RYERSON UNIVERSITY

SENATE MEETING AGENDA

Tuesday, October 2, 2007

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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 in The Commons.

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	1.	**President's Report**
Pages 1-5	1.1	President's Update
Pages 6-13	1.2	Ryerson Achievement Report
	1.3	Presentation of Sarwan Sahota Ryerson Distinguish Scholar Award – Wendy Cukier
	1.4	Performance Indicators (2006-2007) – Paul Stenton

2.   Report of the Secretary of Senate (#F2007-1)
2.1   Nomination of Vice Chair of Senate
2.2   Senate Information Package *(attached as separate item)*

3.   The Good of the University

4.   Minutes:
Pages 14-23   4.1   Minutes of the May 1, 2007 Meeting

5.   Business arising from the Minutes

6.   Correspondence
Page 24   6.1   Letter from the Board – Academic Council name change to Senate
Page 25   6.2   Letter from David Suzuki

7.   Reports of Actions and Recommendations of Departmental and Divisional Councils
Pages 26-27   7.1   From Arts:
7.1.1   Discontinuation of Part-time B.A. Program in Justice Studies
Motion: *That Senate approve the discontinuation of the part-time B.A. Program in Justice Studies*

Pages 28-29   7.2   From the Ted Rogers School of Management:
7.2.1   Restructuring of the Management, Entrepreneurship and Strategy Department.
Motion: *That Senate approve the restructuring of the Management, Entrepreneurship and Strategy Department into three separate departments: Entrepreneurship/Strategy (E&S), Law and Business (L&B), and Global Management Studies (GMS).*

Ryerson University
Senate

President's Update
September 18, 2007

Welcome: It is a privilege and a pleasure to welcome members of the University Senate to the 2007-08 academic session. We look forward to working together to advance our university, and appreciate your input and involvement. Best wishes for an engaging and productive year.

Enrollments: According to the Ontario Universities' Application Centre, Ryerson is #1 in the province in the growth of applications for undergraduate programs. Applications from secondary school students this Fall rose 9.6% over last year compared to 6.2% across the Ontario system, and first choice applications grew by 16.9% compared to 5.0% for the province. Preliminary figures indicate that Ryerson has enrolled about 20,000 students in full-time undergraduate programs and 3,600 in part-time programs. Despite the strong demand we have been able to hold the line on undergraduate intake to compensate for overages in the previous year. The number of graduate students, with nine new graduate programs being offered, has risen to about 1,500 from 1,060 in Fall 2006, or up 42%.

Orientation: Congratulations and thanks to the Ryerson Students' Union and Ryerson Student Services for a very successful start to the year, featuring the world's largest dance class (see Achievements, August 30th), RSU Culture Mix featuring ethnic song and dance, the largest open air concert ever hosted as part of first week festivities, the Gould Street Fair including international food vendors and performance artists, and Gould Street Sports Day. Activities continued the week of September 4th with the RSU-organized Week of Welcome (WOW), where I joined students in the 50th Annual Parade on Yonge Street, and did my favourite walkabout at Campus Groups Day on Gould Street to talk with students about their interests and heritage as they showcased more than 60 cultural and student groups on campus.

I would like to make special mention this year of the welcome event for graduate students, where it was clear that we have outgrown the space for this event, and the level of engagement was so high that we ran out of food. I have promised to host a mid-year reception for this wonderful group. I also had the opportunity to meet our MBA students and was overwhelmingly impressed by the numbers and background of our graduate level students. Attending these events puts our goals in perspective – although we talk about targets, we are really making progress in student engagement and reputation.

President's Newsletter to the Ryerson Community: The Fall 2007 newsletter, inserted in the September 12th issue of *The Ryersonian*, continues the tradition started last year of an annual 'back to school' publication featuring major highlights and a sense of how it fits together.

Convocation – We are looking forward to the Fall 2007 Convocation to be held in three ceremonies, two on Wednesday, October 24th and one on the morning of Thursday, October 25th. Honorary doctorates are being awarded to Stephen Lewis [politician, diplomat and international envoy for humanitarian efforts] and Michele Landsberg [author, columnist, feminist] together on October 24th, and to Dr. Shirley Tilghman, [President of Princeton University], at the ceremony on October 25th. We are told by our students and families that the participation of faculty in the procession and on the platform is especially meaningful at convocation. I am pleased to invite everyone to attend this celebration of student success and special recognition for esteemed colleagues.

Accreditation Decisions – The Canadian Engineering Accreditation Board notified us on July 3rd that they had made decisions for the following programs at Ryerson:

Aerospace Engineering	Accredited for six (6) years to June 30, 2013
Chemical Engineering	Accredited for six (6) years to June 30, 2013
Civil Engineering	Accredited for six (6) years to June 30, 2013
Electrical Engineering	Accredited for six (6) years to June 30, 2013
Industrial Engineering	Accredited for three (3) years to June 30, 2010 (report by June 30, 2009)
Mechanical Engineering	Accredited for six (6) years to June 30, 2013

This is a spectacular result, and as nearly perfect as can be achieved. Congratulations to Dean Stalin Boctor and colleagues in all of these outstanding engineering programs.

Black Star Historical Black and White Photography Collection – In August, Vice President Adam Kahan met with officials at the Canadian Embassy in Washington D.C., and with the Executive Director and Senior Vice President of The Newseum, a dynamic new museum being constructed in Washington that will showcase how and why news is made. Discussions were very positive about potential opportunities for sharing the Ryerson Black Star Collection in thematic and meaningful ways at special events and on commemorative dates, as well as arranging exhibit opportunities once construction of The Newseum is complete. VP Kahan shared the message at these meetings that the Ryerson Black Star Collection is a Canadian Treasure that will be used not only as a great resource for teaching, research, and exhibits at the University, but as an exceptional way to help promote Canada and Ryerson.

Membership on Committees and Boards: Effective July 5th, I have been elected to the Board of Directors of Canarie, a not-for-profit corporation funded by Industry Canada to develop next-generation research networks. On September 7th, 2007 the Council of Ontario Universities announced its committee assignments, including the following Ryerson involvement:

- Government and Community Relations Committee (GCRC) – Sheldon Levy, Chair (to June 2008); resource persons to this committee include Assoc. V-P Paul Stenton
- Standing Committee on Human Rights – Prof. Janet Lum
- Standing Committee on Relationships with Other Postsecondary Institutions – Sheldon Levy, member to June 2009 [as Co-Chair of the College-University Consortium Council (CUCC)]
- Budget and Audit Committee of COU Holding Association Inc. – Prof. James Dianda (COU Academic Colleague for Ryerson)
- Executive Committee – Sheldon Levy, ex officio as Chair of GCRC

Government Relations:

Election Advocacy – As Chair of the COU Government and Community Relations Committee, I am working with the Council of Chairs of Ontario Universities (CCOU), on which Ryerson Board Chair Peter Lukasiewicz serves as Vice-Chair, to advance awareness of the importance of universities in contributing to the progress of our province. Members of the community can expect to see references and articles in the news over the next several weeks.

Ministry of Health and Long-Term Care– On August 22nd, Ryerson University hosted the announcement by Minister George Smitherman of $24.5 million in funding to increase access to Midwifery and Primary Health Care Nurse Practitioner programs. The allocation will increase places in Ontario midwifery programs offered at 3 Ontario universities (Laurentian, McMaster, Ryerson) from 60 to 90 by 2008, and provide an additional 50 places in Nurse Practitioner

programs in Fall 2008 (offered at 10 universities: Lakehead, Laurentian, McMaster, Queen's, Ryerson, Ottawa, Toronto, Western, Windsor, York).

Higher Education Quality Council of Ontario (HEQCO) – On July 26th the Council (established by the government of Ontario as part of the Reaching Higher agenda as an independent body to provide research and advice on postsecondary education, including quality, access and accountability) issued its first strategy document, *Review and Research Plan 2007* [see http://www.heqco.ca/inside.php?&ID=4]. In the accompanying news release, Council President James Downey said: "We need to know if the quality of teaching and learning is improving, if students are mastering the skills they require to succeed, and how Ontario compares with the quality of higher education across Canada and around the world." Some of the Council's research priorities outlined in the plan include: studying the full range of factors that influence students' choice to attend higher education; examining ways to identify and promote best practices in teaching and student services; and understanding the factors that have supported the development of successful joint college-university collaboration. I have had the opportunity to meet with HEQCO a number of times and Ryerson, along with other Ontario universities, will be helping to move this work forward as a useful basis for planning and improvement. I support the role of HEQCO, and believe the experts guiding its deliberations and involved as members of its Board of Directors will assure its relevance and success.

Multi-Year Agreement – All universities are required to submit a progress report on the targets contained in the Multi-Year Agreements with government. The Executive Summary of the Ryerson report will be provided to members of Senate for information. While the report reflects performance that generally exceeds expectations, we are using the opportunity of submitting this document to government to continue our case for space and increased expansion at the doctoral level.

Graduate Expansion Funding – On July 23rd, the Ryerson University 2007 Graduate Enrolment Growth Plan was submitted to government, outlining progress made to date, and plans for program and enrolment expansion to 2009-10. The Ministry of Training, Colleges and Universities is preparing to launch the second round of this initiative, and Ryerson will be submitting a very strong case, as we did in phase one.

Master Plan update: We are verging on a year since we announced the Master Planning team on October 31st, 2006. There has been a tremendous sense of engagement with the process, especially among faculty teaching courses in related fields, and their students, who have taken ownership of many of the issues in creative and ingenious ways. There will be a report from the Master Planning team issued later this academic year, but in the meantime I will be providing an update to the community on the direction the process is taking.

Achievements – I am proud to acknowledge Ryerson achievements celebrated so far in 2007-08, and I continue to encourage everyone to let me know about accomplishments by members of our community.

❖ 2007/08 – Mechanical Engineering Professor Ravi Ravindran will serve as president of the Canadian Academy of Engineering, a 300-member organization comprising the nation's top engineers.

❖ Summer 2007 – Prof. Perry Schneiderman received rave reviews directing Ténor recherché (Lend Me a Tenor) in Montreal, with extra shows added and a 20-city tour in Quebec planned for 2009.

❖ June 15 – Prof. R. Bruce Elder was elected to the Royal Society of Canada Arts Division of the Academy of the Arts and Humanities; the induction will take place November 17th.

- July 2007 – Dr. Nima Naghibi, Department of English, was celebrated for the launch of her book Rethinking Global Sisterhood: Western Feminism and Iran.

- July 2007 - Four Ryerson professors (Dr. Arne Kislenko, History; Dr. Filippo Salustri and Prof. Frankie Stewart, Mechanical Engineering; and Dr. Gosha Zywno, Electrical Engineering) received inaugural Government of Ontario Leadership in Faculty Teaching (LIFT) Awards, conferred by the Ministry of Training, Colleges and Universities. Announced in September 2006 and based on student and faculty nominations, the awards provide a 2-year $20,000 grant for teaching excellence.

- July 2007 – The Ryerson Review of Journalism won five awards at the 2007 Association for Education in Journalism and Mass Communication Student Design Contest. Prizes included 1st Place (Meena Nallainathan) and 3rd Place (Dana Lacey) in the Feature category; 2nd Place (Amy Packwood), and Honourable Mention (Angela Kozak) in the Investigation and Analysis category; and a 2nd Place editorial award for Single Issue of an Ongoing Print Magazine (Julia Belluz, editor) in which category the RRJ was described as 'Newsweek meets The Economist meets New York Times magazine.' Prof. Bill Reynolds was advisor on all the winning pieces.

- July 12 to 22 – Ryerson Ram Boris Bakovic (Business Management) was named to the Canadian men's basketball team that competed at the FIBA Under-19 World Championship in Serbia.

- July 15 – Balint Zsako (Image Arts '02) illustrated the New York Times magazine cover story.

- July 18 – Zarqa Nawaz (Journalism '92) received the Women in Film and Television (WIFT) International Achievement Excellence in Innovation (TV) Award for Little Mosque on the Prairie.

- July 22 to September 2 – Prof. Lori Beckstead, with partner Dave Rose, combined art and technology in a Sound Waves Festival installation called Whispering Tree on Toronto's Centre Island.

- July 28 – Prof. Ian MacBurnie led a team of students and alumni to Pakistan to build a sustainable, earthquake-resistant housing unit as part of the 'Home in Muzaffarabad.' disaster relief project.

- August 2007 – A 5-member team of Mechanical Engineering graduates advised by Prof. Judith Dimitriu placed 3rd in the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) 2007 Student Design Competition, the only Canadian team to place among 22 regional finalists from around the world.

- August 10 – Ryan Marr, CE Lighting Design Certificate Program, won 3rd place with his partner in the Photography category of the international Microsoft Imagine Cup 2007 competition.

- August 22 – Ryerson University was featured in a Toronto Hydro news release as Conservation Customer of the Week for 'walking the talk' with its investments in green roofs.

- August 27 – Dr. David Trick, Dept. of Politics & Public Administration, won the 2007 J.E. Hodgetts Award for the best article in English published in Canadian Public Administration for the article written with Dr. Ian Clark, 'Advising for impact: Lessons from the Rae review on the use of special-purpose advisory commissions.'

- ❖ August 30 – Ryerson set a Guinness World Record for the largest dance class during Orientation Week, with 626 people dancing in Dundas Square led by 40 Ryerson Theatre School students.

- ❖ August 31 – The HSBC Bank Canada Business Awards were announced at the Ted Rogers School of Management with a donation of $240,000 matched by the Ontario Trust for Student Support program.

- ❖ September 2007 – Liza Fromer (Radio and Television Arts '92) will host the new show 'The List' on Slice-TV starting October 2007.

- ❖ September 2007 – Chancellor G. Raymond Chang received an Award of Excellence from the Jamaican High Commission in Ottawa and the Consulate General of Jamaica in Toronto, and will receive an honorary Doctor of Laws (LLD) from the University of the West Indies in November.

- ❖ September 5 – The Mira Godard Study Centre acquired the complete working photographic archive of American photographer and filmmaker Wendy MacNeil, who chose Ryerson for its graduate programs, commitment to photography, and Photography Gallery and Research Centre project.

