Council.

4.2.2 To organize ballots when necessary.

4.2.3 To ensure that all functions of the Council, including the operation of sub-committees, are carried out within the bylaws of the Council.

4.2.4 The Secretary will circulate the minutes of Council meetings to all members.

## 5. Sub-Committees

### 5.1 Objective

The Council shall form sub-committees for the purpose of investigating academic issues, developing policy and/or curricula, and recommending motions to be considered by the Council.

### 5.2 Structure

The membership of a sub-committee shall normally be elected by the Council. At the first meeting of the sub-committee, the members shall elect a Chair. Composition of the sub-committees shall reflect the membership proportion of faculty and students within the whole Council, save where in cases there may be a conflict of interest. In such cases, the input of the excluded group must be obtained either by survey and/or by solicited written proposal.

### 5.3 Duties of Sub-Committees

Recommendations made by sub-committees must be prepared in a written

report to be distributed to all Council members. These reports must address all obligations of the sub-committee. If a sub-committee report is to be included in a Council meeting agenda, this report will normally be circulated two working weeks prior to the Council meeting.

#### 5.4 Meetings of Sub-Committees

Meetings of sub-committees shall be announced and be open to all Council members of the Department. Non-members of the sub-committee may enter discussions, but only sub-committee members have voting rights.

#### 5.5 Input to Sub-Committees

In addition to any matter that a sub-committee decides to review or is requested to review by Council, any member of Council may request that a sub-committee review other proposals. These proposals are to be submitted in writing and shall be signed by the Council member.

#### 5.6 Operational Considerations

All sub-committees are required to liaise with the faculty, engineering support staff, Department Associate Chair(s), Department Chair, and if necessary the Dean, to ensure that all operational considerations including but not limited to cost, infrastructure and accreditation are addressed prior to making recommendations to the Council.

#### 5.7 Undergraduate Curriculum Committee

As a minimum requirement, the Council shall form an Undergraduate Curriculum Committee. The membership of this sub-committee shall consist of all faculty members of the Council.

The responsibilities of this sub-committee are:

5.7.1 To make recommendations to the Council regarding curriculum issues and planning to meet the academic needs of the Department.

5.7.2 To liaise with departments receiving service courses from the Department, and to make recommendations to the Council regarding these courses.

5.7.3 To obtain the input of the student members through survey and/or solicited written proposal(s).

### **6. Meetings of Department Council**

The Council shall meet at least twice per year, normally once in the Fall semester and once in the Winter semester.

#### 6.1 Additional Meetings

Additional meetings of the council may be held upon the resolution of the Council, or by the Chair of the Council under the following circumstances:

6.1.1 upon receiving a petition signed by a group of members no less than 10% of the whole Council, specifying the items to be added to the agenda of the requested meeting, or

6.1.2 upon receiving a request for a Council meeting from the Department

Chair, or

6.1.3 upon receiving a request from a majority of the members of a sub-committee, where the items to be added to the agenda of the requested meeting must fall within the jurisdiction of the sub-committee.

## 6.2 Notice of Meetings

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

## 6.3 Voting and Notice of Motions

When voting on any issue, a secret ballot may be invoked at the request of any Council member. With the exception of votes taken to amend the Bylaws (see Section 13), a simple majority is required for a motion to pass.

No motion may be voted on unless notice of the motion has been circulated to all members of Council at least three working days prior to the meeting.

## 6.4 Rules of Order

The general procedural guidelines for Council meetings will be Robert's Rules of Order.

## 7. Quorum

The quorum for a meeting of the Council, the Executive Committee and any sub-committee shall be 50% of the total membership of the particular group.

## 8. Alternate Members

### 8.1 Council Meetings

Any student member of the Council unable to attend a Council meeting may arrange an alternate to attend in his/her stead. The alternate shall have full membership rights during that particular meeting.

Notice of the substitution of an alternate shall be given before the Council meeting by the member involved to any member of the Executive Committee by providing the name of the alternate.

### 8.2 Sub-Committees

Any member of a sub-committee unable to attend a sub-committee meeting may arrange for an alternate to attend in his/her stead. This alternate shall have full voting rights within the sub-committee during that particular meeting. The student to faculty membership ratio shall be maintained when an alternate is standing in for a sub-committee member.

## 9. Elections

### 9.1 Student Elections

Elections of student members to the Council shall be held each year before the 30th of September. For the undergraduate student members, the course unions will be responsible for electing student representatives. The Chair of the

Department Council shall arrange for the graduate students to elect members, until such time as a graduate student union (or equivalent group) is formed.

#### 9.2 Executive Committee Elections

The Executive Committee shall be elected from the members of the Council. Elections of the Executive Committee shall be held at a Council meeting held with two working weeks of the student elections.

