

RYERSON UNIVERSITY

AGENDA (Revised – see addenda)

ACADEMIC COUNCIL MEETING

Tuesday, January 31, 2006

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

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

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| Pages 1-4 | 1. President's Report
1.1 Ryerson Achievement Report |
| Pages 5-13 | 2. Report #W2006-1 of the Secretary of Academic Council
2.1 Election memo and guidelines
2.2 Replacement of student and faculty representatives
2.3 Reformatted Policy #139: "Funding of Graduate Students"
(Procedural elements removed) |
| | 3. The Good of the University |
| Pages 14-24 | 4. Minutes:
4.1 Minutes of the December 6, 2005 Meeting |
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Page 27 | 5. Business arising from the Minutes
5.1 Motion of December 6, 2005 meeting to amend Course Management Policy
5.2 Timetabling Committee
5.3 First-year Student Survey 2004 (addendum) |
| Pages 28-29 | 6. Correspondence
Letter from Premier Dalton McGuinty |
| | 7. Reports of Actions and Recommendations of Departmental and Divisional Councils |
| | 7.1 From Arts (addendum):
Course changes in Sociology |
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| Pages 33-39 | 7.4 From School of Graduate Studies:
7.4.1 Review of status of new graduate programs
7.4.2 Masters of Social Work
Motion: <i>That Academic Council approve the submission of the proposal for a Masters of Social Work (MSW) to the Ontario Council for Graduate Studies for Standard Appraisal.</i> |

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8. Reports of Committees

8.1 Report W2006-1 of the Nominating Committee (**addendum**)

8.2 Report W2006-1 of the Academic Standards Committee

8.2.1 **Motion #1:** *That Academic Council approve the Certificate in Audio Production Fundamentals.*

8.2.2 **Motion #2:** *That Academic Council approve the Certificate in Television Production Fundamentals.*

8.2.3 **Motion #3:** *That Academic Council approve the Certificate in Media Writing Fundamentals.*

8.2.4 **Motion #4:** *That Academic Council approve the Certificate in Canadian Social Work Practice.*

9. New Business

10. Adjournment

RYERSON ACHIEVEMENT REPORT

A sampling of appearances in the media and achievements by members of the Ryerson Community. For the January meeting of the Board of Governors, and the February meeting of Academic Council.

Sridhar Krishnan, Chair of the Department of Electrical and Computer Engineering, has been selected one of the recipients of the 2006 New Pioneers Award, in the Science and Technology Category. He will be honoured at a gala ceremony March 30. The Awards are presented through Skills for Change, a non-profit agency assisting immigrants and refugees in the GTA area. Dr. Krishnan will be recognized for his distinguished research achievements, contributions to Ryerson and its students, and for his volunteer work within the Tamil and East Indian community.

Andrew Marshall, photography student in The Chang School, won the grand prize in the Bridgestone Firestone Canada national photo contest. Mr. Marshall's entry was judged best overall, from 137 entries representing 12 schools. President Sheldon Levy was on hand for the presentation of a \$3,500 cheque to Mr. Marshall for winning the competition.

Business student **Brian Dove** captured gold at the Canadian Marketing Association awards. His innovative approach to marketing gift cards was judged best overall at the competition, the largest marketing awards event in the country.

Kathryn Woodcock of the School of Occupational and Public Health has been appointed a member of the province's Accessibility Standards Advisory Council. The 13-member council will advise the provincial government on ways to break down barriers for people with disabilities.

MEDIA APPEARANCES

The Globe and Mail ran a full-page article on Ryerson's Black Star Historical Black & White Photography Collection on Dec. 28, commenting that the Collection will boost the University's international reputation. *The Globe* also published several photos from the Collection. A Jan. 2 *Globe* article on the photography market and the trend of private collections being donated to public institutions also mentioned the Collection.

Norm O'Reilly of Business Management was quoted in a Jan. 13 *Washington Post* article on the federal election. "It used to be a huge thing in Canadian politics to be as close as possible with the American president. After the Iraq war, that has changed. There's been a backlash to the war." On Dec. 6 he appeared on CITY-TV to discuss the Conservatives' ad campaign, and on CBC-TV's *Canada Now* commenting on a man looking for work who took out a billboard ad.

Marvyn Novick of Social Work commented in a Jan. 8 *Toronto Star* article on "Mike Harris' children" – the teens who grew up in the decade of the former premier's government. "It's unfair to call them Mr. Harris' children," he said. "I'm not a fan, but they're also Mr. Martin's children." He also appeared on *OMNI News, South Asian Edition*, Jan. 6, for a segment on the federal election. "The issue is deeper than which party to vote for. The stampede for tax cuts has become a dominant part of the political discourse," he told *Eye Weekly* Jan. 12.

Judy Rebick, holder of the CAW-Sam Gindin Chair in Social Justice and Democracy, appeared on CBC Radio's *The Current* Jan. 4 as part of a panel discussing the federal election campaign.

"The mayor is calculating that Don not only understands from the other side what the media needs, but I can imagine that [his] personal contacts . . . will be very advantageous to the mayor," **Myer Siemiatycki**,

Politics, said of veteran journalist Don Wanagas' appointment to the Mayor's staff in a Dec. 31 *Globe and Mail* article. Dr. Siemiatycki was interviewed by *OMNI News, South Asian Edition*, Jan. 4, for a segment examining the diversity among the GTA federal election candidates and whether the numbers are reflective of Canadian voters. He was quoted in the Dec. 19 *National Post* on the chances of a Conservative victory, in the *Toronto Star* Dec. 14 on the new City of Toronto Act, and he was interviewed by CBC Radio's *Ontario Today* and *Here & Now* on the same topic.

Greg Inwood, Politics, appeared as part of a panel on Rogers TV's *Goldhawk* Jan. 4 on the topic of the federal election campaign. He was quoted in a Jan. 11 article carried by Canadian Press, commenting on Liberal attack ads. "There's always this fine line between catching people's attention and turning people against you, either for what happened in '93 where the ad went too far, or the possibility of being seen to be desperate and lashing out, trying anything just to try and retain power." Dr. Inwood appeared on CBC's *The National* Dec. 20 discussing the election, commented on the race in the Toronto-Danforth riding on CBC TV's *Canada Now*, and discussed federal election spending on CBC TV's *The Hour* Dec. 14. He appeared on CFRA-AM (Ottawa) Dec. 13, discussing whether the comment by Liberal communications director on the Tory childcare program would damage the Liberals' campaign.

"It is a cosmopolitan, multicultural population here (in Ontario) and traditionally, the Conservatives have been associated with a social conservatism that does not jive well with Ontario voters," **Joseph Zboralski**, Politics, told Agence France-Presse Jan. 6. "It is surprising that the Conservatives have taken the lead, but maybe all the scandals are finally coming back to haunt the Liberals."

Suanne Kelman of Journalism appeared on CFRB's *Jim Richards Show* Jan. 4 to discuss media coverage of the West Virginia mine tragedy. She also appeared on ROB-TV's *Squeezeplay* Jan. 10 discussing how the media affect public opinion during the election, and on Dec. 15 commenting on the role of blogging in the federal campaign. She was interviewed by OMNI-TV's *South Asian News* on the impact of the immigrant vote on the federal election Dec. 13.

Rena Mendelson of Nutrition appeared as a panel member on TVO's *More to Life* Jan. 3 for a show on making and keeping New Year's resolutions.

John Miller, Journalism, appeared on CBC Radio's *Metro Morning* Jan. 3 discussing the Boxing Day shooting on Yonge St.

Alan Sears of Sociology was a member of a panel of experts on TVO's *More to Life*, discussing how university education meets the needs of students Dec. 21.

Michelle Dion of Psychology appeared on CKTB-AM (St. Catharines) Dec. 21 to discuss how best to deal with holiday stress.

"Labour is a complex, natural process that has many benefits, some of which we don't even know how to measure," **Vicki Van Wagner**, School of Midwifery, told the *Vancouver Province* for a Dec. 21 article on celebrities who are "too posh to push" and who lose the benefits of a natural birth.

John Shields, Politics, appeared on CBC TV's *Canada Now* in a segment on the federal election campaign Dec. 13.

Terry Gillin of Sociology, with Thomas Klassen of York University and David MacGregor of Western, published an opinion piece on mandatory retirement in the Dec. 12 *Toronto Star*. They are the co-authors of *Time's Up! Mandatory Retirement in Canada*.

"The way I got into journalism, I was fascinated as a small kid by what was packaged in a newspaper, by the way it all came together - stories, headlines, pictures. It seemed like magic to me. You certainly leaf through a newspaper a lot quicker than you can scroll through a series of Internet offerings," **Paul Knox**, Chair of Journalism, told the *Toronto Star* Dec. 12 in an article on the future of the print format.

The Dec. 11 *Toronto Sun* reviewed the revised edition of *Food to Grow On*, co-authored by **Rena Mendelson** of Nutrition.

Tammy Landau of Justice Studies called the proposed ban on handguns "a simplistic and uncreative solution" in the Dec. 9 *Toronto Star*, commenting that most crimes are committed with illegal guns. The previous day, she was interviewed by CBC Radio's *Ontario Today* and *Here & Now*, as well as CBC TV's *The National*.

