

# RYERSON UNIVERSITY

## AGENDA

### ACADEMIC COUNCIL MEETING

Monday, October 3, 2006

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**5:30 p.m.** Dinner will be served in the Commons, Jorgenson Hall, Room POD-250.

**6:00 p.m.** Meeting commences (in the Commons).

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| Pages 1-3   | <b>1. President's Report</b><br>1.1 Ryerson Achievement Report  |
| Pages 4-38  | <b>2. Report of the Secretary of Academic Council</b><br>2.1 Nomination of Vice Chair of Academic Council<br>2.2 Attachments: Academic Council Membership; Standing Committees; Academic Council By-Laws; Ryerson Act)<br>2.3 Revision to Course Management Policy (FIPPA)<br>2.4 Removal of policies (11, 19, 40, 65, 130 and 136) |
|             | <b>3. The Good of the University</b>  |
| Pages 39-45 | <b>4. Minutes:</b><br>4.1 Minutes of the May 9, 2006 Meeting  |
|             | <b>5. Business arising from the Minutes</b>   |
|             | <b>6. Correspondence</b>  |
| Page 46     | <b>7. Reports of Actions and Recommendations of Departmental and Divisional Councils</b><br>7.1 From Radio and Television Arts:<br>- Course changes in Sociology  |
| Page 47     | <b>8. Reports of Committees</b><br>8.1 Report #F2006-1 of the Animal Care Committee<br>8.2 Report #F2006-1 of the Nominating Committee<br><b>Motion:</b> <i>That Academic Council approve the list of representatives of various Standing Committees of Academic Council</i>  |
| Pages 49-58 | <b>9. New Business</b><br>9.1 Proposed Policy #159: <i>Academic Accommodation of Students with Disabilities</i><br><b>Motion:</b> <i>That Academic Council approve the policy of Academic Accommodation of Students with Disabilities</i>   |
|             | <b>10. Adjournment</b>  |

# ***RYERSON ACHIEVEMENT REPORT***

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

## ***Events***

Ryerson welcomed first-year students during **Orientation Week**. The festivities kicked off with a welcome address by **President Sheldon Levy** and included a scavenger hunt, a student musical performance and the Ryerson Community Welcome Picnic. The Ryerson Students' Union's **Week of Welcome** featured Campus Groups Day, the 49th annual Parade and Picnic on Centre Island and Shinerama, the national fundraiser for cystic fibrosis. This year, Ryerson students raised \$4,000 for the Canadian Cystic Fibrosis Foundation, bringing the total that Ryerson students have raised to approximately \$90,000.

The G. Raymond Chang School of Continuing Education celebrated the official opening of its new home, **Heaslip House** at a community open house. **President Levy**; Dean **Anita Shilton**; **Adam B. Kahan**, VP, University Advancement; **Nona Macdonald Heaslip** and **Jeremy Salter**, CESAR president, delivered remarks in the state-of-the-art Peter Bronfman Learning Centre. A VIP reception and President's Dinner to honour donors will be held on September 26.

Four Ryerson alumni were featured at the 31st annual [Toronto International Film Festival](#). The work of filmmakers **Peter Mettler**, Image Arts '82; **Adam Garnet Jones**, Image Arts '06, **Mazdak Taebi**, Media Arts '93, and photographer **Edward Burtynsky**, Image Arts '82, were presented at the Festival.

Radio and Television Arts (RTA) grads **Mark Bishop** and **Matt Hornburg**, both RTA '02, have received eight nominations for the 21st annual **Gemini Awards** for TV shows *Burnt Toast*, *This is Daniel Cook* and associated websites.

English Professor **Randy Boyagoda**'s first novel, *Governor of the Northern Province*, is longlisted for the 2006 [Scotiabank Giller Prize](#), the most prestigious award for Canadian fiction. The \$40,000 grand prize winner will be announced at a black-tie gala in November.

In August, Ryerson collaborated with the **POA Foundation** on **Project Beyshick**, a week-long program for aspiring First Nations entrepreneurs. Ryerson Business professors and ACE Ryerson facilitated job shadowing, workshops and seminars in Thunder Bay and Toronto. The POA Foundation is a charitable organization founded by Ryerson donor **Aditya Jha** to promote education and entrepreneurship among disadvantaged groups.

Also in August, Ryerson hosted 500 delegates of the **XVI International AIDS Conference**. Among the delegates were 106 African grandmothers who lost their children to AIDS and are now the primary caregivers for their grandchildren. Sponsored by the Stephen Lewis Foundation, they traveled abroad for the first time for the three-day **Grandmothers' Gathering**, where they discussed the HIV/AIDS pandemic in Africa with 200 Canadian grandmothers.

**Guang Jun Liu**, Associate Professor of Aerospace Engineering, became Ryerson's seventh **Canada Research Chair (CRC)** in July. Dr. Liu holds the CRC in control systems and robotics. His research focuses on unique ways to design and control robots and aircraft systems.

## ***Media Appearances***

Assistant Professor **Jason Nolan**, School of Early Childhood Education, was recently profiled in Canadian Press for an innovative blogging and podcasting project that he has launched this fall for his first-year class. As part of a class assignment, his students will blog their thoughts about a course topic. "I'm able to give a lot more direct hands-on work with students in class," said Nolan. The

professor will also record his lectures and post them on a class website so students can listen to them anytime. The story was picked up by electronic and print media across the country including the Halifax Daily News and CBC.ca.

**Chad Nuttall**, Residence Life Coordinator, was recently on Canoe Live to provide tips for new university students.

Metro News profiled one of Ryerson University's successful alumni, **Sathish Bala**. The founder of NewAge Consulting, which was voted by *Profit Magazine* as one of the top 50 companies in Canada in 2004, talked about how his academic experience at Ryerson propelled him to where he is today. "(It) focused on hands-on learning as much as it did on theory, (and) also encouraged students to enrol in 'non-core' subjects, so I was able to study philosophy, business and communications," said Bala, who was elected student body president for computer science.

First Year in Forty Minutes, an innovative pre-orientation workshop for first-year students run by Student Services was profiled in The Toronto Star, picked up by Canadian Press Wire and ran in several other Ontario community papers. First-year program facilitator **Rachel Barreca** was interviewed by the Star for the story. "You can just go to class but then you're not getting the full experience," said Rachel Barreca, Ryerson's facilitator of first-year programs. "We want to show them that there's a lot more here that will enhance their university experience."

The Toronto Star profiled Associate Professor **Farrokh Janabi-Sharifi**, Department of Mechanical and Industrial Engineering, who launched the first student academic journal for students in North America. The story was also picked up by Metro News. "I hope it will open them to the idea of engaging in research work and contributing to the education and science community rather than just coming here to study and then get out and get a job," said Janabi-Sharifi.

Several professors including **Paul Knox**, Chair of the School of Journalism, and Professor **Murray Pomerance** of the Department of Sociology, were quoted in the media about the JonBenet Ramsey murder case.

The media including Broadcast News interviewed **Dr. Tony Hernandez**, Director of the Centre for the Study of Commercial Activity, extensively following his keynote address at a retail shopping centre conference in Halifax.

Metro News's special supplement on professors and instructors profiled two of Ryerson University's outstanding faculty: history professor **Arne Kislenko** and **Genevieve Farrell** of the School of Business Management. Professor Kislenko was lauded for his recent achievement as winner of TVO's Best Lecturer competition in 2005 and Farrell, a business instructor, was highlighted for her outstanding teaching work in her classroom. She was also one of six recipients of the Learning and Teaching Office's Teaching Excellence Awards this year. The Kingston Whig Standard also covered Professor Kislenko's TVO Best Lecturer award.

Newly appointed professor **Gregory Levey** of the Department of Professional Communication has made a huge media impact at Ryerson with an opinion piece on Israel and the Middle East conflict, which the ran in the Globe and Mail. CTV News also interviewed him on the Hezbollah-Israeli conflict in August.

Professor **Arne Kislenko** gave his views on airplane and travel security in the wake of thwarted terrorist plots in London, England, which occurred in August. Global TV, CITY-TV in Edmontaon and CHEK9-TV in Victoria were among the media who interviewed him on this news story. Kislenko also discussed the outbreak of violence in Sri Lanka with OMNI –TV.

Professor **Judy Rebick**, CAW-Sam Gindin Chair in Social Justice and Democracy, wrote an editorial piece for the Toronto Star about her interview with Bolivia's president Evo Morales as he starts on the journey towards transforming his country. She was in Bolivia working in a new book about new paths to social and political change.

Globe and Mail's Career section recently profiled business professor **Fei Song's** research on pay-for-performance incentives. "Some people are not able to deal with uncertainty that well," Fei Song, a professor in Ryerson University's School of Business Management, said in an interview.

A study on workplace privacy by Business Professor **Avner Levin** received considerable media coverage this summer. The 22-page report “Under the Radar,” funded by the Privacy Commissioner of Canada and the Faculty of Business, and was featured in numerous national and local media outlets across Canada.

*Prepared by the Office of Public Affairs.*

**Report of the Secretary of Academic Council F2006#1  
October 3, 2006**

1. Election of the Vice Chair of Academic Council 2006-07
2. Attached Documents:
  - a. Academic Council By-Laws
  - b. Academic Council Schedule
  - c. Ryerson Act
  - d. List of Academic Council members
  - e. List of members of standing committees of Academic Council.
3. Amendment to Policy 145: Due to the requirements of the Freedom of Information and Privacy Protection Act (FIPPA) the period of time for the retention of final exams is changed in Policy 145, *the Course Management Policy*, from six months to one year, as follows:

2.2e Final exams are not returned, but are retained for a period of ~~6 months~~ **one year** (see section 2.5e). Departments and Schools must develop procedures to ensure that, in the disposal of examination papers, student names cannot be related to grades or papers.

2.5e Retain all final examinations for a period of ~~6 months~~ **one year** after the end of the term (see section 2.2e)....
4. Removed as Policy: The following were removed as policy, in consultation with the Vice Provost Faculty Affairs:
  - a. Policy 11: *Approved Purposes of Faculty Leaves* – Now an integral part of the RFA collective agreement.
  - b. Policy 19: *Copyright of Non-Print Materials Prepared for Instructional Use* – Document not actually a policy and superseded by the RFA Collective agreement.
  - c. Policy 40: *Faculty Publications of Textual Material* – Covered by the Conflict of Interest Policy and the RFA collective agreement.
  - d. Policy 65: *Faculty and Staff Ownership of Research Results* – Superseded by the RFA collective agreement.
  - e. Policy 130 – *Revised Policy Governing SRC Conduct/Misconduct* – Conflicts with the RFA collective agreement
  - f. Policy 136 – *Policy on IT Access* – Not a policy.