### **10. Terms of Office**

#### 10.1 Executive Committee

10.1.1 Non-student members shall be elected for a 2-year term.

10.1.2 Student members shall be elected for a 1-year term.

10.1.3 The Chair shall be elected for a maximum 2-year term.

10.1.4 The Deputy Chair shall be elected for a maximum 2-year term.

10.1.5 The Secretary shall be elected for a maximum 2-year term.

10.1.6 A member may hold the same executive committee position an indefinite number of terms.

#### 10.2 Standing and Ad Hoc Sub-Committees

10.2.1 Non-student members shall be elected for a 2-year term.

10.2.2 Student members shall be elected for a 1-year term.

### **11. Vacancies**

#### 11.1 Executive Committee

Vacancies in the Executive Committee shall be filled by election at the meeting of the Council.

#### 11.2 Sub-Committees

A vacancy in the membership of a sub-committee shall be filled by the Chair of the sub-committee by appointing a replacement. The appointment must preserve the student to faculty membership ratio of the sub-committee.

A vacancy in the chair of a sub-committee will be filled by the Executive Committee of the Council by appointing a replacement member. The sub-committee shall then elect a chair for the sub-committee.

### **12. Appointments**

In the event that no nominations are forthcoming for any elective office, vacancies shall be filled by appointments made by the Executive Committee.

### **13. Changes in Bylaws**

The Council may amend these Bylaws provided that written notice is given to each member of the Council at least one working week before the meeting at which the amendment is to be considered. Amendments require a two-thirds majority vote to pass. In addition, the quorum required to change the Bylaws shall be two-thirds of the total membership of the Council. Changes in the Bylaws shall not come into force until ratified by the Academic Council.

### **14. Ratification**

These Bylaws shall come into force when they are ratified by Academic Council.

## **15. Authority**

The Council may initiate policy recommendations on any academic matter relevant to the Department.

15.1 If such policies have significance and affect only the Department, approval by the Council, and by the Chair and Dean, will provide authority for action. Such action will be reported by the Dean to the Academic Council for its information.

15.2 If such policies have extra-departmental ramifications, they shall be transmitted to the Dean of the Faculty for discussion with the committee of Chairs. If there are no ramifications beyond the Faculty, 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 recommendations shall be brought to the Academic Council for action.

15.3 In the event of a disagreement between the Department Council and the Dean, or between the Department Council and the Department 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 upon the academic policy of the University as a whole, the matter shall be reported to the Academic Council upon its resolution.

**16.** These Bylaws were ratified by the Department Council on January 26th, 2004.

# ***REPORT OF THE ACADEMIC STANDARDS COMMITTEE***

## **Report #W2005 – 1; March 1, 2005**

In this report Academic Standards Committee brings to Council its recommendations on several items. The report has been divided into two sections:

- **Section A** presents the proposed changes to transfer credit allowance for *Occupational and Public Health* 2-year degree options for university graduates.
- **Section B** presents the committee's evaluation and recommendation on proposals by the School of Continuing Education:
  - Revision to *Certificate in Information Systems Management*,
  - New certificate programs in:
    - a) *Residential Care for Children and Youth*,
    - b) *Physical Activity: Assessment and Promotion*,
    - c) *Database Technology*,
    - d) *Information Systems Development*,
    - e) *Database and Knowledge Management*.

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

## ***SECTION A***

### **A.1 Transfer Credit Allowance for Occupational and Public Health Two-Year Degree Options for University Graduates.**

The Public Health and Safety Option (ENVG) and the Occupational and Public Health Option (ENVS) for university graduates are two-year programs offered by the *School of Occupational and Public Health*. These options are open to applicants who hold a bachelor's degree or higher from an accredited university. Successful candidates may currently apply for up to four one-term transfer credits based on their previous university studies. This practice represents a deviation from Ryerson's advanced standing policy by allowing transfer credits for the courses which were used as a basis of admission.

This exception to the normal university policy was based upon the heavy course load faced by program students. Within a two year period, ENVG/S students complete 29 one-term courses, while students in four-year programs in Occupational and Public Health complete a total of 45 one-term courses over a four year time period. The 29 courses in the two-year options consist solely of the professional or "core" courses of the four-year degree. Only students with academic backgrounds which contain some overlap with the "core" courses of the Ryerson program are eligible for the four transfer credits. Students coming from a strictly Arts or General Science background would rarely have more than two or three qualifying courses for transfer credit. Until recently, four transfer credits have been sufficient, but the

nature of applicants has changed, and many have backgrounds which include areas of study included in the ENVG/S programs.