- ❖ September 6 to 15 – The Toronto International Film Festival includes films involving alumni Adam Brodie (Image Arts '02), Dave Derewlany (Image Arts '02), , Daniel Grant (Image Arts '05), Julia Kwan (Image Arts '93), Jeremy Podeswa (Image Arts '84), Communications & Culture PhD student Izabella Pruska-Oldenhof, and former students Martin Gero (Radio & Television Arts) and Bruce McDonald (Image Arts).

- ❖ September 14 – The Soret Coefficient in Crude Oil experiment, involving Dr. Ziad Saghir, Department of Mechanical and Industrial Engineering, as the sole Canadian SCCO scientist, was one of two launched aboard a Russian Foton recoverable satellite in Kazakhastan for a 12-day flight.

- ❖ September 17 – Dr. Catherine Middleton and Dr. Wendy Cukier have been awarded the 2006 Stafford Beer Medal by The OR (Operational Research) Society based in the UK, for their paper on mobile email usage published in the European Journal of Information Systems (EJIS) in June 2006. The medals will be presented at the annual Awards Ceremony in London on November 20th.

RYERSON ACHIEVEMENT REPORT

A sampling of achievements and appearances in the media by members of the Ryerson Community for the

October 2007 meeting of Senate

Events

Ryerson welcomed first-year students during **Orientation Week and Week of Welcome** activities. Approximately 3,000 students, faculty and staff attended the Ryerson Community Welcome Picnic. The *Toronto Sun*, Citytv, CP24, CHFI-FM, CJBC-AM and 680 News all made mention of the 50th Anniversary of the annual Ryerson Students' Union Parade and Picnic.

A number of media outlets across the country reported on Ryerson's success in breaking the Guinness world record for the largest dance class. Residence orientation leader **Joey Picken**, Civil Engineering student **Alex Cashera** and Image Arts student **Chris Gruggen** were quoted in *24 Hours*. Canadian Press filed an article that appeared in the *London Free Press, Trail Daily Times, Niagara Falls Review, The Winnipeg Sun, Owen Sound Sun Times, Cornwall Standard-Freeholder, The Daily News* (Halifax) and CTV.ca. The event was also covered by CFTR, CFRB-AM, CBC Radio's *Here and Now* and CHUR-AM (Thunder Bay).

Nine of Ryerson University's outstanding alumni were celebrated at the 2007 Alumni Achievement Awards ceremony, emceed by Global TV broadcaster and Journalism '93 alumna, **Zuraidah Alman**. The Awards were presented by **President Levy** and **Adam B. Kahan, Vice-President, University Advancement**. Winners of the 2007 Awards are: **Tania Bortolotto, Architectural Science '90**, Bortolotto Design Architect; **Bryan Cantley, Journalism '69**, Commonwealth Journalists Association; **Sheri Cohen, Social Work '96**, founder of ALDER (Adult Learning Disabilities Employment Resource Centre; **Tony Gagliano, Business Management '80**, executive chairman and CEO St. Joseph's Communications; **Jenny Gumbs, Public Administration '02**, Honorary Counsel of Grenada. The 2007 Isadore Sharp Outstanding Recent Graduate Award was given to **Chris Nguyen, Sundeep Mokha, Andy Lai and Lee Liu, '05-'06 Information Technology Management** graduates for starting their own job-search website, JobLoft.com. Radiojamaica.com reported on **Jenny Gumbs,** the first black person to receive the Award.

Ryerson enjoyed a high profile at the Toronto International Film Festival. School of Image Arts alumnus **Jerry Podeswa's** film *Fugutive Pieces* opened with event. Also featured were former students **Bruce McDonald**, **Martin Gero**, **Adam Brodie**, **Dave Derewlany**, **Julia Kwan** and **Daniel Grant**. More than 50 film screenings took place at the Ryerson Theatre during the 10-day festival.

Professor R. Bruce Elder was recently elected a Fellow of the Royal Society of Canada, the highest honour that can be awarded to scholars, artists and scientists in Canada. One of Canada's foremost independent filmmakers and critics, Elder is a professor at Ryerson's School of Image Arts and Director of the joint Ryerson/York Communication and Culture graduate program. Earlier this year, Prof. Elder received the 2007 Governor General's Award in Media Arts.

Gerard Kennedy, former Ontario Minister of Education, past federal Liberal leadership candidate and former Executive Director of the [Daily Bread Food Bank](#) has been appointed as a Distinguished Visiting Professor at Ryerson University for a one-year term effective September 4, 2007. CBC Radio's *Here and Now*, CBC-TV *News at Six* and CJBC-AM reported on the appointment.

HSBC Bank Canada announced the creation of the HSBC Bank Canada Business Awards at the start of the Amazing Race Orientation event at the Ted Rogers School of Management. The Awards will fund an annual scholarship that will be awarded to third- and fourth-year Ryerson Management students who have maintained an exceptional academic record and have demonstrated outstanding leadership skills in the community. **Board of Governors member Harry Rosen** participated in the announcement.

A team of Ryerson Engineering students placed third in the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) 2007 Student Design Competition. Of the 22 finalists from around the world, Ryerson was the only Canadian university to place.

Health and Long-Term Care Minister [George Smitherman](#) announced additional funding to create more training positions across Ontario for nurse practitioners and midwives at a news conference held at Ryerson University. The funding will be divided among universities offering training in the two professions. **Alan Shepard, Provost and Vice-President, Academic** acted as emcee at the news conference.

Media Appearances

Ryerson's interest in the Sam the Record Man building generated much media interest. **President Sheldon Levy** was quoted in several *Toronto Star* articles, and spoke to the *Globe and Mail*, 680 News, CTV News, CBC TV News at Six, CBC Radio's *Here and Now* and CBO-FM (Ottawa). The topic was also covered by Global TV's *Global News Morning*, CBC.ca, CKCO *News at Noon*, Q107, CFRB-AM, CHUM-FM, CHUM-AM, CJEZ-FM, CJBC-AM, CHMT-FM (Timmins), CKTB-AM (St. Catharines) and CJQM-FM/CHAS-FM (both Sault Ste. Marie).

President Levy was quoted in *Globe and Mail* and *Toronto Star* articles on the impending space crunch at Toronto's universities. He also discussed the topic on CFRB's *Toronto at Noon*, Sirius Satellite Radio's *The Link*, 680 News, CBC Radio's *Here and Now* and AM 640's *Morning News*.

President Levy spoke to *Maclean's* about how universities can revitalize neighbourhoods and Ryerson's interest in a new waterfront campus.

President Levy commented in the *Toronto Star* about a proposed boycott of Israeli universities.

President Levy was quoted in a *Globe and Mail* article on the power of the word "university" and the proposed name change for the Ontario College of Art and Design. He spoke of the impact of Ryerson's own name change in 1993.

Aino Lokk, employment counsellor with the Ryerson Career Centre, offered advice in the *Toronto Sun* and *24 Hours Vancouver* on the best way for students to get a strong recommendation letter from a professor.

Arne Kislenko, History, commented in the *Edmonton Sun* on a low-profile cross-country hiring binge by CSIS. He also spoke to the *Cornwall Standard-Freeholder* about the Pakistan-India partition. Dr. Kislenko commented on the federal government's no-fly list in a CBC Radio syndication segment that was carried by CBE-AM (Windsor), CBZ-AM (Fredericton), CBW-AM (Winnipeg), CBY-AM (Cornerbrook, NFLD) and CBVE-AM (Quebec). He was also quoted in *Digitaljournal* on the topic of Iran's nuclear ambitions.

A *Vancouver Sun* article on gossip quoted **Suanne Kelman**, Journalism. She also spoke to CBC Newsworld about the perception, and reality, of crime in Canada.

The *Toronto Star* quoted student **Sohaib Qidwai** in an article on the provincial Liberals' election promise of a $300 grant for post-secondary students.

Lucia Dell'Agnese, School of Fashion, and a number of Fashion students spoke to the *Toronto Star* about making a statement with back-to-school outfits.

Bryan Evans, Politics and Public Administration, spoke to Canadian Press about public education and funding religious schools as key issues in the upcoming provincial election. He also commented in the *Sudbury Star* on the Premier's call for voters to look at his government's track record.

The Star.com and OMNI News South Asian Edition reported on a Ryerson team that travelled to Muzaffarabad, Pakistan to design and build a house for earthquake survivors. **Ian MacBurnie**, Architectural Science, and student **Kevin Hutchinson** were quoted in the coverage. RCI Radio's *The Link* interviewed Architecture student **Craig Race** and recent Image Arts graduate **Megan Mills** who is producing a documentary about the project.

Dean Anita Shilton, G. Raymond Chang School of Continuing Education, was quoted in a *Toronto Sun* article on choosing the right continuing education course.

Art Pierce, Ted Rogers School of Management, was quoted in a *Globe and Mail* article about career movement.

CJBC-AM and CBON-FM (Sudbury) profiled research by **Greg Elmer**, Bell Globemedia Chair, and his research team on the topic of attack ads against provincial Conservative leader John Tory and his party on YouTube. He spoke to the *Ottawa Citizen* about the web permitting politicians to take anonymous potshots while putting their best foot forward in conventional media. He also spoke to CBC Radio about the provincial election campaign being waged online via blogs, YouTube and Facebook. The segment ran on CBC Radio's *Metro Morning*, CBCS-FM (Sudbury), CBCL-FM (London), CBQ-FM (Thunder Bay) and CBO-FM (Ottawa). Finally, he appeared on CBC Newsworld discussing the Great Canadian Wish List launched on Facebook by the CBC.

Metro News profiled **Martin Antony**, Psychology, in its Industry 411 column on various

professions. He commented on overcoming medical phobias in *Bottom Line Health,* and was quoted in a *Hamilton Spectator* article on the six-month wait for government-funded therapy

Trevor Hart, Psychology, spoke to the *Toronto Star* about the questionable public behaviour of an American Republican politician.

The *Toronto Star* interviewed **Brianne Cole**, an Arts and Contemporary Studies student who is organizing a group of student volunteers to work in the Dominican Republic at an orphanage next February as an alternative to vacationing during spring break.

CTV.ca spoke to **Jennifer Brayton**, Sociology, about the hysteria following Princess Diana's death.

Oren Amitay, Psychology, commented in the *Globe and Mail* on parents sharing their kids' back-to-school stress. He was also quoted in a *Windsor Star* article on long-distance dating, and in the *Hamilton Spectator* article about overloading schoolchildren with summer activities and camps.

Mississauga News profiled Image Arts student **Darrell Faria**, who is creating a children's musical.

The *Toronto Star* profiled research by Civil Engineering master's student **Sean Nix** on land-use patterns and the public's over-reliance on cars.

Metroland - Brampton Division profiled student **Sonal Sekhon,** who switched from Computer Science to Early Childhood Education. The article also quoted **Patricia Rego**, field education coordinator, ECE.

Metro News profiled Ryerson's Midwifery program, quoting Midwifery Director **Judy Rogers** and Professor **Mary Sharpe**.

The *Toronto Star* spoke to **Larry Fullerton**, Geography, about guests having difficulty making their way around the CNE grounds. He is conducting preliminary research on "way-finding" to propose a full-scale study to CNE officials next year.

The *Kitchener-Waterloo Record* profiled research by Professors **Joyce Smith** and **Abby Goodrum**, Journalism, on the topic of media coverage of faith groups.

The *Globe and Mail* sought comment from **Bob Burley**, Image Arts, about the demise of the Kodak manufacturing and processing plant in Toronto.

Linda Lewis, Chair, School of Fashion, commented on CJBC-AM about a fashion and design show held in Toronto.

The *National Post* profiled Gateway for International Professionals programs at The Chang School, quoting program director **Phil Schalm; Nava Israel**, program director of the recently created Professional Communications for Employment program; and instructor **Greg Turko**.

The *London Free Press* reported that a 10-minute film by Ryerson student **Ryan Marr** and students from the University of Western Ontario made its debut at a London, Ont., short film fest.

CBC Radio's *Here and Now* sought comment from **April Lindgren**, Journalism, in reaction to the provincial government's announcement that it will cover the cost of disability support programs and publicly funded drug benefits.

Alice Chu, Fashion, spoke to CP Wire about accessories for laptops and MP3 players that blend fashion and function. The article appeared in the *Cape Breton Post* and *North Bay Nugget*.

Bruce Gillespie, Journalism, was quoted in a Vancouver Island News Group article about babyless adults. He is writing a book about men who aren't fathers.

Patrice Dutil, Politics and Public Administration, spoke to CBON-FM (Sudbury) about the federal cabinet shuffle. He also appeared on CJBC-AM discussing the Premiers' environmental conference in Moncton.

Duncan MacLellan, Politics and Public Administration, spoke to CBC Radio's *Here and Now* about who should fill an empty seat on Mayor Miller's executive committee.

Rena Mendelson, Nutrition, spoke to the *Toronto Star* about the impact on kids' eating habits by what their mothers ate while pregnant. She also commented in the *Star* about diet soft drinks.

Joe Springer, Urban and Regional Planning, was quoted in a *Windsor Star* article on the issue of panhandling.

The *Kingston Whig Standard* profiled Image Arts student and entrepreneur **Josh MacDonald**.

Sedef Arat-Koc, Politics and Public Administration, spoke to Gençtürk haber.com, a Turkish online newspaper, about the Turkish elections.

The *Toronto Sun* quoted Chair of Politics and Public Administration **Neil Thomlinson** in an article about Toronto's financial situation and how to remedy it. He also spoke to CBC Radio's *Here and Now* about the politics behind Toronto's budget problems.

CBC Newsworld's *Today Weekend* spoke to **Tariq Amin-Khan**, Politics and Public Administration, about the 60th anniversary of Pakistan's independence.

Greg Inwood, Politics and Public Administration, spoke to Canadian Press about the provincial government's announcement of $6.6 million in funding for environmental groups. The article appeared in the *Peterborough Examiner, North Bay Nugget, Simcoe Reformer, Brockville Recorder and Times* and *Brantford Expositor*

The *Edmonton Journal* profiled Edmonton native and Image Arts alumnus **Jonathan Balazs**.