Respectfully submitted by

D. Schulman, PhD.  
Secretary of Academic Council

**ACADEMIC COUNCIL MEMBERSHIP  
2006-2007**

**FACULTY MEMBERS**

<b><u>FACULTY</u></b>	<b><u>TERM NUMBER</u></b>	<b><u>YEAR IN TERM</u></b>	<b><u>DEPARTMENT</u></b>
<b><u>Arts</u></b>			
Jean-Paul Boudreau	(2)	(1 <sup>st</sup> )	Chair, Psychology
Michelle Dionne	(2)	(2 <sup>nd</sup> )	Psychology
Martin Greig	(2)	(1 <sup>st</sup> )	History
John Morgan	(1)	(2 <sup>nd</sup> )	History
Ann-Marie Singh	(1)	(1 <sup>st</sup> )	Criminal Justice
<b><u>Business</u></b>			
Tarun Dewan	(1)	(2 <sup>nd</sup> )	Business Management
Elizabeth Evans	(1)	(2 <sup>nd</sup> )	Director, Retail Management
Carlyle Farrell	(2)	(1 <sup>st</sup> )	Business Management
Robert Hudyma	(2)	(1 <sup>st</sup> )	ITM
Gerald Hunt	(1)	(2 <sup>nd</sup> )	Business Management
<b><u>Communication &amp; Design</u></b>			
Ian Baitz	(2)	(1 <sup>st</sup> )*	Graphics Communication Management
David Johnston	(1)	(2 <sup>nd</sup> )	Interior Design
Dana Lee	(1)	(2 <sup>nd</sup> )	Radio & Television Arts
Sheldon Rosen	(2)	(1 <sup>st</sup> )	Theatre
Perry Schneiderman	(2)	(2 <sup>nd</sup> )	Director, Theatre
<b><u>Community Services</u></b>			
Pat Corson	(1)	(1 <sup>st</sup> )	Early Childhood Education
Sue Edwards	(1)	(2 <sup>nd</sup> )	Nursing
Ron Keeble	(2)	(2 <sup>nd</sup> )*	Urban & Regional Planning
Melanie Panitch	(2)	(2 <sup>nd</sup> )*	Director, Disability Studies
Cyndy Baskin	(1)	(1 <sup>st</sup> )	Social Work
<b><u>Engineering, Architecture and Science</u></b>			
Dimitri Androutsos	(1)	(1 <sup>st</sup> )	Electrical Engineering
Vincent Chan	(1)	(1 <sup>st</sup> )	Mechanical Engineering
Chris Evans	(2)	(2 <sup>nd</sup> )	Chair, Chemistry and Biology
Jason Lassaline	(1)	(2 <sup>nd</sup> )	Aerospace Engineering
Ravi Ravindran	(1)	(2 <sup>nd</sup> )	Mechanical Engineering
<b><u>Continuing Education</u></b>			
Patrizia Albanese	(1)	(1 <sup>st</sup> )	Arts
Constantine Katsansis	(1)	(1 <sup>st</sup> )	Engineering, Architecture and Science
Annick Mitchell	(1)	(1 <sup>st</sup> )	Communication & Design
Carol Stuart	(1)	(1 <sup>st</sup> )	Community Services
Daria Sydor	(1)	(1 <sup>st</sup> )	Business
<b><u>C.U.P.E.</u></b>			
Don Elder			
<b><u>Ryerson Faculty Association</u></b>			
David Mason			

\* Completing existing term.

**ACADEMIC COUNCIL MEMBERSHIP  
2006-2007**

**STUDENT/ALUMNI MEMBERS**

<b><u>FACULTY</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>Term</u></b>
<b><u>Arts</u></b>		
Tracey Haug	Arts & Contemporary Studies	1
Jason Pierce	Arts & Contemporary Studies	1
<b><u>Business</u></b>		
Taras Koulik	Business Management	1
Anna Lyn	Business Management	1
<b><u>Communication &amp; Design</u></b>		
Rebecca Rose	Journalism	1
Andrea Warnick	Image Arts	1
<b><u>Community Services</u></b>		
Laura Brown	Nutrition	2
Roxana Gherman	Collaborative Nursing	1
<b><u>Engineering, Architecture &amp; Science</u></b>		
Ali Ashraf	Computer Science	1
Maudud Quazi	Mechanical Engineering	1
<b><u>Continuing Education</u></b>		
Luke Yung		2
Bartholomew Campbell		1
<b><u>Graduate Studies</u></b>		
Robin Castelino	Electrical & Computer Engineering	1
Omar Falou	Electrical & Computer Engineering	1
<b><u>Students' Rep.</u></b>		
Gail Alivio	CESAR	
Nora Loreto	RSU	
<b><u>Alumni</u></b>		
Anthony Ganuelas (1 <sup>st</sup> year)		1
Latif Merali (1 <sup>st</sup> year)		2

**ACADEMIC COUNCIL MEMBERSHIP  
2006-2007**

**EX-OFFICIO MEMBERS**

G. Raymond Chang	Chancellor
Sheldon Levy	President and Vice-Chancellor
Errol Aspevig	Provost and Vice President Academic
Linda Grayson	Vice President, Administration & Student Affairs
Anastasios Venetsanopoulos	Vice President, Research & Innovation
Adam Kahan	Vice President, University Advancement
Michael Dewson	Vice Provost, Faculty Affairs
Paul Stenton	Associate Vice President, University Planning
Carla Cassidy	Dean, Arts
Ken Jones	Dean, Business
Daniel Doz	Dean, Communication & Design
Usha George	Dean, Community Services
Stalin Boctor	Dean, Engineering & Applied Science
Maurice Yeates	Dean, Graduate Studies
Anita Shilton	Dean, G. Raymond Chang School of Continuing Education
Keith Alnwick	Registrar
Liz Bishop	Acting Chief Librarian
Suzette Giles	Library (Observer)

*Revised September 26, 2006*

Diane Schulman, Secretary of Academic Council



ACADEMIC STANDARDS COMMITTEE				
18 MEMBERS				
2006-2007				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Provost and VP Academic	Errol Aspevig			
Registrar	Keith Alnwick			
Secretary of Academic Council	Diane Schulman (non-voting)			
<b>FACULTY</b>				
Vice-Chair	Mehmet Zeytinoglu	Electrical Engineering	2007	2
Arts	Ron Stagg	History	2007	2
	Jim Dianda	Philosophy	2008	1
Business	Elizabeth Evans	Retail Management	2007	1
	Gerald Hunt	Business Management	2008	1
Communication & Design	Gene Allen	Journalism	2008	1
	Joyce Smith	Journalism	2008	1
Community Services	Rena Mendelson	Nutrition	2007	1
	Janice Waddell	Nursing	2007	1
Engineering Architecture & Science	Zouheir Fawaz	Mechanical Engineering	2007	2
	Lynda McCarthy	Chem. Bio. & Chem. Eng.	2007	2
Librarian	Lei Jin	Library	2008	1
Continuing Education	Des Glynn	CE	2008	3
<b>STUDENTS</b>				
	Zahra Khan	Chemistry and Biology	2007	1
	Paul Hadian	Social Science	2007	1

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ADMISSIONS COMMITTEE				
14 MEMBERS				
2006-2007				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Registrar (Chair)	Keith Alnwick			
VP, Academic	Errol Aspevig			
Coordinator of Mobility Programs	Suhair Deeb			
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Arts	Frank Duerden	Geography	2007	1
Business	Scott Anderson	Business Management	2008	2
Communication & Design	David Johnston	Interior Design	2007	1
Community Services	Melanie Panitch	Disability Studies	2008	1
Engineering , Architecture & Science	Ali Hussein	Electrical Engineering	2008	2
Continuing Education	Amy Casey	Associate Director	2008	2
<b>STUDENTS</b>				
	Roxana Gherman	Nursing	2007	1
	Nora Loreto	Journalism	2007	1
	Andrea Warnick	Image Arts	2007	1
<b>ALUMNUS</b>				
	Anthony Ganuelas		2008	1

**APPEALS COMMITTEE  
25\* MEMBERS  
2006-2007**

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Arts	Mitu Sengupta	Politics	2008	1
	Klaas Kraay	Philosophy	2008	1
	Martin Greig	History	2008	2
Business	George Gekas	Business Management	2007	2
	Peter Pille	ITM	2008	2
	Avner Levin	Business Management	2007	1
Communication & Design	Andrew Furman	Interior Design	2007	1
	Lucia Dell' Agnese	Fashion	2007	2
	Jean Bruce	Image Arts	2008	1
Community Services	Sue Edwards	Nursing	2008	1
	Janet Chappell	Nutrition	2008	2
	Cyndy Baskin	Social Work	2008	1
Engineering Architecture & Science	Paul Poh	Architecture	2007	1
	Darrick Heyd	Chemistry & Biology	2008	2
	Jeffrey Yokota	Aerospace Engineering	2008	2
Continuing Education	Ali Lohi	Chem. & Bio Science	2008	3
	Susan Laskin	Geography	2008	2
<b>STUDENTS</b>				
Arts	Anna Bridges	Arts & Contemp. Studies	2007	3
Business	Taras Koulik	Business Management	2007	1
Communication & Design	Kyrie Hillier	Radio & Television Arts	2007	1
Community Services	Laura Brown	Nutrition	2007	2
Engineering Architecture & Science	Angy Tadros	Industrial Engineering	2007	1
Graduate Studies	Lukas Bichler	Mechanical Engineering	2007	2
Continuing Education	Vincent Tighe	CE – Health Services Management	2007	2
Additional Student	Truc Nguyen	Grad Studies – Communication & Culture	2007	1
Additional Student	Jason Pierce	Arts & Contemp. Studies	2007	1
Additional Student	Anna Lyn	Business Management	2007	1
Additional Student	Robin Castelino	Grad Studies - Electrical & Computer Eng.	2007	1