Trying to end gun violence without a long-term, integrated approach is a fruitless endeavour, **Wendy Cukier**, of Justice Studies/ITM said in an article by Canadian Press. "Gun violence is like cancer," she said. "If you think about cancer, we know that the best investments are primary prevention." In the *National Post* Dec. 9, Dr. Cukier commented that "gangs are highly motivated and handguns are easily concealed. There's been a lot of media attention that suggests there's suddenly an epidemic of gun violence when in fact it's a particular form of gun violence that has grown, while other kinds of gun violence have decreased quite dramatically." She was also interviewed by CTV's *Canada AM* on the topic that same day.

"People must be confident they can pay off their debts because they're going to continue to have their job and interest rates are going to be low. But if one of those two functions changes, if interest rates move up dramatically or the economy tanks and people lose their jobs, there will be hell to pay," **Alan Kaplan** of Business Management told *Business Edge* Dec. 8.

Judy Rogers, Director of Midwifery, spoke at a fundraiser, seminar and networking session of the Sierra Leone Canadian Humanitarian Organization, reported the *Toronto Star*. The SLCHO aims to create the Village Midwives Initiative to reduce instances of women dying during childbirth in that country.

Janet Chappell, Director of the School of Nutrition, spoke to *Metro* Dec. 6 about a new bridging program for internationally trained dietitians. "(The program) values what they already know, and it just says that we do things a little differently here, so let's better understand these Canadian or Ontario nuances," she said.

Shuguang Wang, Chair of Geography, spoke to OMNI News Dec. 5 following the publication in the *Journal of Migration* of a study he co-authored entitled *Chinese Immigrants in Canada: Their Changing Composition and Economic Performance*.

The closure of Domtar's Cornwall facility will leave a giant piece of industrial land empty. Urban and Regional Planning Professor Mitchell Kosny, in a Dec. 1 Standard-Freeholder (Cornwall) article, called sites such as these, "real eyesores – a sort of monument to a failed whatever."

Photography Professor Richard Rhodes was declared "a painter of great ability" in the Nov. 30 issue of the Globe and Mail. Writer Sarah Milroy discusses a series of small sky paintings by Rhodes, on display in the Oakville Galleries.

The Dundas Star News reported on Nov. 25 that neighbors of the Pleasant Valley housing development have submitted a complaint to the Ontario Municipal Board. The paper quotes Nina-Marie Lister, School of Urban and Regional Planning, as saying the issue demonstrates conflict in good planning policies.

Ryerson's supercomputing abilities were lauded in an article posted on itbusiness.ca. The Nov. 25 piece described the new George Vari Engineering and Computing Centre and looks into some of the outstanding projects being conducted therein.

*On Nov. 24, Journalism professor **Abby Goodrum** discussed how the Internet is affecting the readership of print newspapers on an ROB-TV program called The Wrap.*

*Dofasco is the subject of a takeover bid by Luxembourg-based company Arcelor. In a Nov. 24 Hamilton Spectator article, Professor **Nina Cole**, Business Management, suggested that favourable working conditions at Dofasco may remain the same given that Ancelor is based in a progressive European country that protects employee rights.*

*"Lyrics can lead to criminal activity, but...most people realize they are listening to a performer and not hearing the voice of God," said **Murray Pomerance**, Sociology, in a Toronto Sun article. The Nov. 24 piece addressed the recent effort by a Liberal MP to have U.S. rap artist 50-cent banned from entering Canada.*

Prof. Pomerance says that television will go the way of the Walkman - and become obsolete - if programmers do not learn to cater to the new technology savvy generation. The solution? According to a Nov. 18 Maclean's.ca article: provide on-demand and commercial-free replays of prime-time programs for a nominal cost.

***Camille Hernandez-Randwar**, Sociology, discussed the question – How do immigrants express their ethnicity at home, at work and within their families? – on the TVO program More to Life which aired on Nov. 22.*

*St. Catharine's The Standard newspaper profiled the Ryerson Rams men's basketball player **Brandon Krupa** in an article on Nov. 22.*

*Does stepping on a scale help you shed pounds? Psychology Professor **Michelle Dionne** weighed in on the discussion in a Nov. 21 Los Angeles Times article saying, "There are some people who are going to receive helpful feedback...but there's another group of people, who...may feel worse about themselves."*

The opening of the George Vari Engineering and Computing Centre was announced in the Nov. 18 edition of Canadian Architect.

The tragedy of Alzheimer's disease is explored in a play called "I'm still here", performed by the members of Ryerson's Act II Studio. A Toronto Star reporter discussed the play and its emotional impact in an article on Nov. 18.

Report of the Secretary of Academic Council
W2006-1
January 31, 2006

1. The process for election to Academic Council has begun. Nominations were open as of January 23, 2006 and will end February 1, 2006. The guidelines were distributed (see the attached) and posted on the website at:
www.ryerson.ca/acadcouncil/Other.html/electschedguide.pdf
2. Replacement of student and faculty representatives on Academic Council:
 - 2.1 Nicole Ciffolillo (School of Business Management) to replace Erin Hunking
 - 2.2 Matt Carter (Journalism) to replace Magdalena Brzoska
 - 2.3 Gerald Hunt to replace Scott Anderson (Business Management)
3. Reformatted Policy #139 – “Funding of Graduate Students”:
Procedural elements removed. Visit our website at:
www.ryerson.ca/acadcouncil/current/pol139.pdf

TO: Deans, Chairs and Directors, Departmental and Administrative Assistants

CC: S. Levy, E Aspevig, L. Grayson, M. Dewson, J. Sandys, D. Kenyon, K. Alnwick, D. Glynn, Alumni Office, Ryersonian, Eyeopener

FROM: Dr. Diane R. Schulman, Secretary of Academic Council

DATE: January 4, 2006

RE: ACADEMIC COUNCIL ELECTIONS

Attached are the revised *Guidelines for Academic Council Elections* including standard nomination forms. **Elections to Academic Council will be held in February.** Please consult the timeline for the exact dates for nominations and elections (attached).

NOTE: STUDENT ELECTIONS (EXCEPT FOR THE RSU, CESAR AND CONTINUING EDUCATION REPRESENTATIVES) ARE HELD ON-LINE. IT IS ESSENTIAL THAT STUDENT NOMINATION FORMS BE SENT TO MY OFFICE BY FRIDAY, FEBRUARY 3, 2006, SO THAT ELECTRONIC BALLOTS CAN BE CREATED.

FACULTY AND CHAIR/DIRECTOR ELECTIONS WILL BE HELD BY THE FACULTIES.

The composition of Academic Council is as follows:

- **Chair/Director representatives (5):** One from each Faculty, elected by and from the Chairs/Directors in that Faculty
- **Faculty representatives (20):** Four from each Faculty, elected by and from the full-time members of that Faculty.
- **Continuing Education faculty representatives (5):** 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. The election of Continuing Education representatives will be coordinated by the Division of Continuing Education, but the actual voting will take place along with the regular Faculty elections. Please see the guidelines for the election details.
- **Ryerson Faculty Association (RFA) (1):** 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.
- **Canadian Union of Public Employees (CUPE) (1):** 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.
- **Student representatives (10):** Two from each of the five Faculties, elected by and from students registered in that Faculty (see eligibility).
- **Continuing Education Student representatives (2):** Two elected by and from those students enrolled in a Continuing Education course creditable to a degree, diploma or certificate program, and not enrolled in an undergraduate or graduate program.
- **Graduate student representatives (2):** Two representatives elected by and from those students of the University enrolled in a graduate studies program
- **Ryerson Student Union (RSU) representative (1):** One representative who is duly elected to the position as specified in the By-Laws of RSU.
- **Continuing Education Students' Association of Ryerson (CESAR) representative (1):** one representative who is duly elected to the position as specified in the By-Laws of CESAR.

Each Dean will receive a list of current members of Academic Council and their statuses. Faculty members who are in the middle of the two-year term shall be assumed to be completing that term. Faculty members who are completing their first two-year term may be nominated for a second two-year term. Students who are completing their first one-year term may be nominated for a second one-year term.

GUIDELINES FOR ACADEMIC COUNCIL ELECTIONS 2006

For the purposes of this document “Chair” means “Chair or Director” and “Department” means “Department or School”.

1. TIMELINE

E-Mail message to Students on Elections:	Monday, January 16, 2006
Nominations Open:	Monday, January 23, 2006
Orientation Meeting for student candidates:	Friday, January 27, 2006
Nominations Close:	Wednesday, February 1, 2006
Names of nominees forwarded by Chair to Dean	Thursday, February 2, 2006
Copies of nomination forms 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 – 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

2. ELECTORAL RESPONSIBILITIES

- a. The **Secretary of Academic Council** shall, as Chief Electoral Officer:
 - i. set the timeline for Academic Council elections;
 - ii. provide all Deans and Chairs with instructions on the conduct of elections, as well as copies of standard student and faculty nomination forms;
 - iii. provide standard nomination forms to both the RSU and CESAR offices;
 - iv. co-ordinate the central dissemination of information about the election, primarily through an e-mail notice to all students and an e-mail notice on the A-Update listserv. Election proclamation posters will be displayed on campus and advertisements will be placed in student newspapers;
 - v. provide copies of a basic information sheet for students about Academic Council;
 - vi. convene an orientation session for student candidates;
 - vii. coordinate the posting of student ballots on the Ryerson website;
 - viii. verify the results of on-line student voting;
 - ix. receive results of faculty/chair elections from the Deans; and
 - x. report election results, including the number of votes received by each candidate, and the total number of votes cast for each position, to Academic Council.