The *Oakville Beaver* published a letter to the editor by Business Management student **Toby Whitfield**, who received a bursary from the May Court Club of Oakville.

CBC Radio Regional News reported that **Judy Finlay**, former Ontario Child Advocate, would join Ryerson in the School of Child and Youth Care.

Myer Siemiatycki, Politics and Public Administration, spoke to CBC Radio's *Here and Now* about service and program cuts in the city. He also appeared on CBC Radio's *World at Six*, in reaction to a new study by TD Bank that painted a bleak picture of Toronto's economy.

The *National Post* reported on a fashion design camp at the Design Exchange and quoted Ryerson student **Gabe Knox**, one of the camp counsellors.

John Miller, Journalism, commented on CBCS-FM about Quebecor's purchase of Osprey Media.

Lamya Amleh, Civil Engineering, appeared on CBC Radio's *Metro Morning*, CBC Radio News at 10, CBC Radio Thunder Bay's *Northwest Noon* and Citytv's *CityNews Tonight* in reaction to the bridge collapse in Minnesota. She was quoted in a *Hamilton Spectator* story about the state of bridges in the province of Ontario. The article also appeared in the *Cambridge-Kitchener-Waterloo Record*.

The *Toronto Star*'s "Deep Thoughts" column profiled research by Computer Science graduate student **Cristine Ribeiro** on improving canine search and rescue.

The *Victoria Times Colonist* profiled Fashion alumnae **Hayley Gibson-Day** and **Lida Baday**.

Blog TO and Spacing Wire reported on the Gould Street International Student Design Competition.

Canadian Magazines reported that the ***Ryerson Review of Journalism*** won five awards at the 2007 Association for Education in Journalism and Mass Communication Student Magazine Contest international competition.

Computer Engineering master's student **Ali Hesson** was quoted in a *Toronto Star* article on ex-pats cheering for the Iraqi soccer team win in the Asian Cup.

The Star.com spoke to **Glen Weppler**, Student Housing Services, for a feature article on student accommodations in Toronto.

Kileen Tucker-Scott, Director, School of Nursing, commented in the *Globe and Mail* on the impact of people cheating on nursing registration exams.

Ingrid Hehmeyer, History, spoke to the *Toronto Star* about the unique cuisine of Yemen.

The *National Post*'s Toronto Blog reported on the Gould Street International Student Design Competition, quoting Andrew Furman, Interior Design.

Steve Gedeon, Ted Rogers School of Management, was quoted in a *Globe and Mail* article on the topic of "angel investors."

CBC Radio's *Here and Now* interviewed **June Yee**, Social Work, about her study, which found that ethnic communities have more difficulty accessing culturally sensitive mental health services. She also appeared on Sirius Satellite Radio's *The Link*.

Margaret Yap, Ted Rogers School of Management, appeared on Radio-Canada discussing a Ryerson study which found that corporate Canada will have to rely increasingly on immigrants to maintain productivity.

Jim Mars, Urban and Regional Planning, was quoted in a *Toronto Star* article on the possible closure of the Sheppard subway line, elimination of TTC bus routes and cuts to the police budget.

Eye Weekly reported on a new soundscape art installation by **Lori Beckstead**, School of Radio and Television Arts, and her partner Dave Rose.

Larry Lemieux, Computing and Communications Services, commented on ITBusiness.ca about the pros and cons of building security functions into network gear.

The *Toronto Star* quoted Early Childhood Education student **Candice Walker**, a camp counsellor, on the summer camp experience.

The *Globe and Mail* sought comment from **Lynn Cunningham**, Journalism, about the abrupt resignation of the editor of *Chatelaine* magazine.

A *Calgary Herald* article on the appeal of the Stampede quoted Theatre student **Aviva Zimmerman**.

The *Charlottetown Guardian* spoke to **Ron Pushchak**, Occupational and Public Health, who was one of the speakers at the Ryerson-PEI 'EDGE' Symposium on Water Quality and Health, held in June at the University of PEI.

The *Toronto Star* profiled a research study published by graduate Civil Engineering student **Nalissa Khan** and her co-authors, Professors **Grace Luk** and **Mostafa Warith**.

Tara Burke, Psychology, spoke to CBC Newsworld about the gender-based approaches of jurors during their deliberation of the Conrad Black Trial. She also spoke to CBC.ca on the same topic.

Ottawa's CISS-FM *Morning Show* reported on a Ryerson study showing that most Canadian companies keeping track of e-mails written and received by employees.

Canadian Architect quoted **Filippo Salustri**, Department of Mechanical and Industrial Engineering, in an article on establishing a national design research network to improve collaborative design methodologies.

Gabor Forgacs, Hospitality and Tourism Management, spoke to Canadian Press and Broadcast News about the state of Ontario tourism. The article was carried by *London Free Press, Niagara Falls Review, Welland Tribune, Chatham Daily News, Timmins Daily Press, Cornwall Standard-Freeholder, Ste. Sault Star, Belleville Intelligencer, St. Catharines Standard, Peterborough Examiner, Owen Sound Sun*

Times, Hamilton Spectator, North Bay Nugget, Stratford Beacon Herald, St. Thomas Times-Journal, Brockville Recorder and Times, Kenora Daily Miner & News, and CityNews.ca. He was also quoted on the topic of improving Toronto's image and appeal on CBO-FM (Ottawa), CFMJ-AM, Q107-FM, CHML-AM (Hamilton), Global TV, CFPL-TV and CFRB-AM.

The *Toronto Star* published an op-ed by **Grace-Edward Galabuzi**, Department of Politics and Public Administration, on Canada's growing polarization.

Murray Pomerance, Sociology, appeared on CHML-AM's *The Bill Kelly Show* discussing the purchase of the rights to OJ Simpson's cancelled book by the family of Ron Goldman. He also appeared on *The Bill Kelly Show*, as well as CHCH-TV's *CH Live*, discussing the popular Harry Potter franchise. He spoke to CHML-AM (Hamilton) discussing the Forbes Top 100 annual celebrity list and appeared on CHCH-TV commenting on the 30th anniversary of Elvis Presley's death. He also spoke to the *Cornwall Standard-Freeholder* and the *Winnipeg Free Press* about the tenth anniversary of Princess Diana's death.

John Shields, Politics and Public Administration, spoke to the *Toronto Star* about children of immigrants returning to their roots. He was also quoted in a CanWest News service article about the federal cabinet shuffle. The article was carried by the *Saskatoon Star Phoenix, Nanaimo Daily News, Montreal Gazette, Ottawa Citizen, Regina Leader-Post, Windsor Star* and *Edmonton Journal.*

The *Toronto Star* quoted **Usha George**, Dean, Faculty of Community Services, in an article on intermarriages.

Marco Polo, Architectural Science, commented in the *Ottawa Citizen* on the building boom of 1967.

The *National Post* quoted **Judy Rebick**, Department of Politics and Public Administration, in an article on prominent Canadians' recollections of Expo '67. She appeared on CBC Radio's *Cross-Country Check-Up*, discussing the same topic.

The *National Post* published a book review by **Ruth Panofsky**, Department of English.

Social Work student **Jennie Ernewein** spoke to the *Toronto Star* about a summer camp for troubled kids.

Canadian Architect reported on the international student competition to redesign Gould Street, which was launched July 1.

The *Toronto Star* profiled Fashion graduate **Ying Chu**.

A number of newspapers reported on a national study on visibly minorities in the workplace by the Ryerson Diversity Institute in Management and Technology and Catalyst Canada. **Wendy Cukier**, Associate Dean, Ted Rogers School of Management, was quoted in the *Nanaimo Daily News, Timmins Daily Press, Sudbury Star, Windsor Star, Vancouver Sun, Edmonton Journal, Globe and Mail,* and *Toronto Star*.

The *Toronto Star* published an opinion piece by **John Miller**, Journalism, on the topic of the Ipperwash inquiry.

La Presse Canadienne reported on a survey of nearly 850 journalists conducted by a Canadian trade union, in collaboration with Ryerson and McMaster Universities.

Playback magazine quoted **Charles Zamaria**, Radio and Television Arts, on the future of television.

The *National Post* quoted Professors **Myer Siemiatycki** and **Duncan MacLellan**, Politics and Public Administration, in an article about Toronto Mayor David Miller.

Carolyn Meyer, Department of Professional Communication, commented in the Montreal *Gazette* on the line between information and gossip.

The *Globe and Mail* published a book review by **Dianne Rhinehart**, Journalism.

The *Toronto Star* published a first-person account of alumna **Sabrina Jalees'** Convocation experience.

Carol Stuart, Director, School of Child and Youth Care, was quoted in a Canadian Press/Broadcast News segment on the topic of a report about group homes for kids. The segment carried by Sudbury *Star*, St. Catharines *Standard*, Kitchener-Cambridge-Waterloo *Record*, North Bay *Nugget*, Cornwall *Standard Freeholder,* Sault *Star* and Brockville *Recorder and Times.*

David Amborski, Director, School of Urban and Regional Planning, appeared on CFRB-AM's *John Moore Show* discussing new garbage levies passed by Toronto city council.

The *National Post* reported on a Centre for the Study of Commercial Activity report on the purchasing habits of Canadian seniors. The article quoted **Tony Hernandez**, lead author of the report and director of the CSCA.

The *Owen Sound Sun Times* profiled **Nadia Potts**, Theatre.

CBON-FM (Sudbury), CJBC-AM (Toronto), CBLFT-TV's *Le Telejournal Ontario* and Sirius Satellite Radio covered a Ryerson report showing that Canadian companies will have to draw upon newcomers to maintain productivity. The segment featured **Margaret Yap**, Diversity Institute, Ted Rogers School of Management.

The *Toronto Sun* profiled Architectural Science graduate **Larry Simonelli,** who said: "I think the biggest thing Ryerson did was teach me how to work under very tight deadlines. Now that I'm in the business, where it's even more deadline-driven, I have the discipline to work under pressure."

Ian Hamilton, Campus Planning and Facilities, appeared on CFTO's News at 6, discussing Ryerson's green roof.

Metro News in June launched a new weekly environmental column to be written by Professor **Andrew Laursen**, Department of Chemistry and Biology, along with another columnist.

Arts and Contemporary Studies graduate **Helen Fun** was interviewed by CBC Radio's *Metro Morning* about her plans and the road ahead.

Rachel Dodds, School of Hospitality and Tourism Management, was quoted in a *Toronto Star* article on attendance figures for Toronto attractions and events.

Tandem reported on a group of 15 Italian-Canadian university students who spent a week in il Bel Paese to learn about Italy culture and heritage.

Maurice 'Moe' Sweeney, an early child educator at the Ryerson Early Learning Centre, was profiled in a *Toronto Star* article that also quoted **Donald McKay**, Early Childhood Education.

The *Toronto Star* quoted Professor **Gabor Forgacs**, Hospitality and Tourism Management, in an article on the changing role of travel agents.

Ivor Shapiro, School of Journalism, commented in the *Globe and Mail* on the importance of a well-stocked vocabulary.

A CTV *W-Five* news segment on the university experience of students with disabilities cited Ryerson University.

Bill Hill, a student among the first cohort of graduates from the First Nations Technical Institute - Ryerson University Social Work program, appeared on CBC Radio's *Here and Now*, discussing the program and his future.

Mustafa Koc, Director of the Centre for Studies in Food Security, commented on making green food choices in a Canadian Press article carried by the St. Catharines *Standard*, Simcoe *Reformer,* Moncton *Times-Transcript*, Fredericton *Daily Gleaner*, Brockville *Recorder and Times,* Sudbury *Star* and Cape Breton *Post*. He also appeared on CBCS-FM (Sudbury), CBQ-FM (Thunder Bay), CBCK-FM (Kingston), CBW-AM (Winnipeg), CBY-AM (Cornerbrook, NFLD) and CBC Radio's *Here and Now*.

A *Toronto Star* article on the wage gap between men and women quoted **Wendy Cukier**, Associate Dean, Ted Rogers School of Management. She also discussed the topic on Global's National News. Dr. Cukier was also quoted in a *Montreal Gazette* article on Quebec Prime Minister Jean Charest's gun bill.

Prepared by the Office of Public Affairs.

MINUTES OF ACADEMIC COUNCIL MEETING
TUESDAY, MAY 1, 2007

Members Present:			
Ex-Officio:	**Faculty:**		**Students:**
K. Alnwick	P. Albanese	J. Morgan	A. Ashraf
E. Aspevig	D. Androutsos	R. Ravindran	L. Brown
L. Bishop	I. Baitz	S. Rosen	R. Castelino
S. Boctor	J. P. Boudreau	A. Singh	O. Falou
C. Cassidy	V. Chan		R. Gherman
G. R. Chang	D. Elder		H. Kere
M. Dewson	C. Evans		Hilda
D. Doz	E. Evans		S. Omer
Z. Fawaz	C. Farrell		R. Rose
U. George	M. Greig		
S. Giles	R. Hudyma		
L. Grayson	G. Hunt		**Alumni:**
A. Kahan	D. Johnston		A. Walker
S. Levy	R. Keeble		
A. Shilton	J. Lassaline		
P. Stenton	D. Lee		
A. Venetsanopoulos	D. Mason		
M. Yeates	A. Mitchell		
Regrets:	**Absent:**		
C. Baskin	T. Dewan		
G. Alivio	A. Ganuelas		
P. Corson	A. Lyn		
M. Dionne	J. Pierce		
S. Edwards	D. Sydor		
T. Haug	A. Warnick		
K. Jones			
C. Katsanis			
T. Koulik			
B. McIlroy			
M. Panitch			
P. Schneiderman			
C. Stuart			
L. Yung			

1. **President's Report** - President Levy recognized Provost and Vice President Academic Errol Aspevig as follows:

> I know we have an agenda this evening, but I am asking Academic Council if I can add an item at the last minute. This kind of item comes along once every 36 years. There is a story that goes along with our request. Thirty-six years ago, Ryerson hired an honours philosophy graduate from the University of Manitoba on a one-year teaching contract. A lot of people use the phrase "and the rest is history", but in Errol's case it's true. Because of course I am speaking about Errol Aspevig. Today is his last Academic Council meeting since he is retiring in June; and it is an understatement to say that everyone at Ryerson is glad that he stayed longer than a year.
>
> As you know, Errol thinks of himself as a teacher first and foremost. And maybe his title changed over the years - to Chair, then Dean, then Provost and Vice- President Academic - but teaching is what he has been doing all along.
> He arrived at Ryerson just when permission was granted to give degrees in technology and applied arts, and in countless and continuing ways, he has guided a generation of students, faculty and staff through a remarkable time of growth and change. He is a listener who respects and values the opinions of others - a thinker who is generous with his ideas. And he is a wonderful colleague who provides stability and continuity and finds a way to get things done at the right pace for Ryerson.
>
> Given his love for teaching, and all the hours he has spent on the work of Academic Council, it seemed especially appropriate to pay tribute to Errol and his outstanding career among colleagues where academic decisions are made.
> So on behalf of all of us, over the past 36 years, today, and into the future where your strength and wisdom will continue to be in evidence thank you for your enormous contribution in building the university we are today.
>
> It is my pleasure to ask the Chancellor, Dr. Raymond Chang, to join me in bestowing the title of Provost and Vice-President, Academic Emeritus on Dr. Errol Aspevig.
>
> The certificate reads:
>
> > In recognition of the great distinction with which he has served
> > the University over 36 years, and in honour of his outstanding
> > academic leadership,
> > Ryerson University confers upon
> > Dr. Errol Aspevig
> > The title of
> > Provost and Vice President Academic Emeritus
> > Presented this 1st day of May 2007.

