

**RYERSON UNIVERSITY**

**AGENDA (REVISED – See Addenda attached)\***

**ACADEMIC COUNCIL MEETING**

**Tuesday, March 7, 2006**

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

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

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| Pages 1-4                  | <b>1. President's Report</b><br>1.1 Ryerson Achievement Report   |
| Pages 5-6                  | <b>2. Report #W2006-2 of the Secretary of Academic Council</b><br>2.1 Election Results <b>*(Revised, see the attached)</b>   |
|                            | <b>3. The Good of the University</b>   |
| Pages 7-12                 | <b>4. Minutes:</b><br>4.1 Minutes of the January 31, 2006 Meeting  |
| Pages 13-14<br>Pages 15-21 | <b>5. Business arising from the Minutes</b><br>5.1 Benefactor Naming<br>5.2 Timetabling Report   |
| Pages 22-23                | <b>6. Correspondence</b><br>6.1 Letter re Search for a Chancellor<br>6.2 Response from Julia Hanigsberg, General Council and Secretary of the Board  |
| Pages 24-29                | <b>7. Reports of Actions and Recommendations of Departmental and Divisional Councils <i>*(See the attached for course changes from Theatre School)</i></b><br>7.1 <b>From School of Graduate Studies:</b><br>Review of Status of new graduate programs -<br>7.1.1 <b>Motion #1:</b> That Academic Council approve the submission of the proposal for a <i>PhD/MASc/MEng in Aerospace Engineering</i> to the Ontario Council for Graduate Studies for Standard Appraisal.<br><br>7.1.2 <b>Motion #2:</b> That Academic Council approve the addition of DEF to <i>the Policies and Procedures for Admissions and Studies (Master's and PhD Programs)</i> (Policy #142) in section 5.9: Other Performance Designations ( p.11).<br><br>7.1.3 <b>Motion #3:</b> That the current Ryerson University Examination Policy (Policy Number 135) be amended so that the language is inclusive of Graduate Programs and students, and so that the policy is consistent with the Policies of the School of Graduate Studies. |

The required amendments identified are:

- 1) That “Department”, “Departmental”, and/or “Department/School” be replaced by “Department/School/Graduate Program”
- 2) That a footnote explains that when referring to a “Faculty” (e.g. Faculty of Community Services) for the purposes of the document this shall include the School of Graduate Studies.
- 3) Stating that in section I A.4 (page 2) and II A.5 (page 3), the reference to the “Course Management Policy” refers to the Undergraduate Course Management Policy, since the Graduate Course Management Policy has no such restrictions.

## 8. Reports of Committees

Pages 30-39

8.1 Report #W2006-2 of the Academic Standards Committee:

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

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

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

8.1.4 **Motion #4:** That Academic Council approve the *Certificate in Proficiency in Spanish*.

8.1.5 **Motion #5:** That Academic Council approve the proposed revisions to the *Certificate in Business Communication*.

8.1.6 **Motion #6:** That Academic Council approve the revision in the *Certificate in Financial Planning*.

8.1.7 **Motion #7:** That Academic Council approve the revisions in *Certificate in Project Management*.

8.1.8 **Motion #8:** That Academic Council approve the revision in the *Certificate in Retail and Services Management I*.

8.1.9 **Motion #9:** That Academic Council approve the discontinuation of the *Certificate in Retail and Services Management II*.

8.1.10 **Motion #10:** That Academic Council approve the proposed revisions to the *Certificate in Training and Development*.

## 9. New Business

## 10. Adjournment

## RYERSON ACHIEVEMENT REPORT

A sampling of achievements and appearances in the media by members of the Ryerson Community for the March 2006 meeting of Academic Council.

### **EVENTS**

Three provincial cabinet ministers made visits to the Ryerson campus last month:

Minister of Health and Long-term Care George Smitherman was at the School of Nursing Feb. 6 to announce new funding initiatives for nurse practitioners, an event covered by the *Toronto Sun* and CFMT.

Minister of Training, Colleges and Universities Chris Bentley was at Ryerson Feb. 8 to announce \$57.2 million in funding for Toronto universities. "This is the first time in years we have actually received more dollars to improve quality, rather than just handle enrolment growth," **President Sheldon Levy** told the *Toronto Star*. President Levy also appeared on CFRB commenting on the announcement.

Minister of Citizenship and Immigration Michael Colle was on campus Feb. 9 for the opening of a new simulation lab for internationally trained midwives at The G. Raymond Chang School of Continuing Education. The event was covered by Canadian Press, OMNI News Cantonese Edition, CBC Radio's *Midday News*, *Here and Now*, *World This Hour*, CFMX-FM (Cobourg) and CKCO News (Kitchener).

### **MEDIA APPEARANCES**

"Ryerson's got a lot of momentum right now - the new generation of students know it only as Ryerson University, and nothing else," **President Sheldon Levy** told the *Toronto Star* Jan. 19 in an article about the University's spike in applications for the fall. Of the University's unique career focus, he said: "students can go straight into all sorts of professional programs or they can take a bachelor or arts degree and sample the sort of social science or humanities program they might never have considered Ryerson for before." Also on Jan. 19, AM 640 reported that Ryerson "is one of the hottest choices for Ontario students applying for post-secondary schooling."

**John Miller** of Journalism commented in the Feb. 10 *London Free Press* on media organizations being threatened with legal action for their coverage of the Ipperwash inquiry. "For a person who is a central figure in that inquiry (Deb Hutton) to be threatening newspapers with libel action for reporting and commenting on what her testimony is before the inquiry is quite shocking," said Prof. Miller, who authored a report on media coverage of Ipperwash for the judicial inquiry. He also appeared on *APTN National News* Feb. 1 and Feb. 6 to discuss the report.

"There is probably a way to responsibly publish an image, perhaps one of the milder ones, as an aid to (readers) understanding the story," **Paul Knox**, Chair of Journalism, was quoted in a Feb. 8 *Hamilton Spectator* article on Danish cartoons depicting the prophet Muhammad. Prof. Knox, a member of the board of Canadian Journalists for Free Expression, was also quoted in the *Toronto Star* on the same topic Feb. 3. Of the lack of foreign coverage of the Canadian election, he told the *Toronto Star* in a Jan. 23 article: "Editors in foreign countries find it difficult to persuade themselves anything turns on it."

"Strategically, it's a curious move," **Greg Inwood**, Politics, told the *National Post* Feb. 7 of Prime Minister Stephen Harper's decision to forego appointing a deputy prime minister. He appeared on OMNI

News South Asian Edition Feb. 7 discussing the shortage of visible minorities in cabinet and previously on Jan. 24, discussing the outcome of the federal election. He was quoted in the *Cornwall Standard-Freeholder* Feb. 3 about local Tory MP Guy Lauzon, and commented on new cabinet appointments in the Jan. 25 *Simcoe Reformer*. Of new Prime Minister Stephen Harper, he told the *Edmonton Journal*: "I think he still has his core belief system, but his political acumen has improved and his political antennae are more sensitive. That's demonstrated through his behaviour in this campaign, where he's run almost a letter-perfect campaign." His remarks were carried on the Canadian Press wire. Further, he published an opinion piece in the Jan. 15 and 22 editions of the *Winnipeg Free Press*.

**The Feb. 6 *Toronto Star* paid tribute to Len Coates, Journalism '67, a renowned automotive reporter who passed away at the age of 69.**

**The Feb. 4 *National Post* reported on Fourth Wall Media, an innovative media company launched by recent Radio and Television Arts graduates Erin Jandciu, Mike Girgis, Jake Neiman, Ian Gadsby, Dmitri Melamed and Jeff Findlay. The article also quoted RTA Professor Dana Lee.**

**A lack of male figure skaters in university athletics has led to same-sex skating pairs, reported the Feb. 4 *National Post*. "It's less about 'the man' and 'the woman' in [Ontario University Athletics]," Ryerson varsity skating coach Lisa Boyer told the *Post*. "One girl still has to lead, but they skate together. It's equal."**

"The very poor are taken care of with grants, the well-to-do have never had to worry about this, but it's those in the middle that are going to struggle," **Michael Doucet**, Geography, was quoted in a Feb. 2 *Globe and Mail* article on tuition increases. He also appeared on CBCK-FM (Kingston) Ontario Morning, CHYC-FM (Sudbury) and CHYK-FM (Timmins) Jan. 31, as well as CBO-FM (Ottawa) Jan. 30 discussing an Ontario Confederation of University Faculty Association report on university ratings. Dr. Doucet is President of OCUFA.

