

RYERSON UNIVERSITY

AGENDA

ACADEMIC COUNCIL MEETING

Tuesday, October 11, 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.

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|-------------|--|
| | 1. President's Report |
| Pages 1-3 | 1.1 Ryerson Achievement Report |
| Page 4 | 1.2 Letter to Academic Council |
| Pages 5-45 | 2. Report of the Secretary of Academic Council (#F2005-1) |
| | 2.1 Nomination of Vice Chair of Academic Council |
| | 2.2 Attachments: Academic Council Membership; Standing Committees; Schedules (Meetings, Elections, Faculty Course Survey); Academic Council By-laws; Ryerson Act |
| | 2.3 Honorary Doctorates |
| | 2.4 Academic Integrity |
| | 3. The Good of the University |
| | 4. Minutes: |
| Pages 46-56 | 4.1 Minutes of the May 9, 2005 Meeting |
| Pages 57-60 | 4.2 Minutes of the September 13, 2005 Special Meeting |
| | 5. Business arising from the Minutes |
| Pages 61-65 | 5.1 Response to the May 2005 motion to Academic Council |
| | 6. Correspondence |
| Page 66 | 6.1 Honorary Doctorates for Fall 2005 |
| | 7. Reports of Actions and Recommendations of Departmental and Divisional Councils |
| Pages 67-68 | 7.1 From Arts: |
| | 7.1.1 Course addition in Geography |
| | 7.1.2 Course additions in Psychology |
| Pages 69-74 | 7.2 From Business: |
| | 7.2.1 Course changes in professional electives in Politics and Public Administration for School of Business Management |
| | 7.2.2 Course changes in professional electives and professionally-related electives (Sport Marketing; Human Resources Management; and Municipal Finance for Planners). |
| | 7.2.3 Course changes in Hospitality and Tourism |

- Pages 75-78 7.3 **From Communication & Design:**
 7.3.1 Course changes in Journalism
- Pages 79-80 7.4 **Community Services:**
 7.4.1 Course changes in Social Work
- Page 81 7.5 **From Engineering and Applied Science:**
 Department name change –
 7.5.1 **Motion:** *That Academic Council approve the name change of the
 “Faculty of Engineering and Applied Science” to the “Faculty
 of Engineering, Architecture and Science”.*

8. **Reports of Committees**

- Page 82 8.1 Report #F2005-1 of the Animal Care Committee
- Page 83 8.2 Report #F2005-1 of the Awards and Ceremonials Committee
- Pages 84-110 8.3 Report #F2005-1 of the Composition and By-laws Committee
 8.3.1 **Motion #1:** *That Academic Council approve the By-laws of the
 Department of Mathematics Council.*
 8.3.2 **Motion #2:** *That Academic Council approve the By-laws of the
 Department of Physics Council.*
 8.3.3 **Motion #3:** *That Academic Council approve the revision of its
 By-laws with respect to the Terms of Reference and Composition
 of the Research Ethics Board.*
- Pages 111-113 8.4 Report #F2005-1 of the Learning & Teaching Committee
- Pages 114-115 8.5 Report #F2005-1 of the Nominating Committee
 8.5.1 **Motion:** *That Academic Council approve the nominations for
 2005-2006.*
- Pages 116-122 8.6 Report #F2005-1 of the Academic Standards Committee
 8.6.1 **Motion #1:** *That Academic Council approve the Periodic
 Program Review submitted by the School of Radio and Television
 Arts (RTA).*
 8.6.2 **Motion #2:** *That Academic Council approve the new Minor in
 Criminal Justice.*

9. **New Business**

10. **Adjournment**

RYERSON ACHIEVEMENT REPORT

A sampling of achievements by members of the Ryerson Community and appearances in the media. [For the October meeting of Academic Council.](#)

Ida Berger of the School of Business Management has been appointed to the province's Consumer Advisory Council by the Minister of Government Services, Gerry Phillips. The Council, created in 2003, provides advice to the Minister and Ministry staff on consumer protection priorities, as well as gives input on emerging consumer policy and protection issues.

Arne Kislenko of History is among the top 10 finalists in TVO's Best Lecturer Competition. The 10 professors have been asked to give special lectures which will be taped by TVO and then aired on the TVO program *BIG IDEAS* beginning Saturday, October 8, 2005.

A car designed by Ryerson Engineering students has been recognized in international competitions on both sides of the Atlantic. The Ryerson Formula SAE Team competed in two major international student events – the Society of Automotive Engineers (SAE) Formula SAE Collegiate Design Series, in Michigan, in May, and the Institution of Mechanical Engineers (IMech) and the Society of Automotive Engineers Formula Student Competition held in Leicestershire, UK in July. In Michigan, the Ryerson team placed 10th overall of 140 entries, including 18 teams from Canada. Ryerson had the second-best result of a Canadian university. The event at Leicestershire had 82 entries from Europe and North America, and Ryerson was 16th overall.

Akua Benjamin, Director of Ryerson's School of Social Work, is among 1,000 women nominated worldwide, including 10 in Canada, to symbolically share the Nobel Peace Prize. Dr. Benjamin was nominated by the 1,000 Women for the Nobel Peace Prize 2005 project, which aims to raise awareness of the millions of women around the world working for peace. Dr. Benjamin's fellow Canadian nominees include Maude Barlow, National Chairperson of the Council of Canadians, and Louise Arbour, the United Nations High Commissioner for Human Rights.

Media Appearances

A commentary piece by **Sheldon Levy** on the new fiscal reality for universities appeared in the *Toronto Star* Sept. 9.

Irene Pauzer of the Theatre School was quoted in the *Toronto Star* Sept. 6 on how voice coaches can help deal with accents.

A story in the Sept. 1 *Toronto Star* on decorating dorm rooms quoted Ryerson student **Michelle Zenger** and **Jenny Owens**, Ryerson residence associate. Also, residence community associate **Rudi Sabga** was on CFRB radio Sept. 2 talking about life in residence for university students.

Comments by **Murray Pomerance** of Sociology about the announcer-less CFL broadcasts during the CBC lockout were carried by Canadian Press, and reproduced in

more than 25 newspapers from coast to coast. And he was quoted in the *Edmonton Journal* Aug. 21 on the trend for pop culture stars to look like everyday people.

Metro News Aug. 29 featured a story on two Ryerson students, **Adam Gonshor** of Journalism and **Michael Levine** of ITM, who co-created a website that has become Canada's most-visited independently owned music site.

Ken Jones, Dean of the Faculty of Business, was quoted in the *Winnipeg Free Press* on upscale food retailers Aug. 31, and in the *Nanaimo Daily News* Sept. 1 on big box retailers. Dr. Jones was also quoted in the Aug. 12 *National Post* about the growth of retail power centres in Canada.

Ryerson donor **Aditya Jha** was profiled in a *Toronto Star* story Aug. 27.

The *Toronto Star* Aug. 30 quoted **Alan Kaplan** of Business on issues around labour-sponsored mutual funds.

John Miller of Journalism was quoted in the Aug. 26 *Toronto Star* on the coverage of Karla Homolka.

Norm O'Reilly of Business was quoted in the *National Post* Aug. 27 on the marketing impact of the CBC lockout.

Paul Knox, chair of Journalism, commented on the Karla Homolka coverage in the Aug. 27 *Toronto Star*. He was quoted by Bloomberg Press of New York on the CBC lockout Aug. 31, and by Canadian Press Aug. 29 on Quebecor's plan to converge its media interests.

The Aug. 23 *Edmonton Journal* quoted **Linda Lewis**, chair of Fashion, on the origin of fashion trends in popular culture.

Ben Carniol, professor emeritus in Social Work, authored a commentary piece for the *Toronto Star* Aug. 23 on how improving social conditions would limit crime.

The Aug. 22 *Toronto Star* featured a story about two Ryerson engineering grads, **Peter Ott** and **Leroy Dougherty**, who launched a custom motorcycle business in downtown Toronto.

Janet Chappell of Nutrition was quoted in the Aug. 18 *National Post* on childhood obesity.

A project by **Anthony Hutchinson** of Social Work, studying the diverse population of St. Jamestown, was reported in the Aug. 18 *Globe and Mail*. The study will examine the social determinants of health --factors other than medical care that have an impact on the physical well-being of a community. He also appeared on CBC News Aug. 7 discussing the recent spate of crime in Toronto.

Suane Kelman of Journalism appeared on CBC Radio's *As It Happens* Aug. 12 on the CBC lockout.

Wendy Cukier of Justice Studies was on Citytv Aug. 15 discussing gun control legislation.

Todd Young, graduate in Mechanical Engineering and vice president and general manager of Bombardier's Downsview plant, was featured in a *Toronto Star* story Aug. 14.

Kathryn Woodcock of Occupational and Public Health was quoted in the *Toronto Star* Aug. 13 on the difficulty deaf people have in accessing services such as 911.

In a column on violence plaguing Toronto, Royson James of the *Toronto Star* quoted **Marvyn Novick** of Social Work on the level of public interest in the crime wave.

The launch of Ryerson's online chat room was featured in a story in the Aug. 9 *Metro News*.

Judith Bernhard of Early Childhood Education was quoted in the Aug. 9 *National Post* about language immersion for young children.

Bob Burley, director of the graduate program in Photographic Preservation and Collections Management, was on CBC radio *Here and Now* and *The World at Six* discussing the effects of digital imaging technology on traditional film producers, in the wake of Kodak's decision to cut 10,000 workers.

The launch of the Canadian Barbie, designed by fashion student **Christy Marcus**, drew nationwide media attention in July. The fourth-year fashion student won a competition to design the 45th anniversary doll, sold exclusively in Canada.

Prepared by the Office of Public Affairs

September 28, 2005

Dear Academic Council Members,

An invitation was sent to the Ryerson community in June, and again in August, from Michael Guerriere, Chair of the Board of Governors, and me, asking for suggestions on possible amendments to the Ryerson Act. In response, a number of submissions were directed to the Board Secretariat Office for consideration.

Two of the recommendations directly affect Academic Council. First, it is proposed that the number of seats on Academic Council be increased from fifty (50) to fifty-one (51) to formally include a seat for an elected librarian representative. This, I believe, is in keeping with Academic Council discussions over the past few years. The second recommendation is to change the name of Academic Council to “Senate”, the term most commonly used across the university system.

Academic Council input on these changes is essential before they go forward to the Board for consideration. Therefore, I would like to discuss these changes at the October 11th Academic Council meeting. Once I have this input we will be able to work with legal counsel to determine appropriate language for a formal resolution.

I look forward to your thoughts on these suggestions.

Sincerely,

original signed by:

Sheldon Levy

Report of the Secretary of Academic Council
#F2005-01
October 11, 2005

1. Election of the Vice Chair of Academic Council 2005-06
2. Attached Documents:
 - a. Academic Council By-Laws
 - b. Academic Council Schedule
 - c. Ryerson Act
 - d. List of Academic Council members
 - e. List of members of Standing Committees of Academic Council.
3. Nominations for Honorary Doctorates – Spring 2006 – Deadline: October 28, 2005.
Forms are available at www.ryerson.ca/acadcouncil
4. Academic Integrity Officer, Donna Bell (dbell@ryerson.ca), Ext. 7800.
Information available at www.ryerson.ca/academicintegrity

**ACADEMIC COUNCIL MEMBERSHIP
2005-2006**

FACULTY MEMBERS

<u>FACULTY</u>	<u>TERM NUMBER</u>	<u>YEAR IN TERM</u>	<u>DEPARTMENT</u>
<u>Arts</u>			
Jean-Paul Boudreau	(1)	(2 nd)	Chair, Psychology
Michelle Dionne	(2)	(1 st)	Psychology
Frank Duerden	(1)	(2 nd)	Geography
Martin Greig	(1)	(2 nd)	History
John Morgan	(1)	(1 st)	History
<u>Business</u>			
Scott Anderson	(1)	(1 st)	Business Management
Tarun Dewan	(1)	(1 st)	Business Management
Elizabeth Evans	(1)	(1 st)	Director, Retail Management
Carlyle Farrell	(1)	(2 nd)	Business Management
Robert Hudyma	(1)	(2 nd)	ITM
<u>Communication & Design</u>			
David Johnston	(1)	(1 st)	Interior Design
Dana Lee	(1)	(1 st)	Radio & Television Arts
Gillian Mothersill	(1)	(2 nd)	Graphics Communication Management
Sheldon Rosen	(1)	(2 nd)	Theatre
Perry Schneiderman	(2)	(1 st)	Director, Theatre
<u>Community Services</u>			
Sue Edwards	(1)	(1 st)	Nursing
Nina-Marie Lister	(2)	(1 st)	Urban & Regional Planning
Dan Mahoney	(1)	(2 nd)	Nutrition
Carol-Anne O'Brien	(1)	(2 nd)	Social Work
Dale Shipley	(2)	(1 st)	Director, Early Childhood Education
<u>Engineering & Applied Science</u>			
Hekmat Alighanbari	(1)	(2 nd)	Aerospace Engineering
Chris Evans	(2)	(1 st)	Chair, Chemistry and Biology
Anne Johnson	(1)	(2 nd)	Applied Chemistry & Biology
Jason Lassaline	(1)	(1 st)	Aerospace Engineering
Ravi Ravindran	(1)	(1 st)	Mechanical Engineering
<u>Continuing Education</u>			
Susan Cody	(2)	(2 nd)	Communication & Design
Jim Dianda	(2)	(2 nd)	Arts
Ali Lohi	(2)	(2 nd)	Engineering & Applied Science
Doug McKessock	(2)	(2 nd)	Business
Kileen Tucker Scott	(2)	(2 nd)	Community Services
<u>C.U.P.E.</u>			
Don Elder			
<u>Ryerson Faculty Association</u>			
David Mason			

**ACADEMIC COUNCIL MEMBERSHIP
2005-2006**

STUDENT/ALUMNI MEMBERS

<u>FACULTY</u>	<u>DEPARTMENT</u>	<u>TERM</u>
<u>Arts</u>		
Paul Lewkowicz	Geography	1
Tara Spencer	Arts & Contemporary Studies	2
<u>Business</u>		
Natalie Yiu	Hospitality & Tourism Management	1
Erin Hunking	Business Management	1
<u>Communication & Design</u>		
Graeme Brown	Image Arts	1
Magdalena Brzoska	Journalism	1
<u>Community Services</u>		
Laura Brown	Nutrition	1
VACANT	Social Work	1
<u>Engineering & Applied Science</u>		
Anthony Ganuelas	Computer Science	1
Mohammad Kamali	Industrial Engineering	1
<u>Continuing Education</u>		
Vincent Tighe		2
Luke Yung		1
<u>Graduate Studies</u>		
Lukas Bichler	Mechanical Engineering	1
Shanil Persaud	Civil Engineering	1
<u>Students= Rep.</u>		
Adam Chaleff-Freudenthaler	CESAR	
Nora Loreto	RSU	
<u>Alumni</u>		
Jacob Gryn		2 (1 st year)
Latif Merali		1 (1 st year)

**ACADEMIC COUNCIL MEMBERSHIP
2005-2006**

EX-OFFICIO MEMBERS

John Craig Eaton	Chancellor
Sheldon Levy	President and Vice-Chancellor
Errol Aspevig	Provost and Vice President Academic
Linda Grayson	Vice President, Administration & Student Affairs
Adam Kahan	Vice President, University Advancement
Michael Dewson	Vice Provost, Faculty Affairs
Judith Sandys	Associate Vice President, Academic
Paul Stenton	Associate Vice President, University Planning
Carla Cassidy	Dean, Arts
Ken Jones	Dean, Business
Daniel Doz	Dean, Communication & Design
Susanne Williams	Dean, Community Services
Marilynn Booth	Dean, G. Raymond Chang School of Continuing Education
Stalin Boctor	Dean, Engineering & Applied Science
Maurice Yeates	Dean, Graduate Studies
Keith Alnwick	Registrar
Catherine Matthews	Chief Librarian
Zita Murphy	Library (Observer)

Sep 14, 2005

Diane Schulman, Secretary of Academic Council

ACADEMIC STANDARDS COMMITTEE					
18 MEMBERS					
2005-2006					
		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	VP, Academic	Errol Aspevig			
	Registrar	Keith Alnwick			
	Secretary of Academic Council	Diane Schulman (non-voting)			
	FACULTY				
	Engineering & Applied Science	Mehmet Zeytinoglu	Electrical Engineering	2007	2
	Arts	Ron Stagg	History	2007	2
		Bob Murray	Philosophy	2007	2
	Business	Elizabeth Evans	Retail Management	2007	1
		Daria Sydor	Business Management	2006	3
	Communication & Design	Donna Smith	Comm. & Design	2006	1
		Annick Mitchell	Interior Design	2006	2
	Community Services	Rena Mendelson	Nutrition	2007	1
		Janice Waddell	Nursing	2007	1
	Engineering & Applied Science	Zouheir Fawaz	Mechanical Engineering	2007	2
		Lynda McCarthy	Chem. Bio. & Chem. Eng.	2007	2
	Librarian	Daniel Phelan	Library	2006	2
	Continuing Education	Des Glynn	CE	2006	2
	STUDENTS				
		Seyon Kandasamy	Civil Engineering	2006	1
		Tracey Haug	Arts & Contemp. Studies	2006	1

ADMISSIONS COMMITTEE					
13 MEMBERS					
2005-2006					
		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Registrar (Chair)	Keith Alnwick			
	VP, Academic	Errol Aspevig			
	Coordinator of Mobility Programs	Suhair Deeb			
	Secretary of Academic Council	Diane Schulman	(non-voting)		
	FACULTY				
	Arts	Frank Duerden	Geography	2007	1
	Business	Scott Anderson	Business Management	2006	1
	Communication & Design	David Johnston	Interior Design	2007	1
	Community Services	Carol-Anne O'Brien	Social Work	2006	1
	Engineering & Applied Science	Ali Hussein	Electrical Engineering	2006	1
	Continuing Education	Amy Casey	Associate Director	2006	1
	STUDENTS				
		Natalie Yiu	Hospitality & Tourism Manage.	2006	1
		Tara Spencer	Arts & Contemporary Studies	2006	1
		Pirasanna Sivalingam	Computer Engineering	2006	1
	ALUMNUS				
		Alikhan Ladhani		2006	1

ANIMAL CARE COMMITTEE
12 MEMBERS [9 voting]
2005-2006

	NAME	DEPARTMENT/ SCHOOL	TERM EXPIRES	TERM #
Chair	Andrew Papadopoulos			
Veterinarian	Wendy Williams			
Community Member	Richard Boehnke		2005	2
Secretary of Academic Council	Diane Schulman	(non-voting)		
Research Ethics Coordinator	Alexander Karabanow	(non-voting)		
FACULTY				
Chemistry and Biology	Lynda McCarthy		2005	2
Occupational & Public Health	Marilyn Lee		2005	2
Chemistry and Biology	Vadim Bostan		2006	1
STUDENT				
LAB TECHNICIAN/TECHNOLOGIST				
Technical Specialist	Liberty Victorio-Walz		2007	1

**APPEALS COMMITTEE
27 MEMBERS
2005-2006**

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Secretary of Academic Council	Diane Schulman	(non-voting)		
Director of Student Services (or Designate)	Maxine Laine			
FACULTY				
Arts	Isaac Engel	Psychology	2007	1
	Doug Banting	Geographic Analysis	2006	1
	Martin Greig	History	2006	1
Business	George Gekas	Business Management	2007	2
	Peter Pille	ITM	2006	1
	Avner Levin	Business Management	2007	1
Communication & Design	Gillian Mothersill	GCM	2006	3
	Lucia Dell' Agnese	Fashion	2007	2
	Andrew Furman	Interior Design	2007	1
Community Services	Nina-Marie Lister	Urban & Regional Planning	2007	1
	Janet Chappell	Nutrition	2006	1
	Margaret Malone	Nursing	2006	2
Engineering & Applied Science	Paul Poh	Architecture	2007	1
	Darrick Heyd	Chemistry & Biology	2006	1
	Jeffrey Yokota	Aerospace Engineering	2006	1
Continuing Education	Ali Lohi	Chem & Bio Science	2006	2
	Susan Laskin	Geography	2005	1
STUDENTS				
Arts	Anna Bridges	Arts & Contemp. Studies	2006	2
Business	Erin Hunking	Business Management	2006	1
Communication & Design	Graeme Brown	Image Arts	2006	1
Community Services	Alexandra Jurczak	Nursing	2006	2
Engineering & Applied Science	Pirasanna Sivalingam	Industrial Engineering	2006	1
Graduate Studies	Lukas Bichler	Mechanical Engineering	2006	1
Continuing Education	Vincent Tighe	CE	2006	1
Additional Student	Anthony Ganuelas	Computer Science	2006	1
Alternate Student	Laura Brown	Nutrition	2006	1
Alternate Student	Tara Spencer	Arts & Contemp. Studies	2006	1

AWARDS & CEREMONIALS COMMITTEE
14 MEMBERS
2005-2006

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
President	Sheldon Levy			
Dean of Graduate Studies	Maurice Yeates			
Registrar	Keith Alnwick	(non-voting)		
Secretary of Academic Council	Diane Schulman	(non-voting)		
FACULTY				
Arts	Catherine Ellis	History	2007	1
Business	Maurice Mazerolle	Business Management	2007	2
Communication & Design	Ivor Shapiro,	Journalism	2007	2
Community Services	Rena Mendelson	Nutrition	2006	1
Engineering & Applied Science	Kamran Behdinan	Aerospace Engineering	2006	1
DEANS/CHAIRS/DIRECTORS (At least one Chair/Director)				
Arts	Andrew Hunter	Philosophy	2006	1
Business	Peter Luk	Director, Business Management	2007	2
Communication & Design	Perry Schneiderman	Chair, Theatre	2007	2
Community Services	Sue Wilson	Ass. Dean, Community Services	2006	1
Engineering & Applied Science	Stalin Boctor	Dean, Engineering	2006	2
CONTINUING EDUCATION				
	Amy Casey	Associate Director	2007	1
	Desmond Glynn	Arts Program Director	2007	2