E. Aspevig stated that it has been an honour to serve on Council for the past 15 years. Council is always serious, responsible and collegial. He was especially aware of the

collegiality seven or eight years ago when he was recovering from a serious illness and he received a card signed by everyone at Council.

Chancellor Chang announced that he will be funding a scholarship in Errol's name. The endowment will be for $125,000.

A photograph was taken and a celebratory cake cut and served.

The President added a few items to his written report. On April 26 there was a visit from the new Indian High Commissioner, Mr. R.L. Narayan. This was his first visit to Toronto in his new capacity. The President was honoured to co-host the event with R. Seethapathy, a member of the Board of Governors. The President left that event to attend the signing of an agreement with the French university, L'Institute Nationale de l'Audiovisual (INA). Monsieur Daniel Jouanneau, the Ambassodor of France to Canada, and Mr. Phillippe Delacroix, Counsel General of France, among others, were in attendance. The signing was for an agreement between INA and Ryerson's School of Radio and Television Arts, and with it Ryerson joins a select few universities with such agreements, including Harvard, UCLA and Beijing University.

The President thanked those members who will not be returning to Council in the fall (Michelle Dionne, John Morgan, Liz Evans, Gerald Hunt, P. Schneiderman, Sue Edwards, Chris Evans, Nora Loreto, Gail Alivio, Tracey Haug, Jason Pierce, Taras Koulik, Anna Lyn, Andrea Warnick, Laura Brown, Roxana Gherman. Ali Ashraf, Maudad Quazi and Robin Castelino) for their dedicated service to the community. He announced the attendance of Heather Kere as the new RSU representative and Hilda Otieno as the new CESAR representative.

S. Levy announced that this was the last ever meeting of Academic Council, as it will become a Senate in the fall. Documents are in the process of being changed. The change will be approved along with the provincial budget bill.

A Ryerson achievement report, which documents all of the achievements recognized over the year in chronological order, was distributed.

2. **Report of the Secretary of Academic Council**
   The Secretary reported that the Academic Council Schedule for next year was posted as usual, and that the dates of the Faculty Course Survey would be distributed after the RFA meeting regarding ratification of the online survey.

3. **Good of the University** – E. Evans chaired.
   D. Mason asked for an update on the report he had requested on the effect of the US Patriot Act on the University. The President asked J. Hanigsberg, General Counsel and Secretary of the Board, to give a preliminary report. She stated that there is an audit being done across administrative areas of the university with material due at the end of May. There is a standard clause for outsourcing and other requirements with respect to privacy. There was a meeting of the COU to look at what other provinces which have already dealt with this issue are doing. There have been discussions with Turnitin.com about provision of only numbers

to the site and not student names. Only the University would know the names linked to papers.

J.P. Boudreau thanked the University, including the Registrar's Office, Secretary of Academic Council and the Academic Integrity Office, for a smooth exam process. He recognizes that it is a phenomenal amount of work and an organizational challenge. He thanked Dr. Schulman for all of the calls and emails over this period. He believes that the process has gone well, but that there are challenges. First, he believes that there is a sense of disconnect on the part of instructors and students at exams. One professor wanted to make an announcement thanking his students and could not do that, and one wanted to return assignments and could not do so. The second issue he raised was that there is a great divide between what happens in the semester and what happens in finals. For some, the last exam is actually just a last exam, not a final exam, and they have been doing exams in tiered classes all semester. He realizes that departments are probably in violation of policy in not having a 50/1 ratio of students to invigilators, but this is a cost issue. He asked that someone look at the possibility of running the 4th test in the same classroom as during the semester, and asked if that might reduce the number of days needed at the Convention Centre. He strongly supports the work of Council and of the Secretary.

In response, the Provost commented that the use of the Convention Centre was developed through discussion with the Deans. Some students were concerned about the integrity of the exam process. Those students concerned about others cheating felt disadvantaged. There is also the issue of announcements being made while other students are taking exams in the same room. This was very disturbing. It was difficult for people to supervise classrooms and hallways, and there was a lot of noise to contend with. With growth, and as tiered classes were created, Ryerson did not have the facilities to ensure that students could not see others' papers. There was a need to generate appropriate space to write. There was a sense that it was not inappropriate for exams to have a more formal tone. The Convention Centre was chosen because it is easy to get to by public transportation; there is less difficulty with fire alarms, better facilities, less disturbance, and more integrity. It is essential that there be no question about the integrity of the Ryerson exam process. He believes that use of the convention center is effective. There are trade offs. There can be some changes made going forward, but all things considered it is a better system than previously.

S. Rosen asked if there is a system of preventative support, in light of the incidents at Virginia Tech. He reported on an incident he experienced several years ago, which he did not believe was properly handled, and asked if Ryerson is examining its procedures. The President replied that the University is doing a review and an external audit. COU will be looking at best practices of all universities. He assured him that a lot of attention is being paid to this, not only by Ryerson, but by all universities. It is hard to balance the problem and individual student rights. Ryerson is taking a leadership role. L. Grayson will give a comprehensive report in the fall, when there are concrete recommendations. There are many initiatives already in place.

R. Gherman asked what professors should do if they receive a paper they are concerned about and if that person has a right to pass that on. It was responded that concern can be raised through the Chair to the Dean, to security, to Counseling Services, the Director of Student Services, the Vice Provost Students, or to the Behaviour Risk Assessment Team

where recommendations can be made on how to proceed. Wherever it is brought, it will be sent to the right place and dealt with. Z. Fawaz commented that safety is of utmost importance and taken very seriously. This issue has been a subject of discussion at three meetings today alone. D. Androutsos commented that there could also be concerns with staff or faculty.

4. **Minutes**

   Motion: *That Academic Council approve the minutes of the April 4, 2007 meeting.*
   D. Mason moved, O. Falou seconded.

   Motion approved.

5. **Business Arising from the Minutes**
   R. Rose asked about follow-up on reviewing the Student Code of Non-Academic Conduct. Z. Fawaz responded that a committee is being formed and there will be student representation on that committee. It is hoped that this will be done over the next few months and come back to Council in the fall.

   5.1 Tripartite Curriculum Review Report - E. Aspevig brought the Tripartite Curriculum Review back to Council for its endorsement. There were two changes made to the recommendations as the result of the discussion at the April meeting. Based on C. Stuart's comments, Recommendation 5 has been changed to state that the subcommittee review and make a recommendation with regard to the size of PR tables. Recommendation13 has been modified based on D. Mason's question about incorporating a prerequisite structure. E. Aspevig stated that no one has contacted him with further comments.

   Motion: *That Academic Council endorse the May 1, 2007 Tripartite Curriculum Review Report.*
   A. Shilton seconded.

   J. Morgan asked about the affect of adopting the report. E. Aspevig stated that it becomes a basis for the recommended reviews and is the authorization for ASC to proceed under the established principles.

   J.P. Boudreau asked about item 16 under Associate Matters concerning the recommendation that "Departments ensure that experiential learning be a part of every Ryerson student's education" and the financial ramifications of this. E. Aspevig stated that the word "ensure" does not mean an absolute requirement, but a goal that would be met where it is possible to do so.

   Motion approved.

6. **Correspondence**
   There was no correspondence.

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

7.1 From the G. Raymond Change School of Continuing Education: There were no questions.

7.2 From the School of Graduate Studies: M. Yeates announced a correction to page 35 which should read "admission requirements to the nutrition program and completion of at least one *of each of the following*. On page 38 Special topics I will be implemented in May, 2007 not September, 2007. A. Chan asked about B. Comm credits for non B. Com students mentioned on page 34, and W. Cukier explained that the course requirement for non B. Comm. Students is greater than that for B. Comm. students.

J.P. Boudreau asked about the minimum of B average for the Nutrition Communication program and if it compares to other programs. M. Yeates stated that a B average is extremely important.

8. Reports of Committees

8.1 Report of the Nominating Committee – I. Baitz presented.
This report fills the vacancies for committees for the fall 2007. He thanked M. Dionne as chair of the committee, and D. Schulman for organizing the nominations.

Motion: *That Academic Council approve the members of standing committees presented in the report.*
O. Falou seconded.

Motion approved.

8.2 Report of the Academic Standards Committee – E. Aspevig presented and moved.

8.2.1 **Motion #1:** *That Academic Council approve the Certificate in Enterprise Mainframe Computing for IBM Z Series Computers.*
U. George seconded

It was asked how many people will be served by this certificate and it was responded that the introductory course is expected to enroll 25 students, which is the capacity of the computer lab.

Motion approved

8.2.2 **Motion #2:** *That Academic Council approve the Certificate in Environmental Public Health Leadership*

A. Shilton seconded.

Motion approved

8.2.3 **Motion #3:** *That Academic Council approve the revisions in Certificate in Computer Applications*

U. George seconded

Motion approved

8.2.4 **Motion #4:** *That Academic Council approve the discontinuation of the Certificates in Computer Programming (Computer Systems) and Computer Programming (Engineering)*

O. Falou seconded

Motion approved

8.2.5 **Motion #5:** *That Academic Council approve the revisions in Certificate in Family Supports*

A. Shilton seconded

Motion approved

8.2.6 **Motion #6:** *That Academic Council approve the revision in Certificate in Project Management.*

A. Shilton seconded

Motion approved.

8.2.7 **Motion #7:** *That Academic Council approve the program in Mathematics and its Applications leading to the Bachelor of Science (Mathematics) degree*

D. Mason seconded

The name of the program was questioned and S. Ferrando, Chair of the Department of Mathematics, responded that the program is an option in the science program and the name is appropriate to the design of the program. In a response to a question about the access to minors in social science, S. Ferrando stated that because of the constraints on the number of courses on the program, these minors were not built in. In response to a question on the granting of a B.Sc., M. Zeytinoglu stated that this is appropriate because the program is based on the contemporary science platform.

C. Cassidy noted that there is an option in Economics. S. Ferrando explained that students come into the contemporary science program and then select from options. This option was agreed to by the Department of Economics.

Motion approved.

8.2.8 **Motion #8:** *That Academic Council approve a reduction in the Liberal Studies requirement for engineering programs to a minimum of four one-semester courses.*

S. Boctor seconded

R. Ravindran complemented the Provost on his statement in the Tripartite Curriculum Review on writing. In industry he noted that many engineers cannot articulate. While he has been at Ryerson the number of LS courses has gone from eight to six and now to four. He believes this is not a problem, but he asks if the quality of the LS courses has been enhanced. E. Aspevig stated that there was discussion of this matter at ASC and also between the Deans of Arts and of Engineering, Architecture and Science. S. Boctor stated that writing skills are a problem, but that a remedial language program was instituted in cooperation with Faculty of Arts such that students take language courses based on a proficiency exam. Students must pass the language proficiency test before going to third year. Visiting accreditation teams for all programs stated that there is no longer a writing concern. Dean Cassidy stated that all LS courses have a minimum writing component which she personally verifies. C. Cassidy stated that the proposal is for students with writing problems to be channeled into writing-intensive courses. Even though the number of courses is decreased, the intensity of the writing component will be increased.

R. Castelino stated that he had been an undergraduate in Engineering and he realized that his writing skills had diminished over time. He is concerned that four LS might not be sufficient. D. Androutsos stated that a bigger problem is that calculus is not required in high school, and students' Math skills are worse than their English skills. Z. Fawaz commented that, in their defense, he is impressed with the communication skills of engineering students. These skills are evident when they represent Ryerson in competitions, many of which have a presentation component. Students are not generally deficient in this area.

J. Morgan stated that, as someone who has taught first year students for 25 years, he is terrified by the writing skills of first-year students, and notes that there is still a deficiency in the fourth year. He believes, however, that the discussion should not just focus on writing. The reduction in LS courses is not in keeping with the recommendation to increase elective choice. The LS offer students experience in critical thinking of a particular kind and make them better citizens. J.P. Boudreau stated that we should also think about the professionally related component, and look at ways to put some of the pressure on that area to accomplish these goals. Psychology offers several PR courses with written components to other programs. PR courses can play a big role and programs need to look at this component. A.M. Singh asked if this reduction detracts from the good citizen notion. C. Cassidy replied that she is a great advocate of LS and does not disagree at all with what has been said. She believes that what we are dealing with is the external pressures of accreditation. It would be better if students took 8 LS, but there is an imposed accreditation reality. She agrees that it is a sad day, but the load that engineering students need to carry to meet accreditation requirements is beyond that of other students in other universities.

M. Zeytinoglu commented that the issue of writing competencies is universal. At other universities, students must complete writing intensive courses. The TPC review cites the need to enhance writing skills. The ASC noted that the freeing up of resources by reducing the LS courses for engineering students will help to improve the overall LS course quality. There is a writing component in PR courses and P courses as well, and other courses which allow students to become good citizens. E. Aspevig stated that ASC was quite concerned about the student load, and it is hard to expect students to perform as well with too many courses. The engineering student load is high compared to other universities across Canada.

