

RYERSON UNIVERSITY

AGENDA (REVISED)*

ACADEMIC COUNCIL MEETING

Tuesday, April 5, 2005

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.

- Pages 1-2
- 1. President's Report**
 - 1.1 Ryerson Achievement Report
 - 1.2 Honorary Doctorates – Spring 2005
 - 1.3 Presentation to Ryerson Research Chairs
 - 1.4 Progress Indicators – Paul Stenton
 - 2. Report of the Secretary of Academic Council (#W2005-3)**
 - 2.1 Removal of Policy #32: *“Procedures for Program and Course Curricular Revisions”*
 - Page 3 2.2 Results of The G. Raymond Chang School of Continuing Education Student Elections
 - 3. The Good of the University**
 - Pages 4-13 **4. Minutes:**
 - 4.1 Minutes of the March 1, 2005 Meeting
 - 5. Business arising from the Minutes**
 - Pages 14-15 **6. Correspondence**
 - 6.1 Letter to the Board of Governors
 - 6.2 Board of Governors’ Response (*distributed at the meeting*)*
 - Pages 16-20 **7. Reports of Actions and Recommendations of Department and Divisional Councils**
 - 7.1 From the School of Graduate Studies:
 - 7.1.1 **Motion:** *That Academic Council approve the submission of the proposal for a MSc. in Biomedical Physics to the Ontario Council for Graduate Studies for Standard Appraisal.*
 - Pages 21-23 7.1.2 Course additions in Communication and Culture, and Computer Networks.
 - Pages 24-32 7.2 From G. Raymond Chang School of Continuing Education:
Various course/certificate changes: Computer Science; Facility Management; Fashion Photography; Film Studies; Image Arts; Journalism; Magazine Publishing; and Mental Health Addictions.
 - 7.3 Course change form from Industrial Engineering: Clarification of Professional Elective Group (*distributed at the meeting*)*.

8. Reports of Committees

- Pages 33-53 8.1 Report #W2005-2 of the Composition and By-Laws Committee:
8.1.1 **Motion:** *That Academic Council approve Department of Computer Science Council By-Laws*
- Page 54 8.2 Report #W2005-1 of the Nominating Committee:
8.2.1 **Motion:** *That Academic Council approve the nomination as presented in the report of the Committee*
- Pages 55-62 8.3 Report #W2005-1 of the Academic Standards Committee
8.3.1 **Motion:** *That Academic Council approve the program in Medical Physics leading to the Bachelor of Science (Medical Physics).*

9. New Business

- Pages 63-65 9.1 **Motion #1:** *That Academic Council amend section 2.2 of Policy 46: Policy on Grading, Promotion, and Academic Standing (The AGPA Policy@)*
- Pages 66-71 9.2 **Motion #2:** *That Academic Council approve the revised Policy #126: Periodic Program Review of Undergraduate Programs*
- Pages 72-78 9.3 Current Policy #126.

10. Adjournment

RYERSON ACHIEVEMENT REPORT

For the April 2005 meeting of Academic Council

Arts and Contemporary Studies student **Tonika Morgan** has been named a 2005 Woman of Distinction by the YWCA for her work in the area of youth representation, cultural identity, women's rights, and homelessness.

Events

On March 1 President **Claude Lajeunesse** spoke at a recognition event for Ryerson's newest Canada Research Chairs: Dr. **Michael Kolios**, Dr. **Gideon Wolfaardt**, and Dr. **Irene Gammel**. In attendance was Dr. John ApSimon, executive director of the Canada Research Chairs program.

President Lajeunesse delivered welcoming remarks March 18 to the annual conference of the joint Graduate Program in Communication and Culture at Ryerson and York University. The conference, held at Ryerson, showcased the work of young scholars and highlighted the strengths of the program. The conference was entitled "Intersections 2005: Hybrid Entities" and had more than 30 presenters from Ryerson, York and other universities across Canada and the U.S.

On May 5, President Lajeunesse is being honoured as a Champion of Education at The Learning Partnership's annual tribute dinner. The dinner honours individuals from across the country who have made an outstanding contribution to education. In addition to Dr. Lajeunesse, The Learning Partnership is recognizing The Honourable Henry Jackman, former Lieutenant Governor of Ontario, and the (late) Honourable Dr. Lois E. Hole, Lieutenant Governor of Alberta.

The annual 24-hour Bug Push by Engineering students on March 2, to benefit Sick Children's Hospital, received a good deal of media attention and raised more than \$1,700 on-campus for the cause.

Former British Broadcasting Corporation journalist and author Michael Buerk delivered the School of Journalism's annual Atkinson Foundation lecture Feb. 28 on 'The Trivialization of the Media'. The event was covered by the *Toronto Star* and CBC Radio's *Here and Now*.

Radio and Television Arts students were given the opportunity to produce, direct, edit and do the play-by-play on a nationally televised hockey game, airing on the NHL Network, between Ryerson and Royal Military College in February.

The School of Social Work marked the 40th anniversary of its founding March 3 with a celebration and reception.

Board member **Lori-Ann Beausoleil** was the keynote speaker at the Tri-Mentoring Recognition Ceremony March 15, honouring participants in the Tri-Mentoring program.

Model bridges designed by Civil Engineering and Architectural Science students competed for top honours in the University's annual bridge-building competition in February. Made only of popsicle sticks, white glue and dental floss, the bridges were tested with increasing weight to the point of collapse. The top four teams advanced to the national competition in Montreal in March. Citytv covered the event and *Sing Tao Daily News* ran a story and photo.

Greg Inwood of the Department of Politics and Public Administration launched his book *Continentalizing Canada: The Politics and Legacy of the Macdonald Royal Commission*, (University of Toronto Press) in March.

In the Media

President Lajeunesse was quoted in a *Globe and Mail Report on Business* story March 1 on the new Faculty of Business building and the impact of the campus expansion. The President was also quoted in the Feb. 8 *Toronto Star* on the Rae Report.

The Washington Post and other U.S. newspapers reported on an article in the *Journal of Business Research* co-authored by **Richard Michon** of the School of Business Management. The researchers' study looked at how various scents influence consumers to buy, with citrus being the best.

An open letter to the Premier, signed by a number of Ryerson Board members, appeared in the March 10 *Globe and Mail*. The ad called for the Premier to reinvest in Ontario universities, as per the Rae Report's recommendations.

Catherine Frazee of the School of Disability Studies appeared on CBC Radio's *Sounds Like Canada* Feb. 16, as part of a panel discussing the controversy over assisted suicide.

Murray Pomerance was on TVO's *More to Life* program Feb. 24 discussing the public's fascination with celebrity. He was also quoted in a Canadian Press story about the public and media interest in Groundhog Day.

Eye weekly devoted more than a full page to a feature story on the Ryerson campus expansion in its March 10 issue.

Michael Jolly of Economics was quoted in the *Catholic Register* on the economics of illegal workers.

Jennifer Brayton of Sociology appeared on the *Foodchain* program on the Country Canada network March 10 discussing the cultural importance to Canadians of Tim Horton's.

Share newspaper reported Feb. 12 on a speech made by **Grace-Edward Galabuzi** at the Coalition of Black Trade Unionists (Ontario Chapter). *Share* also reported comments from **John Miller** of the School of Journalism about a case involving a *Hamilton Spectator* reporter who was ordered by the court to reveal confidential source.

Suanne Kelman, interim chair of the School of Journalism, appeared on Global National TV news March 9 discussing media coverage of a farmers' protest at Queen's Park.

On March 8, **Judy Rebick**, CAW-Sam Gindin Chair in Social Justice and Democracy appeared on CBC radio's *Ontario Today* to discuss her new book, *Ten Thousand Roses, The Making of the Feminist Revolution*. Her book was launched at Ryerson March 8.

Mark Lovewell of Arts and Contemporary Studies commented on Global TV News about the economics of marijuana grow operations.

Ryerson faculty **Peter Luk**, **David Valliere** and **Norman O'Reilly**, all from the Faculty of Business, along with faculty from the University of Ottawa, are part of an expedition to Mt. Everest, sponsored by Kanatek Technologies. The ascent has received coverage in various media.

Office of Public Affairs, Ryerson University

Report of the Secretary of Academic Council (#W2005-3)
April 5, 2005

1. The C. Raymond Chang School of Continuing Education - Student representatives elected to Academic Council:

Luke Yung – Film Studies, Image Arts

Nicholas Francis - Politics/Public Administration and Governance

2. Removal of Policy #32: *Procedures for Program and Course Curricular Revisions*

MINUTES OF ACADEMIC COUNCIL MEETING
Tuesday, March 1, 2005

Members Present:

Ex-Officio:

K. Alnwick
E. Aspevig
S. Boctor
C. Cassidy
A. Kahan
T. Knowlton
C. Lajeunesse
I. Levine
C. Matthews
Z. Murphy
J. Sandys
P. Stenton
S. Williams
M. Yeates

Faculty:

H. Alighanbari
J. P. Boudreau
D. Checkland
J. Dianda
M. Dionne
F. Duerden
D. Elder
C. Evans
C. Farrell
M. Greig
R. Hudyma
N. Lister

Students:

A. Lohi
D. Mahoney
M. Malone
D. Mason
M. Mazerolle
D. McKessock
G. Mothersill
B. Murray
C. O'Brien
S. O'Neill
S. Rosen
F. Salustri

R. Akhavan
D. Ayub
A. Bridges
F. Gorospe
I. Guindo
A. Ladhani
K. Medri
T. Nguyen
S. Norrie
R. Rose
T. Spencer
V. Tighe

Regrets:

M. Booth
S. Cody
M. Dewson
M. Dowler
L. Grayson
A. Johnson
A. Jurczak
S. Mirowski
L. Merali
P. Schneiderman
D. Shipley
K. Tucker Scott

Absent:

M. Anecchini
L. Islam
M. J. Nicholson

Alumni:

J. Gryn

1. President's Report

The President reviewed some of the highlights of the Rae Report. The report notes that Ontario funding of postsecondary education is well below that of other provinces. It remains to be seen how the Ontario government responds to the recommendations in the budget process.

The federal budget did not address issues of student assistance, but did include post-secondary scholarships for aboriginal students. Funding for federal granting councils has been increased, as has funding of indirect costs.

Ryerson Research Chairs were announced. They are Marta Braun, Dennis Denisoff, Derick Rousseau and Fei Yuan. Rebecca Rose was congratulated for being elected as president of RyeSAC.

There was an article in the Globe and Mail specifically related to the Business Building.

2. Report of the Secretary of Academic Council

The Secretary reported on the outcome of Academic Council elections. The results of faculty elections were distributed with the agenda and the results of student elections were distributed at the meeting.

3. Good of the University – J. Dianda, Vice Chair, presided.

S. O'Neill reported that Friday, May 4, is the deadline for the nomination for GREET teaching awards. She also reported on the call for the J.W. McConnell Curriculum Award.

4. Minutes

Motion to approve the minutes of January 25, 2005.

R. Hudyma moved J. P. Boudreau seconded.

Amendments to minutes: C. Matthews was in attendance and on page 5 of the agenda, under *Good of the University* "Ontario Council of University Librarians" should read "Ontario College and University Library Association".

Minutes approved as amended.