<b>ANIMAL CARE COMMITTEE</b>				
<b>12 MEMBERS [9 voting]</b>				
<b>2006-2007</b>				
	NAME	DEPARTMENT/ SCHOOL	TERM EXPIRES	TERM #
Chair (nominated by VPRI)	Andrew Papadopoulos			
Veterinarian	Wendy Williams			
Community Member	Richard Boehnke		2007	3
VP, Research and Innovation	Anastasios Venetsanopoulos	(non-voting)		
Research Ethics Coordinator	Alexander Karabanow	(non-voting)		
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Physics	William Whelan		2008	1
Occupational & Public Health	Marilyn Lee		2008	3
Chemistry and Biology	Vadim Bostan		2008	2
<b>STUDENT</b>				
<b>LAB TECHNICIAN/TECHNOLOGIST</b>				
Technical Specialist	Liberty Victorio-Walz		2007	1

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<b>AWARDS &amp; CEREMONIALS COMMITTEE</b>				
<b>16 MEMBERS</b>				
<b>2006-2007</b>				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
President	Sheldon Levy			
Dean of Graduate Studies	Maurice Yeates			
Registrar	Keith Alnwick	(non-voting)		
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Arts	Martin Greig	History	2007	1
Business	Maurice Mazerolle	Business Management	2007	2
Communication & Design	Ivor Shapiro,	Journalism	2007	2
Community Services	Rena Mendelson	Nutrition	2008	2
Engineering Architecture & Science	Kamran Behdinan	Aerospace Engineering	2008	2
<b>DEANS/CHAIRS/DIRECTORS (At least one Chair/Director)</b>				
Arts	Carla Cassidy	Dean, Arts	2008	1
Business	Peter Luk	Director, Business Management	2007	2
Communication & Design	Perry Schneiderman	Chair, Theatre	2007	2
Community Services	Sue Wilson	Ass. Dean, Community Services	2008	2
Engineering Architecture & Science	Sri Krishnan	Chair, Electrical Engineering	2008	1
<b>CONTINUING EDUCATION</b>				
	Amy Casey	Associate Director	2007	1
	Anita Shilton	Dean, Chang School	2008	1

**COMPOSITION & BY-LAWS COMMITTEE**  
**10 MEMBERS (All members of Academic Council)**  
**2006-2007**

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
President	Sheldon Levy			
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Arts	Michelle Dionne	Psychology	2007	2
Business	Carlyle Farrell	Business Management	2008	2
Communication & Design	Dana Lee	Radio & Television Arts	2007	1
Community Services	Pat Corson	Early Childhood Education	2008	1
Engineering, Architecture & Science	Hekmat Alighanbari	Aerospace Engineering	2007	1
Continuing Education	Annick Mitchell	Interior Design	2008	1
<b>STUDENTS</b>				
	Nora Loreto	Journalism	2007	1
	Laura Brown	Nutrition	2007	1

**LEARNING & TEACHING COMMITTEE**  
**2006-2007**

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Vice Provost, Faculty Affairs (Chair)	Michael Dewson			
Learning & Teaching Director	Judy Britnell	(non-voting)		
Librarian	Don Kinder			
Student Services	Marion Creery			
	Tanya Lewis			
Digital Media Projects Office	Restiani Andriati			
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY ASSOCIATES</b>				
Arts	Alan Sears	Sociology		
Business	Frances Gunn	Business		
Communication & Design	Lu Ann Lafrenz	Fashion		
Community Services	Beth Swart	Nursing		
Engineering, Architecture and Science	Raja Nagendra	Computer Science		
Continuing Education	Linda Kowal			
<b>STUDENTS</b>				
Arts	Tracey Haug	Arts & Contemporary Studies	2007	1
Business	Anna Lynn	Business Management	2007	1
Communication & Design	Leigh Nunan* Amber Hubka Cook	Image Arts (Fall) Interior Design (Winter)	2007	1
Community Services	Maame Twum-Barima	Nursing	2007	1
Engineering, Architecture & Science	Maudud Quazi	Mechanical Engineering	2007	1
Graduate Studies	Omar Falou	Computer Engineering	2007	1
Continuing Education	<b>Vacant</b>		2007	1
<b>OBSERVERS</b>				
Academic Integrity	Donna Bell			
Learning & Teaching Office	Matt Feagan			
Learning & Teaching Office	Peter Ryan			
LTO Faculty Associate, Electrical	Gosha Zywno			
Engineering, Chemistry	Anne Johnson			
Provost & VP Academic Office	Rona Abramovitch			
Psychology	Maureen Reed			
Business Mgmt.	Tina West			
Physics	Tetyana Antimirova			
Learning & Teaching Office	Dalia Hanna	Note Taker		

\*Pending approval at November's Academic Council meeting.

<b>NOMINATING COMMITTEE</b>				
<b>11 MEMBERS</b>				
<b>2006-2007</b>				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Arts	Michelle Dionne	Psychology	2007	2
Business	Liz Evans	Retail Management	2008	1
Communication & Design	Ian Baitz	GCM	2008	1
Community Services	Melanie Panitch	Disability Studies	2008	1
Engineering , Architecture & Science	Chris Evans	Chemistry & Biology	2008	2
<b>DEANS</b>				
	Ken Jones	Business	2008	1
	Carla Cassidy	Arts	2008	1
<b>STUDENTS/ALUMNI</b>				
	Taras Koulik	Business Management	2007	1
	Omar Falou	Elec & Computer Engineering	2007	1
Alumnus	Latif Merali		2007	1

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<b>RESEARCH ETHICS BOARD</b>				
<b>20 MEMBERS</b>				
<b>2006-2007</b>				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Chair (nominated by VPRI)	Nancy Walton	Nursing		
VP, Research and Innovation	Anastasios Venetsanopoulos	(non-voting)		
Research Ethics Coordinator	Alexander Karabanow	(non-voting)		
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>FACULTY</b>				
Arts	Jo Kornegay	Philosophy	2007	1
Business	Mary Foster	Business Management	2007	1
Communication & Design	Susan Cody	Bus & Tech Comm.	2008	2
Community Services	Karen Spalding	Nursing	2008	1
Engineering & Applied Science	Ziad Saghir	Mechanical & Industrial Eng.	2008	1
School of Graduate Studies	Medhat Shehata	ECE	2007	1
Member with Legal Expertise	Avner Levin	Business Management	2007	2
Members at Large	Maria Guervich	Arts (Psychology)	2007	1
	Bettina West	Business (Bus Management)	2008	1
	Sharon Wong	Community Svcs (Nutrition)	2008	1
<b>STUDENTS</b>				
Graduate Student	Bertha Konstantinidis	Elect & Comp Engineering	2007	2
Undergraduate Student	Jehangir Saleh	Arts & Contemp Studies	2007	2
Undergraduate Student	Alexandra Jurczak	Nursing	2007	1
<b>COMMUNITY MEMBERS</b>				
	Geoff Arnold		2008	3
	Simon Pearson		2008	1
	Maureen Cava		2007	1

**SRC COMMITTEE  
17 MEMBERS  
2006-2007**

	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Vice President Research & Innovation (Chair)	Anastasios Venetsanopoulos			
Director, Office of Research Services	Robert Dirstein			
Dean of Graduate Studies	Maurice Yeates			
Librarian	Diane Granfield			
Secretary of Academic Council	Diane Schulman	(non-voting)		
<b>MEMBERS SRC REP GROUP</b>				
Arts	Michael Finn	French & Spanish		
Business	Wendy Cukier	Assoc. Dean, Business		
Communication & Design	Donna Smith	Assoc Dean, FCAD		
Community Services	Sue Wilson	Assoc Dean, FCS		
Engineering, Architecture & Science	Mohamed Lachemi	Civil Engineering		
<b>FACULTY</b>				
Arts	Maria Gurevich	Psychology	2008	2
Business	Mary Foster	Business Management	2008	2
Communication & Design	Julia Scalzo	Interior Design	2008	1
Community Services	Susanne Edwards	Nursing	2007	1
Engineering, Architecture & Science	Alan Fung	Mechanical Engineering	2008	1
<b>STUDENTS</b>				
Graduate Student	Omar Falou	Computer Engineering	2007	1
Undergraduate Student	Roxana Gherman	Nursing	2007	1

**RYERSON UNIVERSITY  
ACADEMIC COUNCIL  
BY-LAWS**

**CONTENTS**

**1. DEFINITION OF TERMS**

**2. COMPOSITION OF ACADEMIC COUNCIL**

- 2.1 Ex-Officio Representatives .....
- 2.2 Faculty Representatives
- 2.3 Student Representatives
- 2.4 Alumni Representatives
- 2.5 Amendment of By-Laws
- 2.6 Election of Members of Academic Council
- 2.7 Term of Office
- 2.8 Officers of Academic Council

**3. STANDING COMMITTEES OF ACADEMIC COUNCIL**

- 3.1 Review of Committee Composition and Terms of Reference
- 3.2 Undergraduate Department/School and Chang School Councils
- 3.3 Term of Membership
- 3.4 Report of Committees
- 3.5 Ex-Officio Membership
- 3.6 Composition and Terms of Reference of Standing Committees
- 3.7 Committee Election
- 3.8 Ad Hoc Committees
- 3.9 Joint Committees with the Board of Governors

**4. MEETINGS AND PROCEDURES**

- 4.1 Session
- 4.2 Regular Meetings
- 4.3 Quorum at Start
- 4.4 Special Meetings
- 4.5 Calling Quorum
- 4.6 Starting Time
- 4.7 Stopping Time
- 4.8 Visitor Admission
- 4.9 Procedures

**5. AGENDA**

**6. DEBATES AND VOTES**

- 6.1 Recognition
- 6.2 Calls to Order
- 6.3 Challenging the Chair
- 6.4 Speaking to the Question
- 6.5 Reading the Question
- 6.6 Chair's Vote
- 6.7 Vote Count
- 6.8 Majorities

**7. COMMITTEE OF THE WHOLE**

## 1. **DEFINITION OF TERMS**

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

## 2. **COMPOSITION OF ACADEMIC COUNCIL**

### 2.1 **EX-OFFICIO REPRESENTATIVES**

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

### 2.2 **FACULTY REPRESENTATIVES**

- 2.2.1 **Chairs/Directors**: There shall be five Chairs/Directors, one elected from each of the five Faculties, by and from the Chairs/Directors in each Faculty.
- 2.2.2 **Faculty**: There shall be twenty faculty members, four elected from each of the five Faculties, by and from the full-time teaching faculty in each Faculty.
- 2.2.3 **Chang School Faculty**: There shall be five faculty representatives from The Chang School, one from each Division, who are full-time teaching faculty and who are teaching at least one course in that continuing education Division in the year of their election, or who serve on a Chang School committee, such as the Chang School Council.
- 2.2.4 **Ryerson Faculty Association (RFA)**: There shall be one RFA representative, specifically elected to the position, as determined by the RFA, who is eligible to serve on Academic Council as defined by the Ryerson Act.
- 2.2.5 **Canadian Union of Public Employees (CUPE)**: There shall be one CUPE representative, specifically elected to the position, as determined by CUPE, who is eligible to serve on Academic Council as defined by the Ryerson Act.