"With such a huge proportion of recent immigrants in these communities, what it tells me is that political integration is taking place. Maybe this is a hopeful indication that ultimately, lower voter turnout on the part of immigrants is time-bound and that as time goes on, newcomers become more comfortable and more engaged in the political system," **Myer Siemiatycki**, Politics, told the *Toronto Star* Feb. 1, of voter turnout in North York, Etobicoke and Scarborough. He also appeared on OMNI News South Asian Edition Jan. 31 commenting on the diversity in the new federal parliament. He was quoted in the *Star* Jan. 28 and in a *Star* editorial Jan. 26, saying "It's hard to imagine a better set of circumstances for the Tories than they had in this election, yet they failed to crack the big cities." Among his numerous radio and television appearances, he was on *CBC Metro Morning* Jan. 24. He was also quoted in the *Globe and Mail* Jan. 24 discussing the outcome of the federal election.

"It's really an extension of a pre-pubescent boy's fantasies," **Stephen Muzzatti**, Sociology told the *Baltimore Sun* Feb. 1 of voyeurs using cellphone technology. "It's daring, it's forbidden, it's secretive, it's edgy - that's the appeal."

The growing presence of big-box retailers is making it difficult for malls to attract new business, according to a report by the Centre for the Study of Commercial Activity. "This is creating a very challenging environment for malls in terms of attracting and accommodating large-format stores," **Tony Hernandez**, head of the Centre and the report's lead author, told *Edmonton Journal* and the *Hamilton Spectator* Feb. 1. The article was carried by Canadian Press.

“We’ve seen a significant decline in the murders of women, and in murders with rifles and shotguns. How do you put a price tag on that?” **Wendy Cukier** of Information Technology Management and Justice Studies told *Global National* Jan. 30, commenting on Prime Minister Stephen Harper’s plan to abolish part of the gun registry. “About a fifth of Canadian homes have guns, and the registry has proven to be useful in removing guns when there are threats and to support court cases. It’s the only way to prove a gun is illegal,” she told BBC News Jan. 22. She was also quoted in the *Ottawa Sun* Jan. 20 on the Tories’ plans for gun control.

Image Arts alumna **Julia Kwan** captured the Special Jury Prize in the World Dramatic category of the Sundance Film Festival for her feature film debut *Eve & the Fire Horse*. It was only the second year the World Dramatic award has been given, and *Eve & the Fire Horse* was the only Canadian feature screened at the festival. Ms. Kwan was profiled in a number of publications, including the *Vancouver Province*, the *Globe and Mail*, and the *Toronto Sun*.

“It’s been quite a journey. I’m not a politician. I’ve always been a community activist and advocate,” Mechanical Engineering alumnus **Omar Alghabra**, the newly elected Liberal MP for Mississauga-Erindale, told the *Toronto Star*.

“Do you get Widow Jones down the street looking after 17 kids in her basement or do you get a decently funded system that has regulations and control and inspections and all of that?,” **Neil Thomlinson**, Politics, commented in the *Toronto Star* Jan. 29 on the Tory promise to give parents \$1,200 per child toward daycare.

**David Dubois**, Director of Athletics, was quoted in a Jan. 28 *Ottawa Citizen* article on scholarships wooing young Ontario athletes out of the province. “There’s a lot of issues,” he said of the Ontario University Athletics task force to study scholarships. “Do we want to be like the rest of the country? Do we want to be parallel to the West, the East, Quebec?” Mr. Dubois is President of the OUA.

*The Toronto Star* Jan. 28 profiled Social Work student **Warren Rupnarain**, whose website, WarrensWorld.ca, received more than 100,000 hits over 12 days during the federal election campaign. The website documented his team’s work as, armed with a microphone and cameras, they visited 66 campaign offices in 22 ridings. Warren’s World grew out of Mr. Rupnarain’s field placement project with the Ontario March of Dimes. The fourth-year student, who has cerebral palsy and uses an electric wheelchair, was working on advocacy and government-relations issues for the organization. He also appeared on CTV’s *Canada AM* Jan. 19 and CBC News Jan. 20.

**Yunxiang Gao**, History, appeared on CFTO News Jan. 28 and CFRB Radio Jan. 27 to discuss the significance of the Chinese New Year.

**Arne Kislenco**, History, appeared on OMNI News South Asian Edition Jan. 27 to discuss riots in the Middle East.

The Jan. 27 *Edmonton Sun* profiled Chang School student **Andrew Marshall**, winner of the Bridgestone Photography Contest. His entry "Emergency Vehicles" earned him the top prize of \$2,000.

**Joseph Zboralski**, Politics, appeared on 680 News Jan. 26 commenting on Prime Minister Stephen Harper’s meeting with Governor General Michaëlle Jean.

**Daniel Doz**, Dean of Communication & Design, spoke to CBC Radio *Les Arts et les Autres* Jan. 26 about a photography exhibit at Toronto's Alliance Francaise by Image Arts alumna Natalie Schonfeld-Howard.

"There is some real opportunity for Harper. He can show 'I'm the new improved, moderate Harper,' and wait to do the social conservative stuff when he hopes to get a majority government," **John Shields**, Politics, was quoted in a Jan. 25 article carried by CanWest news service. He was also quoted in the Jan. 25 *Edmonton Journal* and *Vancouver Province* on the new Prime Minister's relations with the other political parties.

"How many people get stressed out and start to lose their self-esteem because they're going by the boss' judgment without realizing that this judgment is naturally low?," **Marylin Hadad**, Psychology, was quoted the *Toronto Sun* Jan. 25, adding that a boss' pessimism can be devastating to his or her employees.

"You can't lie your way to the truth. If they can't attack the story, they'll try to find a way to attack the reporter ... You have to be able to defend your credibility," **Don Gibb**, Journalism, told the *Saskatoon Star-Phoenix* Jan. 23 of the need for journalists to be honest in order to remain credible.

"We've attempted to create a variety of [television] studios, from the fundamental to the state of the art," **David Tucker**, Chair of Radio and Television Arts, was quoted in *Playback* magazine January 23 in an article focusing on Ryerson's RTA program. "I think it's critical," he said of the role of technology in higher education. "What has to be always stressed, though, is that technology will get you in the door, but it won't necessarily keep you there. You have to have all those other skills that a university provides - the thinking skills, the broader base of knowledge, and intellectual development - in order to sustain yourself and move forward.

"You have this robust and somewhat romantic architecture that is strongly tied to landscape," **Marco Polo**, Architecture, commented of architect Ian MacDonald's work in the Jan. 21 *Ottawa Citizen*. "It's like a modernized arts and crafts way of thinking. There's a lot of interest in materials and material expression, and a real interest in working with the specifics of a site. He's definitely at the top of his game."

**Norm O'Reilly**, Business Management, was quoted in a Jan. 18 *Globe and Mail* article on workplace waging. "These pools are running rampant," said Prof. O'Reilly, who, based on 13 years of research, estimates that sports pools take place in half of Canadian companies.

"It is theft. Students need to understand the ramifications of their own behavior. I like to think that most students, perhaps with a little encouragement, will behave ethically," **Ken Grant** of Information Technology Management told *Metro Toronto News* Jan. 17 in an article about pirated textbooks.

**Judy Rebick**, Sam Gindin Chair in Social Justice and Democracy, appeared on CBC Radio National edition Jan. 15 discussing Stephen Harper's relationship with the Canadian media.

*Prepared by Office of Public Affairs*

**Report of the Secretary of Academic Council  
#W2006-2 - March 7, 2006  
(REVISED)**

The results of the Academic Council Elections (Students and Faculty) for 2006-2007 are listed below.

**STUDENT ELECTION RESULTS**

**816 --- Total ballots submitted**

**1246 --- Total votes cast**

<b><u>CANDIDATES</u></b>	<b><u>DEPARTMENT/SCHOOL</u></b>	<b><u>NUMBER OF VOTES</u></b>
<b><u>ARTS:</u></b>		
Nicholas Gauthier	Arts & Contemporary Studies	23
<b>*Tracey Haug</b>	<b>Arts &amp; Contemporary Studies</b>	<b>32</b>
Melanie Merglesky	Arts & Contemporary Studies	17
<b>*Jason Pierce</b>	<b>Arts &amp; Contemporary Studies</b>	<b>34</b>
<b>(Declined to Vote)</b>		<b>6</b>
<b><u>BUSINESS:</u></b>		
Alleli Mae Alfeche	Retail Management	16
Nicole Ciffolillo	Business Management	56
<b>*Taras Koulik</b>	<b>Business Management</b>	<b>172</b>
<b>*Anna Lyn</b>	<b>Business Management</b>	<b>179</b>
Ahmad Rehman	Business Management	163
<b>(Declined to vote)</b>		<b>13</b>
<b><u>COMMUNICATION &amp; DESIGN:</u></b>		
Giovanna Baldoz	Radio & Television Arts	17
Kyrie Hillier	Radio & Television Arts	20
<b>*Rebecca Rose</b>	<b>Journalism</b>	<b>77</b>
Jennifer Tiffin	Image Arts (Photography)	9
<b>*Andrea Warnick</b>	<b>Image Arts (New Media)</b>	<b>43</b>
<b>(Declined to vote)</b>		<b>2</b>
<b><u>COMMUNITY SERVICES:</u></b>		
<b>*Laura Brown</b>	<b>Nutrition and Food</b>	<b>21</b>
<b>*Roxana Gherman</b>	<b>Collaborative Nursing</b>	<b>49</b>
Alusine Kabia	Social Work	9
<b>(Declined to Vote)</b>		<b>4</b>