COMPOSITION & BY-LAWS COMMITTEE
8 MEMBERS
(All members of Academic Council)
2005-2006

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
President	Sheldon Levy			
Secretary of Academic Council	Diane Schulman	(non-voting)		
FACULTY				
Arts	Michelle Dionne	Psychology	2007	2
Business	Carlyle Farrell	Business Management	2006	1
Communication & Design	Dana Lee	Radio & Television Arts	2007	1
Community Services	Dan Mahoney	Nutrition	2006	1
Engineering & Applied Science	Hekmat Alighanbari	Aerospace Engineering	2007	1
Continuing Education	Ali Lohi	Chem. & Bio. Science	2006	2
STUDENTS				
	Paul Lewkowicz	Geography	2006	1
	Shanil Persaud	Civil Engineering, graduate	2006	1

LEARNING & TEACHING COMMITTEE					
20 MEMBERS					
2005-2006					
		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Vice Provost, Faculty Affairs (Chair)	Michael Dewson			
	Learning & Teaching Director	Judy Britnell	(non-voting)		
	Librarian	Don Kinder			
	Student Services	Marion Creery			
		Tanya Lewis			
	Digital Media Projects Office	Laurie Harrison			
	Secretary of Academic Council	Diane Schulman	(non-voting)		
	FACULTY ASSOCIATES				
	Arts	Alan Sears	Sociology		
	Business	Frances Gunn	Business		
	Communication & Design	Lu Ann Lafrenz	Fashion		
	Community Services	Beth Swart	Nursing		
	Engineering & Applied Science	Anne Johnson	Biology and Chemistry		
	Continuing Education	Linda Kowal/Gosha Zywno			
	STUDENTS				
	Arts	Paul Lewkowicz	Geography	2007	1
	Business	Joe Li	Business Management	2007	1
	Communication & Design	Magdalena Brzoska	Journalism	2007	1
*	Community Services	Caitlan Leonard	Early Childhood Education	2007	1
	Engineering & Applied Science	Anthony Ganuelas	Computer Science	2007	1
	Graduate Studies	Lukas Bichler	Mechanical Engineering	2007	1
	Continuing Education	Stacey Mirowski		2007	2

NOMINATING COMMITTEE					
10 MEMBERS					
2005-2006					
		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Secretary of Academic Council	Diane Schulman	(non-voting)		
	FACULTY				
	Arts	Michelle Dionne	Psychology	2007	2
	Business	Scott Anderson	Business Management	2007	1
	Communication & Design	Gillian Mothersill	GCM	2006	1
	Community Services	Dale Shipley	ECE	2006	1
	Engineering & Applied Science	Chris Evans	Chemistry & Biology	2006	1
	DEANS				
		Stalin Boctor	Engineering & Applied Science	2006	2
		Sue Williams	Community Services	2007	1
	STUDENTS/ALUMNI				
		Lukas Bichler	Mechanical Engineering (SGS)	2006	1
		Paul Lewkowicz	Geography	2006	1
		Jehangir Saleh	Arts & Contemp. Studies	2006	1

RESEARCH ETHICS BOARD					
20 MEMBERS					
2005-2006					
		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Chair (nominated by AVPA)	Nancy Walton	Nursing		
	Assoc. Vice Pres. Academic, designate	Alexander Karabanow	(non-voting)		
	Director, Office of Research Services	Robert Dirstein	(non-voting)		
	Secretary of Academic Council	Diane Schulman	(non-voting)		
	FACULTY				
	Arts	Jo Kornegay	Philosophy	2006	1
	Business	Maurice Mazerolle	Business Management	2006	2
	Business	Mary Foster	Business Management	2006	1
	Communication & Design	Susan Cody	Bus & Tech Comm.	2006	1
	Community Services	Sue Williams	Dean,	2006	1
	Engineering & Applied Science	Xiao Ping Zhang	Electrical Engineering	2006	2
	School of Graduate Studies	Medhat Shehata	Civil Engineering	2006	1
	(Legal Expertise)	Avner Levine	Business Management	2007	2
	Members at Large	Pat Corson	ECE	2006	1
		Ayse Yuce	Business (Bus Management)	2007	1
		Maria Guervich	Arts (Psychology)	2007	1
	STUDENTS				
	Graduate Student	Bertha Konstantinidis	Elect & Comp Engineering	2006	1
	Undergraduate Student	Jehangir Saleh	Arts & Contemp Studies	2006	1
		Archna Patel	Nursing	2006	1
	COMMUNITY MEMBERS				
		Geoff Arnold		2006	2
		Jay Mowat		2006	2
		Maureen Cava		2007	1

SRC COMMITTEE					
16 MEMBERS					
2005-2006					
		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Assoc. Vice President Academic (Chair)	Judith Sandys			
	Director, Office of Research Services	Robert Dirstein			
	Dean of Graduate Studies	Maurice Yeates			
	Librarian	Diane Granfield			
	Secretary of Academic Council	Diane Schulman	(non-voting)		
	MEMBERS SRC REP GROUP				
	Arts	Michael Finn	French & Spanish		
	Business	Wendy Cukier	Assoc. Dean, Business		
	Communication & Design	Irene Devine	Assoc Dean, FCAD		
	Community Services	Sue Wilson	Assoc Dean, FCS		
	Engineering & Applied Science	Steven Liss	Assoc Dean, FEAS		
	FACULTY				
	Arts	Maria Gurevich	Psychology	2006	1
	Business	Mary Foster	Business Management	2005	1
	Communication & Design	Bruce Elder	Image Arts	2007	1
	Community Services	Susanna Edwards	Nursing	2007	1
	Engineering & Applied Science	David Naylor	Mechanical Engineering	2006	1
	COMMUNITY MEMBERS				
	STUDENTS				
	Graduate Student	Shanil Persaud	Civil Engineering	2006	1
	Undergraduate Student	Laura Brown	Nutrition	2006	1

**ACADEMIC COUNCIL CALENDAR
2005-2006**

ACADEMIC COUNCIL MEETINGS

(For Agendas and Minutes, please go to:

www.ryerson.ca/acadcouncil/agenindex.html)

MEETING DATE	AGENDA DEADLINE
Tuesday, October 11, 2005	Tuesday, September 27, 2005
Tuesday, November 8, 2005	Tuesday, October 25, 2005
Tuesday, December 6, 2005	Tuesday, November 22, 2005
Tuesday, January 31, 2006	Tuesday, January 17, 2006
Tuesday, March 7, 2006	Tuesday, February 21, 2006
Tuesday, April 11, 2006	Tuesday, March 28, 2006
Tuesday, May 9, 2006	Tuesday, April 25, 2006

PLEASE NOTE: Agenda deadlines must be adhered to. All reports and documents must be submitted electronically (with “**Signature on File**” inserted in the signature section of the report/ document) to: lstewart@ryerson.ca, by the agenda deadline. (It is preferred that all electronic documents be submitted in Microsoft Word.) Documents and reports, which contain signatures, should also be submitted in hard copy to the Office of Academic Council, Room JOR-1221, Jorgenson Hall. Meetings will be held in the Commons Room (Room POD-250) and will commence at 6:00 p.m. A light dinner will be available from 5:30 p.m. If you have any questions, please contact the Secretary at ext. 5011.

SUBMISSION OF CURRICULUM/PROGRAM CHANGES

(For guidelines, see: www.ryerson.ca/acadcouncil/Other.html/submissionguide.pdf

)

SUBMISSION OF CURRICULUM/PROGRAM CHANGES

Submission of proposal <i>for significant curricular changes</i> to the Provost and Vice-President Academic for consideration by Academic Standards Committee	June 30, 2005
Submission of material for Calendar (submit to Curriculum Advising)	October 10, 2005
Submission of material for November Academic Council Agenda	October 25, 2005
Final Academic Council meeting to approve degree program changes for 2006/2007	November 8, 2005
Deadline for submission of most CE proposals to the Provost and Vice President Academic for ASC consideration	January 12, 2006
Final Academic Council meeting to approve CE changes for 2006/2007	February 28, 2006

Departments should be aware that, due to its very large workload, the Standards Committee will not guarantee that curriculum or program changes submitted after the **June 30** deadline will be discussed in time for approval at the November meeting. Changes submitted by the deadline will be given priority.

The Academic Standards Committee is prepared to provide advice on the preparation of program change proposals. This input may help to avoid unnecessary delays caused by incomplete or inappropriate documentation. Please contact either the Provost and Vice-President Academic, or Mehmet Zeytinoglu (Vice-Chair, ASC).

FACULTY COURSE SURVEYS

(For Survey Guidelines, please access: www.ryerson.ca/acadcouncil/surveyguidelines.pdf)

FALL 2005	
FCS Detail lists to Departments	Tuesday, September 13, 2005
FCS Detail lists returned to Secretary of Academic Council by	Tuesday, September 20, 2005
FCS Forms delivered to departments	Wednesday, October 19, 2005
FCS Administered	October 31-November 18, 2005
FCS Forms returned to Secretary of Academic Council by	Monday, December 5, 2005
Reports to departments	Friday, January 13, 2006
WINTER 2006	
FCS Detail lists to Departments	Monday, January 16, 2006
FCS Detail lists returned to Secretary of Academic Council by	Friday, February 10, 2006
FCS Forms delivered to departments	Friday, March 3, 2006
FCS Administered	March 06-March 24, 2006
FCS Forms returned to Secretary of Academic Council by	Friday, April 7, 2006
Reports to departments	Wednesday, May 10, 2006

ACADEMIC COUNCIL ELECTIONS

(For Election Guidelines and forms, please access: www.ryerson.ca/acadcouncil/otherforms.html)

E-mail message to Students on Elections	Monday, January 16, 2006
Nominations open	Monday, January 23, 2006
Orientation meeting for student candidates	Monday, January 30, 2006
Nominations close	Wednesday, February 1, 2006
Names of nominees forwarded by Chair to Dean	Thursday, February 2, 2006
Names of nominees forwarded by Dean to Secretary of Academic Council	Friday, February 3, 2006
E-mail message to students announcing candidates	Monday, February 6, 2006
Student Voter Eligibility lists verified by Registrar's Office	Wednesday, February 8, 2006
On-Line Student voting (8:00 a.m. – 9:00 p.m.)	Monday, February 13, 2006 – Friday, February 17, 2006
Faculty/Chair vote (10:00 a.m. – 3:00 p.m.)	Monday, February 13, 2006
Faculty/Chair results to Secretary of Academic Council	Friday, February 17, 2006
Verification of Student On-Line Votes	Monday, February 20, 2006

**RYERSON UNIVERSITY
ACADEMIC COUNCIL
BY-LAWS**

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7. **COMMITTEE OF THE WHOLE**

1. **DEFINITION OF TERMS**

- 1.1. **Faculties**: There are five faculties: Arts; Business; Community Service; Communication and Design; Engineering and Applied Science.
- 1.2. **Continuing Education**: The Continuing Education Division
- 1.3. **Graduate Studies**: The School of Graduate Studies
- 1.4. **Member, Graduate Studies**: Approved Faculty member of the School of Graduate Studies.
- 1.5. **Committee Chair**: Chairs of Standing Committees must be a member of Academic Council, whenever possible.
- 1.6. **Committee Member**: Unless otherwise stated, members of a committee, other than the Chair, do not have to be members of Academic Council. Unless otherwise stated, faculty and students are as defined in the Ryerson University Act.
- 1.7. **Student**: The Ryerson Act defines students as “persons registered in a program or course of study at the University that leads to a degree, diploma or certificate of the University.” Only such students are eligible to be members of Academic Council, serve on Council committees and vote in student elections for these positions.
- 1.8. **Faculty**: The Ryerson Act defines “teaching faculty” as the “full-time employees of the University whose principal duty is the performance of the teaching function or the research function of the University, including employees holding the offices of Dean, Chair or Assistant Chair of a department, or Academic Director.”
- 1.9. **Alumni**: The Ryerson Act defines alumni as “persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnic Institute, Ryerson Polytechnic University or Ryerson University and who are no longer registered as students.”

2. **COMPOSITION OF ACADEMIC COUNCIL**

2.1 **EX-OFFICIO REPRESENTATIVES**

The Chancellor, the President (who shall be the Chair of the Council), the Vice-Presidents, the Associate Vice-Presidents, the Deans, the Chief Librarian and the Registrar shall serve as ex-officio voting members of Academic Council.

2.2 **FACULTY REPRESENTATIVES**

- 2.2.1 **Chairs/Directors**: There shall be five Chairs/Directors, one elected from each of the five Faculties, by and from the Chairs/Directors in each Faculty.
- 2.2.2 **Faculty**: There shall be twenty faculty members, four elected from each of the five Faculties, by and from the full-time teaching faculty in each Faculty.

- 2.2.3 Continuing Education Faculty:** There shall be five faculty representatives from Continuing Education, one from each Division, who are full-time teaching faculty and who are teaching at least one course in that Continuing Education Division in the year of their election, or who serve on Continuing Education committees such as the Continuing Education Divisional Council.
- 2.2.4 Ryerson Faculty Association (RFA):** There shall be one RFA representative, specifically elected to the position, as determined by the RFA, who is eligible to serve on Academic Council as defined by the Ryerson Act.
- 2.2.5 Canadian Union of Public Employees (CUPE):** There shall be one CUPE representative, specifically elected to the position, as determined by CUPE, who is eligible to serve on Academic Council as defined by the Ryerson Act.

2.3 STUDENT REPRESENTATIVES

- 2.3.1** Ten student representatives, two from each of the five Faculties, elected by and from students registered in that Faculty.
- 2.3.2** One representative of the Ryerson Students' Administrative Council (RyeSAC) who is duly elected to the position as specified in the By-Laws of RyeSAC.
- 2.3.3** One representative of the Continuing Education Students' Association of Ryerson (CESAR) who is duly elected to the position as specified in the By-Laws of CESAR.
- 2.3.4** Two representatives elected by and from those students of the University enrolled in a course of Continuing Education leading to a certificate, diploma or degree, such representative shall be enrolled at the time of election in any course of Continuing Education leading to a certificate, diploma or degree of the University.
- 2.3.5** Two representatives elected by and from those students of the University enrolled in a graduate studies program

2.4 ALUMNI REPRESENTATIVES

Two representatives from alumni of Ryerson elected by and from the members of the Alumni Association for a term of two years; such representatives to be eligible to hold office shall have obtained at least one certificate, diploma or degree offered by the University, and to no longer be registered as students.

2.5 AMENDMENT OF BY-LAWS

- 2.5.1** The President shall be the permanent chair of the Composition & By-Laws Committee, as defined in the section on Standing Committees of Academic Council. Recommendations of this committee shall normally be presented at the first meeting of Academic Council in the new calendar year (January or February) for ratification and enactment in the following academic year. This item shall be taken as notice of amendment of the By-Laws.
- 2.5.2** The recommendations of the Composition and By-Laws Committee shall be in accordance with the provisions of the Ryerson University Act, 1977.

2.6 ELECTION OF MEMBERS OF ACADEMIC COUNCIL

- 2.6.1** Election of members of Academic Council shall be held annually before March 1. Each successful candidate will commence service as a member at the first regular meeting of the following session. Elections will be held by each of the Faculties or constituent groups. Deadline dates for nominations and the date of the Faculty and Student elections will be established and publicized by the Secretary of Academic Council.
- 2.6.2** If a member is unable to attend a meeting of the Academic Council, they must inform the Secretary of Academic Council in advance in order to be officially excused. Notice to the Secretary may be given orally or in writing and shall be recorded in the attendance lists by the notation "regrets".
- 2.6.3** An elected member of Academic Council ceases to be eligible to serve when the member no longer holds the position he or she held at the time of election. The Faculty or constituent they represent must recommend a replacement for such faculty or for any student who no longer meets the definition of a student. In these cases, the Faculty should forward the name of the nominee to the Secretary of Academic Council, who will present the name to the Nominating Committee. If possible the replacement should be the faculty or student who was the first runner-up in the election
- 2.6.4** A member of Academic Council, who fails to attend two consecutive meetings, without notice to the Secretary, or three in total for the year, shall automatically cease to be a Council member. The same rule shall apply to committee service. A vacancy so created will be filled in accordance with the provisions above.
- 2.6.5** Where a vacancy occurs for any reason among elected members of Council or Council committees the vacancy shall be filled by Council on the recommendation of the Nominating Committee.
- 2.6.6** The Secretary of Academic Council will provide a list of Academic Council members at the first meeting, and again whenever changes are made.

2.7 TERM OF OFFICE

- 2.7.1** Ex-officio members hold their positions on Academic Council as long as they are in office. Faculty and Alumni representatives are elected for a two-year term. They may be nominated for a second two-year term. Student representatives are elected for a one-year term, and may be nominated for a second one-year term. All re-nominations are pursuant to the terms of eligibility.
- 2.7.2** Members who fill vacancies in the middle of the term are eligible to serve two full additional terms.
- 2.7.3** Members may be re-nominated after an absence of one year.

2.8 OFFICERS OF ACADEMIC COUNCIL

- 2.8.1** **SECRETARY**: The President of the University shall appoint a permanent Secretary

of Academic Council. The duties of the Secretary, in regard to the Academic Council, shall be:

- 2.8.1.1** To collect information for, and establish, in consultation with the Vice President, Academic, and the President, the agenda of all meetings of Academic Council, which will normally be distributed one week in advance of such meetings.
- 2.8.1.2** To organize and schedule Academic Council meetings, acting as a resource to the chair at such meetings.
- 2.8.1.3** To prepare and issue minutes of every meeting of Academic Council to all members.
- 2.8.1.4** To solicit nominations for the Vice-Chair of Academic Council and coordinate the election for this position at the first Academic Council meeting of the year.
- 2.8.1.5** To organize and administer the annual election of students and faculty members to Academic Council and assist the Nominating Committee in establishing the membership of the Standing Committees of Academic Council.
- 2.8.1.6** To conduct correspondence in the name of Academic Council.
- 2.8.1.7** To create, advise upon and draft academic policies as appropriate, assuring adherence to proper format and procedures, and preparing them for submission to Academic Council.
- 2.8.1.8** To maintain all books and records of Academic Council and its committees, including a directory of the current policies of Academic Council.
- 2.8.1.9** To serve as an ex-officio, non-voting, member of all standing committees of Academic Council.
- 2.8.1.10** To assist committees in research supporting their efforts and to act as a resource.
- 2.8.1.11** To oversee and provide advice on policies and procedures for curriculum change and development, and to advise the Academic Standards Committee and the Vice President, Academic on matters submitted for curriculum and course changes.
- 2.8.1.12** To record and maintain the records of the Academic Standards Committee.
- 2.8.1.13** To oversee the Academic Appeals Policy and the Student Code of Academic Conduct.
- 2.8.1.14** To carry out other duties as needed to ensure proper functioning of the

Academic Council.

2.8.2 CHAIR: The President of the University shall be ex-officio Chair of Council. The duties of the Chair shall be:

2.8.2.1 To establish, in consultation with the Secretary of Academic Council, and the Vice President, Academic, the agenda of all meetings of Academic Council.

2.8.2.2 To report to Academic Council on current issues of the University.

2.8.2.3 To open the meeting.

2.8.2.4 To decide and announce the business and the order in which it is to be acted upon.

2.8.2.5 To state and put the question, and to announce the result of the vote.

2.8.2.6 To enforce rules of order.

2.8.2.7 To break a tie vote.

2.8.2.8 To call another member to the Chair when it is necessary to enter Committee of the Whole or for meetings which the President cannot attend.

2.8.3 VICE CHAIR

2.8.3.1 Nominations for Vice-Chair of Academic Council shall be made to the Secretary of Academic Council by two weeks prior to the first meeting of the session. Only members of the Academic Council may be nominated. Nominees will be asked to confirm their acceptance of their nomination.

2.8.3.2 At the first regular meeting of each session, the members of Academic Council shall elect by secret ballot including all nominees, a Vice Chair for that session.

2.8.3.3 The duty of the Vice Chair shall be to act as Chair of Council if called upon by the Chair.

3. STANDING COMMITTEES OF ACADEMIC COUNCIL

3.1 REVIEW OF COMMITTEE COMPOSITION AND TERMS OF REFERENCE

3.1.1 The Terms of Reference for these committees and their composition may be reviewed by the Composition and By-Laws Committee and recommendations for change made to Academic Council.

3.1.2 A Standing Committee may make recommendations to the Composition & By-Laws Committee, which can then make recommendations to Academic Council regarding its Terms of Reference or dissolution.

3.1.3 The Composition & By-Laws Committee may make recommendations to Academic Council regarding the establishment of a standing committee.

3.2 **UNDERGRADUATE DEPARTMENT/SCHOOL COUNCILS – CONTINUING EDUCATION DIVISIONAL COUNCIL**

3.2.1 Every Undergraduate Department and School will establish a Department/School Council, and the Division of Continuing Education will establish a Divisional Council, constituted to recommend policies and actions relevant to the academic unit and to provide a forum within which faculty, staff, and students can participate in its academic governance.

3.2.2 Department/School Councils report to Academic Council.

3.2.3 The Composition & By-Laws Committee shall have responsibility for the overriding Policy on Department/School Councils – Divisional Councils.

3.3 **TERM OF MEMBERSHIP** A faculty member of a standing committee of Academic Council will serve for a two-year term, renewable by nomination of the Nominating Committee for a second term. In special cases, the Nominating Committee may nominate a member for a third term. Student members serve for one one-year term, renewable for a second term by nomination of the Nominating Committee. After a one year break in service, a member can be re-nominated.

3.4 **REPORT OF COMMITTEES** Committees are required to report to Academic Council at least once each year.

3.5 **EX-OFFICIO MEMBERSHIP**

3.5.1 The Secretary of Academic Council shall serve as an ex-officio, non-voting, member of all standing committees.

3.5.2 When an ex-officio member is specified on a committee, the term of the member shall cease when that person no longer holds that position.