### **2.3 STUDENT REPRESENTATIVES**

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

### **2.4 ALUMNI REPRESENTATIVES**

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

### **2.5 AMENDMENT OF BY-LAWS**

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

### **2.6 ELECTION OF MEMBERS OF ACADEMIC COUNCIL**

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

- 2.6.6** The Secretary of Academic Council will provide a list of Academic Council members at the first meeting, and again whenever changes are made.

## **2.7 TERM OF OFFICE**

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

## **2.8 OFFICERS OF ACADEMIC COUNCIL**

- 2.8.1** **SECRETARY**: The President of the University shall appoint a permanent Secretary of Academic Council. The duties of the Secretary, in regard to the Academic Council, shall be:

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

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

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

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

**2.8.2.3** To open the meeting.

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

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

**2.8.2.6** To enforce rules of order.

**2.8.2.7** To break a tie vote.

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

### **2.8.3** **VICE CHAIR**

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

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

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

## **3. STANDING COMMITTEES OF ACADEMIC COUNCIL**

### **3.1 REVIEW OF COMMITTEE COMPOSITION AND TERMS OF REFERENCE**

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

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

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

### **3.2 UNDERGRADUATE DEPARTMENT/SCHOOL AND CHANG SCHOOL COUNCILS**

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

**3.2.2** Department/School Councils report to Academic Council.

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

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

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

**3.5 EX-OFFICIO MEMBERSHIP**

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

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

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

**3.6.1 Academic Council Appeals Committee**

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

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

Hearing Panels will hear appeals of decisions made at the Faculty level and the Appeals Committee of the School of Graduate Studies on matters related to the policies on graduate and undergraduate Academic Consideration and Appeals, the Student Code of Academic Conduct and the Student Code of Non-Academic Conduct. The grounds for such appeals are stated in those Policies.

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

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

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

**3.6.2 Academic Standards Committee**

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

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

- proposals to establish new programs (undergraduate degree, diploma, certificate, and special-purpose programs)
- complex curricular changes
- amendments to program mission and objectives, admission requirements, and degree designation.
- GPA variances
- new or revised Minors
- periodic program reviews

- other matters as requested by Academic Council and/or the Provost

Other responsibilities of the Academic Standards Committee are:

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

### **3.6.3 Admissions Committee**

**Composition:** Thirteen (13) members to include: the Registrar (1), who shall serve as Chair; the Provost (1); the Coordinator of Mobility Programs (1); five (5) faculty, one from each Faculty; one member from The Chang School (1); three students (3); and one alumnus (1).

**Terms of Reference:**

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

### **3.6.4 Animal Care Committee**

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

**Terms of Reference:**

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

### **3.6.5 Awards And Ceremonials Committee**

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

**Terms of Reference:**

The committee shall recommend to Council policies and procedures respecting:

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

### **3.6.6 Composition and By-Laws Committee**

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

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

### **3.6.7 Council of the School of Graduate Studies**

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

directors, to rotate annually; two (2) graduate students.

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

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

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

### **3.6.8 Faculty Course Survey Committee ON HOLD**

### **3.6.9 Information Technology Committee ON HOLD**

### **3.6.10 Intellectual Property Committee ON HOLD.**

### **3.6.11 Learning and Teaching Committee**

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

#### **Terms of Reference**

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

The mandate of the committee is to:

- establish a strategic agenda based upon the input of all committee constituencies;
- share relevant information and concerns;
- research and evaluate issues where appropriate;
- identify resources within the university to address learning and teaching issues;
- identify and communicate best practices guidelines related to learning and teaching issues;
- initiate activities that address specific issues where appropriate;
- develop and make academic policy recommendations to Academic Council; and
- develop standing committees as appropriate.

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

### **3.6.12 Nominating Committee**

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

#### **Terms of Reference**

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

### **3.6.13 Planning and Priorities Advisory Committee** (Under review)

### **3.6.14 Research Ethics Review**

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

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

The REB:

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

### **3.6.15 Scholarly, Research and Creative Activity**

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

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

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

## **3.7 COMMITTEE ELECTION**

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

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

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

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

### **3.8 AD HOC COMMITTEES**

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

- 3.8.1.1** the Terms of Reference of the committee
- 3.8.1.2** the proposed number of members on the committee
- 3.8.1.3** details of proposed distribution of members, if any;
- 3.8.1.4** names of proposed members of the committee, if any
- 3.8.1.5** the committee report date

**3.8.2** Committee membership

- 3.8.2.1** Members may be other than members of Academic Council
- 3.8.2.2** Nominations for members of the committee may be accepted from the floor and voted upon. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Academic Council, or
- 3.8.2.3** The Chair may appoint the committee, or
- 3.8.2.4** The Chair may announce that the members of the committee will be announced at a later date.

**3.8.3** Committee Chair

- 3.8.3.1** At the first meeting of all Ad Hoc committees an election of a Chair shall be held, normally from among those members who are also members of Academic Council or
- 3.8.3.2** The Chair may appoint a Committee Chair.

### **3.9 JOINT COMMITTEES WITH THE BOARD OF GOVERNORS**

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

## **4. MEETINGS & PROCEDURES**

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

### **4.2 REGULAR MEETINGS**

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

### **4.3 QUORUM AT START**

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

### **4.4 SPECIAL MEETINGS**

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

### **4.5 CALLING QUORUM**

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

**4.6 STARTING TIME** Meetings shall normally begin at 6:00 p.m. If after a lapse of 30 minutes the Chair



decides there is still not a quorum, the Secretary shall call the roll. If the members present do not constitute a quorum, the Council shall adjourn until the next meeting.

#### **4.7 STOPPING TIME**

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

#### **4.8 VISITOR ADMISSION**

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

#### **4.9 PROCEDURES**

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

### **5 AGENDA**

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

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

**5.2.1** President's Report

**5.2.2** The Good of the University

**5.2.3** Report of the Secretary of Academic Council

**5.2.4** Business Carried Forward From Previous Meeting

**5.2.5** Minutes of the Previous Meeting

**5.2.6** Business Arising out of the Minutes

**5.2.7** Correspondence

**5.2.8** Reports of Actions and Recommendations of Departmental and Divisional Councils

**5.2.9** Reports of Committees

**5.2.10** New Business

**5.2.11** Adjournment

### **6. DEBATES AND VOTES**

#### **6.1 Recognition**

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

#### **6.2 Calls to Order**

If the Chair or any other member calls to order the member or visitor, the member or visitor shall yield the floor. At the discretion of the Chair, the member or visitor may be permitted to make an explanation. The Chair shall decide the point of order, subject to appeal to Academic Council whose decision shall be final and made without debate.

### **6.3 Challenging the Chair**

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

### **6.4 Speaking to the Question**

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

### **6.5 Reading the Question**

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

### **6.6 Chair's Vote**

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

### **6.7 Vote Count**

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

### **6.8 Majorities**

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

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

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

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

6.8.4 A motion to amend Academic Council By-Laws.

## **7 COMMITTEE OF THE WHOLE**

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

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

**7.2** Limits of time and discussion of the Committee of the Whole can only be made at the time of the motion to establish.

**7.3** A member may speak for ten minutes as often as he or she can get the floor, but may not speak if someone who has not spoken is seeking the floor.

**7.4** The only motions allowed in the Committee of the Whole are motions to adopt, amend or "rise and report." The text of a resolution referred to the Committee can not be altered by the Committee, but amendments can be presented to the Academic Council.

**7.5** The rules of Academic Council shall be observed in Committee of the Whole. A motion to "rise and report" returns the question to Academic Council, and the question shall be decided without seconding and without debate.

**Note: This document is a consolidation of texts**

Ryerson University Act, 1977 (*amended*)

## INTERPRETATION

1.--(1) In this Act,

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

Interpretation

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

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

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

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

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

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

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

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

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

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

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

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

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

### **GENERAL**

University

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

Corporation

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

Objects

**3.** The objects of the University are:

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

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

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

### **BOARD OF GOVERNORS**

Board of Governors

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

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

(a.1) the President, who shall be a member of the Board by virtue of his or her office;

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

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

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

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

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

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

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

Manner of election

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

Canadian citizenship

(4) Subject to subsection 5, a member of the Board is eligible for reappointment or re-election, as the case may be, except that no member shall serve for more than two consecutive terms, but on the expiration of one year after having served the second of two consecutive terms, such person may again be eligible for membership on the Board.

Eligibility for reappointment or re-election

Exception

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

Membership vacated

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

(a) subsection 3; or

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

Absence from meetings

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

Filling vacancies

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

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

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

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

Quorum

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

Chair and Vice-Chair

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

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

Absence

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

Term of office

<p><b>5.--(1)</b> The Board may establish committees and appoint persons thereto and, subject to subsection 5, confer upon any such committee authority to act for the Board with respect to any matter or class of matters.</p>	Committees
<p>(2) A majority of the members of a committee shall be members of the Board.</p>	Majority to be board members
<p>(3) The President shall be an <i>ex officio</i> member of every committee established under subsection 1 unless excluded therefrom by a by-law or a resolution of the Board.</p>	President ex officio member
<p>(4) The President, if not excluded under subsection 3 as a member of a committee, may nominate an officer of the University to represent him or her on a committee established under subsection 1, and such nominee shall act in the place and stead of the President on such committee.</p>	Nominee
<p>(5) No decision of a committee that includes in its membership persons who are not members of the Board is effective until approved and ratified by the Board.</p>	Decision of committee
<p>(6) For the purposes of subsections 2 and 5, an officer of the University nominated by the President under subsection 4 to represent him or her on a committee shall be deemed to be a member of the Board.</p>	Nominee deemed member of the Board
<p><b>6.--(1)</b> The government, conduct, management and control of the University and its property, revenues, expenditures, business and affairs, except with respect to such matters as are assigned by this Act to the Academic Council, are vested in the Board, and the Board has all powers necessary or convenient to perform its duties and achieve the objects and purposes of the University including, without limiting the generality of the foregoing, the power,</p>	Powers of the Board
<p>(a) to enact by-laws for the conduct of its affairs;</p>	
<p>(b) to appoint the President and define his or her duties and responsibilities;</p>	
<p>(c) to appoint, classify, promote, suspend, transfer, reclassify or remove the members of the teaching faculty and administrative staff and such other employees as it considers necessary or advisable for the proper conduct of the affairs of the University, but no member of the teaching faculty or administrative staff except the President shall be appointed, classified, promoted, suspended, transferred, reclassified or removed unless recommended by the President or such other officer or employee of the University delegated under subsection 4;</p>	