- b. Each of the **Deans of the Five Faculties** will be responsible for the election of (**see timelines for dates**):
 - i. two student representatives of the Faculty and shall:
 - a. collect verified nomination forms from the departments;
 - b. forward nomination forms to the Secretary of Academic Council within 2 days of the close of nominations;
 - c. announce student candidates by means of an e-mail memorandum and poster at least one week prior to elections;
 - ii. one Chair/Director and four faculty representatives from the Faculty, and shall:
 - a. establish guidelines for the allocation of the five Academic Council positions and report them to the Secretary of Academic Council;
 - b. monitor and conduct the election of the Chair/Director representative;
 - c. ensure that all faculty are informed of the election, including nomination procedures and voting arrangements;
 - d. forward all faculty and chair/director nomination forms to the Secretary of Academic Council;
 - e. announce the candidates for the faculty representative positions, including constituencies, if any;
 - f. announce arrangements for all-candidate student and faculty meetings, if required by the candidates;
 - g. prepare and distribute sufficient copies of ballots for each faculty position to appropriate departments;
 - h. review procedures for administration of elections with the chairs/directors;
 - i. in cases where the constituency includes more than one department, collate final tallies of votes;
 - j. collate and report the election results, including the names of candidates (by constituency) and the total number of votes received by each, to the Secretary of Academic Council.

- c. Each **Chair/Director** shall(**see timelines for dates**):
 - i. process student and faculty nomination forms, verifying eligibility to run for office;
 - ii. forward all nomination forms to the Dean;
 - iii. determine voting eligibility of faculty;
 - iv. provide one central departmental polling facility for faculty voting, and administer the elections in accordance with the rules set out below;
 - v. select persons to staff polling place for the designated time, assuring constant coverage
 - vi. review election procedures with polling place staff;
 - vii. assure that appropriate ballots have been received from the Dean;
 - viii. assure that a list of eligible faculty and a ballot have been received from the Dean of Continuing Education;
 - ix. forward the completed Continuing Education ballots to the Dean of Continuing Education;
 - x. tally the other ballots as established in the rules below;

- xi. report the results of the vote to the Dean.
- d. The **Dean of Continuing Education** shall be responsible for the election of (**see timelines for dates**):
- i. two student representatives and shall:
 - a. collect verified nomination forms from students;
 - b. forward the names of student nominees to CESAR and nomination forms to the Secretary of Academic Council;
 - c. ensure that elections for student representatives are conducted by CESAR at the same time as the CESAR elections
 - d. forward the results of the election, including the number of votes received by each candidate, to the Secretary of Academic Council.
 - ii. five C.E. faculty representatives and shall
 - a. prepare lists of eligible faculty voters and candidates from each department;
 - b. solicit nominations from the eligible candidates for the positions from each of the Faculties;
 - c. forward copies of the nomination forms to the Secretary of Academic Council;
 - d. prepare a ballot for each Faculty, listing all of the nominees from that Faculty;
 - e. forward the list of eligible voters and the appropriate ballot to each department by the deadline set in the timeline, so that election for Continuing Education representative can be held concurrently with the election of the Faculty representatives;
 - f. collect the completed ballots from the departments and tally the votes as established in the rules below;
 - g. report the results, including the number of votes received by each candidate (by constituency) to the Secretary of Academic Council.
- e. The **Dean of the School of Graduate Studies** shall be responsible for the election of two graduate students and shall (**see timelines for dates**):
- i. collect verified nomination forms from the departments;
 - ii. forward the names of student nominees to the Secretary of Academic Council;
 - iii. announce student candidates by means of an e-mail memorandum and poster at least one week prior to elections;
- f. **RFA, CUPE, RSU and CESAR** shall each conduct elections for their representative by and from their eligible constituencies and report the results to the Secretary of Academic Council immediately following their elections.
- g. The **Alumni Director** shall solicit nominations for two alumni representatives, eligible as defined below, and shall hold elections in a manner agreed upon with the Secretary of Academic Council.

3. VOTER AND CANDIDATE ELIGIBILITY

- a. **Chair and Faculty** candidate and voter eligibility:
Faculty representatives: According to the Ryerson Act representatives must be “full-time employees of the University whose principal duty is the performance of the teaching function or research function of the University”. Continuing Education representatives must meet these criteria and be deemed eligible by the Dean of Continuing Education.
- b. **Student** candidate and voter eligibility:
 - i. Students registered in an undergraduate program or course of study in a Faculty, leading to a degree or diploma of the University, are eligible to be candidates or nominators and voters in that Faculty. Students registered in a graduate program are similarly eligible in the School of Graduate Studies. Students who have not registered in any courses for the past three semesters are not eligible.
 - ii. Students enrolled in a Continuing Education course creditable to a degree, diploma or certificate program, and not enrolled in an undergraduate or graduate program, are eligible to be candidates or nominators and voters in the School of Continuing Education.

c. Alumni candidate and voter eligibility:

“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.”

4. RULES FOR THE CONDUCT OF ELECTIONS OF STUDENTS TO COUNCIL

a. Pre-election activities

- i.** A memorandum should be issued to students via the official Ryerson e-mail system prior to the opening of nominations. It should contain the dates of Academic Council elections, the date for the opening of nominations, the date nominations close, and where further information and nomination forms can be obtained. Campaigning should also be addressed.
- ii.** Interested students (or faculty) should discuss election matters with their Chair or Dean. If they have further questions they may be referred to the Secretary of Academic Council. They should also be informed of the Nominee Orientation meeting as scheduled in the timeline.
- iii.** The Secretary of Academic Council must receive a copy of all nomination forms, which have been date-stamped upon receipt in the department offices.
- iv.** A second memorandum will be issued via the official Ryerson e-mail system immediately after the close of nominations. It will identify the candidates; list the dates of the elections and the on-line voting procedure.

b. Campaigning

- i.** All candidates are to be given equal opportunity to campaign. No candidate may allow or condone any actions to destroy, deface, move, cover or remove signs, banners, or any form of publicity installed by other candidates or supporters.
- ii.** Campaigning or canvassing may not commence until nominations have closed.
- iii.** E-mail, voicemail or other electronic solicitations or promptings are prohibited at all times.

c. Student On-Line Voting

- i.** Computer and Communications Services (CCS) shall coordinate the process of putting student ballots on the Ryerson website (RAMSS).
- ii.** Students will be notified of the dates and times of the vote, as well as the candidates, through their Ryerson official e-mail account.
- iii.** Only students certified as eligible by the Office of the Registrar on the Wednesday of the week preceding the election shall be eligible to vote.
- iv.** Students will log onto the election site using their official student number and PAC, and they shall be presented with a ballot for their Faculty only.
- v.** Once a student has posted a vote, they will not be permitted to post another vote.
- vi.** Voting shall be from Monday through Friday, from 8:00 a.m. to 9:00 p.m.

d. Election Results

- i.** The results of the election will be established electronically in the Office of the Secretary of Academic Council, with the assistance of a representative of CCS. If a candidate wishes to have one examiner present to witness the validation, the Secretary of Academic Council must be notified at least three (3) working days in advance. Examiners must have written authorization from the candidate they represent. Candidates may not act as examiners.
- ii.** The Deans shall be notified immediately of the results of the student elections.
- iii.** Once all candidates have been notified, the names of those elected shall be posted on the Academic Council website, and all students shall be notified via e-mail.
- iv.** A report including the number of votes received by each candidate will be prepared for Academic Council.
- v.** In the event that two or more candidates receive the same number of votes, the winner will be determined by means of either a coin toss (for two candidates) or a dice toss (for more than two candidates). The toss will be administered by the Secretary of Academic Council and the results shall be final.

e. Appeals

- i.** The Secretary of Academic Council shall hear any grievances which may arise in the electoral process.
- ii.** If the Secretary of Academic Council deems it necessary, a committee will be convened to deal with any grievances.

**RYERSON UNIVERSITY
POLICY OF ACADEMIC COUNCIL**

FUNDING OF GRADUATE STUDENTS

Policy Number:	139
Initial Approval Date:	March 7, 2000
Reformatted:	February, 2002
Submitted by:	School of Graduate Studies
Responsible Committee or Office:	Dean, School of Graduate Studies
Procedures Updated:	January 18, 2006

PREAMBLE

In order to attract and retain excellent graduate students, Ryerson University will ensure that an internal program for support including scholarships, bursaries and assistantships (research and teaching) is maintained and that access will be made available to external sources of funding (e.g., granting council postgraduate scholarships and Ontario Graduate Scholarships). Funding practices will recognize that most full-time students require significant financial support. To facilitate student access to the various funding resources, the Assistant Registrar, School of Graduate Studies, will provide administrative support.