3.6 **COMPOSITION AND TERMS OF REFERENCE OF STANDING COMMITTEES** .

3.6.1 **Academic Council Appeals Committee**

Composition: Twenty-five (25) members: Fifteen (15) faculty representatives, three from each Faculty; two (2) representatives of Continuing Education (defined by the By-Laws as those who are full-time teaching faculty and who are teaching at least one course in Continuing Education in the year of their election, or who serve on Continuing Education committees, such as the Continuing Education Divisional Council); five (5) students, one from each Faculty; one (1) graduate student; one (1) continuing education student; and one (1) additional student. Members of the Committee may not concurrently be serving in any appeals capacity at the department/school or Faculty level.

Terms of Reference: Hearing Panels of the Appeals Committee of Academic Council shall consist of at least four (4) members of the Committee, at least one (1) of whom must be a student. A quorum shall consist of at least four (4) members, including the Panel Chair and at least one student. The Panel Chair may vote in case of a tie.

Hearing Panels will hear appeals of decisions made at the Faculty level and the Appeals Committee of the School of Graduate Studies on matters related to both the Policy on Academic Consideration and Appeals, the Student Code of Academic Conduct and the

Student Code of Non-Academic Conduct. The grounds for such appeals are stated in those Policies.

Hearing Panels will also be convened when Disciplinary Withdrawal or Expulsion is recommended.

All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)* and the guidelines established by the Policies. Hearings shall follow procedures outlined in the Guide to Appeals Hearings, which is available from the Secretary of Academic Council.

All members of the Appeals Committee of Academic Council will be required to attend training sessions(s) conducted by the Office of the Secretary of Academic Council.

3.6.2 Academic Standards Committee

Composition: Seventeen (17) members to include: the Vice President, Academic, who shall serve as chair (1); the Registrar (1); ten (10) faculty, two representatives from each faculty (One of these Faculty shall serve as Vice-Chair); one (1) additional faculty member from the Faculty of the Vice Chair; one (1) representative of Continuing Education; one (1) Librarian; two (2) students.

Terms of Reference: The principal responsibility of the Academic Standards Committee (ASC) is to provide advice to Academic Council in respect to undergraduate program/curriculum changes proposed by Schools, Departments, Faculties, and Continuing Education. The ASC fulfils its mandate by conducting in-depth reviews of academic proposals, reporting regularly to Council on the outcomes of such reviews, and recommending appropriate action. The ASC advises Council on matters such as:

- proposals to establish new programs (undergraduate degree, diploma, certificate, and special-purpose programs)
- complex curricular changes
- amendments to program mission and objectives, admission requirements, and degree designation.
- GPA variances
- new or revised Minors
- periodic program reviews
- other matters as requested by Academic Council and/or the Vice President, Academic

Other responsibilities of the Academic Standards Committee are:

- to consult with Schools, Departments, Faculties, and Continuing Education in determining the format and, where appropriate, the content of proposals
- to alert Academic Council to program, curricular, or policy issues arising in the course of its work and to suggest appropriate action
- to provide Academic Council with an annual summary of its work

3.6.3 Admissions Committee

Composition: Thirteen (13) members to include: the Registrar (1), who shall serve as Chair; the Vice-President, Academic (1); the Coordinator of Mobility Programs (1); five (5) faculty, one from each Faculty; one member from Continuing Education (1); three students (3); and one alumnus (1).

Terms of Reference:

- to examine the impact of changes in Ontario High School policies on University admissions
- to examine existing and proposed program admission requirements in light of admission trends.
- to establish policy on academic articulation and partnership agreements with other institutions

3.6.4 Animal Care Committee

Composition: Nine (9) members to include: one (1) chair, who is a faculty member appointed by the Associate Vice-President, Academic, and who is not a researcher with direct or indirect involvement in research involving animals; the Associate Vice President, Academic or designate (1), the Research Ethics Coordinator or designate (1); three (3) faculty from among faculty actually involved in research involving animals; one (1) student; one (1) community member; and a veterinarian (1).

Terms of Reference:

- Monitors of all research and teaching protocols involving animals.
- Schedules regular visits to all laboratories in which experimental animals are used and facilities in which animals are housed and cared for.
- Is responsible for ensuring that CCAC and University policies and guidelines involving research with animals are adhered to.

3.6.5 Awards And Ceremonials Committee

Composition: Fourteen (14) members to include: the President (1); five (5) faculty (one representative of each Faculty/Division); five (5) Deans/Chairs/Directors (one from each Faculty, at least one must be a Chair/Director); two (2) representatives from Continuing Education; Dean of Graduate Studies or designate (1).

Terms of Reference: The committee shall recommend to Council policies and procedures respecting:

- the awarding of certain medals and other marks of academic achievement as required;
- the ceremonies associated with the awarding of certificates and diplomas, and the granting all Bachelors, Masters, and Doctoral degrees; and
- the awarding of Honorary Doctoral degrees

3.6.6 Composition and By-Laws Committee

Composition: Eight (8) members to include: the President (who shall serve as Chair) (1); five (5) faculty, one from each Faculty; two (2) students. All must be members of Academic Council.

Terms of Reference: The Composition & By-Laws Committee shall be chaired by the President and shall consist of 5 faculty members of Academic Council, one from each Faculty and 2 student members of Academic Council. Recommendations of this committee on changes to the By-Laws of Academic Council shall normally be presented at the first meeting Academic Council in the new calendar year (January or February) for ratification and enactment in the following academic year. The recommendations of the Composition & By-Laws Committee shall be in accordance with the provisions of the Ryerson University Act, 1977 and as amended. This committee shall be responsible for the overriding policy on Undergraduate Department/School Councils – Continuing Education Divisional Council.

3.6.7 Council of the School of Graduate Studies

Composition: No more than 20 members to include the following: Dean of Graduate Studies, who shall serve as Chair (1); five faculty (5), one from each Faculty, each of whom shall be a member of the School of Graduate Studies (SGS); three (3) additional SGS members; seven (7) graduate program directors, to rotate annually; two (2) graduate students.

Terms of Reference: The Council of School of Graduate Studies (SGS) will act on behalf of SGS to fulfill its mandate. It will report to Academic Council directly (in parallel to the Academic Standards Committee). New programs will require approval by Academic Council and the Board of Governors

The role of the Council of SGS includes the following activities.

- to facilitate the review and evaluation of proposed graduate programs.
- to approve graduate programs and degree designations for final consideration of Academic Council and the Board of Governors.
- to approve policy relevant to graduate programs and students including the following:
 - funding for graduate students;
 - admission and graduation requirements;
 - application, tuition and other fees.
- Establish committees (ad hoc and standing) as required to address specific areas of governance and policy.
- Oversee the philosophy, mission and goals and graduate programs at Ryerson.
- Advocate on behalf of graduate programs.

3.6.8 Faculty Course Survey Committee ON HOLD

3.6.9 Information Technology Committee ON HOLD

3.6.10 Intellectual Property Committee ON HOLD.

3.6.11 Learning and Teaching Committee

Composition: Nineteen (19) members to include: six (6) Faculty Associates, one from each Faculty and one from Continuing Education; one (1) librarian; two (2) representatives from Student Services; seven (7) student representatives, one from each Faculty, one from the School of Graduate Studies, and one from Continuing Education; one (1) representative from the Digital Media Projects Office; the Director of the Learning and Teaching Office (1) (*ex-officio* non-voting); and the Vice Provost, Faculty Affairs (1) who shall serve as chair.

Terms of Reference

The Learning and Teaching Committee will use a collaborative model to identify, prioritize and act upon issues from across the university related to the promotion of an effective and comprehensive educational environment.

The mandate of the committee is to:

- establish a strategic agenda based upon the input of all committee constituencies;
- share relevant information and concerns;
- research and evaluate issues where appropriate;

- identify resources within the university to address learning and teaching issues;
- identify and communicate best practices guidelines related to learning and teaching issues;
- initiate activities that address specific issues where appropriate;
- develop and make academic policy recommendations to Academic Council; and
- develop standing committees as appropriate.

The Committee members shall serve as communication liaisons between their constituents and the Committee.

3.6.11 Nominating Committee

Composition: Ten (10) members to include: two (2) deans of Faculties; five (5) faculty, one from each Faculty; three (3) students/alumni. All representatives are to be members of Academic Council

Terms of Reference

- To prepare and present lists of nominees for Standing Committees of Academic Council at the May meeting of each year;
- To recommend candidates to fill vacant positions on Academic Council as needed;
- To prepare lists of nominees for Joint Committees of the Board of Governors and Academic Council.

3.6.12 Planning and Priorities Advisory Committee (Under review)

3.6.13 Research Ethics Review

Composition: A Chair (1), who shall be nominated by the Associate Vice President, Academic, in consultation with the Research Ethics Board; nine (9) faculty members, one representing each Faculty, one from each of the three Faculties responsible for the largest number of protocols submitted to the REB, and one representing the School of Graduate Studies; three (3) community members; two (2) undergraduate students; one (1) graduate student; the Associate Vice President, Academic or designate (ex-officio) (1); the Director of the Office of Research Services or designate (ex-officio) (1). If there is not at least one member who is knowledgeable in the relevant law, an additional member with such expertise may be appointed.

Terms of Reference: The Research Ethics Board (REB) approves, rejects, proposes modifications to, or terminates any proposed or ongoing research involving human subjects which is conducted within or by faculty, staff, or students of the University so as to protect research subjects and ensure that research is conducted in an ethical manner. No research on human subjects shall be undertaken without the prior approval of the REB.

The REB:

- Interprets and applies the Tri-Council Policy Statement and relevant legislation;
- Establishes guidelines and procedures consistent with the Tri-Council Policy Statement and relevant legislation;
- Facilitates research by consulting with and assisting researchers.

3.6.14 Scholarly, Research and Creative Activity

Composition: Sixteen (16) members to include: Five (5) faculty, one from each Faculty; five faculty (5) who serve as members of the Scholarly Research Representatives Group; one (1) undergraduate student; one (1) graduate student, the Director of the Office of Research Services (1); the Dean of Graduate Studies (1); one (1) Librarian; the Associate Vice President, Academic (1) who shall serve as chair.

Terms of Reference: The SRC Committee is concerned with ensuring that Ryerson's academic policies support the University's mission of engaging in Scholarly, Research and Creative activity (SRC). In this regard, the Committee shall:

- Receive reports regarding SRC activity, funding, and accomplishments at Ryerson.
- Provide input into the strategic planning process and recommend to Academic Council those plans requiring the University's approval
- Review issues pertaining to SRC at Ryerson and identify areas where university policy is required.
- Formulate and recommend to Academic Council policies that promote and support SRC at Ryerson.
- Review existing SRC policies periodically and recommend any revisions to Academic Council.

3.7 COMMITTEE ELECTION

3.7.1 Committee members shall be nominated by the Nominating Committee at the regular May meeting of each year. Unless otherwise specified in the Terms of Reference, committee membership is not limited to members of Academic Council.

3.7.2 All nominations to committees must be made by the Nominating Committee. Submissions of names to the Nominating Committee must be made by one week prior to the published agenda deadline for the May Academic Council meeting.

3.7.3 If the number of nominations exceeds the number of members specified herein for any committee an election shall be held.

3.7.4 At the first meeting of all standing committees for which ex-officio chairmanship is not provided by these Statutes, an election of a Chair shall be held from among those committee members who are normally also members of Academic Council.

3.8 AD HOC COMMITTEES

3.8.1 An Ad Hoc committee may be formed for a limited term by a motion at an Academic Council meeting. Unless reconstituted by Academic Council, the committee is dissolved upon presentation of its report. The motion to establish an ad hoc committee must include:

3.8.1.1 the Terms of Reference of the committee

3.8.1.2 the proposed number of members on the committee

3.8.1.3 details of proposed distribution of members, if any;

3.8.1.4 names of proposed members of the committee, if any

3.8.1.5 the committee report date Committee membership

3.8.1.6 members may be other than members of Academic Council

3.8.1.7 Nominations for members of the committee may be accepted from the floor and voted upon. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Academic Council, or

3.8.1.8 the Chair may appoint the committee, or

3.8.1.9 the Chair may announce that the members of the committee will be announced at a later date.

3.8.2 Committee Chair

3.8.2.1 At the first meeting of all Ad Hoc committees an election of a Chair shall be held, normally from among those members who are also members of Academic Council or

3.8.2.2 The Chair may appoint a Committee Chair.

3.9 JOINT COMMITTEES WITH THE BOARD OF GOVERNORS

Joint Committees may be formed with the Board of Governors. Such committees shall be formed by motion according to the rules for the formation of ad hoc committees.

4. MEETINGS & PROCEDURES

4.1 SESSION: The Academic Council session shall extend from July 1 each year to June 30 of the following year.

4.2 REGULAR MEETINGS

Regular meetings shall be held on the first Tuesday of each month from October to May, inclusive, except where the Secretary, in consultation with the Chair, determines that circumstances warrant a change from the normal schedule. A schedule of dates of these regular meetings and the deadlines for the submission of materials shall normally be published by the Secretary at the May meeting of the previous session.

4.3 QUORUM AT START

A quorum of any meeting from September 1 to May 31 shall be one-half of the members. The quorum for a special meeting from June 1 to August 31 shall be 25 members.

4.4 SPECIAL MEETINGS

A special meeting may be called by the Chair, the Vice President, Academic, or by any 20 members writing a requisition to the Secretary. Only such business as is specified in the notice of the meeting may be transacted at the special meeting. A special meeting requires at least seven (7) days notice. A motion for a special meeting, duly seconded and carried, may be enacted at any meeting, regular or special, of Academic Council

4.5 CALLING QUORUM

If during any meeting the number should drop below a quorum, business shall not be interrupted nor the passage or rejection of any motion questioned at subsequent meetings, unless a member calls attention to the fact while the meeting is proceeding. At such a call by any member, the Secretary shall call the roll

4.6 STARTING TIME Meetings shall normally begin at 6:00 p.m. If after a lapse of 30 minutes the Chair decides there is still not a quorum, the Secretary shall call the roll. If the members present do not constitute a quorum, the Council shall adjourn until the next meeting.

4.7 STOPPING TIME

Every meeting of Academic Council shall adjourn no later than 10:00 p.m., except by the affirmative vote of two-thirds of those present and voting to extend for a specific period of time. All outstanding business shall be deferred until the next meeting unless a special meeting is called.

4.8 VISITOR ADMISSION

Visitors may attend Academic Council meetings, and should be seated in the section reserved for observers. A visitor may address Academic Council after being recognized by the Chair but may not vote on any matter.

4.9 PROCEDURES

The Chair or substitute shall conduct the meeting in conformity with the Statutes and Procedures of Academic Council, and, in all cases not provided for herein, the practice of Robert's Rules of Order shall govern.

5 AGENDA

5.1 Items for the Agenda must normally be submitted to the Secretary of Academic Council two weeks in advance of the meeting. The Secretary, upon approval of the Chair, may make minor changes to the order of the published agenda. Any member may call for a vote on the change of order at the beginning of the meeting.

5.2 The Agenda of each meeting shall contain, after the time and place of the meeting, in this order:

5.2.1 President's Report

5.2.2 The Good of the University

5.2.3 Report of the Secretary of Academic Council

5.2.4 Business Carried Forward From Previous Meeting

5.2.5 Minutes of the Previous Meeting

5.2.6 Business Arising out of the Minutes

5.2.7 Correspondence

5.2.8 Reports of Actions and Recommendations of Departmental and Divisional Councils

5.2.9 Reports of Committees

5.2.10 New Business

5.2.11 Adjournment

6. DEBATES AND VOTES

6.1 Recognition

A member or visitor who wishes to speak shall raise his or her hand, await recognition by the Chair and then address the Chair.

6.2 Calls to Order

If the Chair or any other member calls to order the member or visitor, the member or visitor shall yield the floor. At the discretion of the Chair, the member or visitor may be permitted

to make an explanation. The Chair shall decide the point of order, subject to appeal to Academic Council whose decision shall be final and made without debate.

6.3 Challenging the Chair

Any-ruling by the Chair shall be subject to a motion to challenge a ruling of the Chair. If the motion to challenge is seconded, the challenge shall be by a simple majority of members present, and the vote shall be final. When debatable, as defined by Robert's Rules, no member is allowed to speak more than once except the presiding officer, who may at the close of the debate answer the arguments against the decision.

6.4 Speaking to the Question

A speaker shall restrict remarks to the motion or matter in debate except to make such motions as are in order according to Robert's Rules. No member shall speak more than twice during the same meeting to the same motion or matter, nor longer than ten minutes at a time without the approval of Council.

6.5 Reading the Question

Any member may require the question under discussion to be read at any time during its debate. The Secretary shall also read the question immediately before a vote is taken.

6.6 Chair=s Vote

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

6.7 Vote Count

Questions shall be decided by a show of hands unless any member requests that the yeas and nays be recorded. Any member may make a motion that the issue be decided by ballot. The motion is undebatable and passed by a simple majority.

6.8 Majorities

Questions shall be decided by a simple majority of those present and voting, except those specified in these By-Laws as requiring a two-third majority. Motions which shall require a two-thirds majority of the members present, whether voting or abstaining, are:

6.8.1 A motion to extend sitting beyond 10:00 p.m.

6.8.2 A motion to revise or augment the Agenda for the meeting.

6.8.3 Any matter a simple majority designates as a major question. The motion to designate a major question shall be decided without debate.

6.8.4 A motion to amend Academic Council By-Laws.

7 COMMITTEE OF THE WHOLE

A Committee of the Whole can be established in order to give Academic Council the freedom of detailed discussion or a matter as if in a committee.

7.1 When Academic Council resolves to go into Committee of the Whole, the Chair shall appoint a Chair of the Committee who shall preside over its deliberations, decide points of order subject to an appeal to the Chair and report its proceedings to him/her when he/she resumes

the Chair.

- 7.2** Limits of time and discussion of the Committee of the Whole can only be made at the time of the motion to establish.
- 7.3** A member may speak for ten minutes as often as he or she can get the floor, but may not speak if someone who has not spoken is seeking the floor.
- 7.4** The only motions allowed in the Committee of the Whole are motions to adopt, amend or "rise and report." The text of a resolution referred to the Committee can not be altered by the Committee, but amendments can be presented to the Academic Council.
- 7.5** The rules of Academic Council shall be observed in Committee of the Whole. A motion to "rise and report" returns the question to Academic Council, and the question shall be decided without seconding and without debate.

Note: This document is a consolidation of texts

Ryerson University Act, 1977 (*amended*)

INTERPRETATION

1.--(1) In this Act,

(a) "Academic Council" means the Academic Council of Ryerson University; (*amended*) Interpretation

(b) "administrative staff" means the full-time employees of the University who are not members of the teaching faculty;

(c) "alumni" means the persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute, Ryerson Polytechnic University or Ryerson University and who are no longer registered as students; (*amended*)

(d) "Board" means The Board of Governors of Ryerson University; (*amended*)

(e) "Chancellor" means the Chancellor of Ryerson University; (*amended*)

(f) "Minister" means the Minister of Training Colleges and Universities; (*amended*)

(g) "President" means the President of Ryerson University; (*amended*)

(h) "property" means real and personal property;

(i) "student" means a person who is registered as such in a program or course of study at the University that leads to a degree, diploma or certificate of the University;

(j) "teaching faculty" means the full-time employees of the University whose principal duty is the performance of the teaching function or research function of the University, including the employees holding the offices of Dean, Chair or Assistant Chair of a department, or Academic Director;

(j.1) "University" means Ryerson University; (*amended*)

(k) "year" means the membership year of the Board or the Academic Council, as the case may be, and shall be any twelve-month period established by the Board or the Academic Council, respectively, from time to time;

Conflict
R.S.O. 1970, c. 89

(2) In the event of conflict between any provision of this Act and any provision of *The Corporations Act*, the provision of this Act prevails.

GENERAL

University

2.--(1) Ryerson Polytechnic University and the Board of Governors of Ryerson Polytechnic University are continued under the name Ryerson University. (*amended*)

Corporation

(2) The University is a corporation without share capital composed of the members of the Board of Governors of the University.

Objects

3. The objects of the University are:

(1) The advancement of learning, and the intellectual, social, moral, cultural, spiritual, and physical development of the University's students and employees, and the betterment of society.

(2) The advancement of applied knowledge and research in response to existing and emerging societal needs and in support of the cultural, economic, social, and technological development of Ontario.

(3) The provision of programs of study that provide a balance between theory and application and that prepare students for careers in professional and quasi-professional fields.

BOARD OF GOVERNORS

Board of Governors

4.--(1) The Board of Governors of Ryerson University shall be composed of (*amended*)

(a) the Chancellor, who shall be a member of the Board by virtue of his or her office;

(a.1) the President, who shall be a member of the Board

by virtue of his or her office;

(b) nine members, none of whom is a student or an employee of the University, appointed by the Lieutenant Governor in Council for a term of three years;

(c) three members, none of whom is an employee of the University, elected by the alumni from among themselves for a term of three years;

(d) three members elected by the teaching faculty from among themselves for a term of two years;

(e) two members elected by the administrative staff from among themselves for a term of two years;

(f) three members elected by the students from among themselves for a term of one year; and

(g) two members, neither of whom is a student or an employee of the University, appointed by the Board for a term of three years.

(2) The Board shall by by-law determine the manner and procedure of election of its members and shall conduct such elections and determine any dispute as to eligibility to hold office or to vote, and such elections shall be by secret ballot.

Manner of election

(3) No person shall serve as a member of the Board unless he or she is a Canadian citizen or a permanent resident of Canada.

Canadian citizenship

(4) Subject to subsection 5, a member of the Board 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 for membership on the Board.

Eligibility for reappointment or re-election

Exception

(5) The limit of two consecutive terms referred to in subsection (4) does not include service on the Board for the balance of an unexpired term for a person who becomes a member of the Board under subsection (8).