- (d) to fix the number, duties and salaries and other remuneration of the officers and employees of the University;
- (e) to delegate such of its powers under clauses *c* and *d* as it considers proper to the President or other officer or employee of the University as may be recommended by the President;
- (f) to provide for the retirement and superannuation of persons referred to in clauses *b* and *c*;
- (g) to provide for payments by way of gratuities, retirement allowances, sick leave allowances, superannuation allowances, pensions, annuities or life insurance, or any combination thereof, payable to any representative of or for the benefit of the persons mentioned in clauses *b* and *c*, or any class or classes thereof, out of a fund or funds comprising contributions made by such persons, or any class or classes thereof, or by the University, or both, or otherwise;
- (h) to expend such sums as may be required for the purposes of funds that are established for the payment of gratuities, retirement allowances, pensions, life insurance, or health insurance, for the benefit of the persons mentioned in clauses *b* and *c*;
- (i) to expend such sums as the Board considers necessary for the support and maintenance of the University and for the betterment of existing buildings and the erection of such new buildings as the Board may consider necessary for the use and purposes of the University and for the furnishings and equipment of such existing and newly-erected buildings;
- (j) to expend such sums as the Board considers necessary for the erection, equipment, furnishings and maintenance of residences and dining halls for the use of the students;
- (k) to acquire, hold and maintain such real property as the Board considers necessary for the use of the students of the University for athletic purposes and to erect and maintain such buildings and structures thereon as it considers necessary;
- (l) to provide such health services, health examinations and physical training for the students of the University as the Board considers necessary;
- (m) to appoint by resolution a member or members of the Board, or any other person or persons, to execute on behalf of the University either documents and other instruments in writing generally or specific documents and other instruments in writing and to affix the corporate seal of the University thereto;



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

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

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

Recommendations  
by President as to  
staff

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

Recommendation

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

Delegation by  
President

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

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

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

Annual report to  
Minister

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

Tabling

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

Other reports

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

Annual public report

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

## ACADEMIC COUNCIL

Academic Council

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

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

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

(i) by the teaching faculty from among themselves,

(ii) by the students from among themselves, and

(iii) by the alumni from among themselves.

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

By-laws

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

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

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

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

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

Elections

(4) Where for any reason a by-law of the Academic Council has not been enacted under clause *c* of subsection 2, the term of office of an elected member of the Academic Council is one year.

Term of office

(5) Subject to subsection 6, a member of the Academic Council is eligible for re-election except that no member shall serve for more than two consecutive terms, but on the expiration of one year after having served the second of two consecutive terms, such person may again be eligible for membership on the Academic Council.

Eligibility for re-election

Exception

(6) The limit of two consecutive terms referred to in subsection (5) does not include service on the Academic

Idem

Council for the balance of an unexpired term for a person who becomes a member of the Academic Council under subsection (8).

Membership vacated

(7) An elected member of the Academic Council ceases to hold office where he or she ceases to be eligible pursuant to clause *b* of subsection 1 under which he or she was elected, except that a student member who graduates during his or her term of office may serve for the remainder of the current year.

Filling vacancy

(8) Where a vacancy occurs for any reason among the elected members of the Academic Council before the term for which a person was elected has expired, the Academic Council in its sole discretion shall determine whether the vacancy is to be filled and, if so and notwithstanding any other provision of this Act, the manner and procedure for so doing, and the person filling such vacancy shall hold office for the remainder of the term of the person whose membership is vacant.

Chair and Vice-Chair

(9) The President shall be the Chair of the Academic Council and a Vice-Chair shall be elected from among its members in such manner as the Academic Council may determine.

Powers of Academic Council

**10.** The Academic Council has, subject to the approval of the Board with respect to the expenditure of funds, the power to regulate the educational policy of the University and without limiting the generality of the foregoing has the power,

- (a) to enact by-laws for the conduct of its affairs;
- (b) to enact by-laws for the purposes of subsection 2 of section 9 in order to conduct the election of its members;

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

## THE BOARD OF GOVERNORS AND ACADEMIC COUNCIL

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

Meetings open to public

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

Proviso

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

Idem

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

Age of student members

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

Examination of by-laws

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

Publication of by-laws

### CHANCELLOR

Chancellor

**13.1--(1)** There shall be a Chancellor of the University.

Role

(2) The Chancellor is the titular head of the University and shall confer all degrees, honorary degrees, diplomas and certificates.

Appointment	<p>(3) The Chancellor shall be appointed by the Board on the recommendation of a committee consisting of,</p> <p>(a) the President, who shall chair the committee;</p> <p>(b) three members of the Board, appointed by the Board; and</p> <p>(c) three members of the Academic Council, appointed by the Academic Council.</p>
Term of office	<p>(4) The Chancellor shall be appointed for a term of three years and until his or her successor is appointed.</p>
Vice-Chancellor	<p>(5) The President is, by virtue of his or her office, the Vice-Chancellor of the University and, in the absence of the Chancellor or when that office is vacant, the Vice-Chancellor shall act in the Chancellor's place.</p>

## PROPERTY

Property vested in the University	<p><b>14.</b> All property heretofore or hereafter, by statute or otherwise, granted, conveyed, devised or bequeathed to the Board, the University or to any person in trust for or for the benefit of the Board, the University or any of its divisions or departments, subject to any trust affecting the property, is vested in the University.</p>
Power to deal with property	<p><b>15.</b> The University has power to purchase or otherwise acquire, take or receive, by deed, gift, bequest or devise, and to hold and enjoy without licence in mortmain and without limitation as to the period of holding any estate or property whatsoever, whether real or personal, and to sell, grant, convey, mortgage, lease or otherwise dispose of the same or any part thereof from time to time and as occasion may require, and to acquire other estate or property in addition thereto or in place thereof.</p>
Expropriation R.S.O. 1970, c. 154	<p><b>16.--(1)</b> Subject to the provisions of <i>The Expropriations Act</i>, the University may, without the consent of the owner or any person interested therein, other than a municipality or a distinct, regional or metropolitan municipality, enter upon, take, use and expropriate all such land as defined in section 1 of <i>The Expropriations Act</i> as it considers necessary for the purposes of the University.</p>
Land vested in the University not liable to expropriation and used by the	<p>(2) Real property vested in the University for its purposes shall not be liable to be entered upon, used or taken by any corporation, except a municipal corporation, or by any person possessing the right of taking real property compulsorily for any purpose and no power to</p>

expropriate real property hereafter conferred shall extend to such real property unless in the Act conferring the power it is made in express terms to apply thereto.

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

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

### **UNIVERSITY FOUNDATIONS ACT, 1992**

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

### **COMMENCEMENT**

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

Note:   This document is a consolidation of texts.

(September 12, 2002)





**1. President's Report** – The President announced that Professor Phil Bergerson (Image Arts) was the recipient of the 2006 Sarwan Sahota Award. Judith Sandys gave a brief overview of the award which recognizes faculty who have made an outstanding contribution to knowledge or artistic creativity in their area or expertise, while at Ryerson. Prof Bergerson's accomplishments as a visual artist were outlined and Professor Bergerson made a brief speech of acceptance and expressed his gratitude..

The President then announced the Honorary Doctorate recipients for the upcoming convocations. The recipients are: Piers Handling and Adrienne Clarkson (Communication & Design); Landon Pearson and Judith Shamian (Community Services); Buzz Hargrove (Arts and Community Services); Heather Reisman and Christine Magee (Business); Margaret Somerville and Pierre Lassonde (Engineering, Architecture and Science).

Internal report – The President thanked everyone who worked in the MTCC exam process. He commended the Secretary and all of the staff who made it happen.

Ryerson is one of the 12 (of 16) universities that has decided not to participate in the Maclean's graduate survey. Maclean's has now requested the results of the other surveys such as NSSE. Under FIPPA, which becomes effective in June, the NSSE survey will be posted on the web and the address will be given to Maclean's. They will be advised that this report is not a graduate survey.

Thanks to L. Grayson and L. Allan and their team, the Ryerson pension fund regulations have been amended to eliminate a unique feature that would have required millions of dollars be put into the pension fund. This money would not have benefited any individual.

As a follow-up to a request at the last meeting, the Interim Accountability Agreement was posted on the Ryerson website.

One of the recommendations of the Decentralization report was that a clear process for space allocation should be developed. The President asked the Provost to present the highlights of that process. E. Aspevig reported that space requests were of two types: minor space changes and renovations, which would be dealt with monthly; and more complex issues regarding space which becomes available, which will be dealt with on a semester to six month basis. Extraordinary requests, such as CFI will be dealt with as needed. There will be forms, submitted to an advisory committee, consisting of Campus Planning, University Planning and faculty reps. The Provost makes the final decision.. The process will be piloted this summer. It was later clarified that the space planning process would be distributed in the next week, and that there would be a tie to academic plan objectives.

President Levy reported that the university is close to appointing the Vice President Research and Innovation and the Chancellor. He is close to announcing the membership of the Provost Search committee.

External – The President was asked to make a presentation to the Standing Committee on General government regarding Bill 53 - City of Toronto Act. He reinforced the message around the importance of the University as a city builder.

The graduate allocation funding report has been submitted. P. Stenton, M. Yeates and E. Aspevig were commended for the strong submission. An answer is expected in a few weeks.

The President attended an alumni event in Ottawa which was very successful. Alumni were joined by perspective students. About 80 attended.

President Levy recognized those for whom this was the last Academic Council meeting, and read a list of their names. Judith Sandys and Sue Williams were specifically commended for their long service on Academic Council.

P. Stenton was introduced to present the National Survey of Student Engagement 2005: Highlights of Results, which was distributed. A NSSE advisory committee was established to look at the survey and determine what the best way was to analyze the results. More detail is available in each Dean's Office. This year Ryerson participated in the survey for the second time. All universities will be required to participate next year. There was a brief presentation. There was a 41% response to the survey done on line with 2000 first and fourth year students. Comparisons were made to comparable Canadian and American institutions. In general, all Canadian institutions are behind the American institutions in the benchmarks. Ryerson is ahead of other Canadian institutions in a variety of areas. Information was added to the Canadian survey on travel time. Not surprisingly, Ryerson has a higher number of commuting students with longer travel times than the comparator universities.