5. Business Arising from the Minutes

Interim Report on Timetabling: K. Alnwick reported that there have been efforts to accelerate submission of information to University Scheduling and the work done by University Scheduling after submissions are made. Faculty teaching assignments would need to be confirmed earlier. There has been discussion of doing Fall and Winter scheduling at the same time. Tutorials which are part of scheduled courses are already scheduled as part of the process for scheduling lecture hours. Tutorial hours which are not part of regular course hours are left to resolve after formal scheduling is complete. The final report to Academic Council in May will include: allowable timetabling constraints by faculty and departments; issues related to the scheduling of part-time faculty; issues of clinical placements and their effect on scheduling; issues related to

the scheduling of elective courses; implications of using automated system to schedule courses earlier; and session sequencing issues within courses.

Discussion: J. Gryn asked if there are any intrinsic problems in some departments having a different length of term. It was responded that this would be discussed as part of the Provost's report.

Interim Report on Reconfiguration of Examination Period and Grade Deadlines: E. Aspevig reported that exam schedules will be released at least two weeks earlier beginning in Fall 2005, and that the scheduling of exams by type (multiple choice, essay or a combination of these) is under review. Calendar dates for 2005-06 have been finalized and a minimum of 72 hours has been provided for grading (an increase of 24 hours over Fall 2004). The exam period has been expanded from 11 to 13 days. Discussions are continuing regarding the role of departmental promotion meetings. In order to provide additional days for exams or grading beyond what has been done would require a shortening of the current 13-week term, which Ryerson has declined to do as recently as January 2004, when the report of the Term Committee was considered.

He expressed the view that the integrity of the marking depends on having sufficient time. He said that, although his opinion is not shared by all, he would need to see justification for continuing promotion meetings, and believes that the 13 week term needs to be seriously reviewed. He has requested a survey of current practice at other universities.

Discussion: It was noted that the exam period is lengthened by adding a Sunday exam day. The Provost responded that it is not likely that departments could have different length terms, but this will be investigated.

6. Correspondence

There was no correspondence.

7. Reports of Actions and Recommendations of Department and Divisional Councils

E. Aspevig presented the report from Midwifery.

8. Reports of Committees

8.1 Report of the Composition and By Laws Committee

Motion: That Academic Council approve the Department of Chemistry and Biology Department Council By Laws.

C. Evans moved, M. Mazerolle seconded.

Motion approved.

Motion: That Academic Council approve the Department of Aerospace Engineering Department Council By Laws.

A. Lohi moved, C. Evans seconded

Motion approved.

8.2 Report of the Academic Standards Committee

E. Aspevig moved all motions and Vice Chair M. Zeytinoglu reported.

Motion (amended from motion presented in agenda): That Academic Council approve the revised transfer credit allowance for Occupational and Public Health two-year degree options for university graduates with retroactivity all students currently registered in these programs.

F. Gorospe seconded.

M. Zeytinoglu presented the report as distributed.

It was asked if this change to transfer credit allowance had any impact on other programs coming forward. It was responded that this program is unique as entering students already have undergraduate degrees.

Motion approved

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

R. Hudyma seconded.

M. Zeytinoglu presented the report as distributed.

Motion approved.

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

S. Williams seconded.

M. Zeytinoglu presented the report as distributed.

J.P. Boudreau commented that one of the courses in the certificate is already available through two courses existing in the Psychology department. C. Stuart, Chair of CYC commented that they are hoping to collaborate with the Psychology department in the development of the course.

Motion approved.

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

S. Williams seconded.

M. Zeytinoglu presented the report as distributed.

Motion approved.

Motion: That Academic Council approve the Certificate in Database Technology

F. Gorospe seconded.

M. Zeytinoglu presented the report as distributed.

Motion approved.

Motion: That Academic Council approve the Certificate in Information Systems Development.

R. Hudyma seconded.

M. Zeytinoglu presented the report as distributed.

It was clarified that those who complete the certificate will not get professional certification but will be prepared to get it.

Motion approved.

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

R. Hudyma seconded.

M. Zeytinoglu presented the report as distributed.

Motion approved.

9. New Business

9.1 Revision of Policy 112 Approval Process for New Undergraduate Programs

Motion: That AC approve the revised policy 112, *Approval Process for New Undergraduate Programs*

E. Aspevig moved, S. Williams seconded

E. Aspevig reported that there are processes that ensure program quality, for both new programs and through periodic review of existing programs. The policy regarding periodic program review will be brought forward at the next Academic Council meeting. UPRAC, which is a committee of the Ontario Council of Academic Vice Presidents (OCAV), audits how programs are reviewed by the University. It does not review the programs, but ensures that the University's approved process is being followed and applied consistently. The program audit report goes to the Vice Presidents Academic. Best practices have been developed as a result of these audits. Last year, UPRAC recommended that all universities review their policies to incorporate these best practices, and this revision of Policy 112 is a result of that process.

He summarized the main changes to the policy:

- Some restructuring of the presentation of the proposal;

- More reference to the University, Faculty and department academic plans, as the academic planning process has become institutionalized since the last policy and is now integral to academic planning and curriculum development;
- Inclusion throughout of program goals and learning objectives to meet the requirements of newly revised UPRAC guidelines;
- Inclusion of more information on mode of delivery, including on-line delivery;
- Inclusion of a methods and appropriateness of student evaluation;
- Inclusion of mechanisms for interdisciplinary (inter-Faculty) program development;
- Clarification of the role and composition of a New Program Advisory Committee and its relationship to a Program Advisory Council for an existing program;
- Clarification of the role of the Department/School Council and Dean in the submission and approval of a new program and the return of substantially changed proposals to Department/School councils at the discretion of the Dean;
- A clearly defined mandate for the Peer Review Team;
- Clarification of the role of the ASC and the Provost as Chair of ASC in the presentation of the proposal to AC. List of the recommendations by ASC which are possible and the requirement for the Provost to report to AC (not ASC directly.); and
- A footnote on the presentation of the Program to the Board and final implementation by the Provost.

The policy elements are: generation of a preliminary program proposal, a letter of intent, publication of the LOI and approval by the Provost to proceed; development of a formal proposal; establishment of a New Program Advisory Committee; review by the Department/School Council, Program Advisory Committee and the Dean; review by a Peer Review Team; report of the PRT; response of the Department/ School to the PRT report; review of the Dean, and if satisfied, move to the Provost, who takes to the Academic Standards Committee for review; and submission to AC for approval.

D. McKessock asked what constitutes a program and it was clarified that the policy applies to undergraduate programs which give a Bachelor's degree.

T. Nguyen and R. Rose asked about the comparison of programs to programs external to Ryerson. It was responded that the most comparable programs may be found in Ontario, but these may be international programs.

M. Dionne asked why the membership of the New Program Advisory Committee no longer included at least two academic authorities external to Ryerson. E. Aspevig responded that this requirement was developed at a time when Ryerson perceived the need for external assistance, and that this no longer applied. The policy does not preclude including such academic authorities.

It was suggested that, on page one of the policy the phrase "Provost and Vice President Academic (Provost)" be clarified, as it is confusing. It was agreed that it would be clarified.

J.P. Boudreau commented that the PRT reviewing the Psychology program commented on the quality of our policy.

The amount of detail on emerging societal need was questioned and it was clarified that that societal need is addressed in the Letter of Intent to determine if there is a need for a program before it is further developed.

Financial resources, enrollment numbers, etc. are iteratively identified throughout the process in consultation with the University Planning Office. Development of the program is not done in isolation from the Provost and there is a feedback loop. If a program is not financially viable, changes are made. The process does not go too far before the viability is assessed.

Motion approved.

9.2 Benefactor Naming

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

D. Checkland moved, J.P. Boudreau seconded.

D. Checkland amended the motion distributed to Council, adding the Library to the list of academic units. He stated that the current Board Policy on Benefactor naming does not give faculty any input into the naming of academic units. Issues have arisen in this regard in other universities. The motion is an attempt to set in motion a process to develop policy, taking into account the fundraising issues as well as the academic issues. Academic units have been specifically addressed as these are specifically identified with faculty. The motion states that Academic Council has an interest in this issue.

A. Kahan stated that he appreciates the motion. Discussions with donors are very sensitive, and it takes time to cultivate these relationships. When a naming proposal is made to the Board there is a great deal of detail presented which represents collaboration and consultation with the faculty. He cited the Chang School and the Rogers Centre as examples. He is concerned about the inclusion of Council as a whole in such discussions. Donors should not be scrutinized in this detail. The current policy works very well, and he fears what will happen to that policy. D. Checkland responded that he is not suggesting that Council approve a name, but rather that a joint committee be established to set a policy to avoid what has happened at other universities. He agrees that it should not come to Council to be bandied around, but that Council has an interest in the process.

F. Duerden asked what the faculty involvement is currently. E. Aspevig responded that there is confidential consultation with departments, depending on where the idea comes from in the first place. If it is coming from the department, there is consultation from the start. If it comes from another area, it will be discussed with the administration and the provost consults with the Dean and with others at the local level to ensure that there is nothing problematic with the name or donor. If there is difficulty at that level, then those issues need to be reviewed. The Provost needs to understand what the concerns are. F. Duerden commented that the current administration would certainly consult, but that the term “consultation” is very vague. E. Aspevig responded that this is a complex issue. There needs to be a balance of the “property

view” of the academic unit and the need to prevent “donor chill”. Given the current confidence in the administration and the process by which administrators are appointed, there should be no worries about the future.

I. Levine asked for clarification of the first motion, as he interprets the first motion to state that AC has the right to intervene in the process. D. Checkland clarified that it states that Academic Council has a legitimate policy interest.

J. Morgan was recognized from the observer seats, and addressed the issue of confidentiality and suggested that the naming of academic chairs be included.

Motion: that the naming of academic chairs be added to the motion.

D. Mason moved, R. Rose seconded.

Discussion: I. Levine stated that he had supported the motion before the amendment but did not now support it. This would severely constrain the flexibility of individual units to institute endowed chairs. The main issue initially was the imposition of something on a unit.

Motion to amend defeated.

M. Yeates asked if the motion implied that Council would set the policy. D. Checkland envisioned that both bodies would approve the policy. The committee would come back with policy recommendations to both bodies.

T. Knowlton stated that there has been no decoupling of the two motions. He believes that no one can dispute the first motion, but there is a leap to the second motion. There seems to be an assumption that if the first is approved then the second is as well.

Motion approved.

Motion: *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 and Academic Council no later than its first meeting in Fall 2005, 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.

D. Checkland moved, F. Duerden seconded.

D. Checkland commented that although E. Aspevig states that a problem is not likely to occur, it has happened at other universities despite the best intentions. UBC policy has appropriate guidelines, and others may as well. The UBC policy spells out the responsibility very specifically. He thinks that a joint committee is the best way to accomplish this. J. Gryn

commented that there are cases where naming should be discussed at a department level. He asked if there is a policy in place about what a donor can request. A. Kahan stated that there are policies about how curriculum is set, etc, and it is made clear to donors that they cannot contravene policies of Academic Council. V. Tighe stated that he is sensitive to the issues of raising funds, and also to the concerns of naming of units. No one has commented on the impact on the students, who identify with a particular name.

Motion: That the motion be amended to include one faculty and one student representative.
V. Tighe moved, R. Rose seconded.

D. Checkland argued against the amendment arguing that the faculty are most impacted by a name. R. Rose argued that the name is associated with a student's degree for the rest of their lives and spoke in favor of the amendment. D. Mason argued that restricting the committee to one faculty member is not acceptable.

Motion to amend defeated.

Motion: That the motion be amended to have a committee of four Academic Council members including two faculty and one student, and increasing the Board membership to four.

V. Tighe moved, R. Rose seconded.

I. Levine argued against the motion but it was commented that the motion does not exclude chairs or Deans.

Motion to amend passed.