In its proposal the *School of Occupational and Public Health* has requested that students in the ENVG/S options be allowed to apply for and receive up to seven transfer credits based on their previous undergraduate studies. If, in the future, the *School* changes the number of courses in the program, then the maximum number of transfer credits for courses which were used as a basis for admission will also change so that the minimum number of courses required for graduation is the same as that required in the four-year program (ENVH and ENVO).

## **ASC Evaluation**

In its evaluation of the proposal, ASC recognized the heavy workload faced by the students registered in the ENVG/S options. Application and admission data provided by the *School* illustrated the changing nature of candidates for the ENVG/S options. Indeed, the *School* has been admitting an increasing number of students with either professional science degrees, such as medicine, engineering, veterinary sciences, dentistry, community or public health, and/or at an advanced level such as a Masters degree or higher. These students currently request and receive transfer credits for a maximum of four courses, and are therefore left with no choice but to repeat some course material, such as epidemiology, toxicology, or biostatistics, which may have been thoroughly covered in their previous studies.

Consequently, ASC agrees with the rationale of the proposed changes and is of the view that the proposed increase to transfer credit allowance will better recognize strongly related prior learning and will establish equity between the two- and four-year programs.

## **Recommendation**

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

*That Academic Council approve the revised transfer credit allowance for Occupational and Public Health two-year degree options for university graduates.*

## **SECTION B**

### **B.1 Certificate in Information Systems Management – Revision**

The *Certificate in Information Systems Management* provides an introduction to information technology management (ITM). The proposed revisions seek to create a more streamlined, focused and flexible program structure. The revised certificate includes all the required ITM courses from the first two years of the four-year ITM program and one or more courses from four of the ITM options. This structure introduces students to the fundamentals of ITM and allows sampling of ITM options.



## Revised Curriculum

The revised *Certificate in Information Systems Management* requires the successful completion of six one-term courses.

### Required Courses:

CITM 100 Business and Information Systems  
CITM 305 Systems Analysis and Design  
CITM 505 Managing Information Systems and Telecommunications

### Elective Courses:

Select three courses:

CITM 200 Introduction to Application Development  
CITM 310 Introduction to Network Technology  
CITM 320 Database Applications  
CITM 330 ERP and Enterprise Solutions  
CITM 400 Telecommunications Technologies and Applications  
CITM 405 Internet Applications Development

## Recommendation

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

*That Academic Council approve the revisions to the Certificate in Information Systems Management.*

## B.2 Certificate in Residential Care for Children and Youth

The new *Certificate in Residential Care for Children and Youth* is designed to provide a conceptual base to front-line care workers in residential facilities for children and youth. Through study and reflective practice, students will build an understanding of the legal, ethical and performance dimensions of the role of a residential care worker. Graduates of this certificate program will be able to:

- Articulate the role of a residential care worker for children and youth and its relationship to those in their care,
- Access and monitor individuals, residential care facilities, communities and legislation in order to ensure a professional delivery of care,
- Provide an effective therapeutic and supportive program for children, adolescents and their families.

## **Curriculum**

The *Certificate in Residential Care for Children and Youth* requires the successful completion of six one-term required courses.

- CVCY 101 Communications in Residential Care
- CVCY 102 Human Growth and Development
- CVCY 103 Principles of Group Care
- CVCY 104 Residential Care Techniques
- CVCY 105 Health, Ethics and Professionalism
- CVCY 200 Reflective Practice Seminar

The mode of delivery will include classroom instruction, distance delivery and blended classroom instruction/distance delivery.

## **Admission Requirements**

OSSD with six OAC credits or Grade 12 U/M credits, or equivalent, or mature student status. Registrants must be employed in regulated residential care setting, or have permission of the Academic Coordinator.

## **Recommendation**

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

*That Academic Council approve the Certificate in Residential Care for Children and Youth.*

## **B.3 Certificate in Physical Activity: Assessment and Promotion**

The new *Certificate in Physical Activity: Assessment and Promotion* is designed to provide dietetic and nutrition practitioners with a unique interdisciplinary perspective on human movement. This program offers knowledge and tools necessary to approach physical activity using the population health framework. Dietetic practitioners will gain knowledge of the physiological manifestations of physical activity as well as appreciation of the social and environmental context in which individuals experience physical activity.

The focus of the certificate will be the examination of physical activity by exploring a range of topics including exercise physiology, physical assessment, social aspects of health and activity, exercise intervention in chronic disease and body weight management, healthy development and aging, as well as methods for identification and creation of active environments.

## **Curriculum**

The proposed *Certificate in Physical Activity: Assessment and Promotion* requires the successful completion of eight one-term courses.