**ENGINEERING ARCHITECTURE & SCIENCE:**

<b>*Ali Ashraf</b>	<b>Computer Science</b>	<b>37</b>
Avninder Buttar	Industrial Engineering	25
Workie Mienwipia	Civil Engineering	8
Ali Naseem	Chemistry	33
<b>*Maudud Quazi</b>	<b>Mechanical Engineering</b>	<b>38</b>
<b>(Declined to Vote)</b>		<b>15</b>

**SCHOOL OF GRADUATE STUDIES:**

James Bejar	Immigration & Settlement Studies	13
<b>*Robin Castelino</b>	<b>Electrical &amp; Computer Engineering</b>	<b>39</b>
Nilesh Dahata	Mechanical Engineering	12
<b>*Omar Falou</b>	<b>Electrical &amp; Computer Engineering</b>	<b>40</b>
Assem Hassan	Civil Engineering	6
Truc Nguyen	Communication & Culture	18
<b>(Declined to Vote)</b>		<b>0</b>

\*Candidates elected

**FACULTY/CHAIR ELECTION RESULTS**

<b><u>FACULTY</u></b>	<b><u>NOMINEE</u></b>	<b><u>DEPARTMENT/SCHOOL</u></b>
<b>ARTS</b>	Jean Paul Boudreau	<b>Chair</b> , Psychology
	Martin Greig	History
	Anne-Marie Singh	Criminal Justice
<b>BUSINESS</b>	Carlyle Farrell	Business Management
	Robert Hudyma	Information Technology Mgmt.
<b>COMMUNICATION &amp; DESIGN</b>	Gillian Mothersill	Graphic Communications Mgmt.
	Sheldon Rosen	Theatre School
<b>COMMUNITY SERVICES</b>	Cyndy Baskin	Social Work
	Pat Corson	Early Childhood Education
	Melanie Panitch	Disability Studies
<b>ENGINEERING, ARCHITECTURE &amp; SCIENCE</b>	Dimitri Androustos	Electrical Engineering
	Vincent Chan	Mechanical Engineering
<b>CONTINUING EDUCATION</b>	Patrizia Albanese	Arts
	Constantine J. Katsanis	Engineering & Architectural Science
	Annick Mitchell	Communication & Design
	Carol Stuart	Community Services
	Daria Sydor	Business



**MINUTES OF ACADEMIC COUNCIL MEETING**  
**Tuesday, January 31, 2006**

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

1. **President's report** – The President introduced Julia Hanigsberg, the new Secretary of the Board and Legal Counsel, and Anita Shilton, Dean of the Chang School of Continuing Education.

External update:

- The interim accountability agreement between Ryerson and the Ontario government has been signed. Normally tuition fees would be known by now but there is no decision on fees at this time.
- Ryerson is advocating for secure capital funding for a library. It is hoped that this will put Ryerson ahead for any future available funds.
- There was a successful all candidates meeting hosted in conjunction with RSU.
- Minister Cordiano was on campus on December 16, and Minister Gerry Phillips was on campus January 24.
- The President has been invited to give a speech at the Canadian Club on March 8. He will speak on “The University as City Builder”.

Internal update:

- The President thanked Sue Williams for chairing the Commission on Student Engagement. S. Williams stated that she had met with the Student Academic Council representatives prior to the meeting. Students may complete a survey on-line and there will be upcoming Town Hall meetings. Members are asked to encourage student participation.
- The report from Dr. Found on decentralization is now on the Provost's website. The report will be responded to shortly.
- The Vice President, Research and Innovation position has been posted and the committee has finished its profile. Applications are being sought.

Honorary Doctorates – The Honorary Doctorates recommended by the Awards & Ceremonials Committee are exceptional. All candidates who have been called have been excited by the honour, but many require more notice. Some have been asked for next year. The President will be working with the Secretary and the Committee on moving the process forward.

Ryerson has received over 30,000 applications, which is more than any university other than Toronto and York (close to York). Ryerson has the largest increase in total number of applications in the system. However, there is no room for more students. Space is well below the required amount in all categories. There will be a number of strategies to deal with this problem.

It has been announced that Chancellor Eaton is stepping down. He had agreed to serve a year past the end of his term. A committee, chaired by the President, is being struck to recommend a replacement. As per the policy, the Board and Academic Council each select three people to serve on the committee. Three Board members have been asked to serve on the committee and the President asked that Academic Council follow the same process as the Board. He would propose three Academic Council members to round out the composition of

the committee and if there are no other names put forward by Council members, those three nominees would be approved. The President asked for comments but there was no discussion.

E. Aspevig reported on issues related to semester start-up, and invited members to e-mail him and the Registrar if there were other issues that were not addressed. The following is a summary list of the areas in which there were issues: student standings (e.g. students suspended who might not otherwise have been); timetables (e.g. problems with clarity of course selection, course availability, changing courses, re-entering courses if suspended); information on tuition fees (e.g. students in internships and placement courses); and finalizing transcript requests. There have been systemic changes identified for next time. He noted that major system implementation is very difficult and that there were a large number of successes in the new system. He commended everyone at Ryerson for their assistance. He believes that there is a good understanding of what the issues are, and he also believes that it is important to bring these out. K. Alnwick stated that there has been feedback from students and staff, and there will be further efforts to correct problems. He welcomes any further information on other issues. There will be town halls and focus groups with students on needed improvements. He also thanked the community for its work.

M. Dewson reported on the work of the Timetabling *Ad Hoc* Committee, the composition of which is reported under Business Arising. The committee met three times in January. The committee has met with a range of individuals to learn about timetabling. He reported that there will not be a dramatic change in timetabling given the current structure of the curriculum. The committee is looking at what can be done in the short term for next year. There will be broader recommendations for the future.

J. Morgan asked whether other universities keep reports on error rates in their student system, and how Ryerson compares to that error rate. K. Alnwick responded that he does not know and could investigate, but that the error rate in a new system implementation is likely to be higher than normal. E. Aspevig added that the Found Report has an item on service standards.

J. Morgan further asked about the establishment of the composition of the Chancellor search committee and its relation to the By-laws, citing the three ways in which the By-laws allow for the establishment of an *ad hoc* committee. The President stated that, in the interest of timeliness, he consulted with the mover of the motion to establish the membership of the committee.

N. Loreto asked for a list of the start-up issues reported on by Dr. Aspevig. She asked what the likelihood was of a student being suspended who should not have been. K. Alnwick stated that students were suspended according to the “letter of the law” but those whose standings were changed were corrected.

R. Ravindran commended E. Aspevig for recognizing the problems and addressing them.

2. **Report of the Secretary of Academic Council** - The Secretary reported that nominations for Academic Council elections were underway. She reported on new members appointed by Deans as replacements. Tarun Dewan corrected the report, stating that he was not new to Council. The Secretary also reported on the reformatting of Policy 139 on Graduate Student Funding.

P. Lewkowicz stated that his department had not received the election guidelines. The Secretary responded that they were available on the Academic Council website, had been sent to each of the Deans who were responsible for faculty elections, and had been emailed to all students.

3. **Good of the University** – Vice Chair C. Matthews chaired

A. Kahan introduced Tyler Forkes, the new Executive Director of Alumni Relations. He also announced the appointment of the new Executive Director of Development, Bob Baker.

He announced that there had been significant contributions, with matching funds from the Ontario Trust for Student Support that will create an endowment for student support. He noted that the quota for this year has been greatly exceeded. He also stated that there will be a report coming to the next Council meeting on Benefactor Naming.

D. Elder asked again about the situation at the Campus Centre, as students appear to be competing for space with commercial renters. It is requested that there be a report to Council at the next meeting. The President responded that the mediation process is underway. R. Rose spoke from the floor, thanking D. Elder for his support and the President for getting the process underway.

J. Dianda, COU Colleague, reported that Bob Rae was honoured and gave a speech at the COU. A video of the speech is now on the COU website, [www.cou.on.ca](http://www.cou.on.ca). Working papers from the COU Colleagues have been shared, and are also on the website (Recent News, December 5). One of the papers, which members may find interesting, is entitled, *Changes in Student Learning Behaviours*, and is on the site under Recent News, December 19.