POLICY

The financial obligations of both the student and the University will be set out when a student is accepted into a Ryerson graduate program. However, the offer of admission will not necessarily provide a guarantee of financial support to prospective graduate students. Students will be expected to have sufficient means of financial support (e.g., support offered by Ryerson and elsewhere) for the length of time normally required to complete the graduate program in which they intend to enroll. In the case of international students, clear demonstration of financial resources will be required in order to obtain a student visa. When an offer of admission with financial support is made, the student must agree in writing that Ryerson is not obliged to provide further financial support beyond that described in the offer of admission. An offer of funding will state the amount of funding, duration of funding, conditions for renewal (if any), terms of continued funding, and other relevant details. Students will have to agree to the terms of the admission offer and funding arrangements prior to their enrolment in a graduate program at the University. Graduate students may be offered financial support, for a part of or for the full duration of their tenure in the program, in the form of scholarships, bursaries, awards, graduate stipends, graduate assistantships, or research assistantships. In addition, graduate students will be given information about applying for graduate assistantships, which are administered by individual undergraduate teaching units.

The allocation of scholarships and awards will be consistent with Ryerson's policies concerning access, equity and research integrity, and the criteria established by the Scholarship and Awards Committee of the School of Graduate Studies. The award of graduate stipends is to be consistent with employment and graduate funding policies of granting agencies whose funds may be used to support graduate students. Terms of employment of graduate students as research and graduate assistants will be consistent with the collective agreements between Ryerson and its employee groups.

Scholarships and awards will be awarded on a competitive basis.

For the allocation of Graduate Program funds to graduate students, the policies and norms established by the School of Graduate Studies will normally apply. Graduate Program Committees must specify their funding policies in their proposals to the School of Graduate Studies Council.

Funding policies and practices associated with existing and future Joint Graduate Programs with other institutions will normally be consistent with the policies of the School of Graduate Studies. Differential practices and harmonization terms are subject to negotiation, development and review by the Dean of Graduate Studies and the Programs and Planning Committee of the School of Graduate Studies.

Information and applications for all graduate student support will be distributed through the School of Graduate Studies and the graduate programs at Ryerson.

MINUTES OF ACADEMIC COUNCIL MEETING
Tuesday, December 6, 2005

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

1. President's Update – The President reported the following:

- The first small group had met to discuss procedures for master planning.
- The proposed changes to the Ryerson Act were approved at the last Board of Governor's meeting. The Act belongs to the province, which now needs to approve the changes.
- The search committee for the Vice President, Research and Innovation has met a few times and it is hoped that there will be a position profile and an ad in the New Year.
- The budget allocations were received and they are as expected. Accountability issues need to be addressed before the money is released and the government still expects results this year.
- The opening event of the Vari Engineering building was a great success.
- There were meetings with George Smitherman, our local MPP, Bill Graham, our local MP, and Alan Nymark, Deputy Minister, HRDC, and the relationships are good.
- A President's Commission on Student Engagement and Experience is being established and Sue Williams has agreed to chair the initiative. This will engage students in a way that allows their voice to be heard in the budget process.
- The issue of space is probably the largest issue at the university. Consideration is being given to renting or buying space at a reasonable cost, and renovation of space. There is no easy or cheap solution to the problem but a solution will need to be found.

1.2 - Ryerson Research Chairs and Ryerson Research Awards. Judith Sandys introduced the awards. Ryerson Research Chairs are selected based upon their exceptional accomplishments in scholarly, research and creative activity (SRC); sound and ambitious plans for future SRC development; and excellent leadership qualities appropriate to the discipline. Chair appointments are for two years, and include funding and other support. The recipients of the Ryerson Research Chairs were present and acknowledged: Daolun Chen, Faculty of Engineering (Mechanical and Industrial Engineering); Leo Michelis, Faculty of Arts (Economics) and Fengfeng (Jeff) Xi Faculty of Engineering (Aerospace Engineering). Heather Beanlands, Ida Berger, Catherine Middleton, Marcello Papini, Murray Pomerance and Yvonne Yuan all received Ryerson Research Awards.

1.3 - P. Stenton outlined the two student surveys distributed with the agenda. These surveys are done as part of a three year cycle. The sample size was quite good. NSSE results will be reported in the New Year. In response to a comment, P. Stenton agreed that the number of hours worked by Ryerson students is high, but they are high at other universities as well. It was noted that the Macleans ratings were not as relevant to Ryerson students as they once were, and P. Stenton agreed to report back to Council on the trend at all universities.

2. Report of the Secretary of Academic Council

The Secretary reported that the first day of exams at the Metro Toronto Convention Centre had gone quite well, and everyone was thanked for their cooperation.

3. Good of the University C. Matthews chaired. She thanked N. Loreto for acting as Vice Chair at the last meeting.

3.1 - Nora Farrell, Ombudsperson, outlined the highlights of her report, which was distributed with the agenda. The terms of reference of her office require her to report to Academic Council annually. She presented statistics showing that her office handles complaints similar to those at other universities. The University's response to her report is included in the document. Her recommendation, based on her concerns about civility on campus, is that the availability of sessions on basic and advanced conflict resolution be increased. In its response, the University committed to establishing a group to address this. An outline of previous recommendations and responses, including the establishment of an Academic Integrity Office and addressing concerns about group work through the Learning and Teaching Office and Student Services, was presented. The Ombudsperson is gratified that the vast majority of issues she raises with people are resolved in a civil manner. She thanked the community for this. She also thanked her committee. She announced that there was a study done by the Whitehall Group which indicated that fairness has a profound effect on people's health. The reference to the report will be made available.

The large increase in the instances of student incivility was questioned and N. Farrell commented that this is probably a societal trend. It was asked if her office is the proper place for faculty to go if students are uncivil to them. N. Farrell replied that she can only accept complaints from students, but she does consult with faculty to assist them with many issues. Complaints about students are more appropriately referred to Discrimination and Harassment Prevention Services or to the department chair. C. Matthews thanked the Ombudsperson for her work on behalf of the university.

N. Loreto announced that there had been a referendum on whether tuition should go up or down. 4763 students voted and 96.9766% voted for lower tuition fees.

D. Mason asked if the Registrar could report on when timetables would be available. K. Alnwick replied that preliminary timetables would be out early next week and finalized at the end of the week. Final schedules will be available on December 16. He agreed that the current timing is highly problematic and that the process needs to be refined for next year. D. Mason read a motion on this issue which had been passed by the Department reps of the RFA. K. Alnwick commented that the late submissions from academic departments, the new scheduling system and challenges in implementation have caused the delay. Timetabling staff will be working between Christmas and New Years on timetabling. There is a shared desire to see a change, and it is expected that there will be a new process in place.

J. Dianda asked if the way in which the Academic Standards Committee report was presented last meeting would be the new procedure for this report. The President responded that it was not until after the meeting that he learned that he had deviated from custom. He assumed that people had read the material and would raise questions if needed.

T. Dewan asked if the timetabling process itself could be the problem, and if there was another way to do the scheduling.

D. Elder asked for a further update on the Student Centre. The President responded that the groups were asked to identify two possible mediators and they have done so. One has been approached and has agreed to mediate.

P. Lewkowicz asked about improving the cleanliness of the campus. President Levy stated that this remains a priority and assured Council that he shared the concern.

E. Aspevig stated that timetabling staff has been putting in an extraordinary amount of effort, and he wanted their work to be acknowledged.

N. Loreto mentioned that December 6 is the 16th anniversary of the killing of 14 women at Ecole Polytechnique and that a ceremony had been held.

4. Minutes

Motion to approve the Minutes of the November 8, 2005 meeting.

N. Loreto moved, A Chaleff-Freudenthaler seconded

Motion approved.

5. Business Arising

5.1 Student Promotion Meetings – E. Aspevig reported, as promised at the May 9, 2005 meeting, on the issue of eliminating student promotion meetings in order to create more time for grading at the end of the term. He reviewed the report as written. It was decided that there is a need for some departments/schools to review academic standings before they are finalized. Therefore administrative reviews with a 24 hour turn around will replace promotion meetings. It was explained that promotion meetings were historically held with all faculty present to discuss problematic standings. The meetings were cumbersome, and there was concern that some personal issues might inadvertently be discussed.

6. Correspondence

President Levy reported that there had been a response from the Premier to the letter from Academic Council, which will be distributed with the next agenda.

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

There were no questions on these items.

8. Reports of Committees

8.1 Report of the Learning and Teaching Committee - J. Britnell presented the report from the floor.

Motion: That Academic Council approve the amendment of Policy 145 – Course Management Policy as outlined in the report.

M. Dewson moved, C. Matthews seconded.

D. Mason stated that if students miss assignments for verifiable reasons, they may have missed other things as well. This may cause conflicts for students and may put students who are ill in a

more difficult position. M. Dewson stated that the recommendation to allow students to make up missed work is not about students who are too ill to do their semester's work, but rather for students who miss a particular test. D. Mason clarified that he is most concerned with assignments.

J. Morgan asked what is meant about missing an assignment. If something is handed in late, does a new assignment need to be established? He also noted that section 2.2f should read "valid and verifiable" to be the same as section 2.2e.

JP Boudreau asked who determines what is valid and verifiable. It was responded that the instructor makes this determination. M. Dewson asked for clarification from D. Schulman on the assignment of an INC. The statement is in keeping with the GPA policy.

R. Hudyma asked if it was against policy to place the weight of a 10% assignment on a final which was already 70%. D. Schulman replied that it is.