D. Mason commented that Community Services and Communication and Design may be contributing to the high numbers in the report. P. Stenton will report back on this analysis.

N. Loreto asked about the on-campus student response which appears to be high. P. Stenton replied that this is a result of it being a year one and year four study, and residence is higher for first year. She further asked about the cost of the survey and it was responded that the survey cost about \$7,000 plus the cost of analysis. The President reiterated that after this year participation is not voluntary.

It was clarified that this is not a survey of US Master's students but of students in Masters Institutions. The President reminded Council that the results will be more meaningful when there is a comparison with the next survey.

**2. Report of the Secretary of Academic Council** – D. Schulman reported that, in addition to the items in her report, Ron Keeble has been appointed to replace Nina-Marie Lister for next year. J. Morgan noted that the dates for the administration of the Faculty Course Survey were in error. The dates will be verified and revised if necessary.

**3. Good of the University** – J. Dianda chaired.

L Grayson followed up on questions from the previous meeting and gave a brief update.

- Why are students who are not Ontario residents ineligible to be Research Assistants?
  - The Summer Research Program is limited to Ontario residents and requires that students have an unmet financial need as defined through OSAP. These are Ministry requirements, not Ryerson requirements. This is the same program as last year. The University will, however, review the program and determine whether internal funding might be added to broaden the program.
- Can the University absorb the cost of a fee statement error that resulted in an additional cost of \$7.60 for some students?
  - A very small number of students were undercharged for their health and dental premiums. When this was identified late in the year, the students affected were charged the amount owing which was \$7.60. Given the small numbers involved, the University waived the costs.
- Can the University waive fees for seniors taking CE courses who have difficulty downloading their tax receipt from RAMSS?

- The University has a long standing policy in place not to charge fees to seniors for this service.
- Update: At the October 11, 2006 meeting of Academic Council (pp. 61-65) new procedures were put in place to ensure appropriate decision-making processes for sharing information between Security and external law enforcement agencies. At that time she committed to coming back to Academic Council in the spring with an update on whether the new procedures are working. The procedures are working well, but there have not been any particularly challenging inquiries to deal with over the last several months. She is, however, absolutely confident that the University is well positioned to handle any complex inquiries that may arise in the future.

N. Loreto reported that foreign students can now work off campus.

J. Dianda commented that if the Standards report could be moved earlier in the agenda, M. Zeytinoglu could avoid staying for the entire meeting.

The President commented that he has neglected keeping to the by law allowing only two comments on a particular matter, and that he would be adhering to the rule.

#### **4. Minutes**

**Motion: That Academic Council approve the minutes of the April 11, 2006 meeting.**

D. Mason moved, S. Cody seconded.

N. Loreto requested that Page 11 be amended to insert “financially “support Ryerson. A. Johnson stated that a correction to her comment on page 15 will be sent to the Secretary by email. K. Jones noted that he was in attendance.

**Minutes approved as amended.**

#### **5. Business Arising out of the Minutes**

5.1 Report of the Ad Hoc Timetabling Committee - The President summarized that at the last meeting there was a request for forums for discussion of the report. That has happened and the motion is still on the table. There were two forums since the last Academic Council meeting. It has been determined that it is necessary to emphasize the supports that are available for the chairs/directors. Even if timetables were moved out by only a month, it would still be a clear improvement. Therefore the dates in the report are revised to be moved backward by one month.

K. Tucker-Scott stated that at the last forum there was a question about why there are two timetable submission dates when it is possible for departments to do fall and winter loadings at the same time – perhaps in mid-May. K. Alnwick stated that they can be the same date but this date would be later than the submission date for fall and earlier than the submission date for winter. This could be discussed by the ad hoc work group which is proposed.

S. Cody noted that the NSSE survey reports the percent of students who get the courses they want and asked if the new process would change these percentages. D. Mason stated that he hears that students do not get the courses they want, and this might actually improve.

J. Morgan stated that he was still concerned with the ruling that the working committee, established by a motion to Academic Council, is not a committee of Council. He is not challenges the ruling, but would like it noted that this is an exception, and that there is no oversight of this committee other than having the Provost report back.

J.P. Boudreau asked if the work of the existing committee is complete, what the cycle of the proposed committee is, and, if the current committee continues to exist, what is the role of the chairs/directors. D. Mason replied that the results of the report might be seen for fall 2007, but may not be possible until fall 2008. The existing committee ceases when the motion is passed. The new committee would hopefully be active in soliciting input from chairs/directors. The President commented that there is an assumption that there will be effective communication with the key players.

N. Loreto asked if there were any students at the first Town Hall and noted that there were only two at the second. She believes the student voice is not being heard. She is concerned that the composition of the proposed committee is not outlined, and that there is no specification of one or more students. She suggested a friendly amendment to include “suitable representation of academic and administrative staff and students” Friendly amendment accepted.

**Motion approved as amended.**

## **6. Correspondence**

There was no correspondence.

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

7.1 Course changes from the Chang School were presented for information.

7.2 School of Graduate Studies

7.2.1 Course changes from the School of Graduate Studies were presented for information.

7.2.2 New Graduate Programs - M. Yeates reported on graduate program progress as outlined in the table. He made five motions for the approval of submission to OCGS for new graduate programs.

**Motion #1:** *That Academic Council approve the submission of the proposal for an **MSc. in Computer Science** to the Ontario Council for Graduate Studies for Standard Appraisal.*

A.Ganuelas seconded.

N. Loreto asked about the tuition fees. M. Yeates responded that the fees are the same as the fee for other programs, \$6600 /year.

**Motion approved.**

**Motion #2:** *That Academic Council approve the submission of the proposal for a **Master of Architecture** to the Ontario Council for Graduate Studies for Standard Appraisal.*

A.Ganuelas seconded.

N. Loreto again asked about the fees. It was responded that the fees for this and all of the proposed programs are the standard fees.

**Motion approved.**

**Motion #3:** *That Academic Council approve the submission of the proposal for a **Master of Journalism** to the Ontario Council for Graduate Studies for Standard Appraisal.*

P. Schneiderman seconded.

There is already a two-year post baccalaureate program. N. Loreto asked about the difference in fees between the certificate and the graduate degree. This will be clarified.

**Motion approved.**

**Motion #4:** *That Academic Council approve the submission of the proposal for an MA in Media Production to the Ontario Council for Graduate Studies for Standard Appraisal.*

D. Lee seconded.

In response to a question from D. Johnston it was explained that advanced standing was eliminated a few years ago. There are a series of certificate programs in CE. The admission requirement is a four year degree or the equivalent with a B average. There are CE certificate programs in which students can make up their deficiency.

**Motion approved.**

**Motion #5:** *That Academic Council approve the submission of the proposal for an MFA in Documentary Media to the Ontario Council for Graduate Studies for Standard Appraisal*

P. Schneiderman seconded.

**Motion approved.**

**Reports of Committees** The Chair moved to item 8.3 with Council's approval.  
8.3 Report #W2006-3 of the Academic Standards Committee

**Motion:** *That Academic Council approve the proposed curriculum restructuring in the Architectural Science program.*

E. Aspevig moved, A. Ganuelas seconded

M. Zeytinoglu briefly presented the report.

J.P. Boudreau commented that there is a nice synergy between the bachelors and masters programs. He noted that there are not many courses outside the program and there is not much social science or science. M. Zeytinoglu commented that there will be 6 Liberal Studies courses and they can choose URP and Interior Design. They can select physics as well, and the program meets the requirements of architecture programs. G. Kapelos commented that there was a significant opening of the curriculum.

J. Dianda congratulated the program on the reworking of the curriculum. There was some discussion and explanation of the computation of course hours in the program.

**Motion approved.**

8.1 Report #W2006-1 of the Composition & By-Laws Committee

**Motion:** *That Academic Council approve the By-Laws of the Urban and Regional Planning School Council*

M. Dionne made the report and moved, S. Williams seconded.

**Motion approved.**

8.2 Report #W2006-2 of the Nominating Committee

**Motion:** *That Academic Council approve the nominees for Standing Committees for 2006-2007*

M. Dionne moved and reported, M. Yeates seconded

It was asked why there was no student on Awards & Ceremonials Committee, and the Secretary explained that this was the committee that approved student graduation and awards.

Gerald Hunt commented that he was not on the Nominating committee. The Secretary will make the correction. It was noted that some members were serving a third term, and the Secretary explained that the By Laws permitted three terms in special circumstances.

9. New Business

9.1 Academic Plan. Update – E. Aspevig presented the report, stating that the academic plan is progressing well and all are to be commended for working toward achieving objectives. The report is not a fully detailed report but rather a high-level summary of the Faculty submissions. Ryerson is moving forward to becoming a comprehensive university, with undergraduate programs, graduate programs and SRC. Programs are growing out of Ryerson's unique and significant strengths. The University is continuing to draw on and contribute to the community. There is continuing strength in CE.

N. Loreto asked about the increased use of "clickers". T. Dewan explained that "clickers" allow for audience response.

J. Morgan asked about TAs. Departments that do not have graduate students are reliant on York or U of T students. Departments are required to post for "up to" a certain number of hour but these hours can be reduced in the third week. E. Aspevig is also concerned, and there needs to be more predictability in the TA work.

J. Morgan raised an issue about the Ryerson Medical form and the information that is being given on that form. The Secretary will look into the matter.

V. Fox was introduced to AC.

The President thanked everyone in the room and wished everyone well.

10. Adjournment

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

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

UNDERGRADUATE COURSE CHANGE FORM

INITIATING SCHOOL/DEPARTMENT: School of Radio and Television Arts

DATE of SUBMISSION: May 26, 2006

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

Paul Lopez  
Provost and Vice-President Academic

Sept 15, 2006  
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					
SOC104	Understanding Society	Lect: 3 hrs	N		✓						Table I	Sociology Department	To offer RTA students a minor in Sociology	Sociology	Fall 2007

Page 46  
of Academic Council Agenda  
October 3, 2006 meeting

## Report of the Animal Care Committee

Submitted to Academic Council  
for the period January 2005 to December 2005

### Period Activities

The Animal Care Committee (ACC) received and reviewed two new protocols during 2005. Both projects were approved and will be conducted off campus.

#### *Bone Turnover and Bone Lead Content in Rats*

Dr. José Brito in the Department of Physics is collaborating with Dr. Colin Webber in the Nuclear Medicine Department at McMaster University to determine a safe method of removing lead from bone in rats.