Membership vacated

(6) A member of the Board ceases to hold office where he or she ceases

to be eligible pursuant to,

(a) subsection 3; or

(b) clauses *b* to *g* of subsection 1 under which he or she was appointed or elected, as the case may be, except that a student member who graduates during his or her term of office may serve for the remainder of such term.

Absence from meetings

(7) Where, within any year, a member of the Board, not having been granted leave of absence by the Board, attends less than 50 per cent of the regular meetings of such body, the Board may by resolution declare his or her membership vacant.

Filling vacancies

(8) Where a vacancy on the Board occurs before the term of office for which a person was appointed or elected has expired,

(a) if the vacancy is that of an appointed member, the vacancy may be filled by the same authority which appointed the person whose membership is vacant; and

(b) if the vacancy is that of an elected member, the Board in its sole discretion shall determine if the vacancy is to be filled and, if so and notwithstanding any other provision of this Act, the manner and procedure for so doing,

and the person filling such vacancy shall hold office for the remainder of the term of the person whose membership is vacant.

Quorum

(9) A quorum of the Board shall consist of ten members or such greater number as the Board by by-law may determine, and at least one-half of the quorum shall consist of members of the Board appointed or elected under clauses *b*, *c* and *g* of subsection 1.

Chair and Vice-Chair

(10) The Board shall elect a Chair and a Vice-Chair from among the members appointed or elected under clauses *b*, *c* and *g* of subsection 1 and in the event of the absence or inability to act of the Chair or of there being a vacancy in that office, the Vice-Chair shall act as and have all the powers of the Chair.

(11) In the absence or inability to act of the Chair and Vice-Chair, the Board may appoint one of its members appointed or elected under clauses *b*, *c* and *g* of subsection 1 to act as Chair for the time being and the member so appointed shall act as and have all the powers of the Chair.

Absence

(12) The term of office of the Chair and the Vice-Chair shall be as determined by the Board. Term of office

5.--(1) The Board may establish committees and appoint persons thereto and, subject to subsection 5, confer upon any such committee authority to act for the Board with respect to any matter or class of matters. Committees

(2) A majority of the members of a committee shall be members of the Board. Majority to be board members

(3) The President shall be an *ex officio* member of every committee established under subsection 1 unless excluded therefrom by a by-law or a resolution of the Board. President ex officio member

(4) The President, if not excluded under subsection 3 as a member of a committee, may nominate an officer of the University to represent him or her on a committee established under subsection 1, and such nominee shall act in the place and stead of the President on such committee. Nominee

(5) No decision of a committee that includes in its membership persons who are not members of the Board is effective until approved and ratified by the Board. Decision of committee

(6) For the purposes of subsections 2 and 5, an officer of the University nominated by the President under subsection 4 to represent him or her on a committee shall be deemed to be a member of the Board. Nominee deemed member of the Board

6.--(1) The government, conduct, management and control of the University and its property, revenues, expenditures, business and affairs, except with respect to such matters as are assigned by this Act to the Academic Council, are vested in the Board, and the Board has all powers necessary or convenient to perform its duties and achieve the objects and purposes of the University including, without limiting the generality of the foregoing, the power, Powers of the Board

(a) to enact by-laws for the conduct of its affairs;

(b) to appoint the President and define his or her duties and responsibilities;

- (c) to appoint, classify, promote, suspend, transfer, reclassify or remove the members of the teaching faculty and administrative staff and such other employees as it considers necessary or advisable for the proper conduct of the affairs of the University, but no member of the teaching faculty or administrative staff except the President shall be appointed, classified, promoted, suspended, transferred, reclassified or removed unless recommended by the President or such other officer or employee of the University delegated under subsection 4;
- (d) to fix the number, duties and salaries and other remuneration of the officers and employees of the University;
- (e) to delegate such of its powers under clauses *c* and *d* as it considers proper to the President or other officer or employee of the University as may be recommended by the President;
- (f) to provide for the retirement and superannuation of persons referred to in clauses *b* and *c*;
- (g) to provide for payments by way of gratuities, retirement allowances, sick leave allowances, superannuation allowances, pensions, annuities or life insurance, or any combination thereof, payable to any representative of or for the benefit of the persons mentioned in clauses *b* and *c*, or any class or classes thereof, out of a fund or funds comprising contributions made by such persons, or any class or classes thereof, or by the University, or both, or otherwise;
- (h) to expend such sums as may be required for the purposes of funds that are established for the payment of gratuities, retirement allowances, pensions, life insurance, or health insurance, for the benefit of the persons mentioned in clauses *b* and *c*;
- (i) to expend such sums as the Board considers necessary for the support and maintenance of the University and for the betterment of existing buildings and the erection of such new buildings as the Board may consider necessary for the use and purposes of the University and for the furnishings and equipment of such existing and newly-erected buildings;
- (j) to expend such sums as the Board considers necessary for the erection, equipment, furnishings and maintenance of residences and dining halls for the use of the students;
- (k) to acquire, hold and maintain such real property as the Board considers necessary for the use of the students of the University for athletic purposes and to erect and maintain such buildings and structures thereon as it considers necessary;

(l) to provide such health services, health examinations and physical training for the students of the University as the Board considers necessary;

(m) to appoint by resolution a member or members of the Board, or any other person or persons, to execute on behalf of the University either documents and other instruments in writing generally or specific documents and other instruments in writing and to affix the corporate seal of the University thereto;

(n) to borrow money for its purposes upon its credit, and to give such security against the assets of the University by way of mortgage, debenture or otherwise, as it determines;

(o) to invest all money that comes into its hands that is not required to be expended for any purpose to which it lawfully may be applied, subject always to any express limitations or restrictions on investment powers imposed by the terms of the instruments creating any trust as to the same, in such manner as it considers proper and, except where a trust instrument otherwise directs, combine trust moneys belonging to various trusts in its care into a common trust fund;

(p) to establish and collect fees and charges for tuition and for services of any kind offered by the University and collect fees and charges on behalf of any entity, organization or element of the University.

Recommendations
by President as to
staff

(2) The President shall make recommendations to the Board as to the appointment, classification, promotion, suspension, transfer, reclassification and removal of the members of the teaching faculty and administrative staff.

Recommendation

(3) The President may recommend an officer or employee of the University for the purpose of a delegation by the Board under clause e of subsection 1 of certain of its powers.

Delegation by
President

(4) The President, subject to the approval of the Board, may delegate his duties under subsection 2 to any other officer or employee of the University.

Audit of accounts
R.S.O. 1979. c.373

7. The Board shall appoint one or more public accountants licensed under *The Public Accountancy Act* to audit the accounts and transactions of the University at least annually.

Annual report to
Minister

8.--(1) The Board shall make a financial report annually to the Minister in such form and containing such information as the Minister may require.

Tabling

(2) The Minister shall submit the report to the Lieutenant Governor in Council and shall then lay the report before the Assembly if it is in session or, if not, at the next ensuing session.

Other reports (2.1) The Board shall submit to the Minister such other reports, as the Minister may require.

Annual public report (3) The Board shall make available to the public an annual report including an annual financial report in such form and manner as the Board may determine.

ACADEMIC COUNCIL

Academic Council 9.--(1) There shall be an Academic Council of the University composed of,

(a) the Chancellor, the President, the Vice Presidents, the Deans, the Chief Librarian and the Registrar, each of whom shall be a member of the Academic Council by virtue of his or her office; and

(b) such other members, not exceeding fifty in number, composed of persons elected by secret ballot,

(i) by the teaching faculty from among themselves,

(ii) by the students from among themselves, and

(iii) by the alumni from among themselves.

(2) The Academic Council shall by by-law determine,

By-laws

(a) the number of members to be elected to the Academic Council by the teaching faculty, the students and the alumni, respectively;

(b) constituencies for each of the groups referred to in clause *b* of subsection 1 and assign persons or classes of persons thereto;

(c) the term of office of one, two, or three years, as the case may be, for the members elected by each of the groups referred to in clause *b* of subsection 1; and

(d) the procedures to be followed in the election of members of the Academic Council.

(3) The Academic Council shall conduct the election of its members and shall determine any dispute as to the eligibility of a candidate at such election or of a person to vote thereat.

Elections

	<p>(4) Where for any reason a by-law of the Academic Council has not been enacted under clause <i>c</i> of subsection 2, the term of office of an elected member of the Academic Council is one year.</p>	Term of office
	<p>(5) Subject to subsection 6, a member of the Academic Council is eligible for re-election 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 for membership on the Academic Council.</p>	Eligibility for re-election
Exception	<p>(6) The limit of two consecutive terms referred to in subsection (5) does not include service on the Academic Council for the balance of an unexpired term for a person who becomes a member of the Academic Council under subsection (8).</p>	Idem
Membership vacated	<p>(7) An elected member of the Academic Council ceases to hold office where he or she ceases to be eligible pursuant to clause <i>b</i> of subsection 1 under which he or she was elected, except that a student member who graduates during his or her term of office may serve for the remainder of the current year.</p>	
Filling vacancy	<p>(8) Where a vacancy occurs for any reason among the elected members of the Academic Council before the term for which a person was elected has expired, the Academic Council in its sole discretion shall determine whether the vacancy is to be filled and, if so and notwithstanding any other provision of this Act, the manner and procedure for so doing, and the person filling such vacancy shall hold office for the remainder of the term of the person whose membership is vacant.</p>	
Chair and Vice-Chair	<p>(9) The President shall be the Chair of the Academic Council and a Vice-Chair shall be elected from among its members in such manner as the Academic Council may determine.</p>	
Powers of Academic Council	<p>10. The Academic Council has, subject to the approval of the Board with respect to the expenditure of funds, the power to regulate the educational policy of the University and without limiting the generality of the foregoing has the power,</p> <p>(a) to enact by-laws for the conduct of its affairs;</p> <p>(b) to enact by-laws for the purposes of subsection 2 of section 9 in order to conduct the election of its members;</p>	

- (c) to make recommendations to the Board with respect to the establishment, change or termination of programs and courses of study, schools, divisions and departments;
- (d) to determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, diplomas and certificates of the University;
- (e) to conduct examinations, appoint examiners and decide all matters relating thereto;
- (f) to award fellowships, scholarships, bursaries, medals, prizes and other marks of academic achievement;
- (g) to award diplomas and certificates;
- (h) to grant bachelor's degrees, master's degrees, doctoral degrees and honorary degrees consistent with the University's objects;
- (i) to create councils and committees to exercise its powers.

THE BOARD OF GOVERNORS AND ACADEMIC COUNCIL

11.--(1) Subject to subsection 2 and 3, a meeting of the Board or of the Academic Council shall be open to the public and prior notice of the meeting shall be given to the members of the Board or the Academic Council, as the case may be, and to the public in such manner as the Board and the Academic Council by by-law shall respectively determine, and no person shall be excluded from a meeting except for improper conduct as determined by the Board or the Academic Council, as the case may be.

Meetings open to public

(2) Where matters confidential to the University are to be considered, the part of the meeting concerning such matters may be held *in camera*.

Proviso

(3) Where a matter of a personal nature concerning an individual may be considered at a meeting, the part of the meeting concerning such individual shall be held *in camera* unless such individual requests that that part of the meeting be open to the public.

Idem

12. Every student is eligible for election to the Board or the Academic Council whether or not he/she has attained the age of eighteen years.

Age of student members

13.--(1) The by-laws of the Board and of the Academic Council shall be open to examination by the public during normal business hours.

Examination of by-laws

(2) The Board and the Academic Council shall publish their by-laws from time to time in such manner as they may, respectively, consider proper.

Publication of by-laws

CHANCELLOR

Chancellor	13.1--(1) There shall be a Chancellor of the University.
Role	(2) The Chancellor is the titular head of the University and shall confer all degrees, honorary degrees, diplomas and certificates.
Appointment	(3) The Chancellor shall be appointed by the Board on the recommendation of a committee consisting of, (a) the President, who shall chair the committee; (b) three members of the Board, appointed by the Board; and (c) three members of the Academic Council, appointed by the Academic Council.
Term of office	(4) The Chancellor shall be appointed for a term of three years and until his or her successor is appointed.
Vice-Chancellor	(5) The President is, by virtue of his or her office, the Vice-Chancellor of the University and, in the absence of the Chancellor or when that office is vacant, the Vice-Chancellor shall act in the Chancellor's place.

PROPERTY

Property vested in the University	14. All property heretofore or hereafter, by statute or otherwise, granted, conveyed, devised or bequeathed to the Board, the University or to any person in trust for or for the benefit of the Board, the University or any of its divisions or departments, subject to any trust affecting the property, is vested in the University.
Power to deal with property	15. The University has power to purchase or otherwise acquire, take or receive, by deed, gift, bequest or devise, and to hold and enjoy without licence in mortmain and without limitation as to the period of holding any estate or property whatsoever, whether real or personal, and to sell, grant, convey, mortgage, lease or otherwise dispose of the same or any part thereof from time to time and as occasion may require, and to acquire other estate or property in addition thereto or in place thereof.

Expropriation
R.S.O. 1970, c. 154

16.--(1) Subject to the provisions of *The Expropriations Act*, the University may, without the consent of the owner or any person interested therein, other than a municipality or a distinct, regional or metropolitan municipality, enter upon, take, use and expropriate all such land as defined in section 1 of *The Expropriations Act* as it considers necessary for the purposes of the University.

Land vested in the University not liable to expropriation (2) Real property vested in the University and used by the

University for its purposes shall not be liable to be entered upon, used or taken by any corporation, except a municipal corporation, or by any person possessing the right of taking real property compulsorily for any purpose and no power to expropriate real property hereafter conferred shall extend to such real property unless in the Act conferring the power it is made in express terms to apply thereto.

Tax exemption

16.1 The real property vested in the University and any lands and premises leased to and occupied by the University shall be exempt from taxes for provincial, municipal and school purposes so long as they are actually used and occupied for the purposes of the University.

Limitation periods

16.2--(1)For the purposes of *The Limitations Act*, all real property vested in the University shall be deemed to have been and to be real property of the Crown.

UNIVERSITY FOUNDATIONS ACT, 1992

(1) The Schedule to the University Foundations Act, 1992, is amended by striking out “Ryerson Polytechnic University” and substituting “Ryerson University”. (*amended*)

COMMENCEMENT

Commencement This Act comes into force on Thursday, *June 27, 2002*

Note: This document is a consolidation of texts.

(September 12, 2002)

**RYERSON UNIVERSITY
CALL FOR NOMINATIONS
HONORARY DOCTORATE DEGREES**

2006 CONVOCATIONS

The Academic Awards and Ceremonials Committee of Academic Council invites nominations for Honorary Doctorate Degrees for 2006. Nominations should include appropriate background information, such as basic personal information and a summary of the nominee's achievements. The attached nomination form, including contact information for the nominee, must be completed.

Nominees should have

- *outstanding contributions, in Canada or internationally, to fields in which Ryerson is active; or*
- *extraordinary contributions to the development of the university; or*
- *exceptional contributions to the enhancement of the Canadian culture or society.*

Nominations should be submitted to
Dr. Diane R. Schulman,
Secretary of Academic Council and
Director, Office of the Provost and Vice President Academic
Jorgenson Hall, Room JOR -1221.
Phone: 416-979-5011
Fax: 416-979-5237
dschulma@ryerson.ca

Nominations for 2006 convocations must be received no later than

Friday, October 28, 2005.

Guidelines and nomination form follow.

GUIDELINES
HONORARY DOCTORATE DEGREES

INTRODUCTION

The Academic Awards and Ceremonials Committee of Academic Council invites nominations for Honorary Degrees to be awarded at the Spring and Fall convocations held each year. In order to encourage the broadest possible range of nominations, any person who is, or has been, a member of the Ryerson University community is eligible to make a nomination. Nominations from the general public will also be considered.

Selection Criteria

Nominees should have the following qualifications:

- Outstanding contribution, in Canada or internationally, in fields in which Ryerson is active; or
- Extraordinary contributions to the development of the university; or
- Exceptional contributions to the enhancement of the Canadian culture or society.

Eligibility Guidelines

- Faculty and staff at Ryerson are not eligible for nomination until at least three to five years after retirement;
- A nominee may not be an active politician;
- The nominee must be living. If the candidate were to pass away after accepting the nomination, but prior to its award, the degree would be awarded posthumously;
- Nominations that reflect the diversity of Canadian Society are encouraged.
- Persons who have received Ryerson Fellowships may be nominated for Honorary Doctorates based upon their significant contributions since receiving the Fellowship.

Selection Process

- A deadline will be published by the office of the Secretary of Academic Council. All materials submitted are held in confidence.
- The official nomination form, including a verifiable contact address for the nominee must be submitted.

- Nomination material should include as much background material as possible to assist the Committee with the review. The Committee may request additional material from the nominator.
 - To assure confidentiality of the process, nominators should not inform the nominee of the nomination.
 - The Awards and Ceremonials Committee will meet for an initial review of the nominees. Subsequent to this meeting, the Dean of the relevant Faculty of the nominee will be contacted for comments.
- § The Committee will decide which Honorary Degree shall be conferred upon the nominee and in which Faculty it will be conferred.
- § Candidates chosen will be contacted directly by the President.
- § The outcome of any individual nomination shall not be released out of respect for the nominee and to ensure the integrity of the process.
1.
 - § If a nominee declines the invitation or is unable to be present at the Convocation concerned, the President shall approach the next nominee selected by the Committee.
 2.
 - § The University shall be under no obligation to award an honorary doctorate in any year; normally not more than one honorary degree will be awarded at a convocation, although a second single degree may be awarded in exceptional circumstances.

List of Honorary Degrees that may be conferred:

LL.D. - Doctor of Laws B fairly generic; to be used particularly where the recipient is being recognized for public service.

D. Litt - Doctor of Letters B to be awarded to recognize Literature contribution

D.Sc. - Doctor of Science B to be used particularly for scientists or engineers.

Other degrees may be conferred as appropriate.

NOMINATION FORM FOR AN HONORARY DEGREE

1. The form should be completed in full. You may include up to 15 pages of supporting documentation (curriculum vitae, letters of support, etc.)

2. Please attach:
 - a) a curriculum vitae or career summary of the nominee (e.g. an excerpt from Who=s Who);

 - b) a personal statement of support for the nominee. Please indicate if there has been any consultation with other Ryerson Community members (such as Deans, Faculty members).

Nominations should be submitted to:

The Awards and Ceremonials Committee
c/o Dr. Diane R. Schulman
Room JOR-1221, Jorgenson Hall
350 Victoria Street
Toronto, Ontario M5B 2K3

Telephone: 979-5011

Fax: 979-5237

Please type or print:

Nominee=s Name (in full): _____

Nominee=s Address: _____

Nominee=s Phone/Fax (if known): _____

Short description of nominee (e.g. poet, scholar):

Other Honorary Degrees nominee has received (if known):

Please indicate which Faculty convocation you believe would be most appropriate (Arts, Business, Community Services, Communication & Design, Engineering & Applied Science):

Please indicate in your personal statement of support why you are recommending this individual for an Honorary Degree (you may attach separate pages):

Nominator: Name: _____

Address: _____

Relationship (if any) to Nominee: _____

Nominator=s Signature: _____

Date: _____

MINUTES OF ACADEMIC COUNCIL MEETING
Tuesday, May 9, 2005

Members Present:

Ex-Officio:

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

H. Alighanbari
J. P. Boudreau
D. Checkland
S. Cody
J. Dianda
M. Dionne
M. Dowler
F. Duerden
D. Elder
C. Evans
C. Farrell
M. Greig
R. Hudyma
A. Johnson
A. Lohi
D. Mahoney
M. Malone
D. Mason

Faculty:

M. Mazerolle
D. McKessock
G. Mothersill
B. Murray
C. O'Brien
S. O'Neill
K. Penny
S. Rosen
P. Schneiderman
D. Shipley
K. Tucker Scott

Students:

R. Akhavan
F. Gorospe
I. Guindo
K. Medri
T. Nguyen
S. Norrie
T. Spencer
V. Tighe

Regrets:

A. Bridges
J. Gryn
A. Ladhani
N. Lister
N. Loretto
L. Merali
F. Salustri

Absent:

M. Anecchini
D. Ayub
A. Jurczak
S. Mirowski
M. Nicholson

- 1. President's Report** – President Lajeunesse welcomed everyone to the last meeting of Academic Council for 2005-05. He introduced Sheldon Levy, who will be assuming the position of President on August 1, and outlined his background in academia. Mr. Levy commented that he had come to know those members of Academic Council who served on the search committee and thanked them for their hospitality. He has been walking around the University to get acquainted with as many people as possible and finds it obvious that this is a university of which everyone is proud to be a part. He commented that Dr. Lajeunesse was always a champion for the funding of unfunded BIUs and he believes that any success in this area will be largely due to Dr. Lajeunesse's efforts. He thanked everyone for the opportunity to address Council.

President Lajeunesse commented that he hoped that the provincial budget will be favourable to the Rae report and that the issue of unfunded BIUs will be addressed. P. Stenton was recognized for his efforts in this area.

Dr. Lajeunesse noted that the work of Academic Council over the past year has included name changes for Justice Studies, Politics and Nutrition, program reviews, significant work on curriculum change, new programs (both graduate and undergraduate), and work on the Rae review. He congratulated the Board Chair, M. Guerriere who was recognized as Ryersonian of the Year by the RFA, and thanked D. Checkland for that recognition. He invited everyone to the Faculty Conference on May 17.

The Sarwan Sahota Award for Distinguished Scholarly, Research and Creative Activity was presented by Judith Sandys. The award was established in 1993 by Sarwan Sahota to recognize the SRC accomplishments of the faculty. The 2005 award was presented to Dr. Said Easa, Department of Civil Engineering, for his SRC accomplishments in the field of transportation engineering. Dr. Easa thanked Ryerson for the recognition. He thanked the President for the institution of graduate degrees and thanked Drs. Boctor, Liss and Lachemi, as well as his graduate students for their research work.

- 2. Report of the Secretary of Academic Council**

D. Schulman presented the Academic Council calendar as distributed in the agenda.

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

M. Dowler reported the successful concert of the Oakham House Choir and on the success of several of the choir's soloists.