N.M. Lister asked if it is permissible to weight a final at 100% at a student's request, and it was replied that this is not allowed.

D. Schulman explained that the reason for the proposed amendment is that students often ask for accommodation and a faculty member makes the determination that they will place the weight on the final. This should be only by mutual agreement.

It was suggested as a friendly amendment from A. Lohi that the reference to "assignments" be removed. The friendly amendment was not accepted.

D. Mason moved an amendment to the motion to remove the word "assignment" from section 2.2e, seconded by A. Lohi. J. Britnell stated that the passing of the amendment to the motion puts it in conflict with existing policy and the motion was withdrawn. She further noted that the policy is scheduled to be reviewed in Winter 2006.

Motion: To table the Motion on the amendment of Policy 145, Course Management Policy.
D. Mason moved, K. Tucker-Scott seconded.

Motion to table approved.

8.2 Report of the Composition and By Laws Committee

MOTION: That Academic Council approve the amendment of its By Laws with respect to creation of the Graduate Research Ethics Board, effective immediately.

Hekmat Alighberi moved, K. Tucker-Scott seconded.

J. Sandys presented a background for why there is a need for an additional Research Ethics Board. The proposal at the October Academic Council meeting for the establishment of a standing subcommittee had been returned to committee on a point-of-order as incompatible with Robert's Rules. The Research Ethics Board (REB) then proposed the establishment of the

Graduate Research Ethics Board (GREB). There would be a core of members common to both committees. As a result of the discussion of the need for a GREB, a variety of complaints about the REB were voiced that had not been raised before. A questionnaire was sent to 35 faculty who had submitted protocols to the REB and there were no overwhelming concerns expressed. Some complained of the on-line system, but it is known that this needs to be improved. There were some concerns about turns-around time. Overall it was felt that the REB was functioning quite well. There will be a forum in January to explain the function of the REB and faculty are invited to attend the REB meetings and provide the committee with information on what their research involves.

The Chair asked the Secretary to read Robert's Rules on the proposal of a substitute motion to address the same issue as a main motion, if it is felt the substitute is a better way to deal with the issue. Section 10 ("The Main Motion"), subsection on "Treatment of Main Motion, number 5 was read. The part of section 49 (Committees) pertaining to the establishment of "A special (select, or ad hoc) committee was also read.

M. Dionne stated that her concerns about the motion had been misrepresented, and that her primary concern is the welfare of Ryerson. By Law changes require a 2/3 majority to approve. This indicates that changes in By Laws are a serious matter, as it is difficult to change them. She stated that with new faculty being hired the need for reviews will continue to grow. There will be a new VP, Research who will be in charge of this process. There needs to be a review of the operation of the REB. She noted that the proposal is to establish an additional committee, with an overlap of membership with the REB. There has not been ample opportunity to see if the new methods put in place by the REB will improve the workload situation and there is no clear process for overseeing the committee. She is concerned that the proposed division of the work is inappropriate. Other universities divide by type of research, not by whether it is done by a graduate student or a faculty member. She believes that it is a dangerous precedent for Academic Council to establish a committee of this kind. She will make a motion to establish an *ad hoc* committee as a pilot project. She urges members to vote the motion down.

N.M. Lister asked why it is not possible to simply amend the By Laws to allow for a standing sub-committee. The President responded that this could be done, but it is not the motion on the floor.

K. Tucker-Scott stated that it was not clear to her why the motion was a mistake. If the motion goes forward, it is not clear why the committee could not be reviewed.

D. Mason asked about the terms of reference of the proposed committee. He asked why review of undergraduate protocols is included in the REB and not the GREB, if undergraduates need faster turn-around. Also, faculty who have not completed a PhD need to have their research reviewed by both their graduate institution and Ryerson. This has put an unfair constraint on these faculty, and the REB does not seem to facilitate their review. It would seem that there should be one REB that has subcommittees based on the type of review. J. Sandys clarified that undergraduate research is handled basically by the instructor with a report to the REB. Also, they are not splitting the Board, but are adding more people. There are expedited processes for research that need review of two institutional Boards.

J.P. Boudreau stated that the Psychology Department has a particular interest in this issue, and thanked N. Walton, A. Karabanow and J. Sandys for their work. He spoke against the motion and for the alternate motion to be made. He believes that we are in uncharted waters.

S. Williams spoke in favour of the motion. The proposed structure is an amendment of the By Law, which is not permanent. It allows the REB to function within the structure of Academic Council, and the proposal has been carefully considered. There is a separate process for review of graduate curriculum from undergraduate curriculum. There is a parallel in her mind between these two efforts.

N.M. Lister commended the REB for the ability to deal with the growth. The motion raised some concerns for her about the consistency of structure as required by the Tri Council policy. There is a potential risk to consistency in having two Boards. She asked if it would be possible that a student's protocol would be approved but a Faculty member's rejected. The correlation of faculty and student proposals will be an effort.

N. Walton, Chair of the REB spoke from the floor. The Tri Council policy states that the work of the REB can be divided in any way as long as there is a mechanism and a reporting structure. The proposal is the result of the committee's research. She clarified that the Research Ethics Coordinator and the chair review all protocols and if there is related student and faculty research, the review can be transferred to the REB. Reviews can also be expedited. No matter what, the workload is increasing. The overlap of the Boards is proposed to assist new members, helping them to gain expertise.

J. Morgan wished to know how members are appointed. N. Walton stated that there is a call put out for members. When the call was put out for faculty members of the GREB, there were not many responses. There were, however, many qualified student applicants.

J. Morgan stated that there was no mention of discipline based Boards. He believes that the subcommittee approach would be preferable to the proposed GREB as there would be a chain of command. He would prefer investigating the establishment of standing subcommittees in general, as he had originally objected to creation of a standing subcommittee particularly for this purpose.

N. Loreto asked about the selection of students for the committee. It was explained that students were interviewed.

S. Cody stated that the establishment of discipline based Boards was not considered. She wished to point out that the REB facilitates research, and does not reject proposals. It is not focused on reducing workload, but rather in having more efficient turn-around time. The REB does not meddle in people's research.

J. Sandys stated that when a protocol contains no more than minimal risk, there can be an expedited review. If there is a protocol with more than minimal risk, the entire Board would be required to do the review. That is why the Board cannot be large. Sooner or later, multiple Boards will need to be established. Nothing that is done now will be in place in five years, and

further change will be needed. If the motion is defeated or tabled, the REB cannot do its work. She argued that the alternate motion which is to be proposed cannot be passed as it is against Robert's Rules.

J.P. Boudreau stated that there is agreement that the REB has an increase in workload and asked if it is possible for reviews to be further expedited by having only one reviewer for minimal risk protocols. It was responded that the number of reviewers has already been reduced to two from three. The REB does its best to assist faculty who need reviews turned around quickly. The notion of reducing to one reviewer is being discussed, but two people often have different perspectives and there is value in having two reviewers. No decision has been made on this.

N.M. Lister asked if there an automatic mechanism for the review of Academic Council standing committees. D. Schulman responded that there is no mechanism for this. S. Williams stated that there is a requirement for an annual report to Council where the committee could be reviewed.

D. Mason stated that if a GREB were created now there may be a need to create another Board in a few years. He asked what the percentage of the reviews are minimal risk. It was responded that 97% of the reviews are minimal risk. 3% are more than minimal risk. The vast majority is done in 3-4 weeks by 2 people. These are vetted through the Chair and the Research Ethics Coordinator. D. Mason commented that, based on this, he believes that there is no problem and that the REB should simply be expanded. J. Sandys stated that even protocols that are minimal risk can be quite time consuming. Last year there were 95, this year there are already 130.

J. Morgan agreed with D, Mason. If there are 3% of 130 proposals that require full review, then that is 3-4 per year. He suggests that the Board be expanded for a year, thus training more members. N. Walton responded that to expand the numbers would bring the committee to more than 25, and a quorum would be hard to achieve. To have a full review would require the whole REB. This matter has been discussed for some time and expanding the REB would not be in the best interest of the faculty.

S. Edwards asked that everyone consider that the work just needs to be done, and that no proposal will be perfect and she urges members to vote for the motion.

M. Dionne stated that her proposal is a compromise. There are other efficiencies that can be made. There are five members added, and an increase of 18 to 23 is not that much. She believes that passing the motion would be a rash decision. Other REBs have 5 or 6 members. If there is only minimal risk, it can be reviewed by the Chair alone. Perhaps more resources need to be provided to members.

Motion defeated (2/3 majority required.)

M. Dionne presented the motion previously distributed to Council regarding the establishment of an ad hoc Graduate Research Ethics Board.

The section of Robert's Rules on the establishment of an ad hoc committee was repeated.

A special (select or *ad hoc*) committee is a committee appointed, as the need arises, to carry out a specified task, at the completion of which – that is, on presentation of its final report to the assembly – it automatically ceases to exist. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee. Based on that reading, the Chair ruled that since the REB reviews graduate protocols, the motion is out of order.

Motion to challenge the Chair.

M. Dionne moved, N. Loreto seconded.

M. Dionne stated that the ruling is wrong, as the next motion is to change the terms of reference of the REB to not include graduate protocols. There was discussion of whether the motion to challenge the chair could be removed and represented after the next motion from the Composition and By Laws Committee. .