#### *Canine Augmentation Technology*

Dr. Alexander Ferworm in the Department of Computer Science is conducting experiments with dogs under the care of the Ontario Provincial Police. It is expected that a camera, microphone, transmitter and headphones will gather medical telemetry and track its location via GPS.

### Ongoing Activities

Two previously approved studies continue to operate off campus. Both protocols have been renewed by the ACC and will be monitored each year that the studies continue.

#### *Use of Disinfectants in Endoscopy to Inactivate Coccidial Parasites*

Prof. Marilyn Lee in the School of Occupational and Public Health is determining the infectivity rates of treated oocytes by inoculation on day old chicks. Prof. Lee is the Principal Investigator.

#### *Point Temperature and Optical Monitoring During Laser Thermal Therapy*

Dr. William Whelan in the Department of Mathematics, Physics and Computer Science is collaborating with Dr. Alex Vitkin at the Ontario Cancer Institute to evaluate a new treatment that uses optical probes to treat solid tumours in rabbits.

### Proposed Activities

The ACC will:

1. Receive and review any applications by researchers involved with animal activity in accordance with the Canadian Council on Animal Care guidelines.
2. Monitor ongoing approved research.
3. Develop an action plan to educate the Ryerson Community on requirements with regard to research and activities involving animals.
4. Review and amend if necessary the Terms of Reference and decision making protocol currently in use.

Respectfully submitted,

Andrew Papadopoulos  
Chair, Animal Care Committee

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*2004-2005 ACC Members:* Andrew Papadopoulos, Chair; Richard Boehnke (Community Representative); Dr. Wendy Williams (Veterinarian); Dr. Lynda McCarthy (Faculty); Dr. Vadim Bostan (Faculty); Prof. Marilyn Lee (Faculty); Liberty Victorio-Walz (Technical Specialist in Microbiology), and Alexander Karabanow, (Office of the Associate Vice President, Academic), *ex-officio*.



**Report of the Nominating Committee F2006-01  
October 2006**

**Academic Council Appeals Committee**

Mitu Sengupta, Faculty of Arts (Politics) – to replace Isaac Engel

**Academic Standards Committee**

Gene Allen, Faculty of Communication and Design (Journalism), to replace Donna Smith

Jim Dianda, Faculty of Arts (Philosophy), to replace Bob Murray

Paul Hadian, Student, Social Science, to replace Tara Spencer

Zahra Khan, Student, Chemistry and Biology, to replace Syon Kandasamy

**Awards & Ceremonials Committee**

Anita Shilton, Dean, The Chang School – to replace Des Glynn.

**Animal Care Committee**

William Whelan, Physics

Marilyn Lee, Occupational and Public Health (3<sup>rd</sup> term)

Vadim Bostan, Chemistry and Biology (2<sup>nd</sup> term)

**Learning and Teaching Committee**

Tammy Yiu, Student Faculty of Communication & Design (Fashion)

**Nominating Committee**

Ian Baitz, Communication and Design (Graphics Communication Management) to replace Gillian Mothersill

**Research Ethics Board**

Susan Cody, Professional Communication (2<sup>nd</sup> term)

Karen Spalding, Nursing

Ziad Saghir, Mechanical and Industrial Engineering

Bettina West, Business (Bus Management) Member-at-Large

Sharon Wong, Community Svcs (Nutrition) Member-at-Large

Alexandra Jurczak, Student, Arts & Contemp Studies

Bertha Konstantinidis, Student, Elect & Comp Engineering (2<sup>nd</sup> term)

Jehangir Saleh, Student, Nursing (2<sup>nd</sup> term)

Geoff Arnold, Community member (3<sup>rd</sup> term)

Simon Pearson, Community member

**SRC Committee**

Gillian Mothersill, Communication and Design – to replace Donna Smith

Note that all members of the committee refrain from voting on their own nomination.

**Appointment to Academic Council**

Ian Baitz, Faculty of Communication and Design (Graphics Communication Management), appointed by Dean Daniel Doz to complete the term of Gillian Mothersill

Respectfully submitted,



M. Dionne, Chair, for the Committee

I. Baitz, C. Cassidy, C. Evans, E. Evans, O. Falou, K. Jones, T. Koulik, L. Merali, M. Panitch, D. Schulman (non-voting)

To: Dr. Diane Schulman, Secretary of Academic Council

From: Dr. Linda Grayson, Vice President Administration and Student Affairs  
Dr. Errol Aspevig, Provost and Vice President Academic

Re: Policy on **Academic Accommodation of Students with Disabilities**

Date: September 15, 2006

### **Purpose of the Accommodation Policy**

The decision to form a committee to draft an accommodation policy grew out of faculty questions and concerns about the accommodation process that were communicated to the Access Centre Coordinator by the Secretary of Academic Council. Clarification was required about the role of the Access Centre and faculty in decision making and the provision of accommodations, and the role of students in communicating their accommodations to faculty.

The goal of this policy is to outline the development of collaborative partnerships between faculty, students and the Access Centre to ensure that student learning is effectively facilitated and academic standards are maintained.

Committee Members were selected based on their expertise as well as their responsibilities. They were: Marion Creery, Tanya Lewis, Judith Sandys, Diane Schulman, and Ann Whiteside. Nora Farrell acted as an advisor to the Committee. Guests included Gillian Mothersill, Chair of the Academic Council Appeals Committee

## ***Process***

### **1. Draft Policy Development**

The committee collected accommodation policies from other universities. Sections were discussed and adapted based on the Ryerson context by the committee until agreement was reached on a draft document.

### **2. Policy Consultation:**

Consultations were conducted by Shirley Lewchuk with both faculty and students.

#### **2a. Student Consultation**

560 Access Centre students were sent a copy of the policy on two separate occasions and asked to comment. One reply was received.

4 students met during the summer of 2005 in a focus group.

3 student leaders were asked to read and comment on the policy. Their concerns reflected those of the students mentioned above.

## **2b. Faculty Consultation**

Twelve faculty members and one Student Affairs Officer met in the fall of 2005.

2 from Business

5 from FCAD

2 from Arts

2 from Community Services

2 from Engineering

## **2c. Administration**

The draft accommodation policy was reviewed by the Academic Planning Group (APG), the Academic Standards Committee and Senior Directors. Deans were asked to share the policy with their Chairs for comments.

All of the input from the various groups was considered, and the policy revised as appropriate.

**Motion: That Academic Council approve the policy of Academic Accommodation of Students with Disabilities.**

**RYERSON UNIVERSITY**  
**POLICY OF ACADEMIC COUNCIL**

**ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES**

Policy Number:	159
Approval Date:	October 3, 2006
Policy Review Date:	Fall, 2008 (or sooner at the request of the Provost and Vice President Academic; Vice President, Administration and Student Affairs; or Academic Council)
Responsible Office:	Provost and Vice President Academic and Vice President, Administration and Student Affairs

**I. INTRODUCTION**

The University provides academic accommodations for students with disabilities in accordance with the terms of the Ontario Human Rights Code. This occurs through a collaborative process that acknowledges a collective obligation to develop an accessible learning environment that both meets the needs of students and preserves the essential academic requirements of the University's courses and programs. This policy reflects the *shared* responsibility of students with disabilities, instructors, Departments/Schools, Faculties, the Access Centre and administrative staff to exercise flexibility and creativity in the provision of academic accommodations.

The University is committed to the fostering of an inclusive climate of equitable access, understanding and mutual respect which recognizes the dignity and worth of all persons, provides equal rights and opportunities without discrimination, and protects the privacy, confidentiality, comfort, autonomy and self-esteem of students with disabilities.

This policy applies to academic accommodations involving undergraduate and graduate students in full-time and part-time programs, certificates, and continuing education courses.

**II. DEFINITIONS**

- A.** A student with a disability means a student who, as a result of a physical, sensory or mental impairment or a learning disability, encounters barriers that substantially limits at least one major life activity.

See *The Ontario Human Rights Code* for more information on the definition of disability.

- B.** An accommodation is a planned variation in response to a disability in the way a student receives course materials and/or participates in course activities, and/or demonstrates mastery of course content. The purpose of an accommodation is to allow an otherwise qualified student to "successfully meet the essential academic requirements of the program, with no

alteration in standards or outcomes, although the manner in which the student demonstrates mastery, knowledge or skills may be altered". (Guidelines for Accessible Education, Ontario Human Rights Commission, 2004, page 29). Accommodations must be respectful of students and responsive to their requests as much as possible. However, accommodations may not fully reflect a student's request.

- C. Documentation means a written evaluation or report provided by an appropriate and regulated health care professional(s). The documentation must be current and comprehensive.
- D. Essential academic requirements are the knowledge and skills that must be acquired and demonstrated in order for a student to successfully meet the learning objectives of the course/program.

### ***III. PRINCIPLES REGARDING ACCOMMODATION OF STUDENTS WITH DISABILITIES***

#### **Duty to Accommodate**

The University has the obligation to meet the needs of students with disabilities in ways that do not discriminate. The needs of each individual student with a disability must be assessed to determine the appropriate accommodations. Not all students with the same disability will have the same needs. Once a student's needs have been accommodated, it is the student's responsibility to meet the essential academic requirements of a course/program and to follow accommodation procedures. All faculty have the obligation to be aware of and knowledgeable about effective implementation of accommodation or seek required support. In determining eligibility for university awards, scholarships or other opportunities, the qualifications of students with disabilities will be considered on an individual basis in consultation with the Access Centre.

#### **B. Duty to Provide Evidence of Disability**

The student is responsible for providing relevant and recent medical documentation that substantiates a disability according to the guidelines in this policy and Access Centre procedures (available at the Access Centre). The documentation must demonstrate that the disability has an adverse impact on the student's ability to perform on an equitable basis in an educational environment.

#### **C. Limitations on the Duty to Accommodate**

The University will accommodate a student with a disability so that the student may fulfill the essential requirements of a course/program. In some circumstances, the nature and degree of a disability can mean that no accommodation would enable an individual to meet the essential academic requirements of a course/program or to meet the behavioural expectations of the University. In these cases, the University is *not* required to accommodate and may refuse to provide accommodations. However, efforts must be made to survey all reasonable options.

#### **D. Confidentiality**

The University requires sufficient information to reasonably evaluate and respond to a student's request for accommodation. For this reason, students are required to provide information concerning the impact of their disability, their needs and restrictions. All documentation related to disability is submitted to, and held in locked and confidential filing cabinets in, the Access Centre. Information on accommodation is only released on a need-to-know basis within the Ryerson community.