This is not an argument against LS, but rather a means to bring the programs in line with other engineering programs.

S. Rosen stated that Council needs to look at what the essence is of a university graduate, and the development of students that goes beyond the examination of this one program.

O. Falou commented that it is important to look at how seriously students take LS courses. Engineering students need to be shown how important these are for their future.

T. Venetsanopoulos commented, as former Dean of Engineering at U of T, that this is not unlike the situation at other universities. U of T added a writing component to all engineering courses. This was done by experts in communications, and the writing evaluated by experts as well.

Motion approved.

8.2.9 **Motion #9:** *That Academic Council approve the program in Biomedical Engineering leading to the Bachelor of Engineering (Biomedical Engineering) degree*
S. Omer seconded

D. Mason noted that, in his opinion, the already reduced four LS courses in this program are now reduced to three LS courses, as the fourth is to be selected from a small group. M. Zeytinoglu stated that this small group of "impact of technology" courses was considered by the LS council as appropriate, and is already in place for engineering. S. Boctor stated that this agreement has been in place since 1991. D. Mason stated that he is not arguing against the courses, but it bothers him that we are moving in this direction. E. Aspevig commented that the function and content of courses need to be taken into consideration. ASC had comfort with this.

Motion approved.

The President commented on the quality of discussion on the last two motions.

9. New Business
9.1 Academic Plan Update – E. Aspevig presented the report. Ryerson has exceeded expectations and is way ahead of where we dreamed we would be. This is due to the leadership of the Deans and the work of the whole community. Staff, faculty, students, Academic Council, and the BOG have all been engaged as the University moves ahead. Their originally broad objectives have been gradually consolidated around fewer priorities, bringing together the Academic Plan, the Quality Agenda and the Multi-Year Agreement. Each Dean has provided a few pages that address just these priorities. The report is provided for information.

There were no questions. The President commended E. Aspevig for his work on the plan as it is handed over to his successor.

T. Venetsanopoulos presented his report on SRC. The President commented that members could ask questions via email.

J.P. Boudreau asked about CFI/MRI and CRCs and the tie to precise formulas. He also asked if there is a way to see where all the strengths are in terms of research, so that collaborations can be built, and what can be done to increase advocacy in Queen's Park and in Ottawa. T. Venetsanopoulos replied that CRCs are based on a rolling average formula over three years. If that percentage increases faster than other universities, the number of CRCs will increase. U of T actually lost 12 chairs, because it did not increase faster than inflation. Ryerson increased by 25%. There is no formula for the CFI. Last year three out of five applications were successful. There are not too many CFI opportunities in the future. As to ways to visualize strengths, there are about 700 professors and 150 who have externally funded research. Clusters are already being created. He is trying to collect data to visualize this information through an expertise database. In terms of advocacy, he is working to create opportunities for faculty to serve on granting council committees. He networks and advocates regularly both at the national and provincial levels.

R. Ravindran complemented T. Venetsanopoulos for a comprehensive report, and noted the national trend in NSERC. He also complemented the ORS.

The President wished all members well, commenting that it has been a great year thanks to all.

10. Adjournment
The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Diane R. Schulman PhD
Secretary of Academic Council

July 26, 2007

Dr. Diane Schulman
Director, Office of the Provost and
Vice President Academic, and
Secretary of Senate
Ryerson University
350 Victoria St.
Toronto, ON
M5B 2K3

Dear Dr. Schulman,
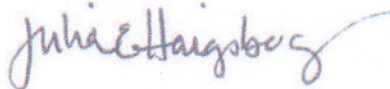
I am writing to advise Senate of several amendments to the *Ryerson University Act* that have been passed by the Province of Ontario's Legislative Assembly. The amendments were brought forward to the province by the University after extensive consultation with and input from the Ryerson Community. They ensure that Ryerson University benefits from modern and effective governance in line with other major universities.

Effectively immediately:

- The name of Academic Council has been changed to Senate;

- The Senate has been expanded from 50 to 51, adding a seat for a librarian;

- The number of terms for appointees to the Board of Governors has been increased from the current two terms to a maximum of three.

As soon as the government provides a consolidated version of the legislation as amended I will forward it to you.

Sincerely yours,

Julia E. Hanigsberg
General Counsel and Secretary of the Board of Governors
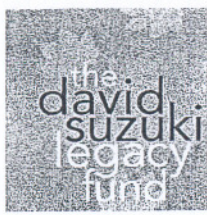
Dr. Sheldon Levy
President
Ryerson University
350 Victoria Street 13th Floor
Toronto, ON
M5B 2K3

June 19, 2007

Dear Sheldon:

Thank you for the wonderful day spent on campus. Of the variety of awards I seem to receive, I must say that it is the Honourary Degree that I cherish the most because I am still an academic at heart. The day was made that much better having close family and friends to share it with – thank you for allowing me to invite them.

Ryerson is a wonderful University and can take great pride in the calibre of its graduates and professors. They are the same people I am lucky to work with on a day-to-day basis on television and radio – and as I said during my convocation address, they have the mighty task of making me look and sound wonderful – it is they who deserve the credit in my business. I will continue to anticipate high standards from Ryerson as I get older I need to continue to look and sound good!

Thank you again Sheldon, for this most prestigious award. I am truly honoured. Would you please let me know if you are travelling west, so that I may reciprocate your hospitality? In the meantime, please accept my best wishes for wonderful summer.

Kind regards,

RYERSON UNIVERSITY

Department of Criminal Justice and Criminology

Faculty of Arts

To: **Alan Shepard, Provost and Vice-President Academic**

From: Karim Ismaili, Interim Chair

cc: **Mehmet Zeytinoglu, Vice-Chair, Academic Standards Committee**
Diane Schulman, Secretary of Senate
Carla Casidy, Dean of Arts
Keith Alnwick, Registrar

Date: August 8, 2007

RE: **Discontinuation of Part-Time B.A. Program in Justice Studies**
_____

The purpose of this memorandum is to give formal notice of our intention to permanently close admissions to the part-time B.A. degree completion program in Justice Studies, effective at the end of the 2008 winter semester. The rationale for this decision is twofold. First, the market demand for the program has been mitigated by the introduction of a full-time day program in Criminal Justice. Second, due to the small intake of students (approximately 25 students per year) and the very small class sizes, the program has become extremely resource intensive. This action will lead to the eventual phasing-out and discontinuation of the program.
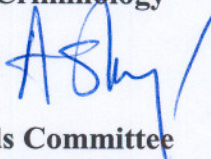
There are currently 210 students enrolled in the part-time Justice Studies program, and it is anticipated that the final group of students will graduate by 2017. The department is committed to ensuring that every student currently enrolled in the program has a reasonable opportunity to complete the degree, with due consideration given to the unique needs of part-time learners. The department will continue to offer evening courses as well as an expanded range of offerings through the full-time B.A. program in Criminal Justice.

The plan to discontinue the part-time program in Justice Studies was approved by the Department of Criminal Justice and Criminology on October 5, 2006 (then the School of Criminal Justice), and is supported by the Dean of Arts.

I trust the above is satisfactory. I will provide further information on request. Many thanks for your consideration and assistance.

Sincerely,
Karim Ismaili

To:	**Karim Ismaili, Interim Chair, Criminal Justice and Criminology**
From:	**Alan Shepard, Provost and Vice President Academic**
Copy:	**Mehmet Zeytinoglu, Vice Chair, Academic Standards Committee** **Diane Schulman, Director, Provost's Office and Secretary of Senate** **Carla Cassidy, Dean of Arts** **Keith Alnwick, Registrar**
Date:	**August 20, 2007**
Re:	**Discontinuation of Part-Time B.A. Program in Justice Studies**

I have received your memo of August 8, 2007 informing me of your intention to permanently close admission to the part-time B.A. degree completion program in Justice Studies effective at the end of the Winter 2008 semester. Based on the information you have provided on the enrollment in this program, the endorsement of Dean Cassidy and consultation with the Registrar, I agree that the discontinuation of this program is appropriate, allowing the department's resources to be used more effectively. I note that there are supports to assist students already enrolled in the program allowing a phasing out over time.

I will be making a motion to the Senate to approve this discontinuation at the October 2, 2007 meeting.

Office of the Dean
Ted Rogers School of Management

August 20, 2007

To: Diane Schulman, Secretary of Senate

From: Ken Jones, Dean, Ted Rogers School of Management

Re: **New Departments in the Ted Rogers School of Business Management**

As you know, the Ted Rogers School of Business Management (TRSBM) underwent
re-organization in the summer of 2006. Five Departments were created: Marketing (MKT),
Management of Human Resources (MHR), Accounting (ACC), Finance (FIN), and
Management, Entrepreneurship and Strategy (MES). As part of the re-organization,
disciplines with no program students were incorporated into MES as well. They are: Law
(LAW), International Business Studies (IBS), and Quantitative Methods (QMS).

Over the last academic year, it has become clear that it is not possible for MES to function
while allowing its respective programs and disciplines their traditional independence as
Ryerson academic units. The LAW area, for example, has functioned as an independent
academic unit since 1989. Faculty members of MES have accordingly advocated for the
dissolution of the Department of MES as follows:

1)   The Department of Management, Entrepreneurship and Strategy will be dissolved.

2)   Three new Departments will be created – Entrepreneurship/Strategy (E&S), Law and
        Business (L&B), and Global Management Studies (GMS) – incorporating
        Quantitative Methods (QMS) and Management (MGT).

In short, it is proposed that a total of seven Departments would be housed in the Ted Rogers
School of Business Management's program – MKT, MHR, ACC, FIN, E&S, L&B, and
GMS.

Seven Department by-laws have since been written (attached with this memo) for
each of the Departments. During the last academic year, these by-laws have been approved
by faculty in each of the Departments, including the new ones. In addition, faculty members

at large have also approved the TRSBM Council by-law (also attached) which governs the mandate of a school-wide Council in their respective Department meetings.

As Dean of the Ted Rogers School of Management, I have had extensive dialogues with the TRSBM and its faculty. I fully endorse:

(1)   restructuring of the Management, Entrepreneurship and Strategy Department into three separate departments, Entrepreneurship/Strategy (E&S), Law and Business (L&B), and Global Management Studies (GMS); and

(2)   the respective Department By-Laws and the school-wide TRSBM Council By-Law.

I ask that, upon the approval of the Provost and Vice President Academic, a motion be made to the Senate for item one, and that the By-Laws be presented to the Senate Composition and By-Laws Committee for its approval, and subsequent approval of Senate.

Dr. Ken Jones, Dean
Ted Rogers School of Management

CC: Peter Luk, Associate Dean
       Ted Rogers School of Business Management

SCHOOL OF GRADUATE STUDIES

REPORT TO SENATE, OCTOBER 2, 2007

1. Review of Status of New Graduate Programs

   New Programs Planned for 2008 or 2009

2. *MA in Literatures of Modernity*

   Motion:

   To approve the submission of the proposal for an *MA in Literatures of Modernity* to the Ontario Council on Graduate Studies for Standard Appraisal.

3. *MBSc/MASc in Building Science*

   Motion:

   To approve the submission of the proposal for an *MBSc/MASc in Building Science* to the Ontario Council on Graduate Studies for Standard Appraisal.

4. Policy and Procedures for Admissions and Studies (Masters and PhD Programs) (Policy #142)

   Motion:

   To approve the revised Policy and Procedures for Admissions and Studies (Masters and PhD Programs) (Policy #142)

5. Graduate Student Academic Appeals Policy (Policy #152)

   Motion:

   To approve the revised Graduate Student Academic Appeals Policy (Policy $152).

Submitted by:

_____
Maurice Yeates, Dean
Chair, School of Graduate Studies

Status of New Programs in Graduate Review Process (programs planned for September, 2008 or 2009)								
Approval or Action by	**Responsibility**	**MSc Applied Mathematics**	**PhD Policy Studies**	**MBSc/MASc Building Sc.**	**MA Lit of Mod**	**MPl Urban Development**	**MA Fashion**	**MT Primary Teaching**
Ryerson Review								
Dean - SGS	Letter of Intent (LoI) – including initial analysis of financial viability	X	X	X	X	X		
SGS Program & Planning Comm	Reviews LOI to determine if program appears feasible.	X	X	X	X	X		
Provost	Decides to proceed based on responses to LoI. Instructs sponsors to prepare OCGS program proposal.	X	X	X	X	X		
Internal/External Consultant	An expert in the field from another university reviews the proposal. Sponsors re-draft if necessary.	Seco U of T	Carroll McMaster	Straube, Waterloo	Srerbnik, Calgary	Qadeer Queen's		
Provost	Discusses proposal with Dean, sponsor.	X		X	X			
P&P of SGS	Reviews draft OCGS brief in light of I/E report – recommends to Council SGS based on academic quality	X		X	X			
Council, SGS	Reviews proposal	X		X	X			
Senate	Reviews program proposal for academic quality and moves to proceed to OCGS	X		Oct 2	Oct 2			
Ontario Council on Graduate Studies Review								
Appraisal Committee	7 senior faculty from across Ontario + Exec. Dir read brief and comment to Ryerson. Univ can advertise program.	X Bona, Illinois Bland, Toronto						
External Consultants	2 or 3 selected, visit Ryerson for a two day period. Prepare reports for submission to OCGS, which sends reports to Ryerson.							
Ryerson	Responds to report(s)							
Appraisal Committee	Reviews report and response and presents recommendation to OCGS (All graduate Deans in Ontario)							
OCGS Executive Director	Informs Ryerson of decision, provides letter required by Ministry for funding claim. **OCGS meeting.**							
Further Procedures								
Board of Governors	Program is presented to Board of Governors for approval of financial viability.							
Ministry	The Program is presented to the Ministry for approval							
Provost	Provost decides about implementation							

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

   It is planned that the *MA in Literatures of Modernity* will be implemented in Fall 2008.

   <u>Motion</u>

   To approve the submission of the proposal for an *MA in Literatures of Modernity* to the Ontario Council on Graduate Studies for Standard Appraisal.