J. Gryn noted, in relation to the policy on the funding of graduate students, that when he applied to graduate schools, he was offered funding at York and no funding directly from Ryerson. Part of the reason he went to York was because of funding. The policy states that students are not necessarily notified of funding upon acceptance. This should be looked into when the policy is revised.

N. Loreto suggested that student members be allowed to run for more than two one- year terms. The Secretary suggested that she send this to the President as a recommendation to the Composition and By-laws Committee.

D. Mason suggested that there be a policy on how invigilators are funded. The University requires a 1/50 ratio for invigilation and often faculty are asked to volunteer. It needs to be clarified who pays for invigilators.

A. Ganuelas thanked the President for the Commission on Student Engagement, and for cleaning up the campus. He is concerned about clubs littering the campus with flyers.

G. Brown asked about evaluations for part-time faculty. M. Dewson stated that there are two kinds of part-time faculty - day and CE. The CE faculty are evaluated by a process run by CESAR. Day part-time faculty are surveyed in the same way as the full-time faculty.

N. Loreto noted that posters are taken down as soon as they are put up. Posters are approved and they should be kept up longer.

4. **Minutes**

**Motion: That Academic Council approve the minutes of December 6, 2005.**

N. Loreto moved, A. Ganuelas seconded.

**Motion approved.**

5. **Business Arising from the Minutes**

P. Stenton circulated a memo on the First-Year Student Survey 2004 as a follow-up item from the last meeting.

M. Dewson reported that the proposed amendment to the Course Management Policy was withdrawn and will be considered by the committee reviewing the policy.

6. **Correspondence**

The letter from the Premier on fees was included.

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

Arts, Business, Communication and Design – Course change forms presented. There were no questions. An additional form from Sociology was circulated.

School of Graduate Studies:

**Motion: 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.**

S. Williams moved, C. Matthews seconded

**Motion approved.**

8. **Reports of Committees**

Report of the Academic Standards Committee

The motions to approve the Certificates in Audio Production Fundamentals, Television Production Fundamentals, and Media Writing Fundamentals were withdrawn pending clarification of course weightings. These will be brought to Council at the next meeting. It was clarified that approval of CE certificates can still be done at the March meeting.

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

K. Tucker-Scott moved, N. Loreto seconded

S. Cody asked about the requirements on page 41 related to English requirements. H. Wong, the project director for the bridging program responded from the floor that the statement follows the undergraduate language requirements of the university. There are special language supports in place as part of the curriculum.

**Motion approved.**

Report of the Nominating Committee

**Motion: That Academic Council approve the nominations as presented in the report.**

M. Dionne moved, D. Mason seconded

**Motion approved.**

**9. New Business**

In regard to the approved Certificate in Canadian Social Work Practice, J. Morgan asked why, if students need to have language proficiency at the required level at entry, they need to be given additional support. It was responded that as they are internationally trained, they generally have ability in English but additional support is needed to improve their proficiency.

A. Benjamin thanked Academic Council for its approval of the MSW program.

**10. Adjournment**

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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

February 20, 2006

**To:** Dr. Diane Schulman  
Secretary of Academic Council

**From:** Julia E. Hanigsberg  
General Counsel and Secretary of the Board of Governors

**Re: Information Item for Academic Council—Benefactor Naming Policy**

The attached policy will be recommended for approval to the Board of Governors.

As a result of a motion passed at the March 1, 2005 meeting of Academic Council, a committee was formed to work with Vice President of University Advancement Adam Kahan to prepare a policy for recommendation to the Board of Governors. The Committee consisted of David Checkland, Robert Hudyma, Cathy Matthews, and Vincent Tighe.

Any questions from members of Academic Council should be directed to Adam Kahan at 416-979-5278 or akahan@ryerson.ca.

### *Draft Policy on Benefactor Naming of Academic Units*

Two conditions must be met before the University will permit the naming of an academic unit after a benefactor, or at the request of a benefactor:

- 1) That, after an investigation conducted with due diligence and consideration, the naming is believed to be consistent with the nature and mission of Ryerson University and will enhance the University; and
- 2) That the tenure-stream or permanent faculty of the concerned academic unit support the naming.

These principles are operationalized as follows:

When the Vice-President Advancement has a proposal for the benefactor naming of an academic unit (Faculty, School, Department or Program), the Provost and Vice-President Academic, in consultation with the Executive Group, shall undertake an investigation to determine if said naming is in the interests of Ryerson University. The investigation shall be conducted with due diligence and shall include, but not necessarily be limited to, consideration of the financial terms of the naming, consideration of whether the naming is likely to enhance or damage Ryerson's reputation, and consultation with any faculty members whose field of expertise is likely to have given them knowledge of the benefactor's activities and character.

When the unit in question is a School, Department or Program, the Provost and V-P Academic shall undertake to determine whether the tenure-stream faculty in that unit support the naming. The term "support" shall not be construed so broadly as to require perfect consensus, nor so narrowly as to consist of a bare majority of the tenure-stream faculty. The Provost must give careful consideration to the nature and vehemence of any opposition to a naming proposal.

When the unit in question is a Faculty, the Provost will again determine whether the faculty in the affected Faculty support the naming, but it is noted that informal methods of doing so which may be adequate in the case of a School/Department, are likely to be less reliable and less practical where the larger numbers in an entire Faculty are concerned. Where a Faculty Council exists, that body's decision should be taken as reflecting the views of faculty.

Interim Report  
of the  
*Ad Hoc* Committee on Timetabling  
to  
Academic Council of Ryerson University



07 March 2006

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The following is an interim report from the *ad hoc* committee struck to “**examine the assumptions, issues, and problems that lead to the current unfortunate timetabling situation, and report back ... with recommendations to resolve the problem.**”

As explained herein, the Committee proposes to produce a final report for consideration at the 11 April 2006 meeting of Academic Council.

This interim report has seven sections:

- |                              |   |
|------------------------------|---|
| A. Background                | E. Continuum of Timetable Production Schedules            |
| B. The Committee             | F. Schedule for 2006/07 Timetable Production              |
| C. The Work of the Committee | G. Issues and Challenges for Discussion and               |
| D. Scheduling Priorities     | Recommendations ( <i>to be distributed at Council Mar</i> |

## **A. BACKGROUND**

Faculty, Instructors and students at Ryerson University have long been concerned that timetables are delivered far later than most would want<sup>1</sup>. The desire for earlier release of timetables is grounded in the very real need for faculty to plan SRC and other activity far in advance, the need of part-time and sessional instructors to plan the component elements of their teaching and other obligations, and the need of students to balance their obligations, particularly with respect to part-time employment. The need to plan child-care and other arrangements is pressing and real in all three affected groups.

These ongoing concerns resulted in the motion passed at the December 06, 2005 meeting of Academic Council directing the creation of the *ad hoc* Timetabling Committee and its mandate as referenced in the first paragraph of this document.

## **B. THE COMMITTEE**

Michael Dewson	Vice Provost, Faculty Affairs
Keith Alnwick	Registrar
Dave Mason (Computer Science)	Engineering and Applied Science
Don Snyder (Image Arts)	Communication and Design
Janice Waddell (Nursing)	Community Service
Neil Thomlinson (Politics & Public Admin)	Arts
Maurice Mazerolle (Business Management)	Business
Paul Lewkowicz (Geography)	Student Representative

## **C. THE WORK OF THE COMMITTEE**

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<sup>1</sup> This issue was originally raised at Academic Council in January 2005. A report was produced by the Registrar, available online, as pp. 16-17 in the Agenda package for the 09 May 2005 meeting: <http://www.ryerson.ca/acadcouncil/agenmin.html/2005/200505.agenmin.pdf>

## 1. Meetings

We have met nine (9) times (Jan. 06, 13, 20, 27; Feb. 03, 08, 10, 17; Mar. 03) to date, and expect to meet at least three more times (Mar. 10, 17, 24) to complete a final report.

In order to better understand the way in which scheduling is dealt with ‘on the ground’, we asked a number of people to tell us of their own experiences. All of our guests were generous with their time and advice, both of which we gratefully acknowledge.

Ken Scullion	Associate Registrar
Robert Rocca	Supervisor, University Scheduling
Carla Cassidy	Dean, Faculty of Arts
Richard Perras	Student Affairs Coordinator, Nursing
Elena Torchia	Assistant to the Director, School of Business
Management	
Tina Fiorante	Coordinator, School of ITM

## 2. Methodology

We recognised at the outset that models of timetable production can be considered conceptually as points on a continuum ranging from *status quo* on one end, to a mostly-fixed course schedule at the other. This led to the conclusion that it would be useful to identify points (or models), on that continuum, the challenges and obstacles that would need to be overcome in order to achieve each of the identified models, and the advantages and disadvantages of each model. The continuum is set out as “E. Continuum of Timetable Production Schedules” below.