D. Elder called the question.

Motion defeated.

Thus the ruling of the Chair stands and the motion to establish an *ad hoc* committee is out of order.

MOTION: That Academic Council approve the amendment of its By Laws with respect to revision of the composition and Terms of Reference of the Research Ethics Board, effective immediately

Motion removed from the table.

MOTION: That Academic Council amend its By Laws with respect to the composition of the Animal Care Committee.

J. Sandys moved, A. Chaleff-Freudenthaler seconded.

It was clarified that there would only be a designate for the Research Ethics Coordinator if he was unable to attend.

Motion approved.

8.3 Report of the Nominating Committee

M. Dionne noted that, as the motion to create the GREB had been defeated, the Nominating report is amended so as to not include the members of the GREB.

M. Dionne moved, D. Mason seconded.

Motion approved.

9. New Business

9.1 Presentation of Ryerson's Accessibility Plan – J. Sandys presented and questions were invited.

N. Loreto asked if there were students on the committee, and it was responded that there were. She asked why RyeAccess is not mentioned in the report and if there is a membership list for that committee. It was said that the composition of the committee is very broad, including many areas of the University and that the next committee established to review the report will include a member of RyeAccess.

S. Cody referred to the student satisfaction survey previously presented which does not speak specifically to the experience to students with disability. She asked about universal design and its feasibility and commented that it is not defined in the document. J. Sandys replied that universal design should always be done to the maximum extent possible and that it is a good general principle. The report reflects the results of consultation with students.

In response to a comment from N. Loreto, it was explained that the committee is not an oversight committee to which people bring complaints. It is an advisory committee as required by legislation. N. Loreto asked that student selection for the committee be done in the academic year so that students are on campus.

J. Sandys explained that there had been broad consultation in the first year and in the second year departments were asked to report on their progress.

J. Morgan asked about priority VII which indicates that departments/units are responsible for the first \$500 of accommodation expenditures. He is concerned that accommodations might be turned down if there is no money for them in a department budget.

9.2 Motion from the floor – distributed to Council

WHEREAS: Faculty, students and Academic Council have made repeated pleas, requests, and demands for timely course schedules and timetables; and

WHEREAS: Current timetabling practices at Ryerson make it impossible for students and sessional instructors to arrange (other) work so as to be able to afford to attend/teach-at Ryerson; and

WHEREAS: The staff involved in producing the timetables find it so arduous that some of them are rumoured to have booked stress leave; and

WHEREAS: The continuation of the unacceptable scheduling implies that administrators are unable or unwilling to remedy the situation; and

WHEREAS: A complete lack of respect of student, and full and part time faculty, as evidenced by the ongoing nature of the scheduling problem has been the status quo as long as anyone can remember; and

WHEREAS: The foregoing necessarily lead one to conclude that there are structural, systemic, or other extraordinary causes for this situation;

BE IT RESOLVED THAT: Academic Council strike an ad hoc committee composed of the Registrar, the Provost or Vice-Provost, four faculty, and one student, to examine the assumptions, issues, and problems that lead to the current unfortunate timetabling situation, and

report back to the February Academic Council meeting with recommendations to resolve the problem.

D. Mason moved, P. Lewkowicz seconded.

K. Alnwick responded to the motion by first noting that there is no Academic Council meeting in February, and saying that he agrees that the timing of timetable distribution needs to be changed. He would prefer to make a report to Council based on consultation with Deans, chairs and his staff. All feedback from faculty and students on timetables is welcomed, and he would meet with anyone who wished to meet with him. It was agreed that the report would be due at the March meeting.

D. Mason responded that he was not criticizing the Registrar, but that previous reports did not bring about change. He recognizes that people are working hard but it is not solving the problem. He does not believe that the impact of late timetables is fully understood, as faculty are embarrassed to deal with professional organizations about scheduling of events, part-time faculty cannot book other jobs, and students cannot plan.

Motion approved.

10. Adjournment

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

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

RYERSON UNIVERSITYOFFICE OF THE VICE PROVOST
FACULTY AFFAIRS

January 16, 2006


Dr D. Schulman
Secretary, Academic Council

Dear Dr Schulman:

Re: Tabled Motion Agenda Item 8 of the December 6, 2005 Academic Council
Meeting

I am writing to indicate that after discussion with the Learning and Teaching Committee of Academic council which had originally proposed the modifications to the Course Management Policy, it is our wish that we not lift the motion from the table and rather allow it to die. The issue which was the substance of the motion should be part of the discussions relating to the overall review of the Course Management Policy.

Yours sincerely,

Michael Dewson, PhD
Vice Provost, Faculty Affairs

January 16, 2006

Dr. D. Schulman
Secretary, Academic Council

Dear Dr. Schulman:

Re: Report to Academic Council for Information re: Motion 9.2 from the Floor and distributed at the December 6, 2005 Meeting: **Timetabling Committee**

This is to advise Council, through you, of the composition of the Ad Hoc Committee, approved by Council, at the meeting December 6, 2005.

Consistent with the By-Laws of Academic Council, the President requested that I chair this ad hoc committee and that the following members be appointed to the Committee.

NAME	DEPARTMENT	FACULTY	EXTENSION	EMAIL
Keith, ALNWICK	Registrar	Registrar	5100	kalnwick@ryerson.ca
Michael DEWSON	Vice Provost, Faculty Affairs	Chair of Committee	5101	mdewson@ryerson.ca
Neil THOMLINSON	Politics	Arts	6188 – 416- 962-64381	thomlins@ryerson.ca
Maurice MAZEROLLE	Business Management	Business	6722	mmazerol@ryerson.ca
Don SNYDER	Image Arts	Communication & Design	6855	dsnyder@ryerson.ca
Janice WADDELL	Nursing	Community Services	6314	jwaddell@ryerson.ca
Dave MASON	Computer Science	Engineering, Architecture & Science	7061	danson@ryerson.ca
Paul LEWKOWICZ		Student		plewkowi@ryerson.ca

The Committee has begun meetings and is inviting relevant individuals to consult with the Committee as its deliberations proceed.

Michael Dewson, PhD
Vice Provost, Faculty Affairs

January 31, 2006 meeting

**Office of the
Premier**Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1**Cabinet du
Premier ministre**Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1

November 28, 2005

Mr. Sheldon Levy
Chair, Academic Council
Ryerson University
350 Victoria Street
Toronto, Ontario
M5B 2K3

Dear Mr. Levy:

Thank you very much for your letter and the attached resolution from the Academic Council at Ryerson University regarding postsecondary tuition. I appreciate having the views of the Council brought to my attention.

My colleagues and I understand that, in today's knowledge economy, education is the prerequisite for prosperity. The brains and know-how of a skilled workforce are the competitive edge of the 21st century. This is why we chose to invest in the education and skills of our people. We know it is the right course for our province and for future generations.

As you may know, in the 2005 Budget, our government announced Reaching Higher — our plan to invest \$6.2 billion more in our colleges and universities over the next five years. This is the largest multi-year investment in our province's higher education system in 40 years.

Reaching Higher includes \$1.5 billion more for student financial aid. With this additional funding we are providing new, up-front grants to 32,000 first- and second-year students from low-income families. In addition, we are increasing eligibility for student loans in partnership with the federal government, reducing the amount middle-income parents are expected to contribute to their children's education, expanding interest relief, and recognizing computer costs when assessing the loan needs of students.

... 2

Our government is also matching the funds raised by colleges and universities to set up endowments for student financial aid. We plan to continue to work with the federal government to expand student assistance. As a result of these improvements, more than 135,000 Ontario college and university students from low-and middle-income families will have access to more financial aid — a change that has already begun to benefit many.

As well, for the first time in Ontario's history, students are now enjoying the second year of a two-year tuition freeze. We know this is an important concern for our students, so my colleagues and I are working with students, universities, colleges and other key stakeholders to develop a new tuition framework for September 2006.

Our government is proud of the positive changes we are bringing to postsecondary education — the most significant improvements to student aid since the Ontario Student Assistance Program was first set up more than 25 years ago. Our goal is to ensure that every student in our province, regardless of his or her financial situation, has access to affordable postsecondary education. This is reflected in our plan, which focuses on delivering more resources to students with the lowest family income.

Again, thank you, for sharing the resolution of the Academic Council with me. Please be assured that the council's views will be taken into consideration as we continue with our commitment to helping students to reach higher.

Yours truly,

Original Signed by Premier

Dalton McGuinty
Premier

TO: Members of Academic Council
FROM: P. Stenton
DATE: 31 January 2006
RE: First-Year Student Survey 2004

At the 6 December 2005 Academic Council meeting, it was noted that the First-Year Student Survey 2004 results indicated that the importance of Maclean's magazine as a factor considered by students when they chose to attend Ryerson had decreased since the survey was last conducted in 2001.

In 2001, the importance of Maclean's was significantly higher at Ryerson than that for the other medium-sized universities in the survey. While the other universities saw modest change in 2004, Ryerson moved substantially closer to the mean of the other institutions. A summary of the results is as follows:

<i>Percentage of respondents indicating that Maclean's magazine was a "somewhat important" or "very important" factor considered when choosing their university:</i>	<i>First-Year Student Survey</i>	
	<i>2001</i>	<i>2004</i>
Ryerson	67%	55%
Medium-Sized Canadian Universities*	55%	52%

*Participants in the Canadian Undergraduate Survey Consortium that were of medium size in terms of student enrolment. The 2004 membership comprised: Carleton, Regina, Ryerson, Simon Fraser, Toronto at Scarborough, Windsor, and Victoria. In 2001, Victoria did not participate.



UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SOCIOLOGY _____

DATE of SUBMISSION: Jan 24/06

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					
SOC 105	Introduction to Sociology	3	Y								✓	SO001,PG001 CJ001,PS001 AU001	Replacing SOC104 for the programs noted only.	Sociology	Fall 06

UNDERGRADUATE COURSE CHANGE FORM

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SOCIOLOGY _____

DATE of SUBMISSION: Jan 24/06

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

Erol Asyraf
Provost and Vice-President Academic

Jan 24/06
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	
SOC 105	Introduction to Sociology	3	Y								✓	SO001,PG001 CJ001,PS001 AU001	Replacing SOC104 for the programs noted only.	Sociology	Fall 06

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: SCHOOL OF BUSINESS MANAGEMENT__

DATE of SUBMISSION: OCT.
13/05

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				
FIN41A/B	Canadian Business Finance	3 hr	N			X				X	School of Business Management Finance Majors	No longer offered.		FALL 2007
										X	For all other Majors in Business Management			

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					
FIN41A/B	Canadian Business Finance	3 hr	N			X				X		School of Business Management Finance Majors	No longer offered.		FALL 2007

INITIATING SCHOOL/DEPARTMENT: *School of Fashion*

DATE of SUBMISSION: *January 16, 2006*

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	
FSN 501	Advanced Colour Theory	3	Y		X					X		Fashion	To allow for more inclusion of theory based Professional electives to the existing curriculum (Design and Communication) Professional Tables I & II	None	Fall 2006
FSN 503	Design, Text and Ideas	3	Y		X					X		Fashion	Same as above	None	Fall 2006
FSN 504	Fashion Culture – From Suffragettes to CEO's	3	Y		X					X		Fashion	Same as above	None	Fall 2006
FSN 505	History of Design II	3	Y		X					X		Fashion	Same as above	None	Fall 2006
FSN 506	History of Fashion Illustration	3	Y		X					X		Fashion	Same as above	None	Fall 2006

INITIATING SCHOOL/DEPARTMENT: *School of Fashion*

DATE of SUBMISSION: *January 16, 2006*

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					
FSN 509	Topics in Fashion History & Theory	3	Y		X					X		Fashion	To allow for more inclusion of theory based Professional electives to the existing curriculum (Design and Communication) Professional Tables I & II	None	Fall 2006
FSN 510	Symbiosis and Evolution: Film, Photography & Fashion	3	Y		X					X		Fashion	Same as above	None	Fall 2006

SCHOOL OF GRADUATE STUDIES

REPORT TO ACADEMIC COUNCIL, JANUARY 31, 2006

1. Review of Status of New Graduate Programs

- (i) Being implemented 2006/2007
- (ii) Planned for 2007/2008

2. Masters of Social Work (MSW)

Motion:

To approve the submission of the proposal for a *Masters of Social Work (MSW)* to the Ontario Council for Graduate Studies for Standard Appraisal.

Submitted by:

Maurice Yeates, Dean
Chair, School of Graduate Studies

Status of New Programs in Graduate Review Process (for programs planned for September, 2006)

Approval or Action by	Responsibility	MA ECS	MSc – Biomed. Physics	MBA /MSc Inf Tech Mngmt	MBA Business Admin	MSc Molecular Science
Ryerson Review						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X	X	X	X	X
Internal/External Consultant	An expert in the field from another university reviews the proposal. Re-draft if necessary.	X	X	X	X	X
Provost	Discusses proposal with Dean, sponsor.	X	X	X	X	X
P&P	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality	X	X	X	X	X
Council, SGS	Reviews proposal	X	X	X	X	X
Academic Council	Reviews program proposal for academic quality and moves to proceed to OCGS	X	X	X	X	X
Ontario Council on Graduate Studies Review						
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.	X	X	X	X	X
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.	X	X	X	X	Koudelka Sundararajan Jan 23, 06
Ryerson	Responds to report	X	X	X	X	
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario).	X	X	X	Feb 6, 06	
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. OCGS Meeting.	X	X	X	Feb 9, 06	
Further Procedures						
Board of Governors	Program is presented to Board of Governors for approval of financial viability.	Jan 31, 06	Jan 31, 06	Jan 31, 06	Jan 31, 06	Jan 31, 06
Ministry	The Program is presented to the Ministry for approval					
Provost	Provost decides about implementation					

Status of New Programs in Graduate Review Process (programs planned for September, 2007_1)

Approval or Action by	Responsibility	PhD Aerospace Engin. (06 or 07)	MSW Social Work	MFA Doc Media	MJ Journalism	MArch Architecture
Ryerson Review						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X	X	X	X	X
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.	X	X	X		Covo, McGill Jan 31, 06
Provost	Discusses proposal with Dean, sponsor.	X	X			
P&P	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality	X	X			
Council, SGS	Reviews proposal		X			
Academic Council	Reviews program proposal for academic quality and moves to proceed to OCGS		Jan 31, 06			
Ontario Council on Graduate Studies Review						
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.					
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.					
Ryerson	Responds to report(s)					
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario)					
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. OCGS meeting.					
Further Procedures						
Board of Governors	Program is presented to Board of Governors for approval of financial viability.					
Ministry	The Program is presented to the Ministry for approval					
Provost	Provost decides about implementation					

Status of New Programs in Graduate Review Process (programs planned for September, 2007_2)

Approval or Action by	Responsibility	Masters in Media Production	MSc Computer Science			
Ryerson Review						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X			
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X			
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X				
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.					
Provost	Discusses proposal with Dean, sponsor.					
P&P	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality					
Council, SGS	Reviews proposal					
Academic Council	Reviews program proposal for academic quality and moves to proceed to OCGS					
Ontario Council on Graduate Studies Review						
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.					
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.					
Ryerson	Responds to report(s)					
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario)					
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. OCGS meeting.					
Further Procedures						
Board of Governors	Program is presented to Board of Governors for approval of financial viability.					
Ministry	The Program is presented to the Ministry for approval					
Provost	Provost decides about implementation					

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

It is planned that the *Masters of Social Work (MSW)* will be implemented in Fall 2007.

Motion

To approve the submission of the proposal for a ***Masters of Social Work (MSW)*** to the Ontario Council for Graduate Studies for Standard Appraisal.

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

RYERSON UNIVERSITY
Masters of Social Work (MSW)

EXECUTIVE SUMMARY

Ryerson University proposes to establish a Masters of Social Work degree that will be a high quality programme with the dual foci of intellectual development as well as preparation for advanced practice and leadership. The programme is to build on the many strengths and unique character of Ryerson Bachelor of Social Work programme. The focus of the programme is on anti oppression perspectives to social work. This programme will build upon a strong research culture within the School of Social Work. Students will engage in analytic interpretation of practices as well as the development of new knowledge. Students will be prepared for ongoing research as well as advanced practice in order to be leaders within the field of social work.

The degree of Masters of Social Work based on anti oppression perspectives is well suited to Ryerson University that is located in one of the most diverse cities in Canada and North America. It furthers the University and Faculty of Community Services missions that emphasize a commitment to issues of diversity and the value of community/ university relations. The programme meets all the conditions of Ryerson's academic plan for graduate studies. The program has: career/professional relevance: has a focus on societal need; has an innovative and applied curriculum. Furthermore, the programme builds on the strengths of Ryerson University while creating new opportunities for research. The proposed graduate programme has been attractive to new faculty and has contributed to the retention of faculty at Ryerson University.

The degree builds on the undergraduate commitment to the teaching of anti oppression social work practices. It also builds on a rich legacy of teaching and research focused on progressive approaches to social work at the Ryerson School of Social Work. The centrality of anti oppression in social work as discipline has meant that both the Canadian and the International Associations of Schools of Social Work provide instruction through accreditation for member schools to adhere to these principles. The Ryerson School of Social Work is well situated to position itself to address this complex and burgeoning approaches based on faculty research and teaching and strong relationship with the communities.

Anti oppression practice locates social work analysis within the complex links between social issues and private troubles. Anti oppression draws upon critical analysis of socio-economic inequalities and processes of marginalization to understand how people become users of social services. The approach to practice involves critical reflexivity in social worker -client relations so the social worker endeavours to reduce social inequities while addressing client need. The social worker with an anti oppression perspective works towards social justice. Anti oppression practice is relevant to all major fields of social work practice, including practice within institutions such as child welfare settings, hospitals, school boards, and community agencies.

The programme is designed for full time students (30 students). The requirement for the Master of Social Work (MSW) degree is the successful completion of ten courses: including four required courses, four elective courses and a practicum (2 credits) The programme also requires the successful completion of a Major Research Paper. The programme is designed as a full time programme to be completed within 12 months. Applicants must have a Bachelor of Social Work degree; meet the normal requirements for admission to the Ryerson School of Graduate Studies;

and have completed an undergraduate research methods course. Priority will be given to candidates who have two or more years of paid social work experience.