## **Required Courses:**

- CFNA 300 Nutrition and Physical Activity
- CPLN 303 Exercise Science and Physiology
- CVPA 100 Current Issues in Health, Physical Activity and Fitness
- CVPA 101 Social Psychology and Behavioural Aspects of Physical Activity
- CVPA 201 Lifestyle and Fitness Assessment
- CVPA 202 Determinants of Population Activity: Environment and Community Planning
- CVPA 301 Exercise Intervention in Chronic Disease and Body Weight Management

## **Elective Courses:**

Select one course:

- CVPA 303 Recreational and Fitness Planning and Evaluation
- CVPA 304 Advanced Exercise Physiology: Implication for Sports Nutrition
- CVPA 305 Aging, Biologic Function and Physical Activity

## **Admission Requirements**

This is an advanced certificate program. To enrol in the certificate or to register in any of the individual courses in the certificate program, students are required to hold a Bachelor's degree in Nutrition and Food or equivalent, or to have a clear standing in an upper year of such a degree program. An interview might be required.

## **Recommendation**

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

*That Academic Council approve the Certificate in Physical Activity: Assessment and Promotion.*

## **B.4 Certificate in Database Technology**

The new *Certificate in Database Technology* is designed for individuals who wish to acquire theoretical and practical knowledge in database planning, design and implementation, client/server applications and database management and support in a networked environment.

Students in this certificate program will study the relative advantages of various database types and thus be able to plan, design and implement appropriate databases for a wide variety of applications. Courses are designed to familiarize students with database security, multi-user and multi-vendor database design in a client/server environment, database system support and management.

## Curriculum

The *Certificate in Database Technology* requires the successful completion of seven one-term courses.

### Required Courses:

CCPS 305 Data Structures  
CCPS 510 Database Systems I  
CCPS 610 Database Systems II  
CITM 305 Systems Analysis and Design  
CKCS xxx Database Administration and Security

### Elective Courses:

Select two courses:

CKCS xxx Data Warehousing and Data Mining  
CKCS xxx Object-Oriented Database Management Systems  
CKCS xxx Designing XML Databases

## Admission Requirements

OSSD with six OAC credits or Grade 12 U/M credits, or equivalent, or mature student status. Admission requirements for this certificate program also include the completion of CCPS 109 Computer Science I and CCPS 209 Computer Science II or proof of mastery of the topics covered in CCPS 109 and CCPS 209.

## Recommendation

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

*That Academic Council approve the Certificate in Database Technology.*

## B.5 Certificate in Information Systems Development

The new *Certificate in Information Systems Development* is a result of the restructuring of the ITM curriculum which was approved during the 2003/2004 academic year. At that time the curriculum restructuring proposal stated the *School's* objectives to undertake a review of certificate courses and to determine the appropriate certificate programs in view of the new streams and course offerings in the revised ITM curriculum.

This certificate closely mirrors the Applications Development option in the ITM program. Graduates from this certificate program will:

- Have in-depth experience with a range of software languages and applications,
- Be able to develop applications to solve business problems,
- Translate user requirements into functioning applications,
- Troubleshoot and solve problems in IT applications.

This certificate will likely be of interest to students who are already in the field of IT and who wish to gain additional knowledge in information systems development. However, the program structure does not preclude those with no IT background but are interested in this field. The program will also provide a solid grounding for those who wish to pursue professional certification.

## **Curriculum**

The *Certificate in Information Systems Development* requires the successful completion of eight one-term courses.

### **Required Courses:**

CITM 200 Introduction to Application Development  
 CITM 305 Systems Analysis and Design  
 CITM 320 Database Applications  
 CITM 405 Internet Applications Development  
 CITM 406 Object Oriented Applications Development  
 CITM 500 Database Analysis and Design

### **Elective Courses:**

Select two courses:

CITM 300 Intermediate Applications Development  
 CITM 420 Information Systems Security and Control  
 CITM 430 Object Oriented Analysis and Design  
 CITM 510 Advanced Applications Development  
 CITM 525 Advanced Internet Applications Development  
 CITM 605 Client Server Applications Development

## **Admission Requirements**

OSSD with six OAC credits or Grade 12 U/M credits, or equivalent, or mature student status.

## Recommendation

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

*That Academic Council approve the Certificate in Information Systems Development.*

## B.6 Certificate in Database and Knowledge Management

The *Certificate in Database and Knowledge Management* is also a result of the recent restructuring of the ITM curriculum. This new certificate closely mirrors the Knowledge and Database Management option in the ITM program.