T. Knowlton asked if there is another way to address the concern without moving to a joint committee, as this may have unintended consequences. It takes much time to secure a major donor, and there are already existing checks and balances along the way. He suggested that there be alternate ways of addressing the issue without the formation of a committee. The President clarified that the Board does not have to agree to set up the committee.

S. Williams commented that she is not sure that the establishment of a committee addresses the problem. If the Board did not accept the invitation, then Academic Council would not have any recourse. It might make more sense to establish a committee of Academic Council to bring back ideas before asking for a joint committee. D. Checkland stated that if the Board declines the initiation, that would be very telling. The President commented that by not accepting the invitation the Board would not be stating there was no academic interest. F. Duerden spoke in favor of the resolution, as did T. Nuygen.

M. Yeates stated that he has been involved in previous bicameral institutions. He thinks that the strong statement made in the first motion should be relayed by the Chair of Academic Council to the Board for their discussion. They can then recognize the right of Council in the issue and either ask for a joint committee or ask for further input. The second motion may be presenting a "take it or leave it" choice to the Board. Taking the idea to the Board would lead to a more

harmonious solution. There was discussion of the merit of the motion as it stands v. consulting with the Board more informally. It was suggested that an amendment be added to the motion allowing the Board to change the motion. It was suggested that this can be proposed more informally and no amendment was made.

E. Aspevig, following up on M. Yeates' suggestion, stated that he prefers the idea of working with the Board informally and collaboratively to begin with. A policy could be developed which everyone would be quite happy with without having four people on both sides discuss. In bicameral situations in which areas of conflicting jurisdiction sometimes arise, there should be a more informal collaborative approach. D. Checkland commented that the policy would be developed that might have no input from the faculty. The Board could develop one collaborative policy when the Council wants another.

Motion approved.

10. Adjournment

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

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

REPORT TO ACADEMIC COUNCIL, APRIL 5, 2005

SCHOOL OF GRADUATE STUDIES

1. The School of Graduate Studies has reviewed the proposal for an *MSc in Biomedical Physics* listed below, and submits it to Academic Council for its approval for it to be sent to the Ontario Council on Graduate Studies for external review ('standard appraisal'). Vol. I of the brief ('The Program') is available for review in the office of the Secretary of Academic Council, and Volumes I & II ('The Program', and 'Curricula Vitae') are available for review in the office of the Dean of the School of Graduate Studies (EPH 439). Vol. I of the brief ('The Program') is also available for review at www.ryerson.ca/gradstudies/temp. Username: gradstudies
Password: 4ryerson

It is planned that the *MSc in Biomedical Physics* will be implemented in Fall 2006.

Motion

To approve the submission of the proposal for an *MSc in Biomedical Physics* to the Ontario Council for Graduate Studies for Standard Appraisal.

Note: Once a program is approved by OCGS, it is presented to the Board of Governors for approval. The Provost has final authority to determine whether a program may proceed.

RYERSON UNIVERSITY
Department of Physics
Master of Science in Biomedical Physics

EXECUTIVE SUMMARY

In Ontario and across the country, demands on the health care sector have reached unprecedented levels due mainly to the demographics of the Canadian population. In 2001, 12.7% of the Canadian population was over 65 years of age. This percentage is expected to increase to 14.4 % by 2011. Within the health care sector, cancer diagnosis/ management services employ the greatest number of professionals trained in medical physics. On the national scene it was estimated that in 2003, 75% of new cancer cases in men and 63% of new cancer cases in women occur in patients over 60 years of age. It is expected that this will increase substantially when the Baby Boomers (born 1946-1965) begin to reach 60 in 2006. This has and will continue to place increasing demand on diagnostic imaging and cancer treatment services in Canada. Cancer Care Ontario, the provincial integrated cancer care program, has been working to meet this increased demand through major capital expenditures to expand and modernize all cancer treatment facilities in the province, and to hire additional physicists. Delivery of high-quality medical care requires a large pool of highly-trained individuals who will function in a variety of health care delivery settings including hospitals and cancer centres. The rapidly growing and changing aspects of physics-based technologies such as 3D medical imaging and radiation treatment devices have placed extraordinary demands on graduate education and research in the medical physics discipline. Furthermore, with regulatory requirements for the safe storage, handling and transport of nuclear substances becoming ever more complex, and with the apparent resurgence of the nuclear power industry in Ontario, there is a need for highly qualified personnel with expertise in radiation physics, radiobiology and health physics. The proposed Master of Science Program in Biomedical Physics is designed to provide a high quality, professionally relevant graduate education for students considering careers in bio/health/medical physics, that recognizes the fundamental knowledge and skills set necessary for students to pursue career

opportunities in these disciplines. Furthermore, the proposed program is aligned with Ryerson's mandate of applied professional education, and complements the new undergraduate Contemporary Science platform including a specialization stream in medical physics scheduled for roll out in 2006. Enhanced undergraduate and graduate science education and research in Biomedical Physics, will ensure our ability to attract and retain the best students and faculty and to ensure excellence in our professional programs.

The program meets all the requirements documented in Ryerson's Academic Plan (2003-2008) and it is aligned with Ryerson's strategic plan to develop as a "comprehensive university", one that has traditional strength in undergraduate programming and a spectrum of relevant masters and doctoral programs. The multidisciplinary program is designed: 1) to expose students, through coursework and research, to a variety of disciplines including physics, engineering, computer science and biology - a critical factor to the process of innovation in the medical field today; 2) to be state-of-the-art, combining courses, seminar discussions, and applied research focusing on the understanding, development and evaluation of novel physics-based technologies for the medical, biotechnology and environmental sectors; 3) to provide relevant education for graduates to enter the workforce or enter into Ph.D. programs in bio/health/medical physics, thereby stimulating economic and social development through the training of highly qualified personnel. This combined with Ryerson's close proximity to the Medical and Related Sciences (MaRS) Discovery District including several major teaching hospitals will provide uniquely accessible opportunities for students compared to graduate programs in other Canadian centres. Furthermore, the program will not place any financial burden on the university as evident by the current faculty's capacity to support graduate students through research grant funding and the Physics Department's capacity for offering Academic Assistant positions.

The requirement for the M.Sc. degree in Biomedical Physics is successful completion of 5 course credits and a thesis course, equivalent to four course credits. Four of the five courses must be from the program courses (see Course Curriculum). The remaining course may be chosen from graduate courses in other relevant graduate programs at Ryerson (i.e. Electrical and Computer Engineering) or at other local universities. The student will consult with the thesis supervisor and the supervisory committee on appropriate selection of the 5 courses, based on the student's interests and thesis direction. The curriculum is structured to facilitate completion in two calendar years of full-time study. It is anticipated that the program will accept its first students in September 2006 (8 full-time students) and will have a steady-state enrolment of 18 students. Applicants must meet normal requirements for admission to the Ryerson School of Graduate Studies.

Course Curriculum:

PROGRAM COURSES
Statistics for the Health Sciences
Medical Diagnostic Techniques
Fundamentals of Radiation Physics
Radiation Therapy
Computational Methods in Biomedical Physics
Optical, Acoustic and Thermal Physics in Medicine
Radiation Protection and <u>Dosimetry</u>

As the program reaches a steady state, additional courses will be developed such as an experimental clinical course, and the potential for developing electives that may be of interest to students in other graduate degrees at Ryerson will be explored (i.e. Electrical and Computer Engineering).

The OCGS brief lists 7 tenure and tenure-track core faculty for the program, all in the Department of Physics, and 1 tenure faculty member from the Department of Computer Science. Over the next four years, the faculty resources in the Department of Physics in support of the new program will increase from 8 to 12 professors. One will come from the replacement of retiring physics faculty members outside Biomedical Physics and three are approved as part of the new Contemporary Science undergraduate programs and B.Sc. in Medical Physics at Ryerson. The normal teaching workload of the faculty members is 3-4 undergraduate courses per academic year. When the proposed graduate program is approved and implemented, core faculty members will normally teach 1 one-term graduate level course per academic year as part of their normal teaching workload. Hence, the expected teaching workload will be two undergraduate courses and one graduate course per academic year.

In summary, this new viable program is a natural evolution of the physics group at Ryerson, fuelled by the significant research investments and successes of our faculty, and a growing societal need for highly qualified personnel with expertise in bio/health/medical physics.

2. For information, SGS Council submits, from the Environmental Applied Science & Management program, a proposal to change thesis and project evaluations from a letter grade to a pass/fail, to be effective for theses and projects to be completed starting Winter 2005 term. These will include the following courses:

ES8080 Research Project
ES8090 Thesis

Maurice Yeates, Dean
Chair, School of Graduate Studies Council

<i>Status of New Programs in Graduate Review Process (for programs planned for September, 2005)</i>						
Approval or Action by	Responsibility	MA – Int Economics & Fin.	MA – Pub. Pol. & Administration	MN -- Nursing.	PhD Chem Eng	MA-ECS planned for 2006
Ryerson Review						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X	X	X	X	X
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.	X	X	X	X	X
Provost	Discusses proposal with Dean, sponsor.	X	X	X	X	X
P&P	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality	X	X	X	X	X
Council, SGS	Reviews proposal	X	X	X	X	X
Academic Council	Reviews program proposal for academic quality and moves to proceed to OCGS	X	X	X	X	X
Ontario Council on Graduate Studies Review						
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.	X	X	X	X	X
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.	X	X	X	X	
Ryerson	Responds to report(s)	X	X			
Appraisal Committee	Reviews report and response and presents recommendation to OCGS	X	X			

	(All graduate Deans in Ontario)					
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. OCGS meeting.	X	X			
Further Procedures						
Board of Governors	Program is presented to Board of Governors for approval of financial viability.		X			
Ministry	The Program is presented to the Ministry for approval		X			
Provost	Provost decides about implementation		X			

Status of New Programs in Graduate Review Process (for programs planned for September, 2006)						
Approval or Action by	Responsibility	MA – MSW 2006 or 2007	MSc – Biomed. Physics PhD	MBA /MSc – Mgmt Tech & Innov	MBA – Global Business	MSc Molecular Science
Ryerson Review						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.		X	X	X	X
Internal/External Consultant	An expert in the field from another university reviews the proposal. Re-draft if necessary.		X	X	X	
Provost	Discusses proposal with Dean, sponsor.		X	X		
P&P	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality		X			
Council, SGS	Reviews proposal		X			
Academic Council	Reviews program proposal for academic quality and moves to proceed to OCGS					
Ontario Council on Graduate Studies Review						
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.					
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.					
Ryerson	Responds to report					
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario).					

OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. OCGS Meeting.					
Further Procedures						
Board of Governors	Program is presented to Board of Governors for approval of financial viability.					
Ministry	The Program is presented to the Ministry for approval					
Provost	Provost decides about implementation					

COURSE CHANGE FORM - 2

School of Graduate Studies

Graduate Program: **Joint Graduate Program in Communication and Culture**

Initiating School/Department: **School of Graduate Studies**

Approval of VP Academic: _____

Dr. Errol Aspevig

<i>Course Number</i>	<i>Course Title</i>	Mark with "X"			<i>Required/ Elective</i>	<i>Credits</i>	<i>Programs Affected</i>	<i>Implement Date</i>	<i>Purpose of Change</i>
		Amended	Deleted	Added					
CC tba	Cultures of Sexuality and Gender			X	Elective (Media & Culture)	One	GCAC, GCAP, GCDC	2004-2005	<p>For over 20 years now, sexuality and gender studies has remained one of the most popular and innovative areas of scholarship in the area of cultural studies. The Graduate Programme in Culture and Communications, however, does not currently offer a course on the subject. Some core courses can touch on the subject as part of their general survey, but only CC8927/COCU 6096: "Reading Film" and CC8975/COCU 6511: "Race and Gender in Digital Technology" explicitly address gender issues. Neither explicitly addresses sexuality. Moreover, both courses address gender only through a particular medium (film or the digital), but this course will introduce students to a <i>range</i> of media and cultures over roughly a 200-year period. The issue-based approach of the course, moreover, encourages students not just to address gender representation within a medium, but to recognize that various media, cultures, and languages are themselves constructed through gender and sexuality. This approach allows a fresh perspective into the graduate programme in general.</p> <p>This course is proposed in response to an increasing demand from students in the programme for a course on sexuality and gender.</p>

COURSE CHANGE FORM - 2

School of Graduate Studies

Graduate Program: **Joint Graduate Program in Communication and Culture**

Initiating School/Department: **School of Graduate Studies**

Approval of VP Academic: _____

Dr. Errol Aspevig

Course Number	Course Title	Mark with "X"			Required/ Elective	Credits	Programs Affected	Implement Date	Purpose of Change
		Amended	Deleted	Added					
CC tba	Culture and the Canadian Publishing Industry			X	Elective (Politics & Policy)	One	GCAC, GCAP, GCDC	2004- 2005	This course focuses on the whole picture of one contemporary medium in Canadian culture—a medium that is often seen as central to English Canadian cultural identity - is both important on its own for an understanding of Canadian culture and can serve as an important contrast for understanding other cultural and communications media. For many students, particularly those coming into the Communication & Culture program with a literary background, the course will give a bridge to understanding larger issues of culture and communication that begins with a medium with which they feel themselves to be familiar at an academic level. The course will also explore matters of medium theory and of the shape of the cultural and public spheres explored in core courses and will relate closely to the issues explored historically and theoretically in CC8936/COCU 6107 3.0 <i>The Cultural Conditions of Authorship</i> .

COURSE CHANGE FORM - 2

School of Graduate Studies

Graduate Program: Computer Networks

Initiating School/Department: Department of Electrical and Computer Engineering

Approval of VP Academic: Dr. Errol Aspevig

<i>Course Number</i>	<i>Course Title</i>	<i>Mark with "X"</i>			<i>Y/N</i>	<i>Credits</i>	<i>Programs Affected</i>	<i>Implement Date</i>	<i>Purpose of Change</i>
		<i>Amended</i>	<i>Deleted</i>	<i>Added</i>	<i>Required Elective?</i>				
CN8841	Content-aware Networking			X	N	1	GNSC GNEP GNEM	Sept. 2005	Additional Elective

Initiating School/Department: G. Raymond Chang School of Continuing Education

Date of Submission: April 4, 2005

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

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

Vice President, Academic

Date

<i>Course Code/ Number</i>	<i>Course Title</i>	<i>Nature of Change (Use letters to indicate where provided) Certificate in Computer Programming (Computer Applications)</i>				<i>Program(s)/ School(s)/ Department(s) affected and informed of change</i>	<i>Purpose of Change</i>	<i>Minors Affected</i>	<i>Implementation Date</i>
		<i>Hours and Mode</i>	<i>New Course (Y/N)</i>	<i>Re-position(R) Addition (A) Deletion(D)</i>	<i>Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)</i>				
CKCS410	Windows Programming Using X-Windows	42	N	D	E	CE/and Computer Science	Course is no longer relevant to Certificate Curriculum		

Initiating School/Department: CHANG SCHOOL OF EDUCATION ^{CONTINUING}

Date of Submission: 23 March 2005

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

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

[Signature] Mar 23/05
 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional- Elective(PE) Professionally- Related Elective (PRE)				
CDID 501	Lighting Fundamentals	42	N	A	E	Certificate in Facility Management	Lighting is an important area for facility managers		September 2005
CDID 504	Lighting Energy Management	42	N	A	E	Certificate in Facility Management			September 2005

--	--	--	--	--	--	--	--	--	--

Initiating School/Department: CHANG SCHOOL CONTINUING EDUCATION

Date of Submission: 22 March 2005

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

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

Evelyn Lopez Mar 23/05
 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional- Elective(PE) Professionally- Related Elective (PRE)				
CDFP 921	Fashion Photography	42	N	A	E		Certificate in Photography	Student Interest	September 2005

Initiating School/Department: Continuing Education

Date of Submission: January/05

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

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

[Signature] Mar 23/05
 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
CDMP120	Film History	42	Y	A	E	Certificate in Film Studies		Sept. 05	
CDMP121	Film Theory	42	Y	A	E	Certificate in Film Studies		Sept. 05	
CDMP122	Scenography and Production Design	42	Y	A	E	Certificate in Film Studies		Sept. 05	
CDMP123	Art Direction	42	Y	A	E	Certificate in Film Studies		Sept. 05	
CMPF021	History of Film	84	N	D	E	Certificate in Film Studies	Course seldom runs	Sept. 05	
CMPF026	Theories of Representation	84	N	D	E	Certificate in Film Studies	Course seldom runs	Sept. 05	
CFPN031	Production Design and Scenography	84	N	D	E	Certificate in Film Studies	Course seldom runs	Sept. 05	

Initiating School/Department: Chang School/Image Arts

Date of Submission: Ed. 2005

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

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

Carol Lopez
Vice President, Academic

Mar 23/05
Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional- Elective(PE) Professionally- Related Elective (PRE)				
CDNM 110	Image History I	42	N	R	R		With the deletion of CFSN 100 History of Art, this course is now required		September 2005
CDNM 210	Image History II	42	N	R	R		With the deletion of CFSN 100 History of Art, this course is now required		September 2005

Initiating School/Department: Chang School

Date of Submission: Feb. 2005

Initiating School/Department: i

Date of Submission: _____

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

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

Lawrence Mar 23/05
 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
CDFA477	Children's Pattern Drafting	42	N	D	E	Certificate in Pattern Drafting/CE	Focus is too narrow		September 2005
CFSN 101	Textiles <u>I</u>	42	N	A	E	Certificate in Pattern Drafting/CE	An important area of study for pattern drafting students		September 2005
CFSN 100	History of Art	84	N	D	E	Certificate in Image Arts	Course is deleted in degree program		September 2005

Initiating School/Department: CHANG SCHOOL CONTINUING EDUCATION

Date of Submission: 23 March 2005

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

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

Carol Lopez Mar 23/05
 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
CDJN121	Editing Service Journalism	21	Y	A	E	Certificate in Magazine Publishing		September 2005	
CDJN 122	Substantive Editing for Magazines	21	Y	A	E	Certificate in Magazine Publishing		September 2005	

Initiating School/Department: Chang School/Dept. of Psychology Date of Submission: March 22, 2005

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

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

Erol Ozyuz Mar 23/05
 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
COPS 602	Behavioural Disorder	42 lect	N	D	R	Certificate Mental Health Addictions	Replace Certificate Credit Courses with Degree and Certificate Credit Courses	n/a	Fall 2005
CPSY 325	Behavioural Disorders Fall 2005	42 lect	Y	A	R			n/a	Fall 2005
COPS 603	Introduction to Addictions	42 lect	N	D	R			n/a	Fall 2005
CPSY 215	Psychology and Addictions	42 lect	Y	A	R			n/a	Fall 2005
COPS 604	Brain and Behaviour	42 lect	N	D	E			n/a	Fall 2005
CPSY 324	Biological Psychology	42 lect	Y	A	E			n/a	Fall 2005

Initiating School/Department: Chang School/Dept. of Psychology **Date of Submission:** March 22, 2005

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

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

 Vice President, Academic Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s) affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
COPS 605	Introduction to Clinical Psychology	42 lect	N	D	E		Replace Certificate Credit Courses with Degree and Certificate Credit Courses	n/a	Fall 2005
CPSY 335	Clinical Psychology	42 lect	Y	A	E			n/a	Fall 2005

Initiating School/Department: **Department of Mechanical & Industrial Engineering**

Date of Submission:

Is this the Teaching School/Department, Program School/Department, or both? **both**
 Please add extra rows/as needed if multiple courses are involved.

Enrol Grouff

 Provost and Vice-President, Academic

Mar 11/05

 Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE)				
MEC042	Mechanical Engineering Design Project	3-hr lab	N	D (MMEC7 & 8)	R	School of Mechanical Engineering Department of Mechanical & Industrial Engineering	To rearrange design courses in the 4 th year.	none	2005/2006
MEC725	Selected Mech Eng Topics	3-hr lab	Y	A (MMEC7)	E (in all streams)		none	2005/2006	
MEC825	Mechanical Design	2-hr lecture 2-hr lab	Y	A (MMEC8)	R		none	2005/2006	

The aforementioned changes were approved by the Academic Council on November 9, 2004. By adding MEC 725 into the professional electives (for all streams) the total requirement of the Professional Elective Group must be increased to three from two.

Ms Shirley Lewchuk
Secretary of the Board of Governors
Ryerson University

March 9, 2005

Dear Ms Lewchuk:

At its March 1, 2005 meeting Academic Council passed the following motions:

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, Departments and Library); 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 and Academic Council no later than its first meeting in Fall 2005, regarding the naming of academic units.

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

I look forward to your reply.

Sincerely,

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

RYERSON UNIVERSITY

OFFICE OF THE CHAIR OF THE BOARD OF GOVERNORS

Diane Schulman
Secretary, Academic Council
Room JOR 1221

March 28, 2005

Dear Ms. Schulman:

Re: Resolution on Benefactor Naming

Thank you for providing me with a copy of the resolution on Benefactor Naming passed at the March 1, 2005 meeting of Academic Council. It is my understanding that this resolution was motivated by a desire to avoid challenges faced by other universities in benefactor naming rather than any specific concern or problem regarding benefactor naming on the Ryerson campus.

In order to respond to the concerns of Academic Council, the Board needs a better understanding of the problems other universities have faced as well as the approach to naming used at Ryerson. Accordingly, I have asked administration to provide a report to the Board of Governors at the June 27, 2005 Board meeting. I will share this report with Academic Council at the same time.

Once we have reviewed the matter with the benefit of this report, the Board will respond to your request to set up a joint committee. Please be aware that the Board is quite consumed with supporting the transition to a new President over the next six months. Hence, I am carefully managing the agenda to ensure that our workload is manageable.

Thank you again for bringing this issue to our attention. I will be back in touch with you after the June meeting.

Sincerely,



Michael Guerrière



Report of the Composition and By-Laws Committee
#W2005-3
April 5, 2005

The Committee reviewed the By-Laws of the Department of Computer Science and determined that they are in compliance with Policy 45, *Constitutional Provisions for Department/School Councils*. It was clarified that all recommendations of sub-committees must receive approval of the Department Council prior to being acted upon.

The Committee therefore makes the following motion:

Motion: That Academic Council approve Department of Computer Science Departmental Council By-Laws.

Respectfully submitted,

Claude Lajeunesse, Chair (for the Committee)

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

RYERSON UNIVERSITY

OFFICE OF THE CHAIR OF THE BOARD OF GOVERNORS

Diane Schulman
Secretary, Academic Council
Room JOR 1221

March 28, 2005

Dear Ms. Schulman:

Re: Resolution on Benefactor Naming

Thank you for providing me with a copy of the resolution on Benefactor Naming passed at the March 1, 2005 meeting of Academic Council. It is my understanding that this resolution was motivated by a desire to avoid challenges faced by other universities in benefactor naming rather than any specific concern or problem regarding benefactor naming on the Ryerson campus.