M. Dionne noted that several students had received Dennis Mock Leadership Awards, and that no information had been posted or distributed on these awards. L. Grayson volunteered to ensure that those responsible would do this next year. K. Tucker-Scott also commented that they were not forewarned of the awards event.

D. Checkland announced that D. Mason would be the President of the RFA as of May 10 and that M. Dionne would also be on the RFA executive.

J. Dianda reported that as COU representative, he was congratulated Ryerson's appointment of Sheldon Levy as President.

J. Dianda read the following motion, which was also distributed to members of Council as he spoke, on behalf of members of Academic Council:

Ryerson University Academic Council

RESOLUTION

May 9, 2005

WHEREAS: Claude Lajeunesse has served as the President of Ryerson University since 1995 and has presided over more than eighty meetings of Academic Council; and

WHEREAS: in the last ten years Ryerson has been transformed with the addition of a School of Graduate Studies offering four doctoral programs and ten masters programs to more than six hundred and thirty graduate students; and

WHEREAS: a climate of scholarly research and creative activity has been cultivated and grown through such initiatives as the establishment of Ryerson Research Chairs, and external research funding has increased to over \$10 million; and

WHEREAS: Ryerson has both retained outstanding faculty and attracted four hundred and forty dynamic new faculty; and

WHEREAS: eleven new undergraduate programs, including programs in arts and sciences, have been developed, bringing the total number of full and part-time programs to almost seventy; and

WHEREAS: the University has experienced a marked increase in the academic qualification of its students, a fifty-percent growth in full-time undergraduate enrolment and a sixty-percent increase in continuing and distance education registrations; and

WHEREAS: services for students have been significantly expanded to enhance the whole student experience; and

WHEREAS: diversity and equity have been encouraged and supported; and

WHEREAS: the staff have wholeheartedly supported the University's transformation through their dedication and commitment; and

WHEREAS: University facilities have undergone the largest expansion in thirty years through a \$210 million development plan which will ultimately lead to the addition of six new buildings to the Ryerson campus; and

WHEREAS: the University has attracted wide ranging and generous support from the external community;

BE IT RESOLVED THAT: Academic Council expresses its gratitude to Dr. Claude Lajeunesse for his outstanding leadership of, and extraordinary contributions to, Ryerson University during his ten years as our President.

T. Nguyen seconded the motion.

J.P. Boudreau thanked C. Lajeunesse for shepherding Ryerson through the last ten years. S. Williams thanked him on behalf of her Faculty for his work on the funding of unfunded BIUs and thanked both him and Nicole Lajeunesse for opening their home to celebrate the accomplishments of the Ryerson Faculty and Staff. G. Mothersill thanked him for making Ryerson a better place for students as well as for teachers and researchers. E. Aspevig thanked him for the extraordinary amount of work he does for the University and K. Alnwick has thanked him for his support of his area and the implementation of the student administrative system. T. Knowlton thanked him for what he has done for the Faculty of Business and his work on the buildings for the Faculty. M. Booth applauded him for his recognition of the continuity of education. A. Kahan thanked him for all of his efforts in University advancement, noting that he is well known and well esteemed in the community. C. Matthews thanked him for his contribution to the library, but more importantly for his kindness to people. M. Yeates thanked him for advancing graduate studies, and commented that there is now another doctoral program making the total five, that by September there will be 13 masters programs, and that the growth will not stop. S. Cody thanked him for the transformation of the campus, and the work of University advancement and the receipt of the Black Star collection. J. Dianda commented that he had spoken with Dennis Mock at the COU meeting, and that Dr. Mock had mentioned all of the items mentioned in the resolution, commenting that none of this could have happened without a strong Presidential lobby to the government and noting the remarkable success of the University under the leadership of Dr. Lajeunesse.

The motion was unanimously approved.

J. Dianda asked that Academic Council's thanks be given to Nicole Lajeunesse. He then presented the formal resolution to the President.

C. Lajeunesse thanked Academic Council and stated that one of his most pleasant jobs at Ryerson was the chairing of Academic Council. He recognized John Cook as a distinguished long-time member of Council.

4. Minutes

Motion to approve the Minutes of April 5, 2005.

D. Mason moved, J. Sandys seconded

C. O'Brien noted that D. Checkland that also spoken on the issue of the on-campus arrest of W. Maxwell and that the minutes should be amended to reflect that the issue of the potential effects of the relationship between Ryerson and non-status people were in question and that there is concern for individuals who may come to harm as a result of such actions.

D. Checkland stated that he wished the following to be stated: There is a potential chill on doing research on issues of non-status individuals; there is concern about the participation of

non-status individuals in events on campus; there is a concern about the safety on campus for both those who visit and those who are students and faculty; and there is concern about the role of Security and the dynamic that led to the arrest.

D. Schulman will report on this in the minutes of the current meeting.

Motion approved.

5. Business Arising

5.1 Report on Examinations, Grading and Promotion

E. Aspevig presented the report as distributed in the agenda. The APG was consulted, and they consulted further with chairs/directors.

In summary:

Examinations and Grading - The examination schedule will be released earlier; exams will be scheduled by type; and there will be a 72 hour period for evaluation between the end of exams and the day grades are due.

Promotion - Promotion meetings are currently voluntary; altering the promotion standards for first-year students and the elimination of promotion meetings will be reviewed for both the Fall and Winter semesters.

E. Aspevig will present a follow-up report in December.

5.2 Report on Timetabling

K. Alnwick presented the report as distributed in the agenda. The APG was consulted, and they consulted further with chairs/directors.

In summary:

Faculty loading has been moved to April 1 with submissions for Fall and Winter done simultaneously; work will be done on the Winter schedule in July; there will be a minimum of manual overrides to the new scheduling software and special needs requests will have to be approved by Deans and Chairs; and while requests for informal tutorial hours will remain a challenge, official tutorial requests will be accommodated.

D. Checkland asked about the need for approval of a request for a day off, given the requirement for SRC. He asked if this could be made a greater scheduling priority. K. Alnwick responded that a request for a non-teaching day would be considered. Other requests would be considered a special request. 80% of faculty have made such a request.

T. Nguyen asked about student timetables, and it was clarified that the July and November dates are for faculty timetables. Timetables will be distributed to students in early August and that there continue to be issues about the release of student timetables for Winter.

S. Cody asked about the guidelines for the approval of special needs requests. K. Alnwick will arrange meetings to discuss these with Chairs/Faculty and guidelines will be disseminated.

5.3 Continuing Education Students' E-Mail Accounts – M. Booth presented her memo which responded to the issue raised at the last meeting. In the next year, students who

declare that they are registered in a certificate will be assigned an email address. Distance education students already have an email address.

5.4 Formation of *Ad Hoc* Committee re Benefactor Naming

D. Checkland reiterated the motion brought to AC on the formation of a joint committee with Board to discuss benefactor naming. The Board has delayed action on this until more information is gathered and has is on the agenda for its meeting in June. In anticipation of the possibility of the establishment of the joint committee, he made the following motion.

Motion: That Academic Council hold an election at this meeting to name the four representatives to the Joint Board of Governors/Academic Council Committee as stipulated by Academic Council at its March 2005 meeting so that this Committee, if approved by the Board of Governors, may be fully constituted and able to proceed discharging it s mandate as soon as possible.

D. Mason seconded.

Motion approved.

D. Checkland and R. Hudyma volunteered to serve as the faculty representatives and V. Tighe volunteered to serve as the student representative. Both C. Cassidy and C. Matthews volunteered for the fourth position and C. Matthews was elected by secret ballot. A. Kahan, who has been requested to serve ex officio on the committee, will call a meeting of these members as soon as possible.

5.5 Motion re Ryerson Security and Wendy Maxell Affair

D. Checkland outlined the motion as presented in the agenda and moved the following:

Motion: That Academic Council call upon the President and the Vice-President Administration and Student Affairs to report fully to Council at the first meeting in Fall 2005 regarding the events of March 4, 2005; and

That upon receipt of the report of the President and Vice-President Administration and Student Affairs, Academic Council determine whether there is a need to review current policy regarding the calling onto campus of, and the sharing of information with, external law enforcement agencies and, on the basis of that determination, make such recommendation(s) as it deems advisable.

L. Grayson seconded the motions.

M. Dowler asked if, through the RFA net, information on Wendy Maxwell could be distributed. D. Checkland commented that he could do that, but that there is not much known. It was also acknowledged that not everyone gets that distribution.

First Motion approved.

Discussion of second motion: D. Checkland noted that in the US, researchers can be issued a security certificate to allow for research into such areas and there is currently a lobby to get

such certificates in Canada. J. Sandys pointed out that it is required child abuse be reported but that there is no requirement to report other matters.

D. Checkland specifically asked that the following questions be addressed in the response:

- Did Immigration Canada request that Ryerson University/Ryerson Security pass on information about, or take other action with respect to, Wendy Maxwell which lead to her subsequent arrest on March 4? If so, what information was requested and what passed on? And by whom, to whom?
- Did any such request also involve requests for information about other individuals?
- Was any such request accompanied by a judicial order? Were any such requests complied with?
- Is Ryerson's administration in receipt of legal opinion regarding any obligations Ryerson may or may not have with respect to sharing information with Immigration Canada or other law enforcement agencies?

He also stated that if there is a potential threat to people on campus then certain events will not occur. There are also issues related to research and research ethics. If there is a legal obligation to divulge information a number of research projects are threatened.

Second Motion approved.

6. Correspondence

There was no correspondence.

7. Reports of Actions and recommendations of Departmental and Divisional Councils

7.1 From Arts – The amendment to previously reported Liberal Studies credits for ESL courses was presented. The Motion to change the name of Department of Philosophy was postponed.

7.2 From Community Services - Clarification on the offering of INT courses in Food and Nutrition was presented – these will be instituted for Fall 2006, and students who take them through CE in 2005-06 will be able to get credit through course substitutions.

7.3 From Communication and Design – Course additions in Interior Design were presented.

7.4 Report of the School of Graduate Studies

7.4.1 M. Yeates stated that the PhD in Chemical Engineering has been approved the MN Nursing will be appraised next week and there are consultants for the Early Childhood MA coming next week. The table of the current status of graduate programs was presented, and it was noted that the Biomedical Physics is an MSc not a PhD program.

Motion: That Academic Council approve the submission of the proposal for an MBA/MMSc in Management of Technology and Innovation to the Ontario Council for Graduate Studies for standard appraisal.

M. Yeates moved, R. Hudyma seconded

The report was presented by M. Yeates.

J. Dianda asked about the program admission requirement for business experience. There are a variety of ways to get this experience and it was clarified that some minors in Business would qualify for this.

Motion approved.

W. Cukier was thanked for her work on this proposal. I Levine acknowledged C. Davis, Research Chair in New Media Management, for his work on the program.

7.4.2 Courses in Communication and Culture cross-listed with York University were submitted.

7.4.3 **Motion:** That Academic Council approve an additional 10 course option to the MEng in Mechanical Engineering to the current option which is 8 courses and a 2-credit research project.

M. Yeates moved, D. Mason seconded.

It was clarified that the research option would be preferable for students planning to pursue further graduate education.

Motion approved.

7.4.4 Course changes in Civil Engineering, Chemical Engineering and Electrical and Computer Engineering were presented.

7.4.5 **Motion:** That Academic Council approve three fields of specialization for the program in Electrical and Computer Engineering at the Masters level to coincide with the three fields at the Doctoral level.

M. Yeates moved, C. Evans seconded.

Motion approved.

7.4.6 **Motion:** That Academic Council approve an additional 10 course option to the MEng in Electrical and Computer Engineering to the current option which is 8 courses and a 2-credit research project.

M. Yeates moved, D. Mason seconded.

J. Dianda asked why this option is not retroactive as was the one in Mechanical Engineering. This is because Electrical Engineering has relatively few first year MEng students and know that their current students are sufficiently well advanced to complete the MEng with RP; whereas the Mech Eng department has a large number of first year MEng who have not yet begun their RP.

Motion approved.

7.4.7 The addition of a research seminar in Electrical and Computer Engineering was announced for information.

8. Reports of Committees

8.1 Report of the Nominating Committee

Motion: That Academic Council approve the following nominees for Standing Committees for 2005-06.

M. Dionne moved and seconded.

It was clarified that the list in the report included only those members being nominated to the committee to fill vacant positions and that it is not the entire list of committee members. The membership of the committees is established by the By Laws. It was suggested that, in the future, the complete committee lists be presented.

Motion approved.

8.2 Report of the Academic Standards Committee

E. Aspevig moved all motions. The report was presented by M. Zeytinoglu, Vice-Chair of the Committee.

Motion: That Academic Council approve the program in Child and Youth Care leading to a Bachelor of Arts (Child and Youth Care).

J Sandys seconded.

J. Dianda asked if, in the future, rationale could be given for standards variations. In this case, what counts as a “pass” should be detailed. C. Stuart, Director of the School, stated that the requirement for a pass (75%) is specified in the course outline.

Correction to page 42 of the agenda:

Curriculum: "12 professionally-related: 8 required and 3 elective, ..." should read:

The proposed full-time curriculum consists of 41 one-semester courses (23 professional: 21 required and 2 elective, 12 professionally-related: 8 required and 4 elective, and ...

Correction to Page 52 of the agenda:

Semester 5 table

LIBERAL STUDIES ELECTIVE - GROUP A:

Two one-term course required from Table B. 1 3

Should read:

One one-term courses required from Table B. 1 3

Motion approved

Motion: That Academic Council approve the program in Psychology leading to a Bachelor of Arts (Psychology).

JP Boudreau seconded

Correction to page 45 of the agenda **Admission:** "Grade 12 U (ENG4U/EAE4U is the preferred English) ..." should read:

The admission requirements for the Psychology and the other social sciences programs are an O.S.S.D. or equivalent with six Grade 12 U/M courses, including Grade 12 U **English** (ENG4U/EAE4U is the preferred English) ...

JP Boudreau acknowledged members of the department who had worked on the proposal.

It was clarified that the statistics course offered to all social science programs will have sections tailored to the different disciplines.

Motion approved.

J.P. Boudreau was commended for his work on the program.

Motion: That Academic Council approve the Minor in Child and Youth Services.
K. Alnwick seconded.

Motion approved.

Motion: That Academic Council approve the revised admission requirements to Engineering Programs
D. Mason seconded.

Motion approved.

Motion: That Academic Council approve the revised admission requirements to the Computer Science program.
D Mason seconded.

Correction to page 48 of the agenda:

Six Grade 12 U courses in: English, Advanced Functions and Introductory Calculus (MCB4U), one of Physics (SPH4U), Chemistry (SCH4U), Biology (SBI4U), and either Geometry **or** Discrete Mathematics (MGA4U), Mathematics of Data Management (MDM4U). Geometry and Discrete Mathematics (MGA4U) is the preferred course.

Should read:

" ... either Geometry **and** Discrete Mathematics (MGA4U) **or** Mathematics of Data Management (MDM4U)."

Motion approved.

9. New Business

F. Duerden raised an issue regarding the Academic Council minutes. He stated that there was an imbalance in the reporting of the debate at the March 2005 meeting concerning benefactor naming. He believes that pertinent statements made by those other than administration were not recorded and that the minutes did not objectively report the discussion. For example, he cited that the arguments he made about the sense of ownership faculty have about their departments and disciplines had not been recorded. D. Mason and D. Checkland supported the claim. He stated that while the minutes of that meeting state that he "trusted the

administration” what he did say was that while he felt the current administration acts with good-will and therefore could be trusted, there was no guarantee for the future and therefore there needed to be a transparent consultative process for benefactor naming. The President stated that if there is a concern about the minutes that should be conveyed at the time and/or sent to the Secretary in advance. F. Duerden responded that, as he was doing research in the Arctic, he was not at the meeting where the minutes were approved. He had asked that someone else raise the issue, and they had.

J. Dianda commented on collaborations with colleges and on the need to monitor college programs. This is not currently done across the system.

C. Lajeunesse noted that I. Levine and T. Knowlton were ending their terms as Deans and were to be commended.

10. Adjournment

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

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

MINUTES OF ACADEMIC COUNCIL MEETING
Tuesday, September 13, 2005

Members Present:			
Ex-Officio:	Faculty:		Students:
K. Alnwick	H. Alighanbari	A. Johnson	A.Chaleff-Freudenthaler
E. Aspevig	S.Anderson	J. Lassaline	L. Bichler
S. Boctor	D. Checkland	A. Lohi	G. Brown
C. Cassidy	S. Cody	D. Lee	L. Brown
M. Dewson	T. Dewan	J. Morgan	M. Brzoska
D. Doz	J. Dianda	G. Mothersill	A. Ganuelas
L. Grayson	S.Edwards	C. O'Brien	E. Hunking
K. Jones	C. Evans	R. Ravindran	M. Kamali
A. Kahan	E. Evans	S. Rosen	P. Lewkowicz
S. Levy	C. Farrell	P. Schneiderman	N. Loreto
C. Matthews	R. Hudyma	D. Shipley	S. Persaud
Z. Murphy			T. Spencer
J. Sandys			N. Yiu
P. Stenton			L. Yung
S. Williams			
M. Yeates			Alumni:
			J. Gryn
Regrets:			
M. Booth			
J. P. Boudreau			
M. Dionne			
N. M. Lister			
D. Mahoney			
D. Mason			
Absent:			
F. Duerden			
D. Elder			
M. Greig			
D. Johnston			
D. McKessock			
L. Merali			
K. Tucker Scott			

1. **President's introduction** – All members present introduced themselves. Because this is a special meeting, the Chair indicated that there would be no formal comments and normal formal agenda would not be followed. The Chair stated that there had been a request over the summer for comments on revision of the Ryerson Act, and community comments,

including comments from the RFA and the students, have been submitted. There will be some information provided at the October 11 meeting on items that are to be considered which specifically affect Academic Council. These will be brought to Council before they are presented to the Board for action.

2. **Reports of Actions and Recommendations of Departmental and Divisional Councils**
Report of the School of Graduate Studies – M. Yeates reported that the special meeting needed to be called so that two new graduate programs, scheduled to begin in Fall 2006, could receive approval for submission to OCGS in time to meet deadlines. Last year the Masters in Nursing was not approved until the October Academic Council meeting, and only received final approval in May. This made the launch more difficult. Approval of the two programs presented would allow them to get on the OCGS agenda for late September or early October.

Dr. Yeates reviewed the plan for government funding of graduate education and the intention to provide sufficient space for double-cohort students when they graduate from University. Ryerson needs to be competitive in its submissions as there are many programs being submitted at this time. It was clarified that funds received for new graduate programs become part of the base operating budget of the University.

Tables were presented which showed the status of new programs for September 2005, new graduate programs for September 2006, and programs proposed for September 2007.

Motion #1: That Academic Council approve the submission of the proposal for a Master of Science in Molecular Science (MSc) to the Ontario Council for Graduate Studies for Standard Appraisal.

M. Yeates moved, C. Evans seconded.

Discussion:

- It was reported that the program tuition would be the same as other masters programs in Engineering.
- In response to a question which suggested that the number of courses might be low, it was explained that it is not unusual for lab based research degrees such as this one to have 3 semester courses, as these degrees are largely laboratory based. There was an internal/external review of the program and a comment that there may even be too many courses.
- It was explained that the funds received for graduate programs becomes part of the base budget of the university, specifically for new graduate programs.

Motion approved.

Motion #2: That Academic Council approve the submission of the proposal for a Master of Business Administration (MBA) to the Ontario Council for Graduate Studies for Standard Appraisal.

M. Yeates moved, N. Loreto seconded.

- It was reported that the tuition fee would be similar to other “fees plus grant” programs at Ryerson, and the tuition would not be as high as some other MBA programs in other universities in order to make the program accessible to students.
- It was noted that there are seven courses in the foundation term (3 semester courses, 4 modular), and it was commented that the regular normal structure of an MBA program was being followed.
- It was noted that in term I of the international focus there are 6 courses and only 2 have international in the title. It was also noted that for those students entering without a BComm each course is indicated as international. This might lead to the assumption that students with a BComm already have an international background. It was agreed that there may need to be editing of the course description.
- It was suggested that with an intake of 80 students and four options with 20 courses there would potentially be only 15 students in courses. There may be some existing courses which could be used by the program.
- There are a number of programs similar to the BComm which would be considered as comparable for admission to the MBA.. It would be up to the admissions committee to work out what would be considered a similar program.
- It was asked why Engineering is not one of the areas included in the MBA program. The Ryerson image needs to be improved and an MBA program is part of this. It was responded that there is input from the Engineering program in the MBA. Other universities are advertising for MBA programs running downtown Toronto.
- There was a discussion of an ad in the *Globe and Mail* for a Laurier MBA program offered as an alternate weekend part-time program and it was asked what would motivate a student to take a full time program rather than such a part-time program. The Ryerson program will start full-time to get the program going properly. It is believed there is sufficient demand for this. It was added that the MBA is quite unique as it is developed from a Canadian perspective. Unlike international MBAs, it builds in a global perspective, does not have students studying abroad and does not try to register international students. It is not meant to compete with the expensive MBAs from other Toronto Universities.
- It was clarified that faculty in the Business School will have normal teaching loads and the MBA offerings will fit into that normal load.
- The planning of the new Business building has taken the growth of the MBA programs into account. There are a series of case rooms and space for graduate students.
- It was clarified that a virtual library will be present in the new Business building as it is in all areas of the university. The physical library will not be housed in the building. There will be librarians available to consult with students.
- It was asked if fourth year students will have access to graduate courses, cross listed for both. Ryerson has been trying not to do that, as OCGS does not look favorably on the practice. There may be a few joint courses in time. There is also an OCGS regulation which limits this.
- It was explained that in the final term of the program there are activities that will address internationalization.
- It was commented from the floor that the program should not become a silo and that there are other program areas that would like to participate in the MBA in the future.

Motion approved.