#### **E. Resolution of Disagreements**

In the event that agreement regarding the provision of accommodations can't be achieved between the student, the instructor and the Access Centre, efforts to resolve the issues will be made using the attached procedures. The principles stated in this policy will be used in resolving outstanding issues.

## APPENDIX

### ***IV. PROCEDURES***

The Vice President Academic and the Vice President Administration are responsible for the regular review of procedures ensuring the principles within this policy are maintained.

#### ***A. ROLES AND RESPONSIBILITIES***

##### **1. University Application Process:**

- a. Applicants are strongly encouraged to declare their need for accommodations in the application process and to seek assistance in selecting their courses/programs from their prospective department in collaboration with the Access Centre.
- b. All medical documentation related to the applicant's disability will be held by the Access Centre. Relevant information related to making admissions decisions will be disclosed, as required.
- c. Ryerson will, upon request, provide admissions information to applicants in alternate formats (Braille, audio tapes etc.), within a reasonable timeframe. The Access Centre may be involved, as required.
- d. Ryerson will accept academically qualified candidates for admission by examining each applicant's academic record and non-academic requirements (portfolio, audition) where required in accordance with general admissions procedures.
- e. If questions arise during the application process pertaining to the applicant's ability to fulfill the essential requirements of a program, even if accommodated, the issue will be discussed by Admissions, the Access Centre and the Chair/Director of the department and the Dean of the applicant's prospective Faculty (where appropriate). The Chair/Director shall work with the applicant and the Access Centre to determine what, if any, accommodations might be reasonably made to enable the applicant to meet the essential academic requirement.
- f. In the event that the Chair/Director, in conjunction with the Dean, determines that accommodation would cause undue hardship, or where no accommodation would enable the student to meet the essential academic requirements, the applicant shall be so informed and other options shall be discussed; and
- g. As with all students, admission does not guarantee that an applicant will, in fact, be able to meet the essential academic requirements of the program or any specific course.

##### **2. The Access Centre shall:**

- a. receive and verify a student's recent and relevant medical documentation, provided by an appropriate and regulated health professional;
- b. assist students in obtaining appropriate documentation, as required;
- c. ensure that all student information and all medical documentation are treated confidentially and maintained in individual student files;
- d. review all documentation, conduct an interview with the student and develop a recommended accommodation plan taking the best practice guidelines of IDIA into consideration;
- e. consult with instructors and faculties/schools, as needed, on crafting accommodations that are congruent with the essential academic requirements;
- f. coordinate the requests for and assist in the provision of accommodations;
- g. provide academic and problem-solving support to students with disabilities when requested;

- h. assist and provide information pertaining to required accommodations to instructors, Chairs/Directors, Deans and other administrative staff;
- i. provide letters, upon request and with copies to the student, confirming registration with the Access Centre, the impact of the student's disability on learning and outlining the student's accommodation;
- j. educate, when appropriate, students, faculty, and administrative staff as to their rights and responsibilities under this policy;
- k. consult with various individuals and offices, as required;
- l. ensure the invigilation of tests and exams held in the Access Centre are in accordance with University policy and procedure; and
- m. ensure confidential and timely delivery of tests/exams according to Access Centre procedures.

**3. Students with disabilities requiring accommodation shall:**

- a. meet essential academic requirements with appropriate accommodation;
- b. meet university behavior expectations with appropriate accommodation, if necessary;
- c. discuss with the Access Centre, their instructor, their Department or Faculty, any concerns they may have about whether or not they would be able to meet the essential academic requirements of a course/program prior to enrolling in a course/program;
- d. provide the Access Centre with relevant and recent medical documentation (from an approved and regulated health professional) to substantiate the impact of their disability and any resultant restrictions;
- e. contact the Access Centre in a timely manner about any required accommodations, taking into account the complexity of the required accommodation;
- f. learn and follow Access Centre procedures with regard to registration, renewing registration, and the provision of accommodation and supports;
- g. collaborate with the Access Centre, instructors, and others (for example, academic advisors, Chairs/Directors, Deans, Library staff etc.) by identifying learning needs to develop an appropriate accommodation plan;
- h. inform their instructors, as soon as possible, for each course where accommodations are requested and meet with them as required to discuss arrangements for accommodations;
- i. understand that he/she may not appeal on the basis of disability where he/she has chosen not to use an approved accommodation while completing a course; and
- j. request that their eligibility for university awards, scholarships or other opportunities be considered on an individual basis.

**4. Instructors shall:**

- a. treat students with disabilities with respect, and work to ensure that their confidentiality and privacy is maintained and make every effort to develop an inclusive learning environment;
- b. refer students as appropriate to the Access Centre;
- c. inform the Access Centre of the essential academic requirements of a course with the assistance of their academic department, as required;
- d. participate, when needed, in structuring an appropriate accommodation plan that meets the needs of the student and satisfies the essential academic requirements of the respective course/program;
- e. notify the student and the Access Centre as soon as possible, regarding concerns about fulfilling the essential academic requirements of the course/program within the recommended



accommodation plan, and continue to work with the student and the Access Centre to explore alternative accommodations. If unsuccessful in developing an appropriate accommodation plan, refer to the Department/School Chair/Director;

- f. incorporate techniques to maximize accessibility within the classroom environment;
- g. confer with the Access Centre if the proposed accommodation plan is not appropriate or effective; and
- h. be aware of, and comply with, this policy, and become knowledgeable about removing disability related barriers within classrooms and in implementing accommodations.

**5. The Department/School Chair/Director shall:**

- a. provide an opportunity for all faculty members to familiarize themselves with this policy;
- b. ensure that resources are provided by the department/school, Faculty or University, as appropriate, to support necessary accommodation plans crafted collaboratively by the instructor, the student and the Access Centre;
- c. consult with students and the Access Centre, as required, when students have first identified their need for accommodations. This may occur prior to registration, following registration, or when a student approaches the Access Centre with an accommodation request;
- d. discuss with the student and the Access Centre any Department/School concerns about the accommodations and/or how the accommodations relate to the essential academic requirements of the course/program;
- e. collaborate with the Access Centre to provide accommodations for university entrance requirements, (e.g. entrance tests);
- f. review, upon a student's or instructor's request, concerns with the recommended accommodation plan and assist in developing alternatives;
- g. make every effort to ensure that field placements/practicums take the accommodation requirements of students with disabilities into account;
- h. ensure that accommodations received by students will not be a barrier to eligibility for exchanges; and
- i. ensure the provision of accommodations for students with disabilities is outlined in the Department/School student handbook in accordance with the Course Management Policy 145, 3.1.6.

**6. Deans shall:**

- a. work in conjunction with the Department/School Chairs/Directors to ensure that all instructors are made aware of this policy and that the practices associated with the delivery of accommodations are consistent with this policy;
- b. review, upon a student's request, a Department/School Chair/Director's decision not to provide an accommodation;
- c. provide resources as appropriate to implement any necessary accommodation plans;
- d. ensure that accommodations received by students will not be a barrier to eligibility for university honours or opportunities.

**7. Registrar's Office shall:**

- a. forward any accommodation requests and documentation provided by a student, before or at the time of registration, to the Access Centre;

- b. collaborate with the Access Centre in implementing accommodations where the requirements fall within the jurisdiction of the Registrar's Office, (e.g. the provision of special timetabling or classroom use);
- c. make accommodations for convocation ceremonies, in conjunction with the Access Centre as appropriate, with advance notice from the student or other relevant parties.

**8. Financial Services shall:**

maintain a process of fairly assessing tuition fees where a reduced course load is an appropriate accommodation (see Ryerson Memorandum: Tuition Rebate Policy for Students with Disabilities).

**9. Library Services shall:**

- a. make every reasonable effort to provide students with disabilities equal access to information;
- b. collaborate with the Access Centre in the provision of information in alternate formats; and
- c. make every reasonable effort to collaborate with CCS to ensure the provision of adaptive technology within the library to improve accessibility.

**10. Learning & Teaching Office shall:**

- a. provide resources to faculty members related to instructional design, delivery and evaluation methods that may facilitate the academic success of students with disabilities; and
- b. identify and circulate new learning and teaching resources related to the provision of academic accommodations for students with disabilities.

**11. Student Financial Assistance shall:**

collaborate with the Access Centre in the administration of specialized funding according to Ministry guidelines; and

**12. University shall:**

ensure that appropriate training is available to university personnel in the accommodation of students with disabilities, consistent with their role and responsibilities.

## ***PROCEDURES FOR THE RESOLUTION OF DISAGREEMENTS***

### **1. Review of Accommodation Plan if Not Accepted:**

If agreement among the student, the Access Centre and the instructor about a recommended accommodation plan cannot be reached, the instructor shall discuss the matter with the Chair/School of the Department/School, normally within five working days of the receipt of the accommodation request, or as soon as possible after it becomes evident that the accommodation cannot be made.

The Chair/Director will consult with appropriate offices and individuals affected by the situation. If the Chair/Director, after such consultations, agrees with the terms of the proposed accommodation plan, or a revised plan, the accommodation shall be granted and the Chair/Director shall so advise the Access Centre, the instructor and the student in writing. However, if the Chair/Director agrees with the instructor that the accommodation is not appropriate, the Chair/Director shall forward all relevant documentation, normally within five working days of being contacted by the instructor, to the Dean for his/her review.

The Dean shall, in turn, review all relevant documentation and consult with the student and other appropriate offices in an effort to resolve the matter. If the Dean concludes that the student should be accommodated in accordance with the proposed accommodation plan, or a revised plan, the accommodation shall be granted and the Dean shall notify the Access Centre, the instructor and the Chair/Director of the Department/School, normally within ten working days.

If the Dean concludes that the accommodations are not appropriate, the Dean shall notify the Access Centre, in writing, normally within ten working days of being contacted by the Chair/Director, that the accommodations shall not be granted. A copy of this letter shall be sent to the student, the instructor, and the Chair/Director of the student's Faculty.

### **2. Accommodation Pending Review:**

The University recognizes that decisions involving accommodations must be made expeditiously to assist students in their on-going courses. In the event that a request for accommodation is under review, the instructor and the Access Centre shall review the accommodation plan to determine what portion, if any, of the plan it is feasible to implement immediately.

Where a student has been accommodated, pending the final outcome of all reviews, and the final result is that the accommodation should not be granted, the Chair may, in his/her discretion, recommend that a student be retroactively withdrawn from a course.