In order to respond to the concerns of Academic Council, the Board needs a better understanding of the problems other universities have faced as well as the approach to naming used at Ryerson. Accordingly, I have asked administration to provide a report to the Board of Governors at the June 27, 2005 Board meeting. I will share this report with Academic Council at the same time.

Once we have reviewed the matter with the benefit of this report, the Board will respond to your request to set up a joint committee. Please be aware that the Board is quite consumed with supporting the transition to a new President over the next six months. Hence, I am carefully managing the agenda to ensure that our workload is manageable.

Thank you again for bringing this issue to our attention. I will be back in touch with you after the June meeting.

Sincerely,



Michael Guerrière



Initiating School/Department: Department of Mechanical & Industrial Engineering

Date of Submission:

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

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

Errol Grouff
Provost and Vice-President, Academic

Mar 11/05
Date

Course Code/ Number	Course Title	Nature of Change (Use letters to indicate where provided)				Program(s)/ School(s)/ Department(s)/ Continuing Ed. affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Re-position(R) Addition (A) Deletion(D)	Required(R) Elective(E) Professional-Elective(PE) Professionally-Related Elective (PRE) /				
MEC042	Mechanical Engineering Design Project	3-hr lab	N	D (MMEC7 & 8)	R	School of Mechanical Engineering, Department of Mechanical & Industrial Engineering	To rearrange design courses in the 4 th year.	none	2005/2006
MEC725	Selected Mech Eng Topics	3-hr lab	Y	A (MMEC7)	E (in all streams)		none	2005/2006	
MEC825	Mechanical Design	2-hr lecture 2-hr lab	Y	A (MMEC8)	R		none	2005/2006	

The aforementioned changes were approved by the Academic Council on November 9, 2004. By adding MEC 725 into the professional electives (for all streams) the total requirement of the Professional Elective Group must be increased to three from two.

DEPARTMENT OF COMPUTER SCIENCE

By-Laws of Departmental Council

Approved on February 10, 2005

Contents

1	Definitions	1
2	Objective	2
3	Structure	2
	3.1 Membership	2
	3.2 Standing Committees	3
	3.2.1 Undergraduate Curriculum Committee	3
	3.2.2 Budgetary Planning and Physical Resources Planning Committee.....	4
	3.2.3 Research and Graduate studies Committee	5
	3.3 Ad-Hoc Committees	6
	3.4 Term of office	6
	3.4.1 Office of Council.....	6
	3.4.2 Members of Standing Committees	6
	3.4.3 Members of Ad-Hoc Committees.....	6
	3.4.4 Student and Alumni Members of Council	7
	3.4.5 Sessional and Part-time instructors.....	7
	3.4.6 Technical staff representative.....	7
	3.5 Duties of Office	7
	3.5.1 Chair	7
	3.5.2 Vice-Chair	8
	3.5.3 Recording Secretary	8
	3.5.4 Chairs of Committees	8
4	Meetings	9
	4.1 Schedule of Departmental Council and Standing Committees Meetings	9
	4.1.1 Departmental Council.....	9
	4.1.2 Standing Committees	9
	4.1.3 Special Meeting.....	9
	4.2 Departmental Council Meetings	10
	4.2.1 Notice of Meetings and distribution of Agenda	10
	4.2.2 Submissions of Agenda Items	10
	4.2.3 Agenda	10
	4.2.4 Quorum	11
	4.2.5 Minutes of Meetings.....	11
	4.3 Committee Meetings	11
	4.3.1 Attendance at Committee Meetings	11
	4.3.2 Input to Committees	12
5	Procedures	12
	5.1 Procedure for Nomination to Council Office or Standing Committee Positions	12
	5.2 Elections	12
	5.2.1 Members of Council	12
	5.2.2 Officers of Council	13
	5.2.3 Members of Standing Committees	13
	5.2.4 Officers of Committees	13
	5.3 Proxy	13
	5.4 Vacancies.....	14

6	Other general procedural guidelines	14
	6.1 Additional Procedures	14
7	Policy Recommendations	15
	7.1 Authority.....	15
	7.2 Decisions of Council	15
	7.3 Recommendations of Committees	15
8	Guests and Observers	15
9	Amendments to By-Laws	16

1 Definitions

Department – the Department of Computer Science; Departmental has equivalent meaning.

Program – a graduate or undergraduate degree, diploma or certificate program offered by the Department.

Undergraduate Program Director – the Assistant Chair of the Department who oversees the undergraduate programs offered by the Department.

Graduate Program Director – the Assistant Chair of the Department who oversees the graduate programs offered by the Department.

Council – the Departmental Council for the Department.

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 an undergraduate program offered by the Department.

Course Union – the student association mandated by RYESAC to represent the undergraduate students.

Graduate student – a student registered in a graduate program offered by the Department, or a student registered in a Ryerson University graduate program and whose thesis supervisor is a faculty member from the Department.

Alumni – all graduates from a program of the Department and who have identified themselves as potential nominees for Council.

Administrative staff – all full-time administrative staff in the Department.

Technical staff – all full-time technologists in the Department.

Member – all individuals who are members of the Council, including undergraduate and graduate students, alumni, support staff and faculty, both sessional and full-time.

Guest – an individual who is not a member of the Council, but who has been invited to address council concerning a specific issue.

Observer – any member of the public who is not a member of the Council.

2 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 the constituencies they represent; and
- to work with the administration and other groups within the University around areas of common concern.

3 Structure

3.1 Membership

The membership of Departmental Council shall be composed of:

1. all faculty, including the Chair and the Assistant Chair(s) of the Department;
2. one member elected by and from the sessional and part-time instructors of the Department;
3. the Departmental Assistant ex-officio non-voting as a representative of the administrative staff;

4. one non-voting member elected by and from the technical staff;
5. the President of the Course Union ex-officio;
6. the Vice-President Academic of the Course Union ex-officio;
7. additional undergraduate students elected by their respective constituencies as indicated in the following table;
8. graduate students elected by their constituency, as indicated in the following table;
9. alumni elected by their constituency, as indicated in the following table.

For purposes of this table, the number of faculty excludes those on leave.

Faculty	1st year	2nd year	3rd year	4th year	graduate	alumni
12-15	0	1	1	1	1	1
16-19	1	1	1	1	1	1
20-23	1	1	1	2	1	1
24-27	1	1	2	2	2	2
28-31	1	2	2	2	2	2
32-35	2	2	2	2	3	2
36-39	2	2	2	3	3	2

3.2 Standing Committees

The Departmental Council shall establish the following standing committees:

3.2.1 Undergraduate Curriculum Committee

Mandate:

- To make recommendations to Council regarding:
 - short-term curriculum problems within the undergraduate program;
 - long-term curriculum planning to meet the academic needs of the program; and
 - undergraduate program and course changes, including undergraduate continuing education courses.

- To liaise with the Budget and Resource Committee to help determine the resources necessary for implementation of new academic programs.
- To present to Council at least one written report each academic year.

Membership:

- Four faculty members elected by the Council.
- Two undergraduate students, not necessarily members of Council, elected by the undergraduate students on Council.
- The undergraduate program director, ex-officio.

3.2.2 Budgetary Planning and Physical Resources Planning Committee

Mandate:

- To identify and prioritize the immediate needs for, and to make long term plans for, the physical resources and equipment necessary to maintain the academic programs and courses germane to program(s) offered by the Department.
- To determine the resources required to support any proposed new program, and to report those needs to Council prior to Council's approval of the proposed program.
- To liaise with the other committees of Council when matters of physical and budget resources arise.
- To advise the Department Chair on budget matters pertaining to the Department.
- To present to Council at least one written report each academic year.

Membership:

- Four faculty members elected by the Council.
- Two undergraduate students, not necessarily members of Council, elected by the undergraduate students on Council.

- One member of the support staff associated with the Department, not necessarily a member of Departmental Council, elected by the support staff.
- The Chair of the Department, ex-officio non-voting.
- The Assistant Chair(s) of the Department, ex-officio.

3.2.3 Research and Graduate studies Committee

Mandate:

- To foster growth of research and graduate studies within the Department through promotion of these activities both within and outside the Department.
- To promote faculty research initiatives.
- To advocate for research space and resources.
- To be an advocate of the researchers and graduates students concerns and/or research needs and liaison with other committees of the Council when needed.
- To make recommendations to Council regarding:
 - short-term curriculum problems within the graduate program;
 - long-term curriculum planning to meet the academic needs of the graduate program; and
 - graduate program and course changes.
- To liaise with the Budget and Resource Committee to help determine the resources necessary for implementation of new graduate academic programs.
- To present a written, annual report to Council about the research activities being carried out within the Department.

Membership:

- Four faculty members elected by the Council.
- Two graduate students.
- The Graduate Program Director, ex-officio.

3.3 Ad-Hoc Committees

Mandate:

- These committees may be established 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.

3.4 Term of office

3.4.1 Office of Council

The Officers of Departmental Council (Chair and Vice-Chair) shall be elected from the total membership of the Council at the last regular meeting of the Winter semester to take office at the beginning of the following academic year. The term of office is two years.

A member is eligible for reappointment or re-election, as the case may be, except that no member shall serve for more than two consecutive terms, but on the expiration of one year after having served the second of two consecutive terms, such person may again be eligible to run for office.

A member elected to fulfill the term of a vacant office is eligible to hold the office for two full terms in addition to the remainder of the term he or she is elected to fulfill.

3.4.2 Members of Standing Committees

Faculty members shall hold office for a renewable two year term. Half of the faculty members shall be elected on even years and the other half on odd years. Student members shall hold office for a renewable one year term.

3.4.3 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.

3.4.3 Student and Alumni Members of Council

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

3.4.4 Sessional and Part-time instructors

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

3.4.6 Technical staff representative

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

3.5 Duties of Office

A thorough knowledge of the By-Laws and Robert's rules of order is a pre-requisite for all officers of Council.

3.5.1 Chair

The Chair shall:

- call the meetings of Council;
- prepare and circulate written notice and agenda of Council meetings, with the assistance of the Recording Secretary;
- 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 the Council;
- communicate actions of Council to the administration of the University when requested by Council;
- prepare and circulate minutes of Council meetings with the assistance of the Recording Secretary; and

3.5.2 Vice-Chair

The Vice-Chair shall:

- in the absence of the Chair, perform the duties of the Chair;
- in the event that the Chair is vacated, perform the duties of the Chair and arrange for the timely election of a new Chair;
- call for nominations/elections. He(he) shall receive nominations from the graduate students, sessional faculty, alumni and support staff and ensure elections are carried out in a timely manner;
- liaise with the undergraduate course unions to receive elected members; and
- assist the Chair in any manner, as requested by the Chair.

3.5.3 Recording Secretary

In addition to being the representative on Council for the administrative staff, the Departmental Assistant of the Department of Computer Science shall act as Recording Secretary of the Council of the Department of Computer Science. The responsibilities of the Secretary include:

- assisting the Chair in preparing and circulating written notice and agenda of Council meetings;
- attending Council meetings and taking of minutes during Council meetings;
- assisting the Chair in preparing and circulating these minutes; and
- maintaining soft and hard master copies of the by-laws and revising them as Council approves changes.