3. Adjournment

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

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

October 3, 2005

Chair and Members
Academic Council
Ryerson University

Re: **Events Concerning Wendy Maxwell**

This brief report has been prepared in response to the motion approved by Academic Council in May, 2005. More specifically the Motion reads as follows:

Motion re Ryerson Security and Wendy Maxwell Affair, May 9, 2005

WHEREAS feminist activist Wendy Maxwell was arrested on the Ryerson campus by City of Toronto police on March 4, 2005; and

WHEREAS Ryerson University faculty engaged in research regarding immigration require, to successfully carry out their research, a high level of trust in Ryerson University by non-status immigrants; and

WHEREAS such research is very much in accord with the mandate of Ryerson University and should be protected and encouraged by Ryerson University to the extent reasonable and possible; and

WHEREAS the arrest of Ms. Maxwell has the potential to undermine trust in Ryerson University; and

WHEREAS it is therefore desirable to have in place clear policies regarding the circumstances under which police are to be contacted by Ryerson Security and regarding the role of Ryerson Security in the enforcement of immigration orders; now therefore

BE IT RESOLVED THAT Academic Council call upon the President and Vice-President Administration and Student Affairs to report fully to Council at its September meeting regarding the events of March 4, 2005; and

BE IT FURTHER RESOLVED THAT, upon receipt of the report of the President and Vice-President Administration and Student Affairs, Academic Council determine whether there is a need to review current policy regarding the calling onto campus of, and the sharing of information with, external law enforcement agencies and, on the basis of that determination, make such recommendation(s) as it deems advisable.

This report is divided into three major sections as follows:

1. Summary of the facts and an interpretation;
2. Answers to the questions raised by members of the Ryerson community;
3. Conclusion and next steps.

Summary of the Facts

On February 4, 2005 Ryerson Security was advised by Canada Border Services that there was a deportation warrant for a person with an assault conviction who frequented Ryerson campus and had some connection with CKLN (a separately incorporated radio station on campus). It was further indicated that this was an urgent criminal matter. This was Ryerson Security's first contact with Canada Border Services and their first experience with a deportation warrant.

On February 6, 2005 the Enforcement Officer from Canada Border Services attempted to locate and arrest an individual named Wendy Maxwell on Ryerson's campus. The attempt was unsuccessful. The Enforcement Officer provided Ryerson Security with a photograph of Wendy Maxwell and asked to be notified immediately if Ms Maxwell were to be observed on campus. Contact by Canada Border Services continued over the following weeks.

On March 5, 2005, an individual who identified herself as Queen Nzinga requested that Ryerson Security grant her access to CKLN. Queen Nzinga refused to provide identification. Security consulted with the CKLN Program Director who authorized access to the Station. Through this encounter Ryerson Security identified Queen Nzinga as Wendy Maxwell. Several attempts were made to contact Canada Border Services and when these attempts failed, Toronto Police Services were notified. Within 35 minutes Toronto Police Services were at Ryerson and arrested Wendy Maxwell.

An Interpretation of the Facts

The decision to notify Canada Border Services and to contact Toronto Police Services was based on a number of factors related to potential risks to the Ryerson community. These included the following:

- Wendy Maxwell was not a member of the Ryerson community;
- Canada Border Services indicated that this individual had a criminal assault conviction;
3. • Canada Border Services had indicated that this was an urgent criminal matter.

In hindsight, there was insufficient information available to Ryerson Security to independently assess the risk potential to the Ryerson community. Ryerson Security instead relied on Canada Border Services' assessment of both the risk and the urgency. In doing so, Ryerson Security, in effect, went beyond normal cooperation with external law enforcement organizations and arguably became an agent for them.

Responses to Specific Questions Raised by the Ryerson Community

a. Who at Ryerson contacted the Toronto Police requesting their presence on campus?

The decision to contact Toronto Police Services was made by a shift supervisor in Ryerson Security Services.

b. How did this person or persons become aware of a standing deportation warrant against Ms. Maxwell? Were appropriate channels followed to assess and act on such information once it was received?

Ryerson Security was notified in early February by Canada Border Services of a deportation warrant and an assault conviction against Ms Maxwell. This was Ryerson Security's first experience with such a situation. While there were no protocols in place dealing with such warrants, Security followed existing protocols dealing with individuals wanted by authorities for criminal activities.

c. Is it Ryerson policy for Safety and Security personnel to notify police of such matters. If not, was there a clear breach of policy or is policy unclear about such matters?

There was no protocol in place at that time that specifically addressed deportation warrants. Security acted in a way that was consistent with other existing protocols.

d. Should Ryerson Security notify Toronto Police about deportation orders?

The role of Ryerson Security is to focus on the safety and security of all members of the Ryerson community through prevention, awareness training, intervention, medical assistance and, when necessary, the apprehension/detention of those who put members of the Ryerson community at risk or who damage or steal Ryerson property. It is not normally the role of Ryerson Security to become an agent for any external law enforcement organization.

However, in the summer and fall of 2004, Ryerson Security demonstrated remarkable skill and tenacity in investigating and apprehending the suspected hate crime perpetrator operating on Ryerson campus. In effect, Ryerson Security played a leadership role in ending this criminal activity. This was applauded by both the Ryerson community as well as religious and political leaders across the City.

In retrospect, while it is clear that Ryerson Security acted in a way that was consistent with existing protocols, even though these protocols were not specific to deportation warrants, it is equally clear that much more detailed information was required from Canada Border Services.

Had there been full disclosure by Canada Border Services, the assessment of the risk to the Ryerson community would have led to a different conclusion. Even more importantly, had the impact of a decision to proceed been assessed by the shift supervisor in terms of the core academic values of the University, it is clear that Ryerson Security would have taken a different course of action.

e. **Does Safety and Security have any clear policy regarding the circumstances under which supplying information to City of Toronto Police is and is not appropriate?**

Ryerson Security has general protocols and practices within which information may be given to Toronto Police Services. In many situations that arise the particular circumstances require consultation within and beyond Ryerson Security. To be clear, if the safety of members of the Ryerson community is at immediate risk, Security must act.

As a matter of course Ryerson Security receives information about individuals who are not members of the Ryerson community and who are wanted by the Police for a variety of criminal activities. If, for example, an individual wanted in connection with violent or drug dealing activities were identified on campus, Toronto Police Services would be contacted.

The practice of notifying Police about individuals who are not members of the Ryerson community and who are wanted in connection with serious criminal activities that pose a significant risk to the Ryerson community formed a backdrop to the action taken by Ryerson Security in respect to the deportation warrant. This reality and the absence of any prior experience with Canada Border Services help in understanding Ryerson Security's role in the events concerning Wendy Maxwell.

To be clear Ryerson Security is not reluctant to turn down requests for information or access. A request for access to a student locker would be denied unless it was accompanied by a court order. Beyond confirming that an individual is or is not a registered student, no further personal information will be provided without a court order. Where Police may require a telephone number because of a family emergency, Security would contact the individual and have the individual contact the Police. The protection of personal privacy informs such responses. In other circumstances, however, video tapes of locations where thefts, assaults or hate crimes have been committed, may be shared with the Police on a case by case basis.

Conclusion and Future Directions

Ryerson Security operates in a changing and complex environment. The campus, itself, is unusual in that it is not clearly demarcated from the neighbourhoods around it. Public streets divide one University building from another and downtown visitors and residents flow freely along Ryerson walkways and pedestrian paths. These facts and the challenges inherent in this particular area of the City create a risk profile that encourages information sharing and cooperation with Toronto Police Services at a level and frequency that is unusual for most universities.

These relationships, however, must always take into account that Ryerson is a university. The research, sociopolitical leadership and academic freedom within our institution is linked to the health of the civil and democratic social fabric of our society. This is one of the most powerful reasons why academic values must inform decision-making across the University including decisions by Ryerson Security.

While general protocols and guidelines are helpful in providing a framework for decision-making, they cannot anticipate all eventualities nor can they capture the nuances that need to be taken into account in each situation. In general Security has done a good job in this respect. Now is the time to strengthen this direction.

The events concerning Wendy Maxwell have precipitated a healthy debate within the Ryerson community and have been a catalyst for serious reflection on the decision-making process within Ryerson Security.

The quality and commitment of Ryerson Security officers is not at issue. The issues are twofold. The first is to find the appropriate balance between and among minimizing risks to members of the Ryerson community, respecting the academic values and traditions of the University itself, and maintaining an appropriate level of co-operation and support from Toronto Police Services in responding to the challenges of the time and space in which the University is located.

The second issue is the identification of the appropriate decision-making process for sharing information with external law enforcement agencies.

These are not impossible challenges. They do, however, require ensuring that the locus of decision-making rests outside the operational activities of Security. Along with this comes increased responsibility and accountability for those decisions.

There are two significant changes that have already been implemented as follows:

- All inquiries from Canada Border Services, CSIS and the RCMP will automatically be referred to the Associate Director, Centre for Environmental Health, Safety and Security Management and as needed to the Vice President, Administration and Student Affairs.
- All requests for information or assistance that come from Toronto Police Services where the assessment of risk, the academic values and traditions of the University and the maintenance of co-operation and support from Toronto Police Services are not clearly aligned, will be referred as above.

Ryerson Security is working in keeping with the letter and spirit of these changes.

Finally, an oral update will be given at the April, 2006 meeting of Academic Council that addresses the impact of these changes.



Linda Grayson
Vice President, Administration and Student Affairs

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To the Ryerson Community:

I am delighted to let you know that the Hon. James K. Bartleman, Lieutenant Governor of Ontario, and G. Raymond Chang, philanthropist, businessman, and member of the Ryerson Board of Governors, will receive honorary doctorates at fall convocation, as recommended by the Awards and Ceremonials Committee of Academic Council. The committee carefully considers all nominees before making honorary doctorate recommendations to the President.

All of us in the Ryerson Community can be proud that Mr. Bartleman and Mr. Chang have accepted our invitation. Convocation ceremonies take place Nov. 3. Here is some additional information about our honorees:

The Hon. James K. Bartleman has been Lieutenant Governor of Ontario since 2002. He has identified three priorities for his mandate: to reduce the stigma of mental illness, to fight racism and discrimination, and to encourage aboriginal young people. In 2004, he launched the Lieutenant Governor's Book Program, which provided 850,000 good used books to First Nations schools and Native Friendship Centres throughout Ontario. In 2005 he introduced a twinning program which links 200 native and non-native schools in Ontario and twins schools in Toronto and Nunavut and in June, Mr. Bartleman was on campus to speak at the Roundtable on Native Education co-sponsored by Ryerson. Afterwards, he hosted a reception for participants at his Suite at the Legislature.

This summer he set up the first five Aboriginal Literacy Summer Camps in Northern Ontario.

Prior to his current appointment, Mr. Bartleman had a distinguished career of more than 35 years in the Canadian foreign service. Among his postings, he was Foreign Policy Advisor to the Prime Minister, High Commissioner to Australia and to South Africa, an ambassador to the European Community, to NATO, to Israel, and to Cuba. An accomplished author, Mr. Bartleman has published three books since 2002, including "Out of Muskoka", the award-winning memoir of his early - and remarkable - life. Royalties from all his books are donated to good causes.

G. Raymond Chang, a champion of education and, more recently, adult learning in particular, is one of Canada's most highly respected and successful business leaders. Originally from Jamaica, Mr. Chang is Chairman of CI Financial (formerly CI Fund Management). He acquired part ownership of CI Fund Management when it was a small investment firm and, with his partners, grew CI to become Canada's third-largest investment fund company and second-largest publicly traded fund company. Mr. Chang is a member of the Toronto General and Western Hospital Foundation. He has served on the Ryerson University Board of Governors since 2001. A passionate advocate for lifelong learning, last year Mr. Chang was presented the Award of Recognition from the Canadian Association for University Continuing Education for his outstanding contributions to advancing educational opportunities for adult learners. He established a chair at the University of Toronto in internal medicine and a fellowship for West Indian doctors at the University Health Network. Mr. Chang has been a generous benefactor of early childhood and young adult learning, particularly of St. George's College, his high school alma mater in Jamaica.

It is truly a thrill that we can honour these two individuals, and I am already looking forward to hearing their messages to our graduating classes.

Sheldon Levy

INITIATING SCHOOL/DEPARTMENT: Department of Geography

DATE of SubMISSION: October 3, 2005

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

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally- Related Elective					
CODG 132	GIS Programming	3 Lecture and Lab	N	x						x		Continuing Education	To be made equivalent to GEO 541	NO	Fall 2005

INITIATING SCHOOL / DEPARTMENT: Faculty of Arts: Undeclared-Arts

DATE of SUBMISSION: September 26, 2005

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

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective					
PSY 102	Introduction to Psychology I	3 hrs. Lec.	N		X				Semester 1 and Semester 2, Required Group 1			Undeclared - Arts	Allows students to explore Psychology as a program option	N/A	Fall 2006

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SCHOOL OF BUSINESS MANAGEMENT

DATE of SUBMISSION: March 1st, 2005

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

Ernie Casperly
Provost and Vice-President Academic

Sept 28/05
Date

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

Course Code/ Number	Course Title	Nature of Change							Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Min ors Affected	Implementation Date		
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective					Professional Elective	Professionally-Related Elective
POG100	Intro. to Governance	Lec.3		x						x	BBMA.BBMB.BBME.BBMF.BBMH.BBMM.BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG110	Canadian Politics	Lec.3		x						x	BBMA.BBMB.BBME.BBMF.BBMH.BBMM.BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG210	Canadian Government	Lec.3		x						x	BBMA.BBMB.BBME.BBMF.BBMH.BBMM.BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG225	Global Governance	Lec.3		x						x	BBMA.BBMB.BBME.BBMF.BBMH.BBMM.BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG312	Public Administration	Lec.3		x						x	BBMA.BBMB.BBME.BBMF.BBMH.BBMM.BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG314	Controversial Policy Topics	Lec.3		x						x	BBMA.BBMB.BBME.BBMF.BBMH.BBMM.BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SCHOOL OF BUSINESS MANAGEMENT

DATE of SUBMISSION: March 1st, 2005

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

Enrol Kaptey
Provost and Vice-President Academic

Sept 28/05
Date

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


Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective				
POG412	How Governments Spend	Lec.3		x						x	BBMA, BBMB, BBME, BBMF, BBMH, BBMM, BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG420	Urban Governance	Lec.3		x						x	BBMA, BBMB, BBME, BBMF, BBMH, BBMM, BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG425	Comparative Political Economy	Lec.3		x						x	BBMA, BBMB, BBME, BBMF, BBMH, BBMM, BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG440	Aboriginal Governance and Justice	Lec.3		x						x	BBMA, BBMB, BBME, BBMF, BBMH, BBMM, BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POG444	Politics, Media and Technology	Lec.3		x						x	BBMA, BBMB, BBME, BBMF, BBMH, BBMM, BBMR - 5,6,7,8	Expand PR electives for SBM		Fall 2006
POL220	Politics and Social Policy in Canada	Lec.3				x				x	BBMA, BBMB, BBME, BBMF, BBMH, BBMM, BBMR - 5,6,7,8	Offered only to Early Childhood Education		Fall 2006

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SCHOOL OF BUSINESS MANAGEMENT

DATE of SUBMISSION: SEPT. 26/05

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



 Provost and Vice-President Academic

Oct 3/05

 Date

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

Course Code/ Number	Course Title	Nature of Change								Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Check one ✓			Check one ✓									
		Hours and Mode	New Course (Y/N)	Re-position	Addition	Deletion	Required	Elective	Professional Elective					Professionally-Related Elective
MHRXXX	Special Topics in Org. Behav. And Human Resources Management	3	Y		X				X		Business Management 3 rd and 4 th years of MHR Plan ACC,ENT,FIN,MGT,MKT,EMS Plans – 3 rd and 4 th years	To provide students with more choices.	Human Resources Management Minor – Elective Group	Fall 2006
PLG710	Municipal Finance for Planners	3	N		X					X	Business Management 3 rd and 4 th year for all plans	To provide students with more choices	Entrepreneurship Minor – Elective Group “Two of the following”	Fall 2006

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SCHOOL OF BUSINESS MANAGEMENT

DATE of SUBMISSION: SEPT. 26/05

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

Erol Dymef
 Provost and Vice-President Academic

Oct 3/05
 Date

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

Course Code/ Number	Course Title	Nature of Change										Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date		
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓										
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective							
MKTXXX	Sport Marketing	3	Y		X						X		X	Business Management MKT Plan - 4 th year ACC,ENT,FIN,MGT,MHR,EMS Plans - 3 rd and 4 th years	To provide students with more choices.	Marketing Management Minor - Elective Group	Fall 2006

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 of Academic Council Agenda
 October 11, 2005 Meeting

INITIATING SCHOOL/DEPARTMENT: School of Hospitality and Tourism Management **DATE of SUBMISSION:**

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

Dr. Eroll Aspevig _____

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change								Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective					Professionally- Related Elective
HTA 302	Financial Accounting for Hosp/Tourism	Lect 1+2	N			x	x				SHTM 4 th semester	To align program with the other school's in the Faculty of Business accounting course requirements of one required course in financial accounting. HTA 302 and HTA	None	2007/08

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally- Related Elective					
HTA 602	Financial Mgt for Hosp/Tour.	Lect 1+2	N	x				x				SHTM 5 th semester	402 the 2 required accounting courses will be combined into HTA 402 as a required course taught in the fourth semester. Note HTA 402 currently is a continuation of HTA302. HTA 602 Financial Mgt for Hosp/Tourism changes from elective to required to align program with the other school's in the Faculty of Business accounting course requirements. HTA 602 will move from Professional Elective Table I to a Required course taught in the 5 th semester	None	2008/09

INITIATING SCHOOL/DEPARTMENT: Journalism

DATE of SUBMISSION: March 16, 2005

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

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective					
POG320	Social Identity & Citizenship		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG322	Social Movements & Civil Society		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG330	Social and Political Thought		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG410	Urban Government in Canada		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally- Related Elective					
POG320	Social Identity & Citizenship		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG412	How Governments Spend		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005

INITIATING SCHOOL/DEPARTMENT: Journalism

DATE of SUBMISSION:

March 16,
2005

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

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective					
POG100	Introduction to Governance		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG225	Global Governance		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG312	Canadian Public Administration		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG314	Controversial Policy Topics		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005

Course Code/ Number	Course Title	Nature of Change								Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective					Professionally- Related Elective
POG100	Introduction to Governance		Y		X					X	Journalism	Access Politics Minor	Politics	Fall 2005
POG316	Social Policy		Y		X					X	Journalism	Access Politics Minor	Politics	Fall 2005

INITIATING SCHOOL/DEPARTMENT: Journalism

DATE of SUBMISSION: March 16, 2005

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

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective				
POG415	Policy Challenges		Y		X					X	Journalism	Access Politics Minor	Politics	Fall 2005
POG420	Urban Governance		Y		X					X	Journalism	Access Politics Minor	Politics	Fall 2005
POG425	Comparative Political Economy		Y		X					X	Journalism	Access Politics Minor	Politics	Fall 2005
POG440	Aboriginal Governance/Justice		Y		X					X	Journalism	Access Politics Minor	Politics	Fall 2005

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s) / Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date	
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓								
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective					
POG415	Policy Challenges		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005
POG442	Women and Governance		Y		X						X	Journalism	Access Politics Minor	Politics	Fall 2005

INITIATING SCHOOL/DEPARTMENT: Journalism

DATE of SUBMISSION: _____

March 16,

2005

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

Provost and Vice-President Academic

Date

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

Course Code/	Course Title	Nature of Change	Program(s) / School(s) / Department(s)	Purpose of Change	Minors Affected	Implementation Date
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UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: School of Social Work

DATE of SUBMISSION: September 26, 2005

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

Emol Lopez

 Provost and Vice-President Academic

Sept 28/05

 Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective				
SWP21A/B	Introduction to Social Work Practice	3				✓	✓				Social Work SWRK 2	Semesterizing	No	Fall 2006
SWP331	Social Work Theories of Practice	3	✓		✓		✓				Social Work SWRK 2	Semesterizing	NO	Fall 2006
SWP341	Transformative Social Work Practice	3	✓		✓		✓				Social Work SWRK 2	Semesterizing	NO	Fall 2006

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 of Academic Council Agenda
 October 11, 2005 Meeting

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: School of Social Work

DATE of SUBMISSION: September 26, 2005

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

Provost and Vice-President Academic

Date

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

Course Code/ Number	Course Title	Nature of Change								Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓						
				Re-position	Addition	Deletion	Required	Elective	Professional Elective				
SWP25A/B	Anti-Oppression & Human Diversity	3				✓	✓			Social Work SWRK 2	Semesterizing	No	Fall 2006
SWP335	Power, Resistance & Change	3	✓	✓			✓			Social Work SWRK 2	Semesterizing	NO	Fall 2006
SWP435	Aboriginal Approaches to Social Work	3	✓	✓			✓			Social Work SWRK 2	Semesterizing	NO	Fall 2006

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of Academic Council Agenda
October 11, 2005 Meeting

**Report #F2005-1 of the Animal Care Committee
November, 2003 to December, 2004**

Activities during this period:

Two new protocols have been received for review by the ACC in this period of time. The first was from Prof. Marilyn Lee in the School of Occupational and Public Health as Principal Investigator. The second was from Dr. William Whelan in the Department of Mathematics, Physics and Computer Science who is collaborating with Dr. Alex Vitkin based at the Ontario Cancer Institute. Both projects were approved and will be conducted off campus.

Two previously approved related studies continue to operate (off campus). They are joint ventures between St. Michael's Hospital and the University of Toronto, and involve Ryerson's Dr. Michael Kolios as co-investigator. Dr. Kolios has reported no deviation or adjustment in the protocol that was approved by the ACC. This will be monitored each year that the studies continue.