Database and knowledge management is a core requirement and a high demand area for companies applying IT solutions in their organizations. This certificate will be of interest to students who are already in the field of IT and who wish to gain additional knowledge in the area of database and knowledge management. The certificate will also provide a solid grounding to those wishing to pursue professional certification in database administration offered by various database vendors. Graduates from this certificate program will be:

- Qualified to promote the importance of database and knowledge management,
- Able to identify opportunities for utilizing data and knowledge,
- Competent to deploy skills relating to the capture, sharing, transmission and reuse of data and knowledge,
- Skilled in the analysis, design, implementation and operation of relational databases, data warehouses and data mining.

## Curriculum

The *Certificate in Database and Knowledge Management* requires the successful completion of eight one-term courses.

### Required Courses:

CITM 305	Systems Analysis and Design
CITM 500	Database Analysis and Design
CITM 610	Database Administration
CITM 612	Knowledge Management
CITM 613	Information Architecture Theory
CITM 729	Data Warehouse and Mining Methods

## **Elective Courses:**

Select two courses:

- CITM 410 Business Process Design
- CITM 420 Information Systems Security and Control
- CITM 701 Advanced Topics in Database Management
- CITM 722 Content Management
- CITM 728 Knowledge Management Technologies
- CITM 730 Managing Customer Relationships with IT

## **Admission Requirements**

OSSD with six OAC credits or Grade 12 U/M credits, or equivalent, or mature student status.

## **Recommendation**

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

*That Academic Council approve the Certificate in Database and Knowledge Management.*

Respectfully submitted by

Errol Aspevig,  
for the 2004/2005 Academic Standards Committee

- |  |   |
|--|---|
| K. Alwick (Registrar)                    | J. Paisley (Food and Nutrition)                         |
| Z. Fawaz (FEAS)                          | K. Penny (Hospitality and Tourism Management)           |
| D. Glynn (Continuing Education)          | D. Phelan (Library)                                     |
| R. Keeble (Urban and Regional Planning)  | D. Schulman (Secretary of Academic Council; ex-officio) |
| C. Livett (student, Geographic Analysis) | D. Smith (FCAD)   |
| L. McCarthy (Chemistry and Biology)      | R. Stagg (History)                                      |
| A. Mitchell (Interior Design)            | D. Sydor (Business Management)                          |
| H. Moreau (student, Business Management) | M. Zeytinoglu (Electrical and Computer Engineering)     |
| B. Murray (Philosophy)                   |   |

**Policy #112 – Revision of Policy - “*Approval Process for New Undergraduate Programs*”**

The revisions to Policy #112 are made in the context of guideline changes recommended by the Undergraduate Program Review Audit Committee (UPRAC). All Ontario universities are updating their policies on both new program approvals and periodic program reviews. Policy #112 deals with the approval of new programs.

In the next Academic Council meeting, revisions to the Periodic Program Review policy will be brought forward.



RYERSON UNIVERSITY  
POLICY OF ACADEMIC COUNCIL

**APPROVAL PROCESS FOR NEW UNDERGRADUATE PROGRAMS**

Policy Number:	112
Previous Approval Dates:	May 9, 2000 February 7, 1995 (original policy)
Reformatted on:	October 1, 2002
Current Policy Approval Date:	March 1, 2005
Policy Review Date:	<i>May, 2008 (or sooner at the request of the Provost and Vice President Academic or Academic Council)</i>
Responsible Committee or Office:	Provost and Vice President Academic

**POLICY STATEMENT**

Before a proposal for a new undergraduate degree program is forwarded to Academic Council for approval, it will have passed through a rigorous development and review process that includes an assessment as set out in the associated procedures.

**ASSOCIATED PROCEDURES**

The stages of the developmental and approval process are:

**1. GENERATION OF A PRELIMINARY PROPOSAL**

**1.1 Initiation of the Process**

Preliminary proposals for new degree programs will be developed by faculty groups ("originating units") that are comprised of faculty from a single school or department, from several schools and/or departments within a Faculty, from schools and departments from different Faculties, or from collaborative structures involving other post-secondary institutions.

**1.2 Authorization to Proceed**

The authorization of the Provost and Vice President Academic<sup>3</sup> is required before a full program proposal is developed. The first step in obtaining this authorization is a *Letter of Intent (LOI)* to be prepared by the originating unit. When the unit has received approval from the relevant Dean(s), the LOI will be transmitted to the Provost. This letter will include:

- a) a brief statement of the consistency of the program with Ryerson's mission and academic plan, the Faculty plan and the Department/School plan;
- b) a brief description of the proposed program including its purpose, anticipated student

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<sup>3</sup> Hereinafter referred to as Provost.

- c) clientele, and curriculum;
- c) a preliminary statement of existing and/or emerging societal need and the basis on which this has been determined;
- d) a preliminary projection of faculty and other resource requirements;
- e) the proposed schedule for program implementation; and
- f) an executive summary.