3.5.4 Chairs of Committees

The responsibilities of the Chairs of Committees include:

- ensuring all positions in their committee are filled and for reporting the membership of their committee to Secretary Council as soon as membership composition is known;
- calling committee meetings;
- submitting agenda items from their committee for Council meetings.
- giving an oral report of their committee's activities at each regular Council meeting;
- reporting in writing the activities of the committees to the Council at least once per academic year;

4 Meetings

4.1 Schedule of Departmental Council and Standing Committees Meetings

4.1.1 Departmental Council

In the first two weeks of September of each academic year, the Council Chair must schedule eight Council meetings of the coming academic year: one on the first Thursday after classes begin in September, one on the last Thursday of September, one on the third Thursday of each of the following months: October, November, January, February, March, and one on the second Thursday of May.

4.1.2 Standing Committees

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

4.1.3 Special Meeting

A special meeting of Council shall be held following a written request by 15% (rounded up) of the full membership to the Chair, or by an administrative request of the Dean or Chair of the Department. The agenda for such meetings will be provided to all members of Council at least 2 working days (48 hours) in advance of the meeting, which will be scheduled at the next available timetabled Council meeting slot.

4.2 Departmental Council Meetings

4.2.1 Notice of Meetings and distribution of Agenda

The written notice and agenda of a regularly scheduled Council meeting shall be distributed no later than 72 hours (3 days) and not earlier than 96 hours (4 days) prior to the meeting.

4.2.2 Submissions of Agenda Items Individual Council members may submit agenda items. All agenda items and supporting documentation are to be submitted to the Chair and/or Secretary at least 96 hours (4 days) prior to the meeting for inclusion in the written agenda of the meeting. Agenda items submitted after that time will be discussed under the "New Business" portion of the meeting.

4.2.3 Agenda

The Agenda for a Departmental Council Meeting will include:

- Call to order
- Approval of the minutes of the last meeting
- Discussion arising out of the minutes
- Urgent Business
- Reports
 - Chair of the Department
 - Undergraduate Curriculum Committee
 - Budgetary Planning and Physical Resources Planning Committee
 - Research and Graduate Studies Committee
 - Current ad-hoc committees
 - Other Ryerson committees when possible (e.g. Academic Council, Board of Governors)
 - Faculty and student associations

- Notices and Announcements
- Agenda items submitted as per 4.2.2
- New Business
- Adjournment

4.2.4 Quorum

A quorum for Council shall consist of 50% (rounded up) of the full membership, with the further requirement that at least 50% (rounded up) of those in attendance be faculty. 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.

A quorum for voting shall consist of 50% (rounded up) of the membership.

4.2.5 Minutes of Meetings

The minutes of Council meetings will be circulated within 10 working days following meetings.

4.3 Committee Meetings

4.3.1 Attendance at Committee Meetings

- Any Council member may attend a meeting of any committee, of which he (she) is not a formal member, as a non-voting participant.
- A committee member may not appoint a voting designate to act in their stead at committee meetings.

4.3.2 Input to Committees

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

- Committees will review matters pertaining to their mandates at their own initiative.
- Committees may also be requested by Council to review other matters.
- Any member of Council may request a committee to review a matter. In this situation, the proposal must be submitted in writing to the committee and must be co-signed by another Council member.

5 Procedures

5.1 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. The Chair will call for nominations from the floor at the first September meeting. If positions remain vacant after the first September 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.

5.2 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.

5.2.1 Members of Council

- Election of the members of Council representing the undergraduate students shall take place annually at the same time as Computer Science Course Union elections. These elections will be run by the Computer Science Course Union.
- The elections of the other members of Council who are representing specific constituencies, sessional and part-time instructors, technical staff, graduate students, or alumni, will take place annually in September.

5.2.2 Officers of Council

- The Officers of Council shall be drawn from the Council membership. Elections for the Officers of the Council shall take place in the first September meeting of each year.
- The elected officers will take office upon election.

5.2.3 Members of Standing Committees

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

5.2.4 Officers of Committees

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

5.3 Proxy

Every member may, by means of a written proxy, appoint a person, who need not be a member of Council, but who must be eligible to serve as a member of Council, to attend and act at any designated Council meeting(s) to the extent and with the power conferred by the proxy. It is the

responsibility of the appointing member to provide the Chair of Council with the written proxy prior to the meeting. No appointee may exercise more than one such proxy at any given meeting.

A proxy vote on a particular agenda motion may be provided to the Chair of Council at least 2 hours before any meeting, and the Chair will register the vote in the vote count on the motion. Such a proxy vote will not be counted for quorum purposes.

5.4 Vacancies

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

- **Vice-Chair**

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

- **Student Members of Council**

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

6 Other general procedural guidelines

Other general procedural guidelines will be Robert's Rules of Order.

6.1 Additional Procedures

- Friendly amendments to motions are permitted. A friendly amendment to a motion is an amendment approved by the mover and seconder of the motion. Friendly amendments are incorporated into the motion without a vote.
- Friendly withdrawals of motions are permitted. A friendly withdrawal of a motion is the withdrawal of a motion approved by the mover and seconder of the motion. Such motions will be withdrawn without a vote.

7 Policy Recommendations

7.1 Authority

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

7.2 Decisions of Council

- Decisions of Council will normally be made by a simple majority of the members present and voting (including proxies).
- Substantive issues will require a two-thirds majority of the members voting (including proxies) to pass.
- An issue is defined by Council as substantive when at least one third of the members present and voting declare it to be so.
- Secret ballot may be invoked at the request of any Council member.

7.3 Recommendations of Committees

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

8 Guests and Observers

- Guests from inside or outside Ryerson may be invited by members to attend Council meetings as non-voting participants. Notice of presence of all guests must be given in the Agenda.
- All Council meetings are public and open to Observers. Observers do not normally participate in Council discussions but may be allowed to address Council at the discretion of the Chair of Council. Notice of presence of observers is not required.

9 Amendments to By-Laws

A notice of motion of proposed by-law changes must be circulated at least two weeks prior to a meeting. Amendments to By-laws require a two-thirds majority vote of the Council members.

Proxy Form

Complete the following form, checking the applicable clauses, and provide it to the Chair of Departmental Council at least two hours before the start of the first meeting indicated.

I, _____, will be unable to attend the Departmental Council meeting(s) on the following date: _____

In my absence, I request the Chair of Departmental Council to vote as indicated for the following motions:

yea/nay _____

yea/nay _____

yea/nay _____

In my absence, I authorize to cast my vote (which may or may not be the same as theirs) for any motion that may arise.

I want the vote cast for me to be recorded in the minutes.

To be signed by the proxy assignee:

I accept the responsibility of exercising this proxy, and assert that I have not been assigned any other proxy for this meeting.

Signed: _____, date: _____

Signed: _____ Date: _____

Report of the Nominating Committee

#W2005-1

April 5, 2005

Motion: That Academic Council approve the following nomination:

Research Ethics Board

Maureen Cava, Manager, Professional Practice, Toronto Public Health, (Community Member).

Respectfully submitted,

Original signed by

Michele Dionne, Chair, for the Nominating Committee

Katherine Penny
Gillian Mothersill
Dale Shipley
Chris Evans
Stalin Boctor
Carla Cassidy
Issa Guindo
Anna Bridges
Jacob Gryn

REPORT OF THE ACADEMIC STANDARDS COMMITTEE

Report #W2005 – 2; April 5, 2005

In this report Academic Standards Committee (ASC) brings to Council its recommendation on a new program proposal in *Medical Physics*. The report also informs the Council of the correction to the revised admission requirements in the *International Economics and Finance* program which were first approved in the December 2004 Council meeting.

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

Correction to the Revised Admission Requirements in *International Economics and Finance*

In December 2004 the Council approved the motion to change the admission requirements for the *International Economics and Finance* program to read as follows:

Six Grade 12 U courses including English and Mathematics (one of Grade 12 U Geometry and Discrete Mathematics (MGA4U) OR Advanced Functions and Introductory Calculus (MCB4U)) with a minimum grade of 60 percent or higher in each of these courses.

Academic Standards Committee informs the Council of the correction to the above admission requirements statement such that the new admission requirements will read as follows:

Six Grade 12 U courses including English and Mathematics (one of Grade 12 U Geometry and Discrete Mathematics (MGA4U) OR Advanced Functions and Introductory Calculus (MCB4U) OR Mathematics for Data Management (MDM4U)) with a minimum grade of 60 percent or higher in each of these courses. Advanced Functions and Introductory Calculus is the preferred Mathematics.

NEW PROGRAM: *Medical Physics*

Medical physicists are health care professionals with specialized training in the medical applications of physics. Their work often involves the use of x-rays, ultrasound, magnetic and electric fields, infra-red and ultraviolet light, heat and lasers in diagnosis and therapy. Most medical physicists work in hospital diagnostic imaging departments, cancer treatment facilities,

or hospital-based research establishments. Others work in universities, government and industry¹.

Medical physicists contribute to the effectiveness of radiological imaging procedures by assuring radiation safety and helping to develop improved imaging techniques. They contribute to the development of therapeutic techniques, collaborate with radiation oncologists to design treatment plans, and monitor equipment and procedures to insure that cancer patients receive the prescribed dose of radiation to the correct location².

Medical Physics at Ryerson

In 1994 the Physics Planning Group in the Department of Mathematics, Physics and Computer Science identified medical physics as a strategic area in which to develop research, undergraduate teaching and graduate teaching. Between 1996 and January 2004 six new faculty were hired, all of whom have research interests and teaching capability in various aspects of medical physics. These faculty members have attracted significant external research funding. This has enabled the group to build considerable research infrastructure and has created one of the largest university-based medical physics groups in Canada.

Currently, the medical physics faculty is pursuing two initiatives for the establishment of (i) a graduate program³ in *Biomedical Physics* and (ii) an undergraduate program in *Medical Physics* structured for delivery within the framework of the recently approved science programs.

Curriculum

In 2004 the Council approved new science programs leading to Bachelor of Science degrees in *Biology*, *Chemistry* and *Contemporary Science*. These programs, which will commence in Fall 2005, are characterized by a common first-year science platform. The proposed *Medical Physics* program will represent a new degree path option available to students enrolled in science programs.

The curriculum consists of 41 one-semester courses including a year-long thesis, 6 liberal studies and one business technical communications course. The Appendix presents the curriculum and provides full listing of the required and elective courses.

Due to the multidisciplinary nature of medical physics, the proposed program will promote interactions among students across a variety of disciplines including physics, computer science, mathematics and biology. Following the first-year common science platform, students will follow a curriculum which emphasizes physics and medical physics.

Practicum: Co-operative and internship options will be available to qualified students (normally having a GPA of 3.00 or greater following the end of second year). Students will have to

¹ Canadian College of Physicist in Medicine.

² AAPM Medical Physics Public Education document.

³ The Program and Planning Committee of the School of Graduate Studies has approved a Letter of Intent in February 2004.

complete a minimum of three of the five work terms to be eligible for a co-op degree. Alternatively, students can opt to complete a 16-month industrial internship placement following the completion of the third year of study.

Optional Designation in Management Science: The recently introduced option in Management Sciences will be available to all students enrolled in science programs. The designation in Management Science will require that students complete a total of six additional courses beyond their regular program.

Admission Requirement: The admission requirements for the *Contemporary Science* program is an OSSD or equivalent with six Grade 12 U/M courses including Grade 12 U English (ENG4U/EAE4U is the preferred English), Chemistry (SCH4U), Biology (SB14U) and Advanced Functions and Introductory Calculus (MCB4U) with a minimum of 60% or higher in each of the courses. Students are encouraged to include Grade 12 U Physics in their high school studies. Subject to competition, candidates may be required to present averages/grades above the minimum.