Report submitted by _____

Yvonne Yuan, Chair of the Animal Care Committee

2003-04 ACC Members: Dr. Yvonne Yuan, Chair; Richard Boehnke (Community Representative); Dr. Wendy Williams (Veterinarian); Dr. Lynda McCarthy (Faculty); Dr. Vadim Bostan (Faculty); Prof. Marilyn Lee (Faculty); Morgan Partyka (Student Representative); Miriam de Jong, Technologist (staff), and Alexander Karabanow, (Office Research Services), *ex-officio*.

**Report #F2005-1 of the Awards & Ceremonials Committee
October 11, 2005**

There were 4,179 candidates in total approved for June 2005 graduation; including 3,434 Undergraduate, 85 Masters and 660 Certificate students. This compares to 3,795 total candidates in June 2004; including 3,030 Undergraduates, 72 Masters and 693 Certificate students. Of the June 2005 Undergraduate candidates, 547 graduated with Honours, as compared to 439 for June 2004.

The Governor General's Academic Silver Medal was awarded to Karthik Narayan, Aerospace Engineering.

Gold Medal Awards and Howard Kerr Memorial Scholarship were awarded to:
Faculty of Arts: Daniel Campbell, Department of Geographic Analysis
Faculty of Business: Issa Guindo, School of Business Management
Faculty of Communication & Design: Truc Nguyen, School of Fashion
Faculty of Community Service: Vashti Campbell, School of Social Work
Faculty of Continuing Education: Trish Plant, Family Support
Faculty of Engineering & Applied Science: Peter Cave, Aerospace Engineering

The Brian Segal Award was given to Gol-Azin Jenab, School of Image Arts.

Honorary Doctorates:

Arts & Community Services:

Margaret MacMillan

Communication & Design:

Herschel Segal

Peter Mansbridge

Engineering & Applied Science:

Julia Levy

Hany Moustapha

Business:

Elyse Allan

Thomas Hockin

John Sharpe

Community Services:

Dennis Mock

Janet Storch

Fall 2005 Convocation:

James K. Bartleman

G. Raymond Chang

Respectfully submitted,



Sheldon Levy, Chair
for the Committee

**Report #F2005-1 of the Composition and By-laws Committee
October 11, 2005**

The Committee met on September 13 to consider By-laws submitted by the Department of Mathematics and the Department of Physics to ensure that the By-laws were in conformance with Academic Council Policy 45: [Constitutional Provisions for Department/School Councils](#). Several items were corrected and some suggestions made. After further consultation the Committee presents the following motions to Academic Council (By-laws attached):

Motion 1: That Academic Council approve the By-laws of the Department of Mathematics Council.

Motion 2: That Academic Council approve the By-laws of the Department of Physics Council.

The Committee also discussed a proposed change in the Terms of Reference and the Composition of the Research Ethics Board, including the creation of a standing subcommittee, the Graduate Research Ethics Committee (GREC), to review graduate student research of only minimal risk. Except for the Chair of the GREC, members of the subcommittee would not be members of the REB. The changes to the Terms of Reference and the Composition are attached.

The rationale is that, as research involving human subjects increases at Ryerson, the need for more reviewers is becoming critical. There is no need to expand the REB *per se*, but the creation of the GREC allows this research to be reviewed by a committee whose chair is a member of the REB.

Motion 3: That Academic Council approve the revision of its By-laws with respect to the Terms of Reference and Composition of the Research Ethics Board.

Respectfully submitted,

Sheldon Levy, Chair
Composition and By-laws Committee
For the Committee:
Michelle Dionne
Carlyle Farrell
Dana Lee
Dan Mahoney
Hekmat Alighanbari
Ali Lohi
Paul Lewkowicz
Shanil Persaud
Diane Schulman (non-voting)

Department of Mathematics
By-Laws of Departmental Council

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1 Definitions

Department - the Department of Mathematics; Departmental has equivalent meaning.

Chair- the chair of departmental council

Program - a graduate or undergraduate degree, diploma or certificate program 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.

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.

Support staff - all full-time technical and administrative staff in the Department.

Undergraduate student – a student in an undergraduate program offered by Ryerson who is required to take courses offered by the department as a condition of that program.

Member - all individuals who are members of the Council, including 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 of the Department;
2. one member elected by and from the sessional and part-time instructors of the Department;
3. the Administrative Assistant ex-officio non-voting as a representative of the support staff;
4. Until the Department has its own undergraduate and/or graduate programs, Council is exempted from having students on Council and its committees, in accordance with the policies of the Academic Council. When such program(s) are established these By Laws shall be amended to reflect the student representation required by Academic Council policy.

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 programs;
 - long-term curriculum planning to meet the academic needs of the programs; and
 - course changes, including undergraduate continuing education courses.
 - new undergraduate programs
- 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:

- Three faculty members elected by the Council.

3.2.2 Budgetary Planning and Physical Resources Planning Committee

Mandate:

- At the request of the department Chair, to assist the department Chair on budgetary matters.
- 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:

- Three faculty members elected by the Council.
- The Chair of the Department, ex-officio non-voting.

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:

- Three faculty members elected by the Council.

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 membership should reflect the membership proportions of the Council as a whole.

3.4 Term of office

3.4.1 Officers of Council

The Officers of Departmental Council (Chair and Vice-Chair) shall be elected from the total membership of the Council in the first September meeting of each year to take office at the beginning of the academic year. The term of office is two years.

A member is eligible for re-election, 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 two 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.

3.4.4 Sessional and Part-time instructors

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

3.5 Duties of Officers

A thorough knowledge of the By-Laws and of Robert's rules of order is a prerequisite 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.

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 sessional faculty, and ensure elections are carried out in a timely manner; 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 support staff, the Administrative Assistant of the Department of Mathematics shall act as Recording Secretary of the Council of the Department of Mathematics. The responsibilities of the Recording 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 Recording Secretary of 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 seven Council meetings of the coming academic year: one on the last Thursday of September, one on the second 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 Recording 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 with the agenda.

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:

4. Committees will review matters pertaining to their mandates at their own initiative.
5. Committees may also be requested by Council to review other matters.
6. 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 Administrative 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

- The elections of the other members of Council who are representing specific constituencies, sessional and part-time instructors, 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 Committee Secretary from its membership. The chair and Committee 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 Chair shall appoint 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:** _____

DEPARTMENT OF PHYSICS

Ryerson University

BY-LAWS OF DEPARTMENTAL COUNCIL

*Approved by Departmental Council on April 26, 2005
To be approved by Academic Council*

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DEFINITIONS

Council – the Departmental Council of the Department of Physics.

Council Member – all individuals who are members of the Departmental Council of the Department of Physics.

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

Department – the Department of Physics; Departmental has equivalent meaning.

Department Member – Faculty, support staff, sessional/part time instructors, undergraduate and graduate students registered in a program offered by the Department of Physics.

Faculty – all RFA members of the Department of Physics.

Graduate student – a student registered in a graduate program offered by the Department of Physics.

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

Sessional/part time instructors – all non-RFA instructors hired by the Department of Physics.

Technical support staff – all full-time technologists, technicians, and lab supervisors in the Department of Physics.

Undergraduate student – a student registered in an undergraduate program offered by the Department of Physics.

ARTICLE I. DEPARTMENTAL COUNCIL

1.1 Objective

The purpose and objectives of the Council are:

- a) To develop and recommend academic policies relevant to the Department;
- b) To promote an effective teaching, learning and research environment within the Department;
- c) To represent, maintain and advance the interests of Council members within the Department; and
- d) To work with the Administration and other groups within the University around areas of common concern.

1.2 Membership

The membership of the Council shall comprise:

- a) All faculty, including the Chair and the Assistant Chair(s) of the Department;
- b) One sessional or part-time instructor, where applicable, elected by and from the sessional and part-time instructors of the Department;
- c) Representatives of undergraduate and graduate students registered in the programs offered by the Department. The student representatives shall be elected by their respective constituencies, and the total number of student members (undergraduate and graduate) shall be determined by the policies of the Academic Council. When the Department has both graduate and undergraduate programs, there shall be proportional representation of both constituencies;
- d) One technical support staff, elected by and from the technical support staff of the Department;
- e) Until the Department has its own undergraduate and/or graduate programs, Council is exempted from having students on Council and its committees, in accordance with the policies of the Academic Council.

ARTICLE II. STANDING COMMITTEES

The Council shall establish the following standing committees, with committee members selected by the Council.

2.1. Curriculum Committee

Mandate:

- a) To make recommendations to the Council regarding curriculum issues and planning in order to meet the academic needs of programs offered by the Department;
- b) To liaise with other departments whose students receive service courses from the Department, and to make recommendations to the Council regarding those courses;
- c) To liaise with the Financial and Physical Resources Committee on issues of concern to both committees;
- d) To present to the Council at least one written report per academic year.

Membership:

- a) At least four faculty Council members;
- b) One undergraduate and one graduate student Council member;
- c) One technical support staff, not necessarily a Council member.

2.2. Financial and Physical Resources Committee

The Financial and Physical Resources Committee is advisory to the Department Chair.

Mandate:

- a) To maintain up-to-date information on the physical resources (i.e. offices, teaching and research laboratories, workshops, and equipment) available to the Department;
- b) To identify the immediate needs for physical resources necessary to support the academic programs and courses delivered by the Department, and to make long term plans for the allocation, replacement, and maintenance of those resources;
- c) To determine the resources required to support any proposed new course or program, and to report those needs to the Council prior to Council's approval of the proposed program or course;
- d) To liaise with the other committees of the Council when matters of physical and budget resources arise;
- e) To present to the Council at least one written report each academic year.

Membership:

- a) At least three faculty Council members
- b) One undergraduate or graduate student Council member
- c) One technical support staff, not necessarily a Council member
- d) The Chair of the Department, ex-officio (with voting rights)

2.3. Research and Graduate Studies Committee

Mandate:

- a) To foster the growth of research and graduate studies within the Department through promotion of these activities both within and outside the Department;
- b) To promote faculty research initiatives;
- c) To be an advocate of researchers' needs and to liaise with other committees of the Council when needed, including liaison with the Financial and Physical Resources Committee to help determine resources necessary for the implementation of research initiatives and new graduate programming;
- d) To present to the Council at least one written report each academic year.

Membership:

- a) At least three faculty Council members who are appointed to the School of Graduate Studies

- b) At least one graduate student from the program offered by the Department, not necessarily a Council member

ARTICLE III. AD HOC COMMITTEES

Mandate:

Ad-hoc committees may be established by the Council from time to time to investigate, report and/or make recommendations on specific issues, such as revision of the By-laws.

Membership:

When possible, membership composition of committees should reflect the membership proportions of the Council as a whole.

ARTICLE IV. TERMS OF OFFICE

4.1. Council Officers

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

The Secretary of the Council shall be drawn from faculty and technical support staff Council members

Council Officers (Chair, Vice-Chair and Secretary) shall be elected 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.

An Officer is eligible for re-election.

4.2. Sessional / Part-Time Instructor Council Member

The sessional/part-time instructor Council member shall be elected by his/her constituency for a renewable one-semester term, preferably before the first Council meetings in the Fall and Winter semesters.

4.3. Student Council Members

Undergraduate and graduate student Council members shall be elected by their constituencies for a renewable one-year term, preferably before the first Council meeting in the Fall semester.

4.4. Technical Support Staff Council Member

The technical support staff Council member shall be elected by his/her constituency for a renewable two-year term, preferably before the first Council meeting in the Fall semester.

4.5. Members of Standing Committees

Faculty and technical support staff Council members shall serve for a renewable two-year term. Undergraduate and graduate student Council members shall serve for a renewable one-year term.

4.6. Members of Ad-Hoc Committees

Members of ad-hoc committees shall serve until the report of the committee has been accepted by the Council, or the ad-hoc committee has been dissolved by the Council.

ARTICLE V. DUTIES OF COUNCIL OFFICERS

A thorough knowledge of the By-laws and Robert's Rules of Order is a requisite for all Council Officers.

5.1. Chair

The Chair shall

- a) Call the meetings of the Council;
- b) Be responsible for provision of written notice of Council meetings and distribution of the agenda one week prior to meetings;
- c) Preside at all meetings of the Council, enforce the By-laws and rules of order, and monitor the activities of the committees;
- d) Be an ex-officio, non-voting member of all standing committees and of any committees established by the Council, and
- e) Communicate actions of the Council to the administration of the University when requested by the Council.

5.2. Vice-Chair

The Vice-Chair shall

- a) Perform the duties of the Chair, in the absence of the Chair;
- b) Perform the duties of the Chair and arrange for the timely election of a new Chair, in the event that the Office of the Chair is vacated;
- c) Call for nominations and preside over Council elections; ensure that elections are carried out in a timely manner;
- d) Liaise with the constituencies representing undergraduate students, graduate students, sessional/part time instructors, and technical support staff of the Department regarding the election of their Council members;

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

5.3. Secretary

The Secretary shall

- a) Maintain soft and hard master copies of the By-laws, policies and procedures, revise them as the Council approves changes, and ensure that the master copies are passed on to the succeeding Secretary in a timely manner;
- b) Attend all meetings of the Council and record all facts and minutes of all proceedings of the meetings (if necessary, the Secretary may request the assistance of a recording secretary);
- c) Compile and distribute the Minutes of the meetings within 10 working days.

ARTICLE VI. DUTIES OF COMMITTEE OFFICERS

Each committee will elect a Chair and a Secretary from its membership. The Chair and Secretary must be faculty Council members.

The Chairs of the Committees shall

- a) Call, and preside over, all meetings of their respective committees,
- b) Report in writing the activities of the committees to the Council at least once per academic year;
- c) Ensure all positions in their committees are filled, and report the membership to the Secretary of the Council as soon as membership composition is known.

The Secretaries of the Committees shall

- a) Perform the duties of the Committee Chair, in the absence of the Committee Chair;
- b) Assist the Committee Chair in any committee matter, as requested by the Committee Chair.

ARTICLE VII. MEETINGS

7.1. Meetings of Departmental Council

Departmental Council shall meet at least once per academic term. The meetings will normally be scheduled for a Thursday, 12:10-2:00 p.m.

Under normal circumstances, written notice of the Council meeting and agenda shall be given one week prior to the meeting.

The agenda will include:

- a) Approval of minutes
- b) Business arising out of the minutes
- c) Urgent business
- d) Report of the Department Chair
- e) Committee reports
- f) Notice and announcements
- g) New Business

7.1.1. Special and/or Urgent Meeting

A special and/or urgent meeting of the Council shall be held following a written request to the Council Chair, made by the Department Chair, or at least 20% of the full membership. The meeting shall occur no fewer than three business days and no more than 14 days after the Council Chair receives the request.

7.1.2. Quorum

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

At meetings of the Council, a quorum shall be 50% of the full membership, with the following adjustments in counting the full membership:

- a) A faculty member on leave will not be counted unless present at the meeting or a proxy is given;
- b) A Council member who has informed the Council Chair that he/she cannot attend due to a conflict with his/her Ryerson schedule or because he/she is engaged in other University business at the time of the meeting will not be counted unless he/she has given a proxy.

7.1.3. Proxy

Every Council member may, by means of a written proxy, appoint a Department member, to attend and act at any Council meeting to the extent and with the power conferred by the proxy. It is the responsibility of the Council member to provide the Council Chair and the proxy delegate with the written proxy at least one hour prior to the meeting.

7.2. Meetings of Committees

7.2.1. Standing Committees

Standing committees shall meet as required. Each committee shall submit and present a written report to the Council at least once per academic year, the preferred time being at a regular meeting or after consultation with

the Council Chair. A standing committee may request that the Council Chair call a meeting of the Council to report on the work and recommendations of the committee.

7.2.2. Attendance at Committee Meetings

Committee members are expected to attend all committee meetings, and to inform the committee Chair of their regrets in case of a scheduling conflict. Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant. A committee member may appoint a proxy delegate to act in his/her stead at a committee meeting.

ARTICLE VIII. ELECTIONS

8.1. Election of Council Officers

The Vice-Chair of the Council shall call for nominations and preside over the election, at the last Council meeting of the winter semester.

8.2. Elections of Council Members

RFA faculty of the Department are permanent members of the Council. Election for the members representing students and technical support staff will take place annually in September. Election for the member representing sessional/part-time instructors will take place twice a year, in September and January. The Vice-Chair of the Council will inform the appropriate constituencies of the need to conduct their elections in a timely manner.

8.3. Elections of Committee Officers

Each committee will elect a Chair and a Secretary from its membership. The Chair and Secretary must be faculty Council members.

ARTICLE IX. POLICY RECOMMENDATIONS

9.1. Authority

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

9.2. Decisions of the Council

Decisions of the Council will be made by a simple majority of the Council members present and voting (including proxies), unless the Council decides, by a simple majority, to increase the threshold.

9.3. Recommendations of Committees

Recommendations of any committee shall be approved by the Council before being transmitted or implemented.

ARTICLE X. AMENDMENTS TO THE BY-LAWS

Amendments to these By-laws require a two-thirds majority of the Council. Written notice of proposed amendments must be sent at least one week prior to the meeting. Amendments must be ratified by Academic Council.

**Proposed Changes to Composition and Terms of Reference of the Research Ethics Board (REB)
September, 2005**

Current Terms of Reference and Composition

3.1.1 Research Ethics Review

Composition: A Chair (1), who shall be nominated by the Associate Vice President, Academic, in consultation with the Research Ethics Board; nine (9) faculty members, one representing each Faculty, one from each of the three Faculties responsible for the largest number of protocols submitted to the REB, and one representing the School of Graduate Studies; three (3) community members; two (2) undergraduate students; one (1) graduate student; the Associate Vice President, Academic or designate (ex-officio) (1); the Director of the Office of Research Services or designate (ex-officio) (1). If there is not at least one member who is knowledgeable in the relevant law, an additional member with such expertise may be appointed.

Terms of Reference: The Research Ethics Board (REB) approves, rejects, proposes modifications to, or terminates any proposed or ongoing research involving human subjects which is conducted within or by faculty, staff, or students of the University so as to protect research subjects and ensure that research is conducted in an ethical manner. No research on human subjects shall be undertaken without the prior approval of the REB.

The REB:

- Interprets and applies the Tri-Council Policy Statement and relevant legislation;
- Establishes guidelines and procedures consistent with the Tri-Council Policy Statement and relevant legislation;
- Facilitates research by consulting with and assisting researchers.

Proposed Terms of Reference and Composition (Additions highlighted)

3.1.1 Research Ethics Board

Composition: A Chair (1), who shall be nominated by the Associate Vice President, Academic, in consultation with the Research Ethics Board (REB); nine (9) faculty members, one representing each Faculty, one from each of the three Faculties responsible for the largest number of protocols submitted to the REB, and one representing the School of Graduate Studies who shall also serve as the Chair of the Graduate Research Ethics Committee as defined below; three (3) community members; two (2) undergraduate students; one (1) graduate student; Associate Vice President, Academic or designate (ex-officio) (1); the Director of the Office of Research Services or designate (ex-officio) (1). If there is not at least one member who is knowledgeable in the relevant law, an additional member with such expertise may be appointed.

A Graduate Research Ethics Committee (GREC) shall be established as a standing subcommittee of the REB. The composition of the GREC shall be: A Chair (1), who shall be nominated by the Associate Vice President, Academic, in consultation with the REB and who shall be the Graduate Studies Faculty member on the REB; six (6) members, four (4) faculty members and two (2) graduate student members, with four

(4) members needed for quorum. Other than the Chair, members of the GREC shall not be members of the REB, but shall be approved by Academic Council.

Terms of Reference: The Research Ethics Board (REB) approves, rejects, proposes modifications to, or terminates any proposed or ongoing research involving human subjects which is conducted within or by faculty, staff, or students of the University so as to protect research subjects and ensure that research is conducted in an ethical manner. No research on human subjects shall be undertaken without the prior approval of the REB. The GREC shall perform the same function as the REB in relation to graduate student research involving no more than minimal risk. No research on human subjects shall be undertaken by graduate students without the prior approval of the GREC.

The REB and the GREC:

- Interprets and applies the Tri-Council Policy Statement and relevant legislation;
- Establishes guidelines and procedures consistent with the Tri-Council Policy Statement and relevant legislation;
- Facilitates research by consulting with and assisting researchers.

In addition, the GREC:

- Consults with the REB on an ongoing basis; and
- Submits an annual report to the Chair of the REB on June 1st.

JUSTIFICATION FOR CHANGE

Email from Nancy Walton, Chair REB

Please find attached the terms of reference for the Graduate Research Ethics Committee (GREC) as a standing subcommittee of the Research Ethics Board (REB).

We have had many discussions about the issue of the status of the GREC. We do feel that in order to preserve the principles of the Tri Council Policy Statement, the GREC must be a subcommittee to the REB and not an advisory body to the REB.

Within the TCPS, there are clear guidelines on how review procedures should be carried out. I have appended here the section from the TCPS on review procedures. Please note the final sentence which I have noted with asterisks. Reviews of protocols that are deemed to be of minimal risk can only be done by either (a) the Chair of the REB; (b) a designated member or (c) a subcommittee of the REB. We propose that the GREC should be a standing subcommittee of the REB who can make independent decisions regarding reviews and monitoring of graduate protocols. As outlined in the Terms of Reference, they would consult with the REB on an ongoing basis as their Chair would be the graduate member of the REB. They would also produce an annual report for the REB.

"D. Review Procedures

D1. A Proportionate Approach to Ethics Assessment Article 1.6

In practice, proportionate review implies different levels of REB review for different research proposals. The following approach to proportionate review is offered for the consideration of research institutions and universities. It envisages three levels of review, each linked to the other through formal authorization by the institution, as well as by accountability through the REB to the institution's authorities. The three levels proposed are: full REB review, expedited

REB review by an individual or sub-group of the REB, and departmental level review of undergraduate projects carried out within formal course requirements.

Full review by an REB should be the default requirement for all research involving human subjects unless the institution decides to authorize expedited review based primarily on the harms that are expected to arise from the

research. ***For example, the institution may decide that categories of research that are confidently expected to involve minimal risk may be approved by the chair or another designated member or a subcommittee of the REB.***"

MOTION: That Academic Council approve the amendment of it's By Laws with respect to revision of the composition and terms of reference of the Research Ethics Board, effective immediately.