   > **Note**: *Once a program is approved by OCGS, it is presented to the Board of Governors for approval.*

   The Provost has final authority to determine whether a program may proceed.

Ryerson University
MA in LITERATURES OF MODERNITY

EXECUTIVE SUMMARY

*"I regard the proposed program as excitingly ambitious, highly innovative, and particularly appropriate for Ryerson." –*Dr. Patricia Srebrnik, English, U of Calgary

Ryerson's proposed MA in Literatures of Modernity studies the rich variety of literary forms and literary theories that pertain to and have helped shape different understandings of modernity. The salient features of modernity – subjectivity, urbanization, migration, new technologies, war – remain pressing issues for today's students. Housed in the English Department (Faculty of Arts), the proposed MA in Literatures of Modernity is a logical extension of Ryerson's existing undergraduate and graduate programs, and similarly coheres with the institution's infrastructure and mandate. The proposed graduate degree builds on the best of the traditional English Department models, while also accommodating innovative approaches, which make it distinct in comparison to other MA degrees in English offered at universities within Toronto as well as Ontario. In addition to allowing students the chance to study literature within the context of a focused thematic – modernity – the program aims to introduce an advanced professional skills component by providing students with the option of pursuing a practicum. Ryerson would thus play a pioneering role in the Canadian university system, being one of the first institutions to offer practica in literary studies at the graduate level.

Rationale: The graduate student enrollment trends in Ontario universities indicate a dramatic rise in and need for additional graduate student training. There is currently no stand-alone graduate program in the core Humanities at Ryerson University, and the proposed MA in Literatures of Modernity represents an important new addition to the expanding horizon of graduate education at Ryerson University. Furthermore, the proposed MA degree will provide a critical graduate education alternative for the students in Ryerson's popular Bachelor of Arts and Contemporary Studies (BACS) degree, especially those who are registered in the English Option. This will be an important option for English and Humanities students in Toronto, Ontario, and Canada.

Ryerson's Mandate: With its focus on experiential learning, the MA in Literatures of Modernity echoes the spirit of Ryerson's educational mission – to foster intellectual, social, moral, cultural, spiritual, and physical development in the context of advancing applied knowledge in response to existing and emerging societal needs. With its emphasis on critical, and specifically literary, methodologies, our proposed program will focus on a separate domain not covered in any other program at Ryerson. At the same time, the MA in Literatures of Modernity will represent an important curricular complement to already existing programs, including Communication and Culture, Immigration and Settlement, and Public Policy and Administration, allowing for the possibility of cross-listing courses and opportunities for interdisciplinary exchange. In fact, the cross-listing of courses would help to expand the course offerings in Communication and Culture and other graduate programs, mobilizing a greater number of faculty members for supervision and rendering Ryerson an increasingly attractive university for students with penchants for interdisciplinary work.

Objectives: The MA in Literatures of Modernity aims to provide a high standard of literary education that is consonant with pressing contemporary theoretical and practical issues. The central aims and objectives of the proposed program are: 1) To provide students with an innovative program of study pertaining to literary forms of modernity in the context of considering both conventional and non-conventional literatures. 2) To provide a foundation for PhD studies in English and related fields. 3) To provide students with professional skills in literary studies that prepare them for a broad range of careers. 4) To provide students with an opportunity to undertake a Practicum related to their theoretical studies. 5) To provide program content and theoretical perspectives commensurate with Toronto's cosmopolitan and culturally diverse metropolis.

Curriculum: These objectives are achieved through an innovative curriculum that consists of required foundational and professional skills courses, electives, and either a practicum or an extended research project that will enable students to begin to analytically and creatively intersect literary studies and theories of modernity. In order to best accommodate students' diverse backgrounds and interests, the MA in Literatures of Modernity will offer them the choice of pursuing one of two degree fulfillment options: i) **the Major Research Paper option; OR ii) the Practicum option.**

MA Program (one-year program)

(1) *Required courses*:
- 1 Literatures of Modernity (Foundational Course [FC])
- 1 Professional Skills (Professional Skills Course [PC])
- 4 Elective Courses (Elective Course [EC])

(2) *Project requirement*
- Major Research Paper OR Practicum

Student Intake: There will be an annual intake of approximately 30 MA full-time students, beginning in the Fall 2008.

Faculty: Currently comprised of 18 professors (9 in Category 1 and 9 in category 3), the department's faculty has produced research commensurate with the quality and quantity of leading PhD program faculty (more than 60 books, many with leading academic presses and more than 110 refereed articles in circulation, many in tier-one international academic journals). The faculty's SRC focus has been forward-looking and cutting-edge in literary studies with particular emphasis on issues of modernity. Consequently, the proposed program theme also unifies the Department.

Funding: There has been a dramatic increase in 2005/6 in external grants by national granting agencies due to hiring and CRC funding (from an average 55K per annum to 350K per annum), ensuring the support of our graduate students.

Resources: Building on strengths of the existing library collection, including the areas of modern (especially British) literature, modernism, Canadian literature, and modern women's writings, the Ryerson Library (with a projected one-time influx of 60K and a modest increase in annual funding) is reasonably positioned to support the proposed MA in Literatures of Modernity without putting undue financial strain on the university.

In sum, the proposed program evolves from its unique position at Ryerson and in Toronto and presents an exciting curriculum delivered by a nationally and internationally competitive faculty in a program that stands to unify the Department under the umbrella of Literatures of Modernity.

3.   The School of Graduate Studies has reviewed the proposal for an ***MBSc/MASc in Building Science*** listed below, and submits it to Senate for its approval for it to be sent to the Ontario Council on Graduate Studies for external review ('standard appraisal'). Vol. I of the brief ('The Program') is available for review in the office of the Secretary of Senate, and Volumes I & II ('The Program', and 'Curricula Vitae') are available for review in the office of the Dean of the School of Graduate Studies (EPH 439). Vol. I of the brief ('The Program') is also available for review at www.ryerson.ca/graduate/temp.

Username: gradstudies Password: 4ryerson

It is planned that the ***MBSc/MASc in Building Science*** will be implemented in Fall 2008.

Motion

To approve the submission of the proposal for an ***MBSc/MASc in Building Science*** to the Ontario Council on Graduate Studies for Standard Appraisal.

> **Note**: *Once a program is approved by OCGS, it is presented to the Board of Governors for approval.*

The Provost has final authority to determine whether a program may proceed.

Ryerson University
MBSC/MASc in BUILDING SCIENCE

EXUCUTIVE SUMMARY

It is now generally accepted that there is an urgent need to reduce the impact of the built environment on the natural world. Sustainable building practices, based on strong building science principles are becoming increasingly recognized as important aspects of contemporary building design, and will continue to exert a growing influence on both new buildings and the renovation of existing buildings. New and existing buildings must address issues such as energy efficiency, resource use, waste reduction, and health and wellbeing. The new Master of Building Science program at Ryerson will teach students sound building science principles focusing on the concept of delivering sustainability in the built environment.

Building science is a growing area of expertise that is now generally accepted as crucial to the success of reducing the environmental impact of buildings by addressing the requirements of society for improved energy efficiency, indoor environmental quality, reduced greenhouse gas emissions, and heritage conservation. Currently there is no dedicated graduate program in building science in Ontario (and only 1 in Canada), yet industry demand for graduates with more advanced knowledge of building science is growing. This is due to many factors including: large number of building envelope failures across Canada in recent years; building energy use and the resulting greenhouse gas emissions (approximately 40% of total Canadian energy use is by buildings) ; rapidly depleting reserves of mineral resources; increasing adoption of green building assessment tools such as LEED, GreenGlobes and the Toronto Green Development Standard, (with nearly 500 LEED registered buildings by March 2007); construction and demolition waste which accounts for about 35% of the total waste stream in Canada; and the growing need for research into materials and technologies used in the preservation of heritage buildings and rehabilition of existing buildings. Furthermore a recent report by the McGill Business Consulting Group about the future of architectural practice in Canada recommends that sustainable design & technology will be core to future architectural practice. In today's global economic climate, competitive advantage realized through efficient resource use and innovative technologies that reduce environmental impact are likely to generate increasing strategic benefits.

The proposed Master of Building Science is designed to provide high quality, professionally relevant, graduate education for students considering careers in the Architecture, Engineering and Construction (AEC) Industry. The program will be interdisciplinary and offer graduates from various building-industry related programs an opportunity to acquire knowledge and practice in the field of building science and its application to the sustainability of new and existing buildings. This knowledge is vital for the design, construction, commissioning, operation and maintenance of buildings and for minimizing the impact of the built environment on the natural world. The program will benefit from the traditional strengths of technology at Ryerson and, in particular, build on the basic knowledge of building science developed at undergraduate level and apply it to achieving more sustainable design solutions in detail. Students will have the opportunity to develop an in depth understanding of how materials and components in a building can interact as systems to meet environmental, technical and spatial demands.

The program reflects Ryerson's mandate for *"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"* [1]. The professional, career oriented nature of Ryerson education is ideally suited to a graduate program in building science that addresses the needs of the AEC industry as it struggles with addressing issues of sustainable design. The program also complements the new Master of Architecture program at Ryerson. Enhanced graduate education and research in the AEC sector will ensure our ability to attract and retain the best students and faculty and to ensure excellence in our professional programs.

The proposed program meets the requirements documented in Ryerson's Academic Plan (2003-2008) and it is aligned with Ryerson's strategic plan to develop as a "comprehensive university", one that has traditional strength in undergraduate programming and a spectrum of graduate programs. The interdisciplinary program aims to:

- To address the AEC industry's needs for experts with a strong methodological basis for assessing building performance and problem solving focused on sustainable design.
- To address the AEC industry's needs for professionals who can work in an integrated and interdisciplinary way with other specialist in a team.
- To address the needs of industry to provide building science experts who can provide a strong technology basis for sustainable design principles.
- To offer students the opportunity to meet the course requirements of the Ontario Building Envelope Council's Building Science Specialist in Ontario designation (BSSO).
- To maintain the Ryerson tradition of using a variety of teaching methods to integrate building science with architectural design objectives.
- To strengthen the Department's ability to conduct applied research.
- To develop links with other graduate programs (civil, mechanical and electrical engineering) at Ryerson University.

The program will offer two alternative routes to completion:

- A course based program of a minimum of 1 year of full time study or 2 to 5 years of part time study, including 5 core courses, 3 elective courses, and a research project or paper, leading to a degree of a Master of Building Science (M.B.Sc).
- A research based program of full time study of not less than 2 full years, including 3 core courses, 2 elective courses, and a Masters level thesis leading to a degree of Master of Applied Science (M.A.Sc) in Building Science.

The program will be based in the Department of Architectural Science but will benefit from the expertise of faculty in other Faculty of Engineering, Architecture and Science (FEAS) departments. The Department of Architectural Science will offer the 5 core courses that are required and some electives. The reorganisation of the undergraduate program in the Department has made available faculty resources to deliver these new courses. Other electives will include existing graduate courses offered by FEAS and Environmental Applied

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1 Ryerson, Office of the Vice President Academic, Learning Together: An Academic Plan for Ryerson University 2003-2008, May 27th, 2003.

Science & Management. This provides the benefit of making better use of existing courses and offers potential for exchange of knowledge and experience between graduate programs.

The proposed core courses are:
- Advanced building science theory
- Advanced building envelope systems
- Advanced building services and renewable energy systems
- Sustainable and resource efficient design
- Energy efficient design seminar/studio

The Department of Architectural Science has identified up to 8 further elective courses that may be offered on a rotating basis and 7 existing graduate courses offered by other Departments at Ryerson are suitable as electives for this program.

The intention is to attract students from various related disciplines, including building science, architecture, mechanical engineering, civil engineering, and environmental science. Therefore the program is structured to be flexible and allow students of various backgrounds to be accepted. Applicants must meet normal requirements for admission to the Ryerson School of Graduate Studies and demonstrate a good foundation of building science knowledge. Students without a strong background in building science will be required to take qualifying courses (these will be existing undergraduate courses. It is anticipated that the program will accept its first students in September 2008 and will have a steady-state enrolment of 16 M.B.Sc students and up to 4 M.A.Sc students.

Altogether, seventeen core faculty have been identified to teach and supervise in the program. Eight core faculty are from the Department of Architectural Science with a specialization in building science. These faculty members have a good record of Scholarly, Research and Creative activity (SRC), with many published papers, reports, books and other documents. The Department is building a solid SRC base and the establishment of this new program will assist with this process. Nine faculty members are from other FEAS departments - Mechanical Engineering (3 faculty), Electrical and Computer Engineering (3 faculty), Civil Engineering (3 faculty) Departments. They have considerable experience in graduate student supervision and funded SRC activity. Over the next three years the Department of Architectural Science will seek to increase faculty resources by at least one new faculty member who has extensive research and teaching experience in the area of building science.

4. **Revised Policy and Procedures for Admissions and Studies (Masters and PhD Programs) (Policy #142)**

> **REVISION 1** - That the category of "Special Student" be added to the School of Graduate Studies Master's and PhD Policy in section 2.4, as per the revision in Appendix A below.

Rationale:

We now have a Special Student fee established for the occasional non-program student who makes a request to take one or two courses at the graduate level. Normally these would be academically qualified individuals in the workforce who would like to take the courses for professional reasons, but who do not wish to complete a graduate degree. Program Directors would like the option of considering these requests for a variety of reasons, including professional courtesy and industry affiliations.

Those students who do not meet Graduate admissions standards would not be eligible to take courses as a Graduate Special Student. They would be encouraged to explore other professional development opportunities.

REVISION 2 - That the category of "Canadian Visiting Graduate Student" be added to the School of Graduate Studies Master's and PhD Policy, as per Appendix A below, and that the fee for a Canadian Visiting Graduate Student should be the same per course as the fee for an Ontario Visiting Graduate Student.

REVISION 3 - That the policy regarding the selection of the members for the Master's thesis examining committee be changed such that the selection is made by the Program Director.

Current wording: "The Program Director shall forward his/her recommendation regarding the composition of the Master's Thesis Examining Committee to the Dean for approval and appointment."

New wording: "The Program Director shall select the members of the Master's Thesis Examining Committee, and shall forward the names to the Dean of Graduate Studies for information."