<i>Required Courses</i>	Elective Courses*
Critical Perspectives on Marginalization (Fall)	Critical Approaches to Advanced Community Work
Anti Oppression Responses to Marginalization: Policy and Practice (Fall)	<i>Advanced Anti Oppression Practice in Sexuality and Gender Variance</i>
Advanced Research Strategies for Social Change (Fall)	<i>The Settlement Experiences in Canada</i>
Field Practicum (Fall/Winter)	Advanced Anti Oppression Practice in Health
Practice Research Seminar (Winter)	Critical Perspectives on Anti Racism
Major Research Paper (Spring)	<i>Critical Perspectives on Child Welfare</i>
	<i>Critical Social Policy</i>
	Indigenous Knowledge in Social Work
	Regenerating Aboriginal Social Work Practices and Research
	International Social Work
	Special Topics

*It is recognized that not all elective courses will be offered in a given academic year but rather three in the winter term and two in the spring term.

Fifteen faculty members are part of the programme. The faculty members are from the social work programme. The core faculty members have a strong record of research, publications and practice experience. The Ryerson University, School of Social Work has a national reputation and developing a strong presence in the international sphere. The school is known for its strong intellectual work in contemporary fields of social work. Faculty research has been supported by various funding agencies including CIDA, CIHR, SSHRC, HRDC, IDRC, and CERIS as well as other funders. The reputation of the undergraduate programme along with the academic involvement and community work of faculty members will attract students for graduate studies.

**Report of the Nominating Committee
January 31, 2006**

Motion: That Academic Council approve the following nomination:

Learning & Teaching Committee

Maame Twum-Barima, Student, Faculty of Community Services (Nursing)

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)

REPORT OF ACADEMIC STANDARDS COMMITTEE

Report #W2006–1; January 2006

In this report Academic Standard Committee (ASC) presents its recommendations on the following proposals by the G. Raymond Chang School of Continuing Education:

- new certificates in *Audio Production Fundamentals*, *Television Production Fundamentals* and *Media Writing Fundamentals*, and
- a new certificate in *Canadian Social Work Practice*.

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

1. **Certificates in *Audio Production Fundamentals*, *Television Production Fundamentals* and *Media Writing Fundamentals***

Introduction

In September 2004, the School of Radio and Television Arts (RTA) restructured the curriculum of its full-time Bachelor of Arts program. Co-incident with this curriculum redesign, the School discontinued its Advanced Standing program, which was designed to allow students with prior university degrees to complete the 4-year RTA program in two years.

The proposed certificate programs have been designed in part as an alternative to the discontinued Advanced Standing program. These certificates will offer introductory and intermediate level RTA credit courses to qualified students who are unable to pursue full-time study and/or are more disposed to focus on a narrower field of media study while completing course work at university level.

The proposed certificate programs represent the three major streams of study in the RTA degree program: Audio Production, Television Production and Media Writing. With only two exceptions, the courses required for these certificates are courses that exist in the full-time RTA curriculum.

Learning Outcomes/Objectives

- **Certificate in Audio Production Fundamentals:** Students will receive a basic hands-on understanding of the production tools used across the full range of the audio industry, with special emphasis in audio applications in new media. This will be supported by theoretical material that provides both a context and a critical lens through which students may view their production work.
- **Certificate in Television Production Fundamentals:** Students will receive a hands-on understanding of the production tools used across the television industry. As in the Audio

Production Fundamentals certificate program this hands-on approach will also be supported by theoretical material. In the final courses of this certificate, students are challenged to develop more sophisticated communications in their production elements.

- **Certificate in Media Writing Fundamentals:** Students will receive a thorough overview of all the various forms of writing for the electronic media, including dramatic writing, commercial writing and writing for factual programs. Theoretical material will support practical assignments and will provide context and fundamental instruction in dramatic and marketing theory.

Admission Requirements

OSSD or equivalent with six Grade 12 U/M courses including English (ENG4U/EAE4U required) with a minimum grade of 70 percent or higher plus non-academic criteria.

1. Final admission selection will be based on grades and an interview process.
2. Students must be able to keyboard, as hand written assignments will not be accepted. (Special consideration will be given for qualified applicants with disabilities.)
3. Applicants are required to submit a one page resume (curriculum vitae) and a keyboarded statement in two parts. An interview may be part of the admissions process.
4. Ryerson will allow the mixing of U, M and OAC courses as applicable but comparable courses will not be double-counted. As well, Ryerson will not accept the “out of school” component of Grade 12 U/M co-op courses for admission consideration.
5. Subject to competition, candidates may be required to present averages/grades above the minimum.

Curriculum

Each certificate consists of 8 one-term equivalent courses.

- **Certificate in Audio Production Fundamentals**

Required

† CBDC 101	Media Production I – Audio & Digital Media
CBDC 102	Media Writing I – Audio & Digital Media
CBDC 111	Media Technical Theory I – Audio & Digital Media
CBDC 905	The Business of Music

Select three of the following courses

† CBDC 301	Production – Audio
CBDC 974	Audio Post-Production & Sound Design
CBDC 975	Sound Synthesis
CBDC 979	Radio Production

- **Certificate in Television Production Fundamentals**

Required

- † CBDC 201 Media Production II – TV Studio & EFP
- CBDC 202 Media Writing II – TV Studio & EFP
- CBDC 211 Media Technical Theory II – TV Studio & EFP
- † ‡ CBDC 308 Production – TV Studio & EFP

Select one of the following courses

- CBDC 955 Sports Broadcasting
- CBDC 956 Children’s Television
- CBDC 957 Television Documentary Production

Select one of the following courses

- CBDC 402 Management & Regulation
- CBDC 910 Production Management

- **Certificate in Media Writing Fundamentals**

Required

- CBDC 102 Media Writing I – Audio & Digital Media
- CBDC 202 Media Writing II – TV Studio & EFP
- CBDC 940 Media Writing III – Drama & Dramatic Theory

Select five of the following courses

- CBDC 941 Dramatic Writing
- CBDC 942 Commercial Writing
- CBDC 943 Comedic Writing
- CBDC 944 Writing for Animation
- CBDC 945 Writing for Factual Programs
- CBDC 946 Interactive Writing
- ‡ CDRT 204 Writing for the Electronic Media

† Two credit course.

‡ This is a certificate-only course.

Implementation

If approved, the target start date for all three certificates is Fall 2006. The School of RTA also plans to offer two of the certificates (*Television Production Fundamentals* and *Audio Production Fundamentals*) as intensive 10-week summer courses each year starting summer of 2007. For these two certificates, the School wishes to take advantage of the fact that the production facilities at the Rogers Communications Centre are under-utilized during the summer months.

Recommendation

Having satisfied itself of the academic merit of these proposals, ASC recommends:

That Academic Council approve the Certificate in Audio Production Fundamentals.

That Academic Council approve the Certificate in Television Production Fundamentals.

That Academic Council approve the Certificate in Media Writing Fundamentals.

2. Certificate in Canadian Social Work Practice

Introduction

This certificate program has been designed to introduce internationally educated social workers to the Ontario professional practice model and prepare them for employment at a professional level in Ontario appropriate to their qualifications. The program will be open only to internationally educated professionals with social work experience approved through the Internationally Educated Social Worker admissions process.

Through structured prior learning assessment, participants will be assisted in articulating what they need to learn, i.e., how the practice model in their country of origin differs from practice in Ontario. They will have the opportunity to learn the Canadian legislative and regulatory environment, to practice professional communication in a low-risk simulation-based setting, to understand the network of professional support services within which a social worker functions and how to access these resources, and to fill identified gaps in their professional knowledge and skills.

Admission Requirements

A social work degree awarded outside of Canada and registration with the Ontario College of Social Workers and Social Service Workers and; a minimum of one year of paid accumulated employment in the social service field (abroad and/or in Canada)

OR A social work degree awarded outside of Canada assessed as equivalent to a BSW or an MSW by the Canadian Association of Social Workers and; a minimum of one year of paid accumulated employment in the social service field (abroad and/or in Canada)

OR A baccalaureate degree awarded outside of Canada (minimum of three years of university study) in the humanities or social sciences, and equivalent to a Canadian degree and; a minimum of two years paid accumulated employment in the social service field (abroad and/or in Canada)

In addition, all applicants must have:

- Proof of English proficiency at the required level.
- Proof of Ontario residency.
- Proof of eligibility to work in Canada.

The program may require applicants to attend an interview prior to admission.

Curriculum

Eight one-term equivalent courses (4 regular, 2 practice seminar and 2 field practicum)

CSWP 13A/B	Foundations of Social Work
CSWP 31A/B	Social Work Practice Seminar
CSWP 917	Special Topics I
CSWP 918	Special Topics II
CSWP 36A/B	Field Practicum
or	
CVSW 36A/B	Field Practicum for Internationally Educated Social Workers

Note: Students admitted into the program who are already registered with the Ontario College of Social Workers and Social Service Workers or who hold a degree assessed as equivalent by the Canadian Association of Social Workers may select either CSWP 36A/B or CVSW 36A/B. Students who do not meet these qualifications must select CSWP 36A/B.

Recommendation

Having satisfied itself of the academic merit of these proposals, ASC recommends:

That Academic Council approve the Certificate in Canadian Social Work Practice.

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)	