The executive summary will be circulated by the Provost and, along with the complete LOI, will be available for inspection by any interested member of the Ryerson community. A period of one month is set aside for comment on the proposal.

The Provost will respond to the letter of intent as soon as possible after the expiry of the one-month community response period, either authorizing or not authorizing the development of a formal proposal. If the development of a proposal is authorized, an academic unit will be formally designated to assume responsibility for it and a Dean will be designated to provide primary administrative support and leadership. The designated academic unit may correspond to an existing school/department or be newly created for the purpose of developing a formal proposal. In the case of inter-Faculty proposals the Provost shall decide which Dean shall be given primary responsibility.

Authorization to proceed signifies that the University supports the development of a formal program proposal, but it does not commit the University or the Faculty to final endorsement.

## **2. DEVELOPMENT OF THE FORMAL PROPOSAL**

### **2.1 The New Program Advisory Committee**

Once authorization to proceed has been given, a New Program Advisory Committee<sup>4</sup> will be constituted. This Committee will consist of at least 5 members. The designated academic unit will provide the relevant Dean(s) with a list of suggested members and brief biographical sketches. The suggested members may be drawn, as appropriate, from business, industry, labour, agencies, government, and other universities.

As the proposal is developed, the role of the committee is to provide advice on:

- a) program objectives;
- b) proposed courses and curriculum structure;
- c) equipment and other required support (where relevant);
- d) likely employment patterns for graduates; and
- e) any other aspects of the proposed program related to its objectives, structure, and societal relevance.

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<sup>4</sup> If the program is ultimately approved, the initial membership of the Program Advisory Council (See Academic Council Policy 158: *Program Advisory Councils*) will include members from the New Program Advisory Committee.

In general, the committee's advice will be sought periodically during the development of the proposal. Its working relationship with the designated academic unit should be iterative.

## **2.2. Proposal Content**

A proposal must include:

### **2.2.1 Basic information**

- a) Name of the program and the proposed degree designation, identification of the designated academic unit, and the names of the principal faculty members involved in its development.
- b) Statement of the program goals, clearly identifying the rationale for offering this new program as it relates to societal need, Ryerson's mission and academic plan and the academic plans of the Faculty and the Department/School.
- c) Overview of the curriculum, major disciplines/options of the program, and mode of delivery.
- d) Discussion of the overlap between, and/or integration of, the program with other existing or planned programs at Ryerson.
- e) Copy of the Provost's authorization to proceed and a summary of major departures from the Letter of Intent.
- f) List of names, positions, and affiliations of the members of the New Program Advisory Committee.

### **2.2.2 Program details**

- a) Clearly defined program learning objectives as they relate to program goals.
- b) An explanation of the appropriateness of the mode of delivery to meeting the program learning objectives.
- c) A presentation of the curriculum of the program, in both a clear tabular format and as it would be entered in the calendar, specifying the courses, their modes of delivery and scheduled hours per week, for each term of the program.
- d) Discussion of the appropriateness of the program's structure and curriculum for its learning objectives.
- e) An analysis of the program's curriculum content in terms of professional licensing/ accreditation requirements, if relevant.
- f) Report by the University Library on existing and proposed collections and services to support the program goals and learning objectives.
- g) A statement of the methods, and appropriateness of these methods, for evaluation of student progress.
- h) Statement of admission requirements and how these prepare students to meet the learning objectives of the program.

- i) Comparison of admission requirements with those of comparable programs at other universities.
- j) Promotion and graduation requirements, if variant from Ryerson's Policy on Grading, Promotion, and Academic Standing.

**2.2.3 Appendices** - The following information, relevant to the above, should be included as appendices to the proposal.

- a) Calendar-type course descriptions of each of the proposed courses.
- b) A synopsis of each professional and required professionally-related course, identifying the major topics of study, potential text(s), methods of evaluation and related computer, laboratory, or studio experience.
- c) Curriculum Vitae of the faculty members who will be involved in the development/delivery of the proposed program. These should be in standard format for the discipline and demonstrate the faculty members' expertise in the area of the proposed program.

**2.2.4 Institutional appropriateness, societal need, and student demand**

- a) Assessment of institutional appropriateness. This assessment should refer to the university's mission and to relevant areas of strength within the university and the designated academic unit. These would include teaching, SRC activity, and others as appropriate.
- b) Description of the existing and/or emerging societal need(s) that will be met by the program's graduates, and any relevant trends in the anticipated societal need.
- c) Indication of any innovative and distinctive aspects of the proposed program, and a comparison with the most similar programs in Ontario. If there are significant similarities between the proposed program and existing programs, a case for duplication should be made.
- d) Evidence of student demand for the program, through application statistics for related programs in Ontario or elsewhere and other research as may be appropriate.
- e) Evidence that the graduates of the program are and will be needed in the public, voluntary, and/or private sector. The evidence required would include:
  - i. letters from potential employers of graduates who have seen the curriculum and commented upon the existing and emerging need for graduates within their organization and more broadly in their field of endeavour,
  - ii. where applicable, professional society and/or association comments about the need for graduates based on a review of the curriculum.