Appendix A

2.4 Non-Program Students

2.4.1 Ontario Visiting Graduate Students (OVGS)

The Ontario Visiting Graduate Student Plan allows a registered graduate student of an Ontario university (home university) to take graduate courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as "visiting graduate students at the host university where they pay no fees.

The OVGS Program sets the administrative fee for each 1 term course at $5002, which is paid by the Dean of the Host university to the Dean of the Home University.

The student completes a Visiting Graduate Student form which may be obtained from the Graduate Studies office of the home university. On this form the student must indicate the course(s) to be taken and the term when the course is offered at the host university. Admission is not complete until the form has been approved by the Graduate Program Director or Department Chair and the Dean of Graduate Studies or equivalent of both the home university and the host university.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be extra or audit courses. The student is subject to any regulations of the home university with respect to the maximum number of courses which may be taken at another Ontario university. Normally, a student registered at Ryerson will be allowed to register for up to one full-year course or two half-year courses under this plan.

For Ryerson graduate students, time spent as a visiting graduate student is credited to the continuous registration requirement. The grade received in any course will be included in their official academic records.

If a student withdraws from the course at the host university, he or she must notify the home university by the deadline date for dropping courses stated in the host calendar. If the student does not do so, the course will be counted as a failure.

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2 Subject to change as per the OVGS Program

2.4.2 Canadian Visiting Graduate Students (CVGS)

The School of Graduate Studies at Ryerson will allow a registered at a Canadian University (outside of Ontario) take a graduate course at Ryerson while remaining registered at his/her home university. The student will pay the usual Ryerson Graduate Admissions application fee and a tuition fee amount equivalent to the fee set by the OVGS Program ($500 per one-term course1), and will be assessed and pay those fees through the Student Fees Department.

To apply, the student will complete a Canadian Visiting Graduate Student form which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. On this form the student must indicate the course(s) to be taken and the term when the course is offered. The form must be approved by the Graduate Program Director of the home university and then at Ryerson.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. The student is subject to all administrative and academic requirements, and the significant dates that apply to graduate students at Ryerson.

2.4.3 Graduate Special Students

Students are designated "Graduate Special Student" if they register for one or two graduate courses, but have not been admitted to a graduate program in Canada. A Graduate Special Student must complete a "Special Student Application" form, which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. The form must be submitted to the Graduate Admissions Office along with the application fee and all post-secondary transcripts, and the applicant must meet the eligibility requirements for the School of Graduate Studies and the Program which offers the course(s) that the student is applying to take.

Special Students are eligible for evaluation in the courses taken, but courses taken as a Special Student may NOT be used subsequently for credit in a Ryerson Graduate Program. Graduate Special Students are limited to a maximum of two graduate courses.

Note: Access to courses is subject to approval of the Director of the program in which the course is offered. Approval may not be granted until after the commencement of the term, as space is an essential consideration. Individual faculty members may not grant access to courses.

RYERSON UNIVERSITY
POLICY OF SENATE

POLICY AND PROCEDURES FOR ADMISSIONS AND STUDIES (MASTER'S AND
PhD PROGRAMS)
Policy Number: 142

Approval Date: SGS Council: May 24, 2007

Replaces Policy: **#142 Policy and Procedures for Admissions and Studies (Masters and
PhD Programs)**

RYERSON UNIVERSITY
POLICY AND PROCEDURES FOR ADMISSIONS AND STUDIES (MASTER'S AND PhD PROGRAMS)

1. General Admission Requirements

The following University requirements govern admission to all postgraduate programs at Ryerson. Where individual Programs have additional requirements, these will be contained in the Program brief and listed in the calendar descriptions of that Program.

Applicants who do not fully meet these requirements may apply for consideration as a Qualifying student.

Applicants for admission to a Masters Program: a) will have graduated from a four-year approved undergraduate university program or equivalent, b) will have a minimum of a B standing or equivalent over all courses in the final half of the program, and c) will have demonstrated a capacity to succeed in the Program applied for. For specific admission and Program requirements, prospective applicants should consult with the Program Director of the appropriate Graduate Program before applying.

Applicants for admission to a PhD Program: a) should hold an acceptable Master's degree with at least a B standing, or have completed one year of comparable work, and b) will have demonstrated a capacity to succeed in the Program applied for. For specific admission and Program requirements, prospective applicants should consult with the Program Director of the appropriate Graduate Program before applying.

2. Categories of Students

2.1 Master's Student

An applicant who has met the admission requirements of the University and the specific Program and who has been accepted by the School of Graduate Studies may be admitted to the School as a graduate student in a Master's Program. Normally, Master's Candidates will pursue studies as a full-time occupation.

Where an applicant has met the minimum requirements of the University but requires no more than two additional one-semester undergraduate courses or the equivalent to meet the admission requirements of the Program, the candidate may be admitted to the School as a graduate student in a Master's Program with specific conditions. The specific conditions will be defined in the offer of acceptance to the candidate, as will the number of semesters, normally no more than two and in many cases one, allowed for successfully fulfilling the requirements. Further specific conditions may be required by the individual Program, and in such a case, these further conditions will also be defined in the offer of acceptance to the candidate.

2.2 PhD Student

An applicant who has met the admission requirements of the University and the specific Program and who has been accepted by the School of Graduate Studies may be admitted to the School as a graduate student in a PhD Program. Normally, PhD Candidates will pursue full-time studies.

Under certain circumstances, a Master's Candidate can apply to transfer to a PhD Program, and vice-versa. Such transfer is subject to the approval of the graduate program director and the candidate's acceptance of any specific conditions. The specific conditions will be defined in the offer of acceptance to the candidate as will the number of terms allowed for successfully fulfilling the requirements.

2.3 Part-Time Student

Under certain circumstances, a student may apply to be admitted to the Program as a Part-Time Candidate. Normally a Part-Time Candidate will not register in more than two courses per term. A student may change status from Full-Time to Part-time or Part-Time to Full-Time subject to consultation with and the approval of the Program Director.

2.4 Non-Program Students
2.4.1 Ontario Visiting Graduate Students (OVGS)

The Ontario Visiting Graduate Student Plan allows a registered graduate student of an Ontario university (home university) to take graduate courses at another Ontario university (host university) while remaining registered at the home university. This plan allows students to bypass the usual application for admission procedure and relevant transfer of credit difficulties. Students register at, pay fees to, and continue to receive awards from their home university and are classified as "visiting graduate students" at the host university where they pay no fees.

The student completes a Visiting Graduate Student form which may be obtained from the Graduate Studies office of the home university. On this form the student must indicate the course(s) to be taken and the term when the course is offered at the host university. Admission is not complete until the form has been approved by the Graduate Program Director or Department Chair and the Dean of Graduate Studies or equivalent of both the home university and the host university.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. Normally, there must be no comparable course(s) offered at the home university. Such courses may not be "extra" or "audit" courses. The student is subject to any regulations of the home university with respect to the maximum number of courses which may be taken at another Ontario university. Normally, a student registered at Ryerson will be allowed to register for up to one full-year course or two half-year courses under this plan.

For Ryerson graduate students, time spent as a visiting graduate student is credited to the continuous registration requirement. The grade received in any course will be included in their official academic records.

If a student withdraws from the course at the host university, he or she must notify the home university by the deadline date for dropping courses stated in the host calendar. If the student does not do so, the course will be counted as a failure.

2.4.2 Canadian Visiting Graduate Students (CVGS)

The School of Graduate Studies at Ryerson will allow a registered at a Canadian University (outside of Ontario) take a graduate course at Ryerson while remaining registered at his/her home university. The student will pay the usual Ryerson Graduate Admissions application fee and a tuition fee amount equivalent to the fee set by the OVGS Program ($500 per one-term course1), and will be assessed and pay those fees through the Student Fees Department.

To apply, the student will complete a Canadian Visiting Graduate Student form which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. On this form the student must indicate the course(s) to be taken and the term when the course is offered. The form must be approved by the Graduate Program Director of the home university and then at Ryerson.

The course(s) selected must be at the graduate level and must meet the requirements for the student's degree program. The student is subject to all administrative and academic requirements, and the significant dates that apply to graduate students at Ryerson.

2.4.3 Graduate Special Students

Students are designated "Graduate Special Student" if they register for one or two graduate courses, but have not been admitted to a graduate program in Canada. A Graduate Special Student must complete a "Special Student Application" form, which may be obtained from Ryerson's Graduate Studies website or the Graduate Admissions Office. The form must be submitted to the Graduate Admissions Office along with the application fee and all post-secondary transcripts, and the applicant must meet the eligibility requirements for the School of Graduate Studies and the Program which offers the course(s) that the student is applying to take.

Special Students are eligible for evaluation in the courses taken, but courses taken as a Special Student may NOT be used subsequently for credit in a Ryerson Graduate Program. Graduate Special Students are limited to a maximum of two graduate courses.

Note: Access to courses is subject to approval of the Director of the program in which the course is offered. Approval may not be granted until after the

commencement of the term, as space is an essential consideration. Individual faculty members may not grant access to courses.

2.5 Inactive Status

Normally students must maintain continuous registration until the completion of the degree program. However, in cases such as severe illness, maternity / paternity leave or extreme financial difficulty, a student may petition the Dean, Graduate Studies for one or two terms of Inactive Status. Students who have unsatisfactory or incomplete grades on their record are not eligible for Inactive Status.

Students on Inactive Status in a given term will not be entitled to use the services of the University or the Program during the term. However, students who are granted Inactive Status in a given term will not be required to pay fees during that term, nor will that term be included in the calculation of time to completion for the degree.

Students will not normally be granted more than two terms of Inactive Status during their graduate degree candidacy. Students who wish two or more terms of leave because they have other commitments such as a full-time job or travel plans should voluntarily withdraw from their studies. The student must discuss in advance what conditions, if any, need to be met upon their return.

2.6 Program Withdrawal

A student who for more than two consecutive terms is unable to participate in a program of study, or who finds it necessary to discontinue in the Program, should officially withdraw from the Program.

If a student who has withdrawn from the Program wishes to return to the Program, that student must reapply for admission through the normal procedures for the Program, and may be required, as a condition of re-acceptance, to complete additional course work or other requirements by the Program.

3. Admission Decisions and Procedures

Final authority for admissions decisions rests with the Dean of Graduate Studies. The Dean of Graduate Studies will normally approve recommendations made by the admission authority for each Graduate Program. Graduate Admissions for the School of Graduate Studies will provide the administrative support structure.

3.1 Application Package

The standard School of Graduate Studies application package will consist of an application form, two forms for academic references, and a notice that candidates must include with their applications two official transcripts of their complete academic records from all post-secondary institutions attended. Individual programs may require additional elements to be included in the application package sent to prospective candidates for admission to their Programs. These application packages will be kept by the Graduate Admissions Office.

3.2 Formal Procedure for Application

Candidates will formally apply to a Program through the Graduate Admissions Office, and will use forms from the application package supplied by the Graduate Admissions Office. The complete application package will be returned to the Graduate Admissions Office.

When an application is received and information verified, the Graduate Admissions Office will keep one transcript for their records and forward the application to the appropriate Graduate Program for action. The Program will review applications and recommend to the Dean of Graduate Studies that offers of admission be made to specific candidates. Once the Program and the Dean of Graduate Studies have made their decisions, the official offer of Admission to the candidate will be issued by the Graduate Admissions Office.

This section describes only the formal procedure for application. However, other communications between potential candidates and the Programs are both appropriate and expected. For example, prospective candidates may wish to request information from the Program before applying, and, in the process of reviewing applications, some Programs will wish to interview individual candidates personally.

Ryerson reserves the right to terminate the application process without notice.

3.3 Application Dates

Application for admission should be made as early as possible and offers of admission may be issued at any time. The date for guaranteed consideration for all Ryerson graduate programs is December 1 for students with foreign transcripts and January 15 for students with Canadian or American transcripts. All complete applications received by the Graduate Admissions Office by that date will receive consideration for places in the following academic year. Applications received after this date may not be considered if a program is full.

The date has been selected in order to allow sufficient time for interviews, selection tests, etc. to be arranged where required by the Program, and to ensure that applications (and amendments to applications where required by the individual

Program) will be received in time for consideration by the Program selection committees.

3.4 English Language Proficiency

Applicants whose language of instruction during their undergraduate studies was other than English may be required to take the Ryerson Test of English Proficiency. Students who have already taken the TOEFL test with a minimum score of 550 or the MELAB test with a minimum score of 85 or the Cambridge IELTS with a minimum score of 7.0 may submit the results in place of this requirement. Some Programs, however, may have higher requirements, and the Program policy on English proficiency should be consulted.

3.5 Transfer of Credit

Where a candidate has completed appropriate graduate courses at an acceptable level at another academic institution, these courses may be recognized in partial fulfilment of Ryerson's degree requirements. Responsibility for assessing the appropriateness of such courses shall rest with the Director of the Program. Credit for such work shall not exceed fifty percent of the Program's degree course requirements.

4. Faculty Advisor

At the time of registration in a Program, a student will be assigned a Faculty Advisor who is a School of Graduate Studies member from the student's program. After consulting with the student, the Faculty Advisor will recommend an initial program of study and submit for approval by the Program Director, within the first four weeks of the program. The Program Director will forward a copy to the School of Graduate Studies. Thereafter, the Faculty Advisor will monitor the student's progress toward the completion of the program, and ensure that a Ryerson Graduate Student Progress Report is submitted to the Program Director at the end of each term.

5. Program of Study

5.1 Residency

Students in Graduate Programs will be required to maintain continuous registration in every semester of their Program until all requirements of their Program have been met, unless they have been granted Inactive Status.

A student must complete at least 50% of the Program's degree course requirements, and a thesis, major project , major research paper, or dissertation, where applicable, while registered as a graduate student at Ryerson.

5.2 Time Limits

Normally, graduate students will register for the first semester of their programs in the Fall semester, but where individual Programs accept a first registration in the Winter or Spring semester, that semester can be the date of initial registration in the Program.

For students registered full-time in a Master's Program, three years is the maximum time from initial registration in the Program to completion of the Program.