Report #F2005-1 of the Learning and Teaching Committee for Academic Council Annual Report 2004-2005

The Learning and Teaching Committee for Academic Council has met on a regular basis throughout the academic year 2004/2005. The committee's work focused on three main initiatives: Academic Integrity, Collaborative Group Work and the Suspended Student Research. In 2005 a new mandate and terms of reference for the LT/AC were approved by the Composition and By-Laws Committee of Academic Council and approved by Academic Council on January 25, 2005. As a result, Dr. Michael Dewson, Vice Provost, Faculty Affairs is now chairing LT meetings.

Academic Integrity

In the fall of 2004, an ad-hoc subcommittee of the LTC (D. Schulman, W. Freeman, T. Lewis, L. Cooper and D. Kinder), met to develop the Ryerson University Academic Integrity Model (see www.ryerson.ca/acadcouncil/acadintegmodel.pdf) which was tabled at Academic Council at the January 25, 2005 meeting.

The Academic Integrity Model is based on the results of the Academic Integrity (AI) Survey conducted at Ryerson in October, 2002, existing Ryerson initiatives and other relevant research. The Model presents a strategy for the integration of Academic Integrity into the Ryerson culture through education and awareness, and targets students, faculty, parents and family. It also identifies the roles and responsibilities of key departments and services at Ryerson including Student Services, the Digital Media Projects Office, the Library, the Learning and Teaching Office, the Learning and Teaching Committee and Academic Council in promoting academic integrity as a core University value.

A major initiative outlined in the model is the development of a comprehensive Academic Integrity web resource for Ryerson students, faculty, parents and family. The AI subcommittee worked over the spring and summer to produce this web site (www.ryerson.ca/academicintegrity), along with an Academic Integrity logo (which can be used by instructors to link to the web site from their course sites), promotional posters and bookmarks. The Academic Integrity web site was released during the first week of September and includes an animated, interactive tutorial for students (with an accompanying 25-question quiz), links to student support services and workshops, style guides and other relevant resources. Included in the web site are resources for faculty on detecting, handling and preventing academic misconduct, ideas for assignments that discourage plagiarism and tips for preventing cheating in classroom and lab environments. The importance of family support is highlighted in the site as well, which includes a letter to family members from the newly-appointed Academic Integrity Officer, Donna Bell, and a list of on-campus resources family members can recommend to their students.

Effective Teaching Using Collaborative Learning Strategies

Issues related to collaborative group work and student learning were discussed. The challenges identified by the Office of the Ombudsperson were confirmed by faculty members and students on the committee who reported that these issues were common across campus. The committee identified concerns related to reinforcement of academic integrity, the need for effective assignment design and process modeling, mediation of group conflict, and evaluation based on expected learning outcomes in this context. Outcomes of the discussion included the

Learning and Teaching Office's Summer Institute on Effective Conflict Resolution and Successful Collaborative Learning led by Ombudsperson Nora Farrell. There were 43 participants from a range of Faculties and Services across the university.

An ad hoc committee of the LT/AC facilitated a strategic funding initiative on Effective Teaching Using Collaborative Learning Strategies. This year-long project facilitated by the Digital Media Projects Office and the Learning and Teaching Office is focused in the Faculty of Community Services and will be ongoing in 2005-2006. The initiative will include the following components:

1. Curriculum Re-Engineering Projects

Four faculty coaches are taking a leadership role on a range of projects, exploring curricular enhancement using collaborative learning strategies. Good practices will be identified to address concerns such as academic integrity, process modeling, mediation of group conflict, and evaluation strategies that promote achievement of expected learning outcomes. Faculty Coaches will receive an honoraria in recognition of their contribution.

2. Professional Development Activities

Faculty coaches will be facilitating workshops, seminars or other professional development activities within departments, for FCS, and for the Ryerson teaching community as a whole. Support for the initiative will be provided the FCS Learning and Teaching Committee, and also by Beth Swart, the new Faculty Associate. These events will be held in collaboration with the Learning and Teaching Office (LTO) and the Digital Media Projects Office (DMP).

3. Technology Integration

A new position of Learning Technology Liaison has been created to assist faculty within the FCS in capitalizing on new ideas about how to leverage technology to create opportunities for educational interactivity. One-on-one consultation, customized training, planning and development of web-based resources, support for use of the Blackboard system and other services are being provided by the new Liaison, Daniel Ehrenworth, in collaboration with the DMP.

4. Scholarly Research

Projects and activities related to this initiative will be evaluated for pedagogical value and effectiveness in enhancing student learning. Additional funds are being made available to faculty coaches in order to hire RA's who will support work in evaluation and research. Funds have been allocated to conduct a literature review, which will be posted in a new resource area on collaborative learning being added to the LTO web site.

The broad goals of the project are to further develop expertise in use of collaborative learning strategies to enhance Ryerson capacity for excellence in teaching, support technology integration at a local level, and build a community of practice for curricular transformation.

Suspended Student Survey

As a result of discussions that occurred in the Learning and Teaching committee meetings and the Report of the Task Force on Student Success and Retention (October 2002), Committee members were concerned about the large number of students who are unsuccessful in their academic studies. There was no systematic survey of suspended students to date, nor was there any comprehensive data on student suspension. The committee was unanimous in its belief that

the voice of such students is an important one and needed to be heard. The implementation of the survey was facilitated by the Learning and Teaching Office, the Registrar and Student Services. The results of the survey will be analyzed and there will be follow-up discussion of recommendations and further actions. The Committee will report to Academic Council on the results of the survey and its analysis.

Respectfully submitted,

Judy Britnell, Chair (2004-2005)

Michael Dewson, Chair (2005-2006)

(For) Learning and Teaching Committee Members:

Judy Britnell	Deirdre Taylor
Maxine Laine	Sholem Dolgoy
Don Kinder	Linda Cooper
Sheila O'Neill	Anne Johnson
Rosemarie Volpe	Christopher Livett
Tanya Lewis	Candace Clarke
Wendy Freeman	Anya Taraboulsky
Diane Schulman	Tasha Jammehdiabadi
Linda Kowal	Moyeed Uddin Ahmed
Klass Kraay	Zulfiqar Ali Khowaja
	Stacey Mirowski

**Report of the Nominating Committee
October 11, 2005**

Motion: That Academic Council approve the following nominations for 2005-06:

Academic Council

Vincent Tighe, Student, Continuing Education (appointed to replace Nicholas Francis who resigned his elected position)

Janice Waddell, Faculty, Community Services (Nursing)

Academic Standards Committee

Seyon Kandasamy, Student, Civil Engineering

Tracey Haug, Student, Arts & Contemporary Studies

Animal Care Committee

Andrew Papadopoulos, Committee Chair (Director, School of Occupation and Public Health)

Liberty Victorio-Walz, Lab Technician

Appeals Committee

Vincent Tighe, Student, Continuing Education

Pirasanna Sivalingam, Student, Computer Engineering

Awards & Ceremonials Committee

Catherine Ellis, Arts (History) (to replace Anne-Marie Lee-Loy – on leave)

Research Ethics Board

Bertha Konstantinidis, Graduate Student, Electrical & Computer Engineering

Archna Patel, Undergraduate Student, Nursing

For information only

Learning & Teaching Committee - Faculty Associates (ex-officio – appointed by Deans)

Frances Gunn, Business

Anne Johnson, Engineering & Applied Science

Linda Kowal, Chang School

Lu Ann Lafrenz, Communication & Design

Alan Sears, Arts

Beth Swart, Community Services

Academic Council - Elected Alumni

Jacob Gryn

Latif Merali

Respectfully submitted,

Michelle Dionne for the Committee: Stalin Boctor, Scott Anderson, Gillian Mothersill, Dale Shipley, Chris Evans, Sue Williams, Lukas Bichler, Paul Lewkowicz, Diane Schulman (non-voting)
Jehangir Saleh, Undergraduate Student, Arts & Contemporary

REPORT OF THE ACADEMIC STANDARDS COMMITTEE

Report #F2005–1; October 2005

In this report we bring to Council our recommendations on two items:

- **Section A** presents the periodic program review of the *Radio and Television* program administered by the *School of Radio and Television Arts*.
- **Section B** presents a proposal for a new *Minor in Criminal Justice*.

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

SECTION A: PERIODIC PROGRAM REVIEW

The following review has been completed in accordance with Academic Council Policy #126, The Periodic Review and Evaluation of Undergraduate Programs at Ryerson.

1. Radio and Television¹

Program Description

The School of Radio and Television Arts (RTA) was among the first schools established at Ryerson. In 1948 the newly established Ryerson Institute of Technology offered a nine-month course in radio broadcasting. The initial course of study had a professional focus—graduates left immediately to work in radio. In the early 50's, the curriculum grew in breadth and depth leading to a diploma at the completion of three years of study. In 1953, television became part of the curriculum, shortly after broadcasting began in Canada.

The first RTA degrees were offered in 1972. In 1992, the School moved to its current home in the Rogers Communications Centre, which houses two television studios and sophisticated audio facilities and which has a growing presence in interactive media. The School also shares fourteen non-linear editing suites and high-end computer graphics laboratories with other academic units in the Faculty of Communication and Design. The School of RTA currently delivers a degree program in *Radio and Television* leading to the degree of *Bachelor of Arts (Radio and Television)*. The goal of the program is to provide an understanding of the technological, intellectual and business framework of broadcasting which will enable program graduates to tell compelling stories and bring their media products to the marketplace.

In Fall 2004 the School introduced a new curriculum to be phased in over a 4-year period. The new curriculum consists of 40 one-semester course equivalents with a total of 128

¹ This program review was completed in May 2005. The evaluation and recommendations regarding the *Radio and Television* program represent the views of the 2004/2005 Academic Standards Committee.

program hours. The curriculum balance² expressed in hours³ is as follows. **Professional courses** range from 41.5–65.5 hours corresponding to 32–52 percent of the total program hours and **professionally-related courses** range from 41.5–65.5 hours corresponding to 32–52 percent of the total program hours. Professionally-related courses include 7 one-semester English electives. Students are also required to take 7 one-semester liberal studies courses which correspond to 16 percent of the total program hours. Also in 2004, the School discontinued the two-year Advanced Standing Program for University Graduates.

Admission to the program is based on OSSD with six U/M courses including English (ENG4U/EAE4U is the required English course) with a minimum grade of 70 percent. Final admission selection is based on grades and an interview process, and admission is highly competitive. The School selects candidates for interviews based upon grades submitted at the time of initial review. The School admits, on the average, 147 students into the first year (up from 100 an increase due to double-cohort) and graduates over 80 percent of its students.

The Ryerson School of RTA distinguishes itself by offering a nationally highly regarded program emphasizing a “hands-on” approach to broadcast training which has effectively served the needs of both the students and industry communities for many years.

The Program Review

The review, conducted in the 2003/2004 academic year, provides comprehensive information about the programs and school, including student data, student and graduate surveys, and a comparator review. The Peer Review Team⁴ (PRT) report and the Department’s response to the PRT report provide further insight into the program. ASC completed its assessment of the review document in May-June 2005.

Assessment of Strengths and Weaknesses

The assessment of program strengths and weaknesses, based on the self-study report and the observations and comments made by the PRT are as follows:

Strengths:

Program Students: The School identifies its students as one of its greatest strengths. Program students collectively represent an academically strong and committed group. The strength of program students is in part due to high demand for the program which allows the School to be highly selective in its admission process. The mean entering average of students in first-year of the program has been consistently very high. The School also has one of the highest percentage retention rates and one of the highest graduation rates at Ryerson.

² University recommended program balance is: 50–75 percent of program hours in professional courses, 10–40 percent of program hours in professionally-related courses and 6 liberal studies courses.

³ Because of the elective structure, course hours associated with professional and professionally-related courses are reported as ranges in accordance with Ryerson policies.

⁴ Profs. S. Alten (Syracuse University) and D. Mitchell (University of Calgary).

Alumni: Graduates of the program work as high level executives, writers, directors, producers and production personnel in many international companies and in virtually every national network. Graduates have made significant contributions to the School's scholarship fund, which is one of the highest in the University

Industry Links: The School identifies strong industry linkages as another of its strengths. The School relies on industry members for their real-world, practical advice to strengthen the curriculum and utilizes its industry ties to provide a range of guest lectures that feature current industry practitioners. Because of the close relationship between the School and alumni who are working in various and wide-ranging industry capacities, program graduates find that they have a network of industry contacts to help them enter the broadcasting industry,

Faculty: The School has a complement of 15 full-time faculty including two research chairs. Many of these individuals have a combination of industry and academic experience. In addition, the School regularly recruits many sessional instructors from the industry. Thus, the teaching staff provides a balance between the School's traditional emphasis on technical competence and an emerging research excellence.

Weaknesses:

Curriculum: The School has delivered a curriculum that followed a traditional "hands-on" approach to broadcasting training. While this approach may have effectively served the needs of the students and industry for many years, the School recognized the need to upgrade the program to better reflect the current state of the broadcast industry while providing the students with an intellectually challenging, academically strong and flexible curriculum. These observations led the School to design a new curriculum which started in Fall 2004. The ASC evaluation section below provides an overview of the new curriculum and states how it addresses the perceived weaknesses in the program.

Facilities: The School has been renowned for its ability to provide hands-on training to its students using state-of-the-art equipment and facilities. However, constant technological change in the broadcast industry makes the life cycle of equipment very short. The School continues to use state-of-the-art equipment in its audio and the emerging new media facilities, but must find additional sources of funding to continuously upgrade facilities and equipment for television broadcasting, an area in which the vast majority of program students are involved.

Responses to Strengths and Weaknesses:

The School has initiated a number of responses to observed strengths and weaknesses and has a developmental plan in place to address others. The plan looks at the specific challenges that the School faces in the near future, and sets specific goals and objectives to help strengthen the School and the program in several areas. Responses to date include:

Curriculum: In Fall 2004 the School started implementing its new curriculum which reflects the many changes in the broadcast industry and moves to a semester based program to allow students greater flexibility. As part of the curriculum review the School conducted

extensive surveys of its core constituencies and examined the course offerings of other universities. The revised curriculum includes adjustments to program structure, course content, and the balance between required and elective courses.

The new curriculum design emphasizes foundation courses in the first two years of the program—common to all and ranging broadly in both topic and direction. The changes include digital and interactive media along with the present curriculum in audio, electronic field production and television. Beginning in the fourth semester of the program, students will have access to a large number of professional and professionally-related elective courses. Students will choose from an extensive list of elective courses, which include courses in writing, as well as in specialized areas of audio, video and interactive production. Students will also be able to choose elective courses in management, business, technical theory and regulatory issues in the broadcasting industry. Semesters 4–7 offer students the opportunity to develop their own path, with a variety of courses to choose from, and a great deal of autonomy in choosing them.

Renewal and/or Expansion of Human Resources: In the self-study report the School noted that “the danger of continuing to carry such a small number of people to do all the work of implementing the new curriculum, as well as maintaining or expanding upon ... SRC work industry outreach initiatives, is to risk a level of faculty and staff burn-out that could seriously compromise the School’s ability to function as its customarily high level.” In response, the School hired 4 new faculty members during the 2004/2005 academic year (including two research chairs) to bring its full-time faculty complement to 15. The School also hired two additional lab assistants to help support the new curriculum, and extended the contract of the Manager of Production Facilities in order to make it a full-year position. Furthermore, the School also created and filled a new position, the Student Affairs and Administration Manager, to plan and manage all administrative and non-academic student-related functions.

Equipment and Facility Renewal: The School has a strong commitment to use state-of-the-art facilities and equipment remains a vital part of the program’s experience. To achieve this objective the School has established an HDTV studio which would allow for advanced instruction and would support several applied research projects. The School is also developing its field shooting capacity and audio and digital media facilities that allow professional quality media production. To achieve these objectives the School is working with the Faculty and University administration, and industrial partners to acquire funding and equipment donations.

ASC Evaluation

The program review documents were comprehensive and well organized; they provided detailed background information and a candid analysis of the program strengths and weaknesses. Student, alumni and employer survey results were also part of the program review, providing valuable insight into their views on various program elements.

The School of RTA has a well-deserved reputation as a leader in producing radio, television and new media professionals. It attracts a large number of highly qualified applicants. ASC's assessment and recommendations are as follows:

- **Curriculum:** The new curriculum builds on the current RTA curriculum and improves it in many ways. The semester based curriculum represents the main structural change to the program. This new structure allows for the incorporation of the recommended curricular revisions. In the first two years of the new curriculum, students will have a foundation of core subjects that offer training in production-oriented and professionally-related skills; in the final two years of the program students will be able to concentrate on developing skills in a specific area of broadcast expertise. They will also be able to participate in international exchanges and benefit from longer, stable internships. To date the School has implemented the first year of the new curriculum and has started delivering the new second-year curriculum. *ASC strongly encourages the School to continuously monitor and review the success of the new curriculum in meeting the program's pedagogical goals.*
- **Electives:** The new curriculum offers an enriched list of professional and professionally-related elective courses, particularly from outside the program. ASC welcomes this enhancement to the program's elective offerings. *ASC encourages the School to continue its discussions about delivering additional courses that may broaden the educational experience of its students with other academic units within the Faculty of Communication and Design and Ryerson.*

Follow-up Report

In keeping with usual procedure, a follow-up report which addresses the recommendations stated in the ASC Evaluation Section is to be submitted to the Dean and the Provost and Vice President Academic by the end of June 2007.

Recommendation

Having determined that the program review of the *Radio and Television* program administered by the School of RTA satisfies the relevant policy and procedural requirements, the Academic Standards Committee recommends:

That Academic Council approve the periodic program review submitted by the School of RTA.

SECTION B: CURRICULUM CHANGES

1. New Minor: Minor in Criminal Justice

The Criminal Justice Minor aims to foster students' understanding of the structural, administrative, political and professional context of crime and criminal justice and to provide insight into a range of criminal justice issues including: the organizational and legislative nature of the machinery of criminal justice, media constructions and public perceptions of crime and offenders, the role of victims in the justice system, social inequalities in the justice system, Aboriginal governance and justice, and issues relating to youth justice and youth crime.

The proposed Minor is designed to enable students to gain a greater appreciation of the relevance of criminal justice issues to their program of study and will broaden their career preparation. The *Minor* has been supported by a number of academic units that have expressed interest in making it available to their students. The proposed Minor will be available to students in the Child and Youth Care program as well as in the three new social science programs—Psychology, Politics and Governance, and Sociology.

The Criminal Justice Minor follows a progression from the core elements of criminal justice to specific systems and components of the justice system, with an understanding of the ensuing critical issues. *CRM 100* and *CRM 102*, which are required for the Minor and are prerequisites for all but two of the elective *CRM* courses, provide students with the foundational elements of criminal justice. The elective courses in the Minor (with the exception of *CRM 200* and *CRM 202*) are upper-level courses that build on the concepts introduced in *CRM 100* and *CRM 102*. To receive the *Minor*, a student must complete six one-term courses from the following course of study:

Required courses:

CRM 100 *Introduction to Canadian Criminal Justice*
CRM 102 *Introduction to Crime and Justice*

Select 4 courses from:

CRM 200 *Criminal Law*
CRM 202 *Victims and the Criminal Process*
CRM 300 *Policing in Canada*
CRM 304 *Youth Justice in Canada*
CRM 306 *Corrections in Canada*
CRM 308 *Criminal Courts in Canada*
CRM 314 *Criminal Justice and the Charter*
CRM 402 *Criminal Justice & Social Inequality*
CRM 404 *Criminal Justice Policy*
POG 440 *Aboriginal Governance/Justice*

Recommendation

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

That Academic Council approve the new Minor in Criminal Justice.

Respectfully submitted by

Errol Aspevig,
for the 2005/2006 Academic Standards Committee

K. Alnwick (Registrar)	B. Murray (Philosophy)
E. Evans (Retail Management)	D. Phelan (Library)
Z. Fawaz (FEAS)	D. Schulman (Secretary of Academic Council; ex-officio)
D. Glynn (Continuing Education)	D. Smith (FCAD)
T. Haug (student, Arts & Contemp Studies)	R. Stagg (History)
S. Kandasamy (student, Civil Engineering)	D. Sydor (Business Management)
L. McCarthy (Chemistry and Biology)	J. Waddell (Nursing)
R. Mendelson (Nutrition)	M. Zeytinoglu (Electrical and Computer Engineering)
A. Mitchell (Interior Design)	

Moved by: Adam Chaleff-Freudenthaler
Seconded by: Nora Loreto

ENDORSEMENT OF AN EXTENDED TUITION FEE FREEZE

WHEREAS Premier Dalton McGuinty announced that the Ontario tuition fee freeze will not be extended beyond September, 2006; and

WHEREAS tuition fees have been shown to be the most significant barrier to accessing post-secondary education; and

WHEREAS increasing tuition fees will adversely effect the most marginalized students on campus to the greatest degree; and

WHEREAS recent studies have shown enrollment in post-secondary education by middle-income students has been depressed by increased tuition fees; and

WHEREAS increased tuition means less money for students to eat, pay their rent and live in conditions that are conducive to a healthy learning experience; and

WHEREAS average Ontario undergraduate university tuition fees have increased 195% since 1990; therefore

BE IT RESOLVED THAT Academic Council endorse a fully funded tuition fee freeze at Ryerson University and in the province of Ontario until at least September, 2008; and

BE IT FURTHER RESOLVED THAT Academic Council recommend Board of Governors also support a fully funded tuition fee freeze at Ryerson University and in the province of Ontario until at least September, 2008; and

BE IT FURTHER RESOLVED THAT Academic Council request the President of Ryerson University to write a letter to Premier Dalton McGuinty, the Honourable Christopher Bentley (Minister of Training, Colleges & Universities) and the Honourable George Smitherman (Member of Provincial Parliament, Toronto Centre-Rosedale) to request that the provincial government maintain a fully funded tuition fee freeze until at least September, 2008.