It may also include:

- iii. a formal survey of potential employers, statistics related to the number of Ontario

students leaving the province to study in the same field elsewhere in Canada or abroad, and the comments of relevant student groups.

- f) Examination of potential collaboration/cooperation with other Institutions offering similar or complementary programs, and the rationale for whether such joint arrangements may or may not be beneficial. The outcome of any consultations with other institutions offering similar programs regarding the possibility of cooperation, sharing of resources, facilities and faculty should be indicated.

#### **2.2.5 Data developed in consultation with the University Planning Office (UPO).**

- a) Projected enrolment levels for at least the first five years of the operation of the new program, leading to the intended steady-state enrolment levels and the year in which such steady-state will be reached.
- b) The facilities, specialized equipment, and other physical resources that will be required to offer the proposed program.
- c) Estimated number of faculty members (total and additional, in FTEs) and support staff that will be required to deliver the program at the steady-state conditions.
- d) Estimated annual operating and capital funds required to deliver the proposed program.
- e) Space, computing and library support that will be required.

A preliminary assessment of financial viability will be carried out as soon as possible after the required information is gathered. The proposal will not be submitted for Decanal approval prior to this preliminary assessment.

### **3. DEPARTMENTAL/SCHOOL COUNCIL(S), NEW PROGRAM ADVISORY COMMITTEE, AND DECANAL REVIEWS**

#### **3.1 Departmental/School Council(s)**

The formal program proposal will be presented to the relevant Departmental/School Council(s) for review and approval. Where such a Council does not exist the Dean shall establish an appropriate committee consisting of members of related department/school councils.

A record will be kept of the date(s) of the relevant Council meeting(s), along with any qualifications or limitations placed on approval by the Council(s). This information must be forwarded to the Dean.

#### **3.2 New Program Advisory Committee**

After the proposal has been approved by the School/Departmental Council(s) it will be forwarded to the New Program Advisory Committee for its review, and recommendations. A record will be kept of meeting dates, and members attending. This information will be forwarded to the Dean.

#### **3.3 Dean(s) of Faculty**

After the proposal has been approved by the Department/School(s) and reviewed by the New Program Advisory Committee it will be forwarded to the Dean(s) for approval. If approved, the

Dean will submit the proposal to a peer review team and to the Provost. Inter-Faculty programs will require the approval of the Deans of all involved Faculties.

#### **4. PEER REVIEW AND RESPONSE**

As soon as possible after a proposal has been approved by the Dean(s), it will undergo review by a peer review team as described below.

##### **4.1 The Mandate of the Peer Review Team**

The general mandate of the Peer Review Team (PRT) is to evaluate and report in writing on the academic quality of the proposed program and the capacity of the designated academic unit to deliver it in an appropriate manner. The report of the PRT will address:

- a) the currency, rigour, and coherence of the proposed curriculum;
- b) the appropriateness of the program's goals and learning objectives;
- c) the ability of the proposed curriculum to meet the program's goals and learning objectives;
- d) the adequacy of the proposed number of faculty;
- e) the academic expertise of the faculty in relation to the program's goals and objectives;
- f) the adequacy of proposed levels of support staff and infrastructure (e.g. space, facilities, technology, library) for the proposed program, within the unit and (to the extent relevant) the university; and
- g) any recommendations for improvement and/or modification to the program.

##### **4.2 Composition and Selection of the Peer Review Team**

**4.2.1** The PRT will consist of a minimum of three members as follows:

- a) two or more faculty from the discipline, field, or profession who are external to the University and at arm's length from the program school/department;
- b) one or more faculty from a closely related field or discipline within Ryerson;
- c) one additional representative of industry or the profession if requested, and upon approval of the Provost.

The number of external members will exceed the number of internal members.

**4.2.2** The peer review team will be appointed by the Dean in consultation with the Provost, based on written information provided by the originating unit. This information will include the names and brief biographies of six or more faculty external to Ryerson and of three or more faculty internal to Ryerson. No current or former member of the New Program Advisory Committee may be appointed to the PRT.