It quickly became apparent that for the 2006/2007 academic year it would be impossible to move beyond a modest improvement (point 2 in the continuum in section E), if for no other reason than timing of the committee meetings and the timelines associated with the current production of timetables.

We decided to proceed in two phases:

- 1) an interim report to the 07 March 2006 meeting of Academic Council identifying ways in which the 2006/2007 academic timetable can be released earlier without changing:
  - a) the priorities currently used in the building of faculty and student group timetables (see “D. Scheduling Priorities” below); or
  - b) the “trade-offs” that are inherent in any system of timetable production; or
  - c) the range of constraints that have dictated – or at least guided – the way in which “trade-offs” have been balanced until now.See “F. Schedule for 2006/2007 Timetable Production” below.
- 2) a final report to the 11 April 2006 meeting of Academic Council which identifies and examines the constraints and “trade-offs” that would be necessary to achieve each of the points on the continuum of timetable production.

We decided that the report to the 07 March 2006 meeting of Academic Council should, in addition to proposing a schedule for 2006/2007 timetable production, highlight the issues that will require discussion and recommendation(s) at the 11 April 2006 meeting of Academic Council if it is Council's wish to improve further the timeliness with which timetables are produced. The final section of this report – "G. Issues for Discussion and Recommendations" – will be distributed at the 07 March 2006 meeting of Academic Council.

#### **D. SCHEDULING PRIORITIES (CURRENT)**

The following priorities, approved by the Academic Planning Group (APG), are used in the building of faculty and student group timetables. Note that collective agreement requirements are mandatory, while the other 'Priorities' are dealt with on a 'best effort' basis.

- Observance of RFA and CUPE workload provisions including teaching span limits
- Support requests for dependent care arrangements<sup>2</sup>
- Support requests for approved research and professional upgrading activities
- Support requests for teaching modes:
  - combined sections
  - 3-hour block deliveries
  - 1 + 1 + 1 deliveries
  - 2 + 1 deliveries
  - 4-day week
- Support requests for special rooms, equipment, and facilities
- Support requests for meetings:
  - Academic Council
  - Academic Planning Group
  - Academic Standards
  - Advisory Committee on Academic Computing
  - Learning Resources Committee
  - Weekly Department/School meetings
  - RFA Executive
- Support for student days-off-campus (placements, etc.) in relevant programs
- Accommodation of special time requirements for sessional and part-time instructors if received before the deadline
- Optimisation of space and specialised facilities
- Optimisation of available faculty and instructors

#### **E. CONTINUUM OF TIMETABLE PRODUCTION SCHEDULES**

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<sup>2</sup> Dependent care arrangements which limit a member's availability during the normal teaching day would be made only under exceptional circumstances and with the approval of the Dean and the Registrar.

Our present view is that there are effectively 5 useful points (models) on the faculty and course scheduling timeline. We will elaborate on these in our April report.

### **1. The *status quo***

Timetables arrive days before classes start.

#### *Advantages:*

- 80% of students get complete timetables
- very efficient use of space
- maximises opportunity to address Scheduling Priorities
- can handle last-minute changes, including part-time instructor requirements

#### *Disadvantages:*

- scheduling problems outside (jobs, conferences, workshops)
- problems laying out course lectures/labs etc.
- problems attracting part-time and Sessional instructors
- problems for students who are also attempting to balance competing demands on their time

### **2. A modest improvement**

Term schedules arrive a couple of months before the start of classes

#### *Advantages:*

- retains relatively high percentage of students getting complete timetables
- retains relatively efficient use of space

#### *Disadvantages:*

- only modest improvement to all disadvantages listed under #1 above
- less ability to respond to Scheduling Priorities

### **3. April 1 Distribution**

Schedules for whole (subsequent) year would arrive on or about April 1

### **4. January 1 Distribution of Timetable for subsequent academic year**

Schedules for whole (subsequent) year would arrive on or about January 1

### **5. Fixed Timetable**

Courses and sections would be “pegged” and adjusted only by yearly curriculum changes submitted far in advance. (This is the so-called “UofT model.”)

In general (but not always), as we move from a *status quo* model towards earlier and earlier fixing of the schedule, the result is to diminish both the disadvantages and the advantages of the *status quo* model. For example, in a fixed model everyone can plan their time with great certainty well in advance, but there will be little flexibility for dealing with changing circumstances. In order to achieve points 3, 4, and 5 on the continuum, it is clear that the University must re-visit:

- a) the priorities used in the building of faculty and student group timetables;
- b) the “trade-offs” that are inherent in any system of timetable production;
- c) the range of constraints that have dictated – or at least guided – the way in which “trade-offs” have been balanced until now.

## **F. SCHEDULE FOR 2006/2007 TIMETABLE PRODUCTION**

### **REGISTRAR'S IMPLEMENTATION PLAN**

#### **1. Finalization of Curriculum (November)**

Done.

#### **2. Analysis and Input of Curriculum to Electronic Systems (November - January)**

Done.

#### **3. Confirmation of Curriculum Offerings for Fall and Winter Semesters (February)**

Done. Departments were also asked to begin planning loading strategy at this early stage. It was suggested that tentative scenarios for elective offerings be developed which would then be fine-tuned based on course selection data provided to Departments in early April. It was also suggested that the process for finalization of part-time hires be accelerated and relevant information on this was provided by the Vice-Provost, Faculty Affairs.

#### **4. Capture of Student Demand for Courses (March)**

This process will be continued for the coming year but Departments will be urged to load to excess capacity (particularly for elective courses) as this will be necessary to facilitate earlier release of student timetables, particularly for the Winter semester. Data from this will be availability April 6<sup>th</sup>.

#### **5. Confirmation Of Faculty Resources And Section Strategies (April/June)**

Fall semester loading data for both faculty and part-time instructor will be required from Academic Departments by April 21<sup>st</sup>. Winter semester loading data will be required by June 30<sup>th</sup>. This will include information such as: sections to be offered and teaching assignments, teaching mode, facilities required, and specific timetabling requirements for part-time instructors.

Prior to these dates the Registrar will confirm with each Academic Department that the necessary information will be submitted by the deadline. Any exceptions must be approved by the Dean, Registrar and Provost. In any event all submissions MUST be in by April 28. Changes to original submissions will only be accepted under exceptional circumstances (with the approval of the Chair, Dean and Registrar). We will also review what scheduling constraints will continue to be priorities in the current cycle. Forms for submission of departmental loading data will be updated and will anticipate the online submission planned for future years.

#### **6. Posting Of Part-Time and Sessional Instructor Positions (April)**

Departments will need to accelerate this process, as the option of dictating course times will not be available after the dates above. It is suggested that postings be made about April 15<sup>th</sup>

so that CUPE members with seniority would have the opportunity to specify availability, since requests for specified times after April 21<sup>st</sup> will not be accommodated.

## **7. Analysis And Validation Of Data**

- a) Resources and curriculum are distinct for the Fall and Winter semesters. To produce Fall and Winter timetables simultaneously will result in a delay in the release of Fall course schedules which we assume is unacceptable. As a result we will do Fall semester in May and June. Work will then commence on the Winter semester schedule in July. August 15 to September 15 will be devoted to semester start-up and Exam scheduling will be done in September and early October.
- b) One of the objectives of work at this stage is to confirm that what has been submitted is accurate and supports the curriculum approved for Ryerson programs.
- c) The pool of schedule-able classrooms for Fall and Winter semesters must be confirmed May 1 along with any changes in rules for allocation of teaching space.
- d) As noted above, we will review what constraints can be lifted to facilitate the loading of data.
- e) Once data are entered, it may be possible to run simulations on various items to see the impact of more profound changes in future years.
- f) We will explore whether the software vendor can/will provide staff and expertise to facilitate and accelerate this work.

## **8. Scheduling Validation / Iterative Scheduling**

- a) Under our current methodology, there are three basic elements (room, instructor and student) that need to be addressed in order to determine a schedule for an individual course-section. The questions that must be answered are:
  1. Is there an appropriate room available?
  2. Is the instructor available?
  3. Are the students available?

In this stage we engage in a process of analysis and simulation to achieve a draft schedule. We analyze each element as noted above, their respective constraints (room capacity, contractual obligations, student availability, specific facility requests such as PTIC, individual faculty requests, teaching modes, equipment requests, etc.) and how these elements affect each other in order to answer the above questions.

The creation of the teaching schedule is a block-building process of the three elements. Each iteration builds upon the previous iteration. A draft schedule is achieved when we are able to answer “yes” to all three questions for every section of every course.

We will explore whether the software vendor can/will provide staff and expertise to facilitate and accelerate this work.