Peer Review Assessment

In accordance with the University policy on *The Development, Review and Approval of New Undergraduate Programs*, a peer review team⁴ assessed the proposed program. The peer review team concluded that the proposed program is of high quality, innovative and meet the criteria for new programs set out by the University and recommended the program for implementation.

ASC Evaluation

The proposed program in *Medical Physics* represents a significant step in the formulation and delivery of science programs at Ryerson. The common first-year science platform is designed to expose students to various science fields rather than capturing them immediately into narrowly defined and frequently not well understood quasi-professional programs. The common elements of the second year curriculum with other science programs (in particular with *Biology*, *Biology* with specialization in *Biophysics*, *Chemistry*, *Chemistry* with specialization in *Applied Physics*) allow efficient program delivery and greater credit transferability among programs and streams/options within programs.

The peer review team expressed a concern about the relative imbalance between the lecture and lab components. This issue has been resolved to ASC's satisfaction by introducing and/or increasing the lab hours in all physics, medical physics and related courses in years 2–4 of the program. The revised curriculum, which includes a full-year thesis/project course, will better prepare students for the co-op program and educate them in the use of important practical techniques.

⁴ Profs. D.R. Chettle (McMaster), R.A. deKemp (Carleton) and S. Krishnan (Ryerson).

Recommendation

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

That Academic Council approve the program in Medical Physics leading to the Bachelor of Science (Medical Physics).

Respectfully submitted by

Errol Aspevig,
for the 2004/2005 Academic Standards Committee

K. Alnwick (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)	

APPENDIX: MEDICAL PHYSISCS CURRICULUM

Semester 1					
	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Biology I</i>	<i>BLG 143</i>	3	3	
	<i>Chemistry I</i>	<i>CHY 103</i>	3		
	<i>Intro. Programming for Scientists (Note 1)</i>	<i>CPS xx2</i>	4	1	
	<i>Modern Mathematics I</i>	<i>MTH xx3</i>	4		1
	<i>Physics I</i>	<i>PCS 120</i>	4		1
	<i>Orientation (Note 2)</i>	<i>SCII01</i>	1		
TOTAL				25	

Semester 2					
	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Biology II</i>	<i>BLG 144</i>	3	3	
	<i>Chemistry II</i>	<i>CHY 113</i>	3	3	
	<i>Modern Mathematics II</i>	<i>MTH xx4</i>	4		1
	<i>Physics II</i>	<i>PCS 130</i>	4	1	1
LIBERAL STUDIES ELECTIVE					
	<i>Liberal Studies Elective 1 (Note 1)</i>		3		
TOTAL				26	

Semester 3					
	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Statistics I</i>	<i>MTH 380</i>	3		
	<i>Organic Chemistry I</i>	<i>CHY 142</i>	3	3	
	<i>Calculus and Geometry</i>	<i>MTH 330</i>	3		
	<i>Intro to Medical Physics or Physiology</i>	<i>PCS 229 or BLG 010a</i>	3		
LIBERAL STUDIES ELECTIVE					
	<i>Liberal Studies Elective 2</i>		3		
TOTAL				18	

Semester 4

	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Statistics II</i>	<i>MTH 480</i>	3		
	<i>Photonics and Optical Devices</i>	<i>PCS 230</i>	3	1.5	
	<i>Biophysics or Anatomy</i>	<i>PCS 227 or BLG 010b</i>	3		
	<i>Dynamic Systems and Differential Equat.</i>	<i>MTH 430</i>	3		
LIBERAL STUDIES ELECTIVE					
	<i>Liberal Studies Elective 3</i>		3		
TOTAL				16.5	

Semester 5

	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Radiation Biology</i>	<i>PCS 354</i>	3		
	<i>Nuclear Physics with Radiation Interactions</i>	<i>PCS 352</i>	3	1.5	
	<i>Cell Biology I</i>	<i>BLG xx3</i>	3	1.5	
	<i>Intro to Medical Physics or Physiology</i>	<i>PCS 229 or BLG 010a</i>	3		
LIBERAL STUDIES ELECTIVE					
	<i>Liberal Studies Elective 4 (Note 3)</i>		3		
TOTAL				18	

Semester 6

	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Modeling in Medical Physics</i>	<i>PCS 350</i>	3	1.5	
	<i>Electricity and Magnetism</i>	<i>PCS 228</i>	3	1.5	
	<i>Biophysics or Anatomy</i>	<i>PCS 227 or BLG 010b</i>	3		
	<i>Quantum Mechanics</i>	<i>PCS 353</i>	3		
	<i>Fourier Analysis</i>	<i>MTH 710</i>	3		
TOTAL				18	

Semester 7					
	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Medical Diagnostic Techniques</i>	<i>PCS 405</i>	3		
	<i>Thesis</i>	<i>PCS x14</i>		4	
REQUIRED – Select one course from Table 1					
	<i>Technical Elective 1 (Note 4)</i>		(3)	(1)	
LIBERAL STUDIES ELECTIVE					
	<i>Liberal Studies Elective 5</i>		3		
	<i>Liberal Studies Elective 6</i>		3		
TOTAL				17	

Semester 8					
	<i>Course Title</i>	<i>Course Number</i>	<i>Lec</i>	<i>Lab</i>	<i>Tut</i>
REQUIRED					
	<i>Image Analysis</i>	<i>MTH 820</i>	3	1.5	
	<i>Radiation Protection / Health Physics</i>	<i>PCS 406</i>	3		
	<i>Science, Communication and Society</i>	<i>CMN xx1</i>	3		
	<i>Thesis</i>	<i>PCS x14</i>		4	
REQUIRED – Select one course from Table 1					
	<i>Technical Elective 2 (Note 4)</i>		(3)	(1)	
TOTAL				18.5	

Notes:

1. *CPS xx2* and *Liberal Studies Elective 1* can be taken in either semester.
2. This course is graded on a pass/fail basis.
3. This is a designated liberal studies elective where the students must select from a thematic list of courses on history of science/impact of technology.
4. Lecture and lab hours shown in () are estimates due to elective nature of these courses.

TABLE 1: Elective Courses for Students Enrolled in the Medical Physics Program

Physics

PCS 224 Solid State Physics

PCS 407 Radiation Therapy

PCS 355 Thermodynamics and Statistical Physics

Occupational Health

OHS 319 Health Effects of Radiation

Biology

BLG 400 Genetics

BLG xx7 Immunology

Chemistry

CHY 261 Biochemistry I

Informatics – Computer Science

CPS 313 Advanced Programming for Scientists

CPS 411 Data Structures for Scientists

CPS 501 Bioinformatics

Revision of Policy 46: Grading, Promotion, and Academic Standing (The AGPA Policy@)

The following proposed changes to non-numeric course performance designations are the result of consultation with an *ad hoc* committee consisting of Keith Alnwick, Judy Britnell, Zouheir Fawaz, Dawn Little, Maureen Reed and Diane Schulman and with the Academic Planning Group (APG), which includes the Provost, Vice Provost, Faculty Affairs, Associate Vice Presidents, Deans, Chief Librarian, Registrar and the Director of the Provost's Office.

Section 2.1 of Policy 46 deals with graded performance designations, defining the percentages and grade point averages for the various letter grades. Section 2.2 of the policy deals with other course performance designations.

Changes are being proposed to sections 2.2 and 2.3 and are as follows:

- Deletion of NSC and EXN designations as they are not used.
- Redefinition of INC and AEG.
- Addition of FLD as the failing grade for a course which is graded pass/fail.

Motion: That Academic Council amend section 2.2 and 2.3 of Policy 46: Policy on Grading, Promotion, and Academic Standing (The AGPA Policy@) as follows:

(Note: Deletions and additions are highlighted. Some designations remain unchanged.)

2.2 Other Course Performance Designations

2.2.1 Non-graded designations acceptable for course credit purposes, but not included in any calculation of grade point averages:

PSD -- acceptable performance in a course graded only pass or fail (as pre-defined in the course outline)

CHG -- course credit achieved through a successful challenge examination

CRT -- course credit achieved through an acceptable grade in an equivalent course (as determined by the Ryerson course teaching Department) completed at Ryerson or at another post-secondary institution. Such credit may be granted as a part of the admissions process. For students already enrolled in their program, this type of equivalence credit is normally granted only on the basis of a prior letter-of-permission from the course teaching Department

2.2.2 Other course performance designations which may be assigned at the discretion of the teaching Department:

INC -- Incomplete coursework or a missed final examination due to documented medical or compassionate grounds**. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternate final examination may result in a passing grade. The outstanding work or alternate examination must be completed by a specified date within 4 months of the submission of the INC. The INC will be replaced by an official course grade when the work is

completed. If the work is not completed by the deadline the INC will become a grade of F. The designation INC is not included in calculating the grade point average nor is it counted as a course credit or failed course. An INC can be changed to an AEG (see below) by a Dean under exceptional circumstances.

** Students must petition their instructor to receive an INC grade within 3 working days, or as soon as reasonably possible, of the missed final examination or final assignment deadline. Supporting documentation (e.g. Ryerson Medical Certificate) must be provided. Instructors awarding an INC grade must provide the student, within 7 working days, with a written statement of outstanding work to be completed and the date by which it must be completed (or the date of the alternate final examination). The instructor must also file a copy of this documentation with the Chair/Director of the Teaching Department/School.

AEG – credit granted by a Dean, in consultation with the instructor, only under exceptional circumstances when there has been acceptable performance in a course and some coursework remains to be completed.

DEF – an interim grade assigned during the investigation of academic misconduct (as described in the Student Code of Academic Conduct). The DEF grade will be replaced by an official course grade upon resolution of the matter.

F-S -- marginally failing performance that may be raised to a minimum pass through a redeemable failure, students with an F-S designation would have to apply to write such an examination which would be scheduled prior to the end of the second week of classes during the next academic term. The F-S grade will be converted only to a D- or to an F, depending on performance. (The original F-S will remain on the student=s record.) Meanwhile, the F-S grade is treated as an interim failed grade for purposes of academic standing and is calculated in the grade point average at zero grade points. The resulting academic standing is normally considered to be *provisional* until the end of the period during which the redeemable failure would be written. If the standing cannot change as a result of clearing an F-S grade, the provisional standing will automatically be converted to a formal standing.

FNA - - failure, non-attendance; awarded by a professor when the student has been absent from most course meetings and/or has submitted no work for grading. This grade is assigned when a student abandons a course without completing a formal withdrawal prior to established deadline dates. This grade is counted as a failure in the calculation of grade point average and academic standing.

FLD - Failure to meet the minimum acceptable standards for a course graded on a pass/fail basis. Failures in such courses will not be included in calculating the grade point average but will be counted as a failed course for academic standing purposes.

These changes will also require changes to Section 2.3 of the Policy as follows:

Section 2.3 Grade Point Averages

(c) the following course performance designations are NOT included in calculating the grade point average -- AEG, AUD, CHG, CRT, DEF, INC, INP, GNR, FLD and PSD;

- (d) Courses completed prior to formal program admission will not be included in the calculation of grade point averages. Such courses may qualify for transfer credits towards the program and receive CRT designations.

Revision of Policy 126: Periodic Program Review of Undergraduate Programs

The revisions to Policy 126 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: Approval Process for New Undergraduate Programs* was approved by Academic Council at the March 1, 2005 meeting. Policy 126 deals with the review of existing undergraduate programs. The current policy is attached.

Motion: That Academic Council approve the revised Policy 126: Periodic Program Review of Undergraduate Programs, as presented in this report.

RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL

PERIODIC PROGRAM REVIEW OF UNDERGRADUATE PROGRAMS

Policy Number: 126

Original Approval Date: May 9, 2002 (Revised from original policy May 7, 1996)

Current Policy Approval Date: April 5, 2005

Policy Review Date: 2008

Responsible Committee or Office: Provost and Vice President Academic

I. PREAMBLE

Periodic reviews of undergraduate programs serve primarily to help ensure that programs achieve and maintain the highest possible standards of academic quality and continue to satisfy societal need. They also serve to satisfy public accountability expectations⁵ through a review process that is transparent and consequential.

Program reviews are carried out under the authority of Academic Council as set out in the *Ryerson University Act, 1977 (amended)*, and apply to all undergraduate degree programs, including second-entry, those offered in full or in part by federated or affiliated institutions and those offered in partnership with other higher education institutions (colleges and universities) through collaborative or other affiliation agreements.

The approval of the relevant Department/School Councils, review by the relevant Program Advisory Council(s), approval of the relevant Dean(s) and the approval of the Provost and Vice President Academic⁶ are integral to the process. Ultimately Academic Council approval is required.

Multidisciplinary and Interdisciplinary Programs shall be reviewed as distinct programs and must establish an administrative entity that will be responsible for curriculum and program review.

The process is to be applied to all programs on a cycle of approximately seven years and will be coordinated with any professional accreditation review required for a program. The accreditation review can be used to satisfy the program review requirement to the extent that it meets that requirement. The program must submit a supplementary report containing additional information required by the program review process, if any.

⁵Accountability for undergraduate program reviews is exercised by each Ontario university with the oversight of the Undergraduate Program Review Audit Committee (UPRAC), a committee of the Council of Ontario Universities (COU).

⁶ Hereafter referred to as Provost.

II. THE SELF-STUDY REPORT

The self-study has descriptive, explanatory, evaluative and formative functions. It provides an opportunity for program schools or departments, in conjunction with service departments and support units, to assess all dimensions of the program's academic quality and societal need. It is essential that the self-study is reflective, self-critical and analytical, and that it actively involve both faculty and students in the process. The self-study consists of two parts: a narrative that addresses key areas, and appendices that include the data and information that form the basis for the narrative.⁷

A. Narrative – The narrative must provide a reflective, self-critical and analytical review of the program based on data and surveys, and must be the result of active involvement of faculty and students. The narrative must include, but is not limited to:

1. Basic Information

- a. a brief history of the program's development;
- b. statement of the goals and learning objectives of the program and their consistency with the University's mission and academic plan, the Faculty academic plan and the school/department academic plan.

2. Development Since Previous Program Review – a report on how the program has met the goals and objectives of the developmental plan submitted in the previous Program Review and how it has addressed the Academic Council recommendations on that Program Review.

3. Societal Need⁸

- a. a description of current and anticipated societal need;
- b. an assessment of existing and anticipated student demand.

4. Academic Quality

- a. description of the program curriculum and structure, including the relationship of the curriculum and individual courses to the program goals and learning objectives;
- b. a list of comparator programs, the rationale for the selection of these programs and a discussion of how the Ryerson program compares and contrasts with the structure, focus, learning objectives and overall curriculum of the comparators;
- c. a summary and analysis of the results of student surveys/focus groups and graduate surveys, including the quality of support to students and general student satisfaction with the program;
- d. a summary and analysis of the results of employer surveys/focus groups;
- e. an analysis and evaluation of the appropriateness and effectiveness of the mode of delivery (including, where applicable, distance or on-line delivery) to meet

⁷ The Vice-Chair of the ASC will advise program departments/schools throughout the review process on matters of content and format and to ensure that policy requirements are met.

⁸ Elements of employer surveys/focus groups may be relevant in this section.

the program's learning objectives;

- f. an analysis and evaluation of the appropriateness of the methods used for the evaluation of student progress and, where possible, consideration of the effectiveness of the methods used;
 - g. a statement of admission requirements and an analysis and evaluation of the appropriateness of these requirements;
 - h. a statement of any variations from Ryerson's GPA policy and an analysis and evaluation of the appropriateness of these variations;
 - i. a summary and evaluation of library resources;
 - j. a summary of faculty qualification, teaching and SRC activity relative to program goals and learning objectives;
 - k. an analysis and evaluation of the appropriateness and effectiveness of the use of existing human and physical resources to support the program;
 - l. a summary and evaluation of any partnership or collaborative agreements with other institutions.
5. Strengths and Weaknesses - a self-critical analysis of the strengths and weaknesses of the program,

Addressing:

- a. academic quality based on the elements in part (4) above;
- b. the ability of the program to meet its goals and learning objectives.

6. Developmental Plan - a 3-5 year developmental plan.

B. Appendices

1. Appendix I: All data and survey information on which the narrative is based⁹, including but not limited to:
 - a. Admissions data and information on student demand;
 - b. Retention and graduation data;
 - c. Data on enrolment in all program courses (required and elective);
 - d. Student satisfaction survey (and focus group comments where appropriate);
 - e. Recent graduate survey;
 - f. Employer survey (or focus group comments where appropriate);
 - g. Comments from service departments.
2. Appendix II: Curriculum Vitae of all faculty members in the program school or department, and of all other faculty who have recently taught required courses to program students.
3. Appendix III: Course outlines for all courses offered by the program.

⁹ Relevant statistical information is available from the University Planning Office.

4. Appendix IV: Documentation of Advisory Council comments, Department/School Council Approvals, and approval by the Dean (see section III).

Detailed guidelines for the above are contained in a Program Review Manual available from the Office of the Provost.

III. REVIEWS AND APPROVALS AT THE PROGRAM DEPARTMENT/SCHOOL AND DECANAL LEVELS

A. Department/School Council

The Chair/Director of the program department/school will forward the full self-study report to the Dean who will review it and either refer it back to the department/school for further development or for presentation to the Department/ School Council (or other appropriate administrative entity in the case of multi-disciplinary or inter-disciplinary programs) for its review and approval. A record will be kept of the date(s) of the relevant Council meeting(s), along with any qualifications or limitations placed by the Council on the approval.

B. Program Advisory Council

Following approval by the Department/School Council, the self-study report, along with any Department/School Council qualifications or limitations, will be sent to the Dean for presentation to the Program Advisory Council (PAC) for its review and comments. A record will be kept of the date(s) of the meeting(s) and members attending the meeting(s).

C. Dean of the Faculty

After the Program Advisory Council has completed its review, the self-study report, along with any Department/School Council qualifications or limitations and PAC comments, will be returned to the Dean. The Dean will approve its appropriateness for submission to an external peer review team.

IV. PEER REVIEW AND RESPONSE

The program must undergo an external evaluation by a Peer Review Team (PRT). Members of the PRT will be given information on the University and its mission, a complete copy of the self-study report, including Department/School Council qualifications or limitations and PAC comments, and a copy of this policy.

A. Composition and Procedure¹⁰

1. The PRT will consist of two or more faculty from the relevant discipline(s), field(s) or profession from another university, including universities outside Ontario, who are at arms length from the program school/department.
2. The membership of the PRT will be determined and appointed by the Dean, in consultation with the Provost. The school/department will provide, for the Dean's consideration, names and brief biographies of at least six potential reviewers.
3. The Dean will invite one of the reviewers to act as Chair of the PRT.
4. There will be a site visit, structured to include the opportunity for PRT discussion with students, faculty and staff.

B. The Peer Review Team Mandate

The general mandate of the PRT is to evaluate the academic quality of the program and the capacity of the School or Department to deliver it in an appropriate manner. More specifically, the Peer Review will address:

1. the appropriateness of the program's goals and learning objectives and the consistency of the program's curriculum with these goals and objectives;
2. the currency, rigour, and coherence of the program's curriculum;
3. the appropriateness of the mode of delivery and methods used for the evaluation of student progress;
4. the appropriateness of the program's admissions requirements to the program goals and learning objectives;
5. the adequacy and effectiveness of existing human and physical resources, including library resources, to support the program;
6. the quality of support to students and general student satisfaction with the program; and
7. the degree to which the scholarly, research and creative activity in the offering unit provides support for the program goals and learning objectives.

The PRT should, at the end of its report, specifically comment on:

1. the program's strengths and weaknesses;
2. the program's developmental plan; and
3. recommendations for actions to improve the quality of the program, if any.

C. Peer Review Team Report

1. Upon completion of the site visit, the PRT will conduct a debriefing involving the Dean and/or the Provost, the Chair/Director of the program school or department, Assistant/Associate Chairs and Program Directors, if any, and any other individuals who may be invited by the PRT Chair. During the debriefing, the PRT will present its preliminary observations on the program. This is meant to be informational only.
2. The PRT shall submit a written report to the Dean and Provost within four weeks of its site visit.
3. A copy of the PRT report will be forwarded to the Chair/Director.

¹⁰ The Peer Review procedures are outlined in the *Peer Review Team Guide* found in the Program Review Manual.

D. Response to the Peer Review Team Report

1. Within four weeks, the program will prepare a written response to the PRT report. The written response may include any of the following: corrections or clarifications of items raised in the PRT report; a revised developmental plan with an explanation of how the revisions reflect the recommendations or respond to the weaknesses or deficiencies identified in the report; and/or an explanation of why recommendations of the PRT will not be acted upon.
2. The Dean may accept the response as submitted or refer it back to the program for further action. Once accepted, the Dean will provide a copy of the response to each PRT member as a courtesy.
3. The Chair/Director will forward the revised developmental plan, if any and the final response to the PRT report to the Department/School Council for its information.

V. SUBMISSION TO PROVOST

The Dean will submit a final report to the Provost, which will include the following:

1. The original self-study report, including all appendices (Appendix IV must be updated.);
2. The PRT report, including the names, positions, and credentials of the reviewers;
3. The program's final response to the PRT report;
4. A developmental plan, if different from the original, reflecting input from the Department/School Council, PAC, PRT and Dean; and
5. Any comments the Dean may wish to make concerning the program and/or any aspect of the review.

VI. ACADEMIC COUNCIL REVIEW AND APPROVAL

The Provost will review the submission and either refer it back to the Dean for further action or present it to the Academic Standards Committee (ASC) for academic review and recommendations. The ASC may recommend:

1. Approval of the review as submitted, with or without recommendations for further action.
2. Conditional approval of the review, with conditions specified.
3. Referral of the review to the Dean for further action in response to specified weaknesses and/or deficiencies.
4. Rejection of the review as submitted.

The Provost, as Chair of the ASC, will submit a report to Academic Council that summarizes the findings and conclusions of the ASC review of the program, including the program's strengths and weaknesses, and outlines the actions to be taken on the recommendations arising from the review. If the report includes a recommendation for approval of the program review, it will include a date for a required follow-up report to be submitted to the Dean and Provost on the progress of the developmental plan and any

recommendations or conditions attached to the approval. The initial follow-up report is normally due by June 30 of the academic year following Academic Council's resolution.

If the report is referred to the Dean, a date will be specified for the completion of a revised report. If the revised report is not filed by that date, the program review will be rejected.

Academic Council is charged with final academic approval of the Program Review.

VII. REPORT TO THE BOARD OF GOVERNORS

Following presentation to Academic Council, the Provost will present a report that summarizes the outcomes of the Program Review to the Board of Governors for its information.

VIII. PROGRAM REVIEW FOLLOW-UP

The Chair/Director is responsible for the presentation of the required follow-up report to the Dean and Provost by the specified date. The Provost may consult on the report with appropriate committees and units, and if it is believed that there has not been sufficient progress in addressing any issues raised by the Program Review, may require an additional update and course of action by a specified date.