**4.2.3** The Dean will invite one of the external faculty members to Chair the team.

##### **4.3 Peer Review Procedures**

**4.3.1** A PRT site visit is required.

**4.3.2** The team will be provided with:

- a) the formal proposal and all documentation pertinent to its approval to this point;
- b) access to departmental administrators, staff, and faculty, administrators of service departments and librarians as appropriate; and
- c) any additional information that may be needed to support a thorough review.

**4.3.3** Immediately upon completion of the site visit, the PRT will hold a debriefing involving the Dean and/or the Provost and any others who may be invited.

**4.3.4** Within four weeks of the completion of the site visit, the PRT will submit its written report to the Dean and the Provost. The Dean will circulate this report to the designated academic unit.

#### **4.4 Response to the PRT Report**

Within four weeks of receipt of the PRT report, the designated academic unit will submit its response to the Dean. The response will take the form of a statement that identifies any corrections or clarifications, indicates how the PRT recommendations are being accommodated or, if they are not to be accommodated, reasons for this. Alternatively, if the PRT report is strongly favourable, the designated academic unit may respond by resubmitting its proposal incorporating any modifications. The designated academic unit may also withdraw its proposal at this stage.

If the formal proposal is revised following, or as a result of, the PRT review, the formal proposal originally approved by the department/school(s) must be attached as an appendix and the formal proposal must be resubmitted to the Dean(s).

If the Dean(s) believes that this revised proposal differs substantially from the appended formal proposal s/he is required to return it to the Department/School Council(s) for further endorsement before providing decanal endorsement.

The entire proposal, with revisions, including the PRT review and response and the Dean's approval, is submitted to the Provost.

#### **5. PROVOST AND ACADEMIC STANDARDS COMMITTEE REVIEW**

The Provost will review the proposal and either refer it back to the Dean for further consideration or submit it to the Academic Standards Committee of Academic Council (ASC) for review. The ASC will review the proposal for academic quality and societal need and make one of the following recommendations:

- a. That the program be approved, with or without qualification;
- b. That the program proposal be returned to the originating unit for further revision;
- c. That the program not be approved.

6. **ACADEMIC COUNCIL APPROVAL**

The Provost, as Chair of the Academic Standards Committee, will submit a report to Academic Council. Academic Council approval is the culmination of the internal academic approval process.<sup>5</sup>

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<sup>5</sup> The Provost is responsible for presentation of the program to the Board for approval of financial viability. Final implementation of the program is the responsibility of the Provost.



**Motion to Academic Council re: Benefactor Naming      March, 2005**

*Whereas* the Board of Governors of Ryerson University has established a policy governing “Benefactor Naming” of buildings, Centres, Academic Chairs, and academic units (Faculties, Schools and Departments), and such naming may be done in recognition of a financial donation to Ryerson; and

*Whereas* said policy gives no role in decisions about the appropriateness of a given name to either Academic Council or to faculty in academic units which are to be named; and

*Whereas* the naming of academic units (Faculties, Departments/Schools) carries with it the potential to affect the reputation, credibility, and even academic freedom (via potential conflicts with the desires of “funders”) of faculty in academic units if a benefactor’s name is associated with activities or values believed to be inconsistent with the research and/or teaching done in that academic unit; and

*Whereas* these effects are apt to be greater in the case of the naming of an academic unit than in the case of the naming of a building or an Academic Chair because the name of the unit is more closely associated with both the nature of the academic work done in the unit by faculty and because the name of the unit is typically mentioned in the title of the faculty position held; and

*Whereas* there have been instances of such naming at other universities giving rise to controversy where no adequate policy exists; and

*Whereas* some universities (e.g. University of British Columbia, Policy #124 “Naming”) have begun to develop policy to address such sensitive matters via the formation of joint Board of Governors/Senate (Academic Council) committees to ensure as far as possible that all aspects of these issues are duly considered, as well as that resulting policies have the support of all constituencies; and

*Whereas* Academic Council hereby acknowledges that these being, in part, financial matters, the Board of Governors has an important and legitimate policy interest in this area; therefore

*Be it resolved that* Academic Council hereby assert its legitimate academic policy interest in the matter of “Benefactor Naming” of academic units (Faculties, Schools and Departments); and

*Be it further resolved that* Academic Council communicate its assertion of interest to the Board of Governors by inviting the Board of Governors to participate in the formation of a joint Ad Hoc Committee (in accord with Council By-Law 3.8) to make policy recommendations to both the Board of Governors, by its June 2005 meeting, and Academic Council, by its May 2005 meeting, regarding the naming of academic units.

The Committee shall consist of three members named by each body, with at least two of those named by Academic Council being teaching faculty, plus the Vice-President Advancement (or his delegate) as a non-voting, ex officio member.

Moved by D Checkland; seconded by NM Lister.