- b) The draft schedules are issued to academic Departments for “White Space Review”. Departments have an opportunity to review the draft schedules and request changes to accommodate specific issues. This process typically requires a week.

- c) Under the above arrangements, faculty schedules will be available no later than July 14 for the Fall semester and no later than November 15 for the Winter semester.

## **9. Student Schedules**

As noted above, student availability is a key factor as we finalize the course schedule. After the final schedule of courses and sections has been confirmed, students will then be loaded into the schedule based on their course selections. Finally, schedules for course sections, faculty and students are loaded to the SAS.

Under proposed arrangements, returning students will be able to view their Fall schedules via RAMSS no later than August 7. Opportunity to add or change the schedule via RAMSS will occur later in August based on appointments. First year students will be provided access at a later date in August.

Students will be able to obtain their Winter schedules via RAMSS no later than December 4. Opportunity to add or change the schedule via RAMSS will occur in late December based on appointments. Before changes or additions are accepted, Winter semester enrolments will be dropped for suspended students and students who lack prerequisites for courses selected. This will serve to free space which can then be accessed by students through RAMSS.

The winter semester strategy assumes that the necessary additional course resources have been provided (i.e., more sections and more space in sections, particularly for elective courses). Without those additional resources, student timetables could be confirmed by the dates in question but the results would probably be very problematic in terms of student access to courses.

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Submitted to the Secretary of Academic Council  
22 February 2006

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Michael Dewson  
Vice Provost, Faculty Affairs  
Ad hoc Committee Chair



February 3, 2006

As President Levy indicated at the January 31, 2006 meeting of Academic Council, Chancellor Eaton will be stepping down from his position and it is necessary to strike a committee to recommend his replacement. As per Board policy, the committee is chaired by the President, and the Board and Academic Council each appoint three members. The three members of the Board who have been asked to serve are: Rebecca Rose, President, Ryerson Students' Union; Jack Cockwell, Board appointee to the Board; and Peter Lukasiewicz, Vice-Chair of the Board, Government appointee.

In order to achieve a balanced committee, President Levy is recommending the appointment of the following Academic Council representatives: Ken Jones, Dean, Faculty of Business; David Mason, Professor, Computer Science and President, Ryerson Faculty Association; and Nina-Marie Lister, Professor, Urban and Regional Planning. They have agreed to serve.

If you wish to put forward any alternate names to serve as the Academic Council members of the committee, please do so by e-mailing me by the end of the day on Friday, February 10. If any other names are submitted, there will need to be an election at the March 7 Academic Council meeting. I will need to verify that any additional candidates are willing to serve. If there are no additional names presented by February 10, it will be assumed that the candidates presented by the President are accepted.

Dr. Diane R. Schulman  
Secretary of Academic Council

February 20, 2006

**To:** Dr. Diane Schulman  
Secretary of Academic Council

**From:** Julia E. Hanigsberg  
General Counsel and Secretary of the Board

**Re:** **Chancellor Search Committee**

Thank you for advising me of the appointees from the Academic Council to the Chancellor Search Committee. I would appreciate you bringing the entire Committee's membership to the attention of Academic Council:

**Chair:** President Sheldon Levy

**Members:** Jack Cockwell (Board)  
Dr. Ken Jones (Academic Council)  
Prof. Nina-Marie Lister (Academic Council)  
Peter Lukasiewicz (Board)  
Dr. David Mason (Academic Council)  
Rebecca Rose (Board)

**Secretary:** Julia Hanigsberg

The Committee will begin meeting in mid-March. The President will keep the Academic Council updated on the Committee's progress.

If you or the members of Academic Council have any questions please do not hesitate to contact me at 416-979-5000, Extension 6607 or [jhanigsb@ryerson.ca](mailto:jhanigsb@ryerson.ca).

**INITIATING SCHOOL/DEPARTMENT: Theatre School / Technical Production** \_\_\_\_\_ **DATE of SUBMISSION: October 28, 2005**

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

\_\_\_\_\_  
Provost and Vice-President Academic

\_\_\_\_\_  
Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective				
ELT 182	Basic Theatre Electricity	2Hr.Lect. 2Hr.Lab				X	X				Technical Production	New Curriculum	No	Fall 2006
THM 328	Theatre Management	3Hr. Lect.				X	X				Technical Production (still in Acting and Dance)	New Curriculum	No	Fall 2006
THP 111	Theatre Safety	2Hr. Lect.				X	X				Technical Production	New Curriculum	No	Fall 2006
THP 115	Costume I	1Hr. Lect. 2Hr. Lab				X	X				Technical Production	New Curriculum	No	Fall 2006
THP 14A/B	Production I	3.5Hr. Lab				X	X				Technical Production	New Curriculum	No	Fall 2006

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: Theatre School/ Technical Production\_\_\_\_\_

DATE of SUBMISSION: Oct 28, 2005

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

\_\_\_\_\_  
Provost and Vice-President Academic

\_\_\_\_\_  
Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally- Related Elective				
THP 217	Stage Lighting	3Hr. Lect.			X	X					Technical Production	New Curriculum	No	Fall 2006
THT19A/B	Technical Drawing and Model Making	1Hr. Lect. 2Hr. Lab			X	X					Technical Production	New Curriculum	No	Fall 2006
THT 218	Props and Scenic Techniques	1Hr. Lect. 2Hr. Lab			X	X					Technical Production	New Curriculum	No	Fall 2006
THT 282	Sound	1Hr. Lect. 2Hr.Lab			X	X					Technical Production	New Curriculum	No	Fall 2006

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: Theatre School/ Technical Production

DATE of SUBMISSION: October 28, 2005

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

\_\_\_\_\_  
Provost and Vice-President Academic

\_\_\_\_\_  
Date

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

Course Code/ Number	Course Title	Nature of Change									Program(s) / School(s) / Department(s)/ Continuing Education affected and informed of change	Purpose of Change	Minors Affected	Implementation Date
		Hours and Mode	New Course (Y/N)	Check one ✓			Check one ✓							
				Re-position	Addition	Deletion	Required	Elective	Professional Elective	Professionally-Related Elective				
THP41A/B	HOD Sem & Ind Study	3Hr. Lect			X	X					Technical Production	New Curriculum	No	Fall 2009
THP 522	Millinery: History and Construction	3Hr. Lab			X	X					Technical Production	New Curriculum	No	Fall 2006
THP524	Opera production	2Hr. Lect.			X	X					Technical Production	New Curriculum	No	Fall 2006
THP 651	Dramatic Forms	2Hr. Lect.			X	X					Technical Production	New Curriculum	No	Fall 2006
THT 619	Computer Usage	2Hr. Lect.			X	X					Technical Production	New Curriculum	No	Fall 2006

**INITIATING SCHOOL/DEPARTMENT:** THEATRE SCHOOL      **DATE of SUBMISSION:** FEB. 17, 2006

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

\_\_\_\_\_  
Provost and Vice-President Academic

\_\_\_\_\_  
Date

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
THG 10A/B	HISTORY OF ART	L3	N			✓	✓				ACTING DANCE PRODUCTION	DOES NOT MEET FOUNDATION CURRICULAR NEEDS	NO	FALL 2006
THF 200	TIMELINES OF PERFORMANCE HISTORY	L3	N		✓		✓				ACTING DANCE PRODUCTION	REPOSITION AS A FOUNDATION COURSE	NO	FALL 2006
THF 201	TIMELINES OF PERFORMANCE HISTORY II	L3	N		✓		✓				ACTING DANCE PRODUCTION	REPOSITION AS A FOUNDATION COURSE	NO	FALL 2006
THF 200	TIMELINES OF PERFORMANCE HISTORY	L3	N			✓					ACTING DANCE PRODUCTION	REPOSITION AS 1 <sup>ST</sup> YEAR	NO	FALL 2007
THF 201	TIMELINES OF PERFORMANCE HISTORY II	L3	N			✓					ACTING DANCE PRODUCTION	REPOSITION AS 1 <sup>ST</sup> YEAR PERFORMANCE PROGRAM IS REDUCED BY 1 COURSE.	NO	WINTER 2008

## **SCHOOL OF GRADUATE STUDIES**

***REPORT TO THE RYERSON UNIVERSITY ACADEMIC COUNCIL, MARCH 7, 2006***

### **1. Review of Status of New Graduate Programs**

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

### **2. *PhD/MASc/MEng in Aerospace Engineering (See attached)***

#### **Motion:**

**That Academic Council approve the submission of the proposal for a *PhD/MASc/MEng in Aerospace Engineering* to the Ontario Council for Graduate Studies for Standard Appraisal.**

### **3. Amendment to Policy 142: Policies and Procedures for Admissions and Studies (Master's and PhD Programs)**

#### **Motion:**

**That Academic Council approve the addition of DEF to *the Policies and Procedures for Admissions and Studies (Master's and PhD Programs)* (Policy #142) in section 5.9: Other Performance Designations ( p.11).**

### **4. Amendment to Policy 135: Examination Policy**

#### **Motion:**

**That the current Ryerson University Examination Policy (Policy Number 135) be amended so that the language is inclusive of Graduate Programs and students, and so that the policy is consistent with the Policies of the School of Graduate Studies. The required amendments identified are:**

- 1) That “Department”, Departmental”, and/or “Department/School” be replaced by “Department/School/Graduate Program”**
- 2) That a footnote explains that when referring to a “Faculty” (e.g. Faculty of Community Services) for the purposes of the document this shall include the School of Graduate Studies.**
- 3) Stating that in section I A.4 (page 2) and II A.5 (page 3), the reference to the “Course Management Policy” refers to the Undergraduate Course Management Policy, since the Graduate Course Management Policy has no such restrictions.**

Submitted by:

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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
<b>Ryerson Review</b>						
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
Senate	Reviews program proposal for academic quality and moves to proceed to OCGS	X	X	X	X	X
<b>Ontario Council on Graduate Studies Review</b>						
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	X
Ryerson	Responds to report	X	X	X	X	X
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario).	X	X	X	X	
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. <b>OCGS Meeting.</b>	X	X	X	X	



Further Procedures						
Board of Governors	Program is presented to Board of Governors for approval of financial viability.	X	X	X	X	X
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
<b>Ryerson Review</b>						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X	X	X	X	X
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.	X	X	X	X	X
Provost	Discusses proposal with Dean, sponsor.	X	X			
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	X			
Senate	Reviews program proposal for academic quality and moves to proceed to OCGS	March 7	X			
<b>Ontario Council on Graduate Studies Review</b>						
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.		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.					
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. <b>OCGS meeting.</b>					
<b>Further Procedures</b>						
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					

<i>Status of New Programs in Graduate Review Process (programs planned for September, 2007_2)</i>						
<b>Approval or Action by</b>	<b>Responsibility</b>	<b>Masters in Media Production</b>	<b>MSc Computer Science</b>	<b>MHSc Nutrition Communication</b>		
<b>Ryerson Review</b>						
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	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	X			
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.	X	X			
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					
Senate	Reviews program proposal for academic quality and moves to proceed to OCGS					
<b>Ontario Council on Graduate Studies Review</b>						
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. <b>OCGS meeting.</b>					
<b>Further Procedures</b>						
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 ***PhD/MASc/MEng in Aerospace Engineering*** listed below, and submits it to the Ryerson University Senate 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 the Senate, 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](http://www.ryerson.ca/gradstudies/temp). Username: gradstudies Password: 4ryerson

It is planned that the *PhD/MASc/MEng in Aerospace Engineering* will be implemented in Fall 2006.

### **Motion**

To approve the submission of the proposal for a ***PhD/MASc/MEng in Aerospace Engineering*** 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**

### ***PhD/MASc/MEng in Aerospace Engineering***

#### **EXECUTIVE SUMMARY**

In 2001, the Ontario Council of Graduate Studies approved an MASc/MEng program in Mechanical Engineering, in the Department of Mechanical Engineering, in the fields of aerodynamics and thermofluids; manufacturing, materials, and solid mechanics; and industrial engineering.

In 2003, faculty members and staff in aerospace engineering, and the undergraduate program, formally separated from the Department of Mechanical and Industrial Engineering, to form a new Department of Aerospace Engineering. Faculty members involved with graduate work, however, remain part of the OCGS approved MASc/MEng program in Mechanical Engineering.

In 2004, the Ontario Council of Graduate Studies approved a PhD program in the aforementioned fields of aerodynamics and thermofluids; manufacturing, materials, and solid mechanics; and industrial engineering -- involving faculty members in the Department of Mechanical Engineering and the Department of Aerospace Engineering. The OCGS approved program thus became a PhD/MASc/MEng program in Mechanical Engineering. Within this large program, faculty members in the Department of Aerospace Engineering currently supervise/mentor 42 graduate students: 21 MASc., 16 MEng, and 5 PhD students.

The proposed new program separates the aerodynamics component from the PhD/MASc/MEng program in Mechanical Engineering to form a new PhD/MASc/MEng program in Aerospace Engineering in three fields: aerodynamics and propulsion; aerospace structures and aerospace manufacturing; and, avionics and aerospace systems. In consequence, the field of 'aerodynamics and thermofluids' in the PhD/MASc/MEng program in Mechanical Engineering will become, when the new program is approved, 'thermofluids'.

The new PhD/MASc/MEng program in Aerospace Engineering will be a source of the highly qualified personnel required to fill the need for interdisciplinary expertise relevant to the aerospace community both within Canada, and internationally. Furthermore, the proposed program is aligned with Ryerson's mandate of professionally-oriented education, and will enhance our ability to attract and retain the best students and faculty members.

The program meets all the requirements documented in Ryerson's Academic Plan (2003-2008). The program is designed to: (i) to provide an excellent educational experience to the graduate students; (ii) enable students to realize their full potential upon completion of their graduate studies; (iii) bring relevance to the programs through strong interaction with the aerospace industry and associated technical community; and, (iv) conduct significant, internationally recognized, research in the aerospace domain.

The MEng degree requires the successful completion of ten one-term courses, or, eight one-term courses and a two-credit project. The MASc degree consists of not less than five one-term course credits, and a research thesis accounting for the equivalent of five course credits. The core requirement of the Ph.D. degree is the completion and defense of a thesis that is based on original research. In addition, the student must pass a candidacy examination and successfully complete at least four one-term graduate courses. In all cases an oral presentation of the research thesis, and the research results, will be arranged in seminar format, and evaluated by the candidate's examination committee.

***Graduate Courses in Aerospace Engineering***

Advanced Mechanics of Solids
Aircraft Turbine Engines
Advanced Systems Control
Computational Fluid Dynamics & Heat Transfer
Finite Element Method in Engineering
High-Speed Aerodynamics
Rocket Propulsion
Space Mechanics
Computational Dynamics
Flight Dynamics and Control of Aircraft
Introduction to Composite Materials
Advanced Fluid Mechanics
Advanced Heat Transmission I
Advanced Heat Transmission II
Multidisciplinary Design Optimization of Aerospace Systems
Advanced Aerospace Structural Design
Advanced Aerospace Manufacturing
Aerospace Thermal Engineering
Avionics

The OCGS brief lists 18 tenure and tenure-track core faculty for the program. The teaching workload of each faculty members is nominally 3 courses per academic year, typically 9 course credits. This teaching load can be a mix of both undergraduate and graduate courses. In addition to these courses, each faculty member supervises a maximum of 2 undergraduate thesis students, as part of a 4<sup>th</sup> year capstone design/thesis course, as well as graduate students.

# REPORT OF ACADEMIC STANDARDS COMMITTEE

## Report #W2006–2; March 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*,
  - *Media Writing Fundamentals*, and
  - *Proficiency in Spanish*.
- Revisions to the *Certificate in Business Communication*.
- Revision to the *Certificate in Financial Planning*.
- Revisions to the *Certificate in Project Management*.
- Revision to the *Certificate in Retail and Services Management I* and discontinuation of the *Certificate in Retail and Services Management II*.
- Revisions to the *Certificate in Training and Development*.

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 prefer 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

- **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 courses from the following list for a total of 9 contact hours/week**

CBDC 301	Production – Audio (6 hours/week)
CBDC 974	Audio Post-Production & Sound Design (3 hours/week)
CBDC 975	Sound Synthesis (3 hours/week)
CBDC 979	Radio Production (3 hours/week)

- **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
CDRT 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

## **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 Proficiency in Spanish**

### **Introduction**

In 1996, Ryerson University began to offer Spanish language courses in undergraduate degree and Continuing Education programs. Current offerings include Spanish as a second language courses from the beginner's to advanced level which emphasize composition, culture and literature.

This certificate program has been designed to develop or enhance fluency in written and spoken Spanish. Students who would pursue this program will be able to upgrade their professional qualifications, and prepare for business or educational excursion in the Spanish speaking world.

### **Admission Requirements**

OSSD or equivalent with six Grade 12 U/M courses, or equivalent, or mature student status.  
CSPN 101 Introductory Spanish I or equivalence as determined in a placement test/ assessment.

### **Curriculum**

This certificate program consists of six one-semester courses (5 required and 1 elective).

#### **Required Courses**

CSPN 201	Introductory Spanish II
CSPN 301	Intermediate Spanish I
CSPN 401	Intermediate Spanish II
CSPN 501	Advanced Spanish I
CSPN 601	Advanced Spanish II

### **Elective Courses**

This series of elective courses, which all have at least CSPN 601 as a prerequisite, may be taken in any order, subjective to availability. These courses will generally be offered on a rotating basis.

CSPN 704	Introduction to Latin American Culture I
CSPN 708	Contemporary Spanish Fiction
CSPN 710	Spanish of Spain and Latin America
CSPN 804	Introduction to Latin American Culture II
CSPN 810	Cultural Context of Writing

### **Advanced Placement**

If the student completes four courses at a level higher than Intermediate Spanish II (CSPN 401), the successful completion of four one-semester credit courses is required for the certificate. All four courses must be at an advanced level (CSPN 501 or higher).

### **Recommendation**

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

*That Academic Council approve the Certificate in Proficiency in Spanish.*

### **3. Revisions to the Certificate in *Business Communication***

The *Certificate in Business Communication* program consists of eight one-term courses. Of these, four are not Communication courses. In light of the availability of new Communication courses, the revised program includes an expanded list of Communication courses, while removing courses which overlap in content. Under the proposed revisions the curriculum will have the following structure.

#### **Required Courses**

CCMN 279	Introduction to Contemporary Business Communication
CCMN 313	Applied Organizational Problem Solving
CCMN 314	Professional Presentations
CCMN 413	Corporate Communications
CCMN 414	Interpersonal Communication in Management
CCMN 443	International Business Communication

#### **Elective Courses**

Select two courses.

CCMN 315	Issues in Communication and Business
CCMN 447	Communication and Law
CCMN 448	Introduction to Visual Communication
CFRE 502	Business French I

## **Recommendation**

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

*That Academic Council approve the proposed revisions to the Certificate in Business Communication.*

### **4. Revision to the Certificate in *Financial Planning***

This advanced certificate program builds on a background in accounting or management. Successful completion of the program allows one to write the national examination that leads to the Certified Financial Planner (CFP) designation by the Financial Planners Standards Council.

The current program consists of eight one-term courses. The proposed revision will see the removal of the course CLAW 603, Advanced Law, from the program, thus reducing the total number of courses from eight to seven. This revision is in response to a new set of competencies recently introduced by the Financial Planners Standards Council. The modified course CFIN 512, Risk Management and Insurance, which is a required course in the certificate program, provides all the competencies that CLAW 603 previously delivered.

## **Recommendation**

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

*That Academic Council approve the revision in the Certificate in Financial Planning.*

### **5. Revisions to the Certificate in *Project Management***

#### **Introduction**

The current *Certificate in Project Management* was developed by the School of Architecture and has been offered since 2000. The curriculum has been closely modeled on the body of knowledge identified by the Project Management Institute (PMI), an international professional association that provides regulation and certification of Project Management Professional (PMP) designation. The G. Raymond Chang School of Continuing Education is currently certified as a registered education provider by PMI.

Since the inception of the program, project management theory and principles have been increasingly applied to other disciplines. This proposal addresses the need for increased specialization in other disciplines related to the applications of project management principles. The revised certificate program first focuses on a core curriculum which delivers project management theory and principles without subject-specific content, and then allows specialization in one of the three stream areas:

- (i). architecture and construction,

- (ii). information technology and management,
- (iii). health services management.

The revised program also provides the students with an opportunity to broaden their educational experience through an elective course.

## **Curriculum**

The revised curriculum consists of a total 8 courses with 5 required core, 2 stream-specific required and 1 elective courses.

### **Core Program, Required Courses:**

CKPM 202	Fundamentals of Project Management
CKPM 203	Planning and Scheduling
CKPM 209	Project Risk and Quality Management
CKPM 211	Leadership in Project Management
CKPM 212	Project Cost and Procurement Management

### **Architecture Stream, Required Courses:**

CKPM 213	Management of Projects in the AEC
CKPM 214	Project Development and Control

### **Information Technology Management Stream, Required Courses:**

CITM 305	Systems Analysis and Design
CITM 410	Business Process Design.

### **Health Services Management Stream, Required Courses, select 2:**

CVLT 102 Principles of Long Term Care Services Delivery

CHSM 301 Health Care Systems

CHSM 305 The Management Cycle

### **Electives – All Streams, select one:**

CCMN 114	Management Reports
CMHR 405	Organizational Behavior and Interpersonal Skills
CMHR 650	Management of Change
CHSM 306	Management, Leadership and Decision-Making
CITM 505	Managing Information Systems and Telecommunications
CITM 724	Consulting skills for IT Professionals
CKPM 207	Project Management Systems
CKPM 208	Analytical Decision-Making
CUPE 895	Conflict Resolution and Dispute Negotiation
CVLT 401	Project Management in Long Term Care Administration
CXCP 187	MS Project

## **Governance**

**The revised certificate program will have an interdisciplinary character and therefore it cannot be clearly linked to a particular academic unit. In accordance with the terms of Policy 76 “Policies and Procedures Pertaining to Certificate Education at Ryerson” a curriculum committee with representation from academic units who offer specialization streams, will have the responsibility for curriculum development and ongoing review of program objectives. The Continuing Education Program Director, Engineering, Architecture and Science Programs will chair the curriculum committee. The following principles will govern the curriculum change process.**

- Changes to courses specific to one discipline/stream have to be approved by the respective department/school councils before recommendations for such changes can be submitted for University approval.
- Changes to core courses must be approved by all participating department/school councils before recommendations for such changes can be submitted for University approval.

**The Certificate Coordinator who is also a member of the curriculum committee, will have the responsibility for implementing the revised curriculum, coordinating course management and providing direction to all program course instructors.**

## **Recommendation**

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

*That Academic Council approve the revisions in Certificate in Project Management.*

## **6. Certificates in Retail and Services Management**

The certificate programs in *Retail and Services Management* introduce students to theoretical and applied knowledge relevant for management in the retail and services sector. They train individuals who wish to develop or upgrade their practical management abilities and serve as an excellent base for those who seek a career in the industry.

### **A. Revision to the Certificate in Retail and Services Management I**

The current program consists of nine one-term courses. The proposed revision will see the removal of the course CRMG 153 from the program, thus reducing the total number of courses from nine to eight. This revision parallels the recent curriculum change in the full-time Retail Management program. The modified courses (C)RMG 100 and (C)RMG 200 will incorporate key modules from the deleted course.

### **B. Discontinuation of the Certificate in Retail and Services Management II**

Since its inception this eight-course advanced certificate program has experienced very low enrollment. An assessment of the program indicated that the material covered is simply too

broad to be effectively marketed. Given the lack of enrollment and the recent changes to the full-time Retail Management program curriculum, an extensive revamping of this certificate program was not a viable option. The School of Retail Management considers the foundation offered in the *Certificate in Retail and Services Management I* program to be sufficient to meet the needs of the retail sector for a broad based education.

The School of Retail Management has also recommended a more focused approach in providing additional training and education. Towards this goal, two new *Course Series*<sup>3</sup> will be introduced and marketed to retail companies as part of their professional development programs. These series will test the market for more advanced and specialized certificate programs which may be introduced in Fall 2007. Admission to either of the *Course Series* would require successful completion of the Certificate in Retail Services Management I, or three years of work experience in the field and referral by employer or permission of the coordinator.

## **Recommendation**

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

*That Academic Council approve the revision in the Certificate in Retail and Services Management I.*

*That Academic Council approve the discontinuation of the Certificate in Retail and Services Management II.*

## **7. Revisions to the Certificate in *Training and Development***

The *Certificate in Training and Development* program is for those individuals who wish to pursue a career in training and development, including those who want to pursue certification by the Canadian Society for Training and Development.

This is a seven course advanced certificate program. Eligible applicants must have completed a Ryerson certificate in Human Resources Management or have an undergraduate degree, or a three-year college diploma, as well as completed the course CMHR 523 Human Resources Management or equivalent. The proposed revisions include:

- removal of the course CMHR 637 Instructional Delivery from the program thus reducing the total number of courses in the program from seven to six;
- a new title for CZTD 660 Training and Development Consulting Project and the elimination of the pass/fail grading applicable to this course, thus converting it to a graded course.

The revised curriculum will consist of six required one-term courses.

CMHR 634 Fundamentals of Learning  
CMHR 635 Training Needs Assessment and Evaluation

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<sup>3</sup> *Course Series I*: CRMG 400, CRMG 452, CRMG 909 and *Course Series II*: CRMG 301, CRMG 900, CRMG 901.

CMHR 636	Instructional Design
CMHR 638	Consulting Skills
CMHR 733	Training and Development
CZTD 660	Training and Development Consulting Project

The proposed curriculum reflects the changes that are taking place in the training profession while remaining consistent with the competencies as required by the Canadian Society for Training and Development for certification.

## **Recommendation**

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

*That Academic Council approve the proposed revisions to the Certificate in Training and Development.*

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)	