For students registered part-time in a Master's Program, and who complete all degree requirements while registered part-time, five years is the maximum time from initial registration in the Program to completion of the Program.

Part-time Master's students should be aware that they may be required to pay additional academic fees in order to equal the total minimum fee paid by a full-time student in the same program. (The total minimum fee for a full-time student is based on the minimum time to completion for each program, as stated in the calendar.) This Balance of degree fee is assessed just prior to graduation, is based on the tuition fees only on the fees schedule in effect at the time of graduation.

For students who switch their status from Part-Time to Full-Time or from Full-Time to Part-Time, the effect on the time for completion requirement shall be a subject of the consultation with the Program Director, and an agreement in writing with a copy to the student shall be part of the form forwarded to the Registrar's Office registering the change in status.

For students registered either full-time or part-time in a PhD Program, the time for completion of the Program is limited to six years from their initial registration in the Program. Under extenuating circumstances, an extension of time limits may be granted by the Dean of Graduate Studies.

5.3 Academic Standings

At the end of each semester, a grade report will be produced for each student, indicating his/her academic standing.

CLEAR: Master's students must have at least a minimum passing grade of B- (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course.

PhD students must have at least a minimum passing grade of B (or PSD in the case of a pass/fail graded course) in each Graduate Studies registered course.

Students with a CLEAR standing may continue in their program of studies without restriction as to academic standing, although their registration in subsequent courses is subject to prior completion of any pre-requisite courses.

PROVISIONAL: A Master's student has a UNS (Unsatisfactory) grade for the Thesis, Major Project or Major Research Paper OR a grade of less than B- (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

A PhD student has a UNS grade for the Dissertation OR a grade of less than B (or F in the case of a pass/fail graded course) in only one Graduate Studies registered course OR has failed to meet a specific program requirement.

Students with PROVISIONAL standing may not continue their program of studies until a specific plan of studies to correct academic deficiencies has been authorized in writing by their Program Director and Supervisor, signed by the student, and recorded with the Office of the Registrar. As part of a provisional plan of study, the Program Director may require a student to repeat a failed or unsatisfactory course or substitute an alternative course within a maximum of one year.

Students who fail to have a provisional plan of study approved prior to the official last date to add a course may have their course registration(s) cancelled for that semester.

WITHDRAWN: The Master's student has unsatisfactory performance in more than one course (i.e. less than B-, UNS or F), OR has failed to meet the requirements of a provisional plan of study, OR has a final performance designation of F for the Thesis, Major Project, or Major Research Paper, OR has failed to complete the graduate studies program within its maximum time limit. (Note: An original Unsatisfactory performance in a course will continue to be a course with an Unsatisfactory performance for the purposes of this provision even when performance in the repeat or alternative course is Satisfactory.

The Doctoral student has unsatisfactory performance in more than one course (i.e. less than B, UNS or F), OR has failed to meet the requirements of a provisional plan of study, OR has a final performance designation of F for the Dissertation, OR has failed to complete the graduate studies program within its maximum time limit. (Note: An original Unsatisfactory performance in a course will continue to be a course with an Unsatisfactory performance for

the purposes of this provision even when performance in the repeat or alternative course is Satisfactory.

A student who has been withdrawn from the Program is not eligible for readmission into the Program.

OPEN: An academic standing has not been assigned and the student may continue in the program.

5.4 Course Assessment (Excluding Thesis/Major Project/Dissertation)

Satisfactory performance in a Master's program requires completion of all courses taken for credit in the graduate program with a grade of <u>at least B-</u> in each course. Any grade below B- will be deemed Unsatisfactory.

Satisfactory performance in a PhD program requires completion of all courses taken for credit in the graduate program with a grade of <u>at least B</u> in each course. Any grade below B will be deemed Unsatisfactory.

(i) Grading System

LetterGrade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)
F	0-72 (PhD Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the "other" designations defined below.

(ii) Other Course Performance

AEG: Where a student has achieved satisfactory performance in course work during scheduled classes but has not been able to write the final examination for acceptable reasons including documented illness, family emergency or other serious problem, the student may petition the Director of the Program for an Aegrotat standing in the course. The course will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "AEG" in lieu of a grade.

AUD: As a candidate for a graduate degree, a student may register to audit the equivalent of one two-semester course or two one-semester courses in any graduate or under-graduate program at Ryerson without additional fee. A graduate student who wishes to audit more than this number of courses will be assessed an additional fee per course.

Courses taken for audit will not count for credit toward the student's program, but will appear on the student's transcript with the designation "AUD" in lieu of a grade.

To audit a course, a student must obtain the Faculty Advisor's written approval and the permission of the Instructor teaching the course, and then submit this with a registration form which indicates the course number and designation "Audit". An auditor will neither write the final examination nor receive a grade for the course, but will be expected to participate actively in some portions of the course. The nature of participation will be defined in writing by the Instructor at the time permission to audit is given, and a student who does not participate to this extent may be officially withdrawn from the course. Registration is predicated upon space being available in the course.

CNC: Course not for credit in the current program; this description is recorded on the transcript as information supplementary to the grade earned in the course

CRT: Transfer Credit. A transfer credit may be achieved through an acceptable grade in a graduate course which has been completed at Ryerson or at another post-secondary institution and which is deemed equivalent to a course in the student's graduate Program. Equivalency is determined by the Program Director or faculty member who is responsible for teaching the specific course in the student's graduate Program. Such credit should be granted as a part of the admissions process. For a student already registered in the Program, this type of credit will normally require a prior Letter of Permission from the student's graduate Program Director.

Courses accepted as transfer credits will count toward the student's graduate Program requirements, and will be listed on the student's transcript with the designation "CRT" in lieu of a grade.

A student must complete at least 50% of the Program's degree course requirements, and a thesis or other major project where applicable, while registered as a graduate student at Ryerson.

FNA: Failure Non Attendance; a grade awarded by the Professor when the student is absent from a significant portion of the class meetings, including all course evaluations. It means Unsatisfactory Performance, and is equivalent to a grade of "F".

GNR: grade not recorded; a grade has not been submitted for the entire class by the faculty member

INC: "INC" means that most work completed is of Satisfactory performance, but that some work remains to be completed by a specified date not later than the end of the following academic term. Where this work is not completed by that date and a final grade is not assigned by the Professor in the course, the INC grade will become an F grade.

INP: INP means that the course is in progress with Satisfactory performance, but that at least one more term of formal course registration and study is required for completion.

PSD: acceptable performance in a course graded only pass/fail, as predefined in the Calendar.

5.5   Thesis, Major Project, Major Research Paper or Dissertation Performance Assessment

The Thesis, Major Project, Major Research Paper and Dissertation are all deemed to be courses, and when completed, shall be assigned a grade or designated Pass/Fail.

The Master's student will be registered in the Thesis, Major Project, or Major Research Paper when he/she is ready to commence work on the Thesis, Major Project, or Major Research Paper. The Doctoral student will be registered in the dissertation upon registration in the program.

A student with satisfactory performance (as recorded on the Progress Report) will continue in these courses with "IP" (in progress) on the grade report in every term until completion.   A student with unsatisfactory performance during a term will be assigned a grade of "UNS". A second unsatisfactory term during enrolment in any of these courses will result in a performance designation of "F" and the student will be withdrawn from the program.

Graded Course Performance Designations

Letter Grade	Conversion Range Percentage Scale to Letter Grades
A+	90-100
A	85-89
A-	80-84
B+	77-79
B	73-76
B-	70-72
F	0-69 (Master's Unsatisfactory Performance Level)
F	0-72 (PhD Unsatisfactory Performance Level)

Final academic performance in each course is recorded as one of the above letter grades or as one of the "other" designations defined below.

5.6 <u>Master's Degree Specific</u>

5.6.1 Master's - Oral and Written Examination Requirements

Products of major projects (i.e. academic theses, major creative projects) that are not components of individual courses in a Program may be subject to formal written and/or oral examination as required by the Program.

5.6.2 Master's - Thesis or Major Project Supervision

Where a thesis or major project is part of a student's program of study, the student's Faculty Advisor, after consultation with the student, will recommend to the Program Director the appointment of a Thesis/Project Supervisory Committee of two to four persons, composed of the Major Project/Thesis Supervisor and at least one other School of Graduate Studies faculty member from the student's program. Where appropriate, an additional School of Graduate Studies faculty member from outside the student's program, a faculty member from outside the School of Graduate Studies, or an expert professional in the field of the Thesis/Major Project may be recommended as a member of the Supervisory Committee, subject to approval by the Dean of Graduate Studies.

The Program Director shall forward to the Dean of Graduate Studies the recommendations for committee appointments not later than the second term of study (or the equivalent for part-time students). The Thesis/Project Supervisor will chair the Supervisory Committee.

The Thesis/Project Supervisor together with the Supervisory Committee shall:

a) meet regularly with the student;
b) review the student's project proposal and recommend its approval to the Program Director not less than three months prior to the expected date of program completion;
c) review the student's progress on the thesis/project at least once a term, and report to the student and the Program Director on whether that progress is satisfactory; if progress is deemed unsatisfactory (i.e. a UNS designation is given), inform the student, the Program Director and the Dean of Graduate Studies in writing with detailed reasons for this judgement;
d) evaluate a thesis/project's readiness to be examined, and make a recommendation to the Program Director regarding a date for the defence;
e) ensure that a copy of the student's thesis or major project is sent to each member of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than three weeks prior to the date scheduled.

5.6.3 Master's – Major Research Paper or Project3 Examining Committees

Where an oral examination of the major research project (MRP) or research paper (RP) is part of the students program of study, the student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will normally be composed of the student's supervisor(s)4; the Program Director or designate; and one faculty member from the student's program who is a member of SGS. The Program Director, or designate, shall serve as the non-voting Chair of the committee. The Dean may approve the appointment of an expert professional in the field of the research paper/project, or a Ryerson University faculty member who is not a member of the School of Graduate Studies, to serve as an additional member of the Examining Committee.

5.6.4 Master's – Thesis2 Examining Committees

Where an oral examination of the thesis is part of the students program of study, the student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of a Thesis Examining Committee. The Examining Committee will be composed of the student's supervisor; the Program Director or designate; one faculty from the student's program who is a member of SGS; and one faculty member who is not involved in the student's research but who is a member of SGS and who may or may not be from within the program. The Program Director, or designate, shall serve as the non-voting Chair of the committee. The Dean may approve the appointment of an expert professional in the field of the thesis, or a Ryerson University faculty member who is not a member of the School of Graduate Studies, to serve as an additional member of the Examining Committee.

The Program Director shall forward his/her recommendation regarding the composition of the Master's Thesis Examining Committee to the Dean for approval and appointment. When the committee is appointed, the Supervisor will set the examination date.

5.7 PhD Degree Specific

5.7.1 PhD - Comprehensive Examinations

Individual graduate programs are expected to establish both a comprehensive examination of selected areas of competence and an approval process for the student's dissertation proposal. The comprehensive requirements must normally be successfully completed within two years, and no later than three years, from the date of program registration.

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3 The Project in the Communication & Culture program shall be considered a thesis.
4 Where there are co-supervisors, one vote shall be shared by the two.

5.7.2   PhD - Dissertation Supervision

The student's Faculty Advisor, after consultation with the student, will recommend to the Program Director the appointment of a Dissertation Supervisory Committee of two to four persons, composed of the Supervisor (and co-Supervisor, if applicable) and at least one other School of Graduate Studies faculty member from the student's program. Where appropriate, a School of Graduate Studies faculty member from outside the student's program, a faculty member from outside the School of Graduate Studies, or an expert professional in the field of the dissertation may be recommended as a member of the Dissertation Supervisory Committee, subject to approval by the Dean of Graduate Studies.

The Program Director shall forward to the Dean of Graduate Studies the recommendations for committee appointments not later than the beginning of the third year of study (or the equivalent for part-time students). The Supervisor will chair the Supervisory Committee.

The Supervisor together with the Supervisory Committee shall:

a)   meet regularly with the student and assign an appropriate performance designation of INP or UNS at the end of each term;

b)   review the student's background preparedness, and set the date for the Comprehensive Examination. Upon successful completion of the Comprehensive Examination, the Supervisory Committee shall forward the recommendation to proceed with the research to the Program Director for approval. Upon unsuccessful completion of the comprehensive exam, detailed reasons for the decision will be supplied in writing by the Supervisor to the Dean of Graduate Studies, the Program Director and the student within two weeks;

c)   formally approve the dissertation proposal;

d)   if progress is deemed unsatisfactory, inform the student, the Program Director and the Dean of Graduate Studies in writing with specifics of the reasons for this judgement;

e)   evaluate the readiness of the dissertation to be examined, and make a recommendation to the Program Director regarding the formation of the Dissertation Examining Committee (as outlined in 5.19);

f)   ensure that a copy of the student's dissertation is sent to each member of the student's Examining Committee as far as possible in advance of a scheduled oral examination, but no less than four weeks prior to the date scheduled.

5.7.3   PhD - Dissertation Examining Committees

The student's Supervisory Committee, after consultation with the student, will recommend to the Program Director the appointment of an Examining Committee. The Examining Committee will be composed of one member of the supervisory committee; two faculty members from the student's program who are members of SGS; one faculty member from outside of the program who is a member of the School of Graduate Studies; one member external to the University who is an expert in the field of the dissertation, experienced with PhD level graduate studies, and at arm's length from the dissertation; and the Dean of Graduate Studies or designate, who shall serve as the non-voting Chair of the committee If appropriate, an additional member may be recommended who is an expert professional in the field of the dissertation, or a Ryerson University faculty member who is not a member of the School of Graduate Studies.

The Program Director shall forward his/her recommendation regarding the composition of the Dissertation Examining Committee to the Dean for approval and appointment. When the committee is appointed, the Supervisor will set the examination date.

<u>General</u>

5.8 Required Members of Examining Committees

	Master's		Doctoral
	MRP/Project	Thesis	Thesis
Supervisor	1	1	1
Program Director or designate	Chair	Chair	
SGS Faculty - Within Program	1	Either 1 or 2	2
SGS Faculty - Outside Program		1 if 1 above	1
Dean, SGS or designate			Chair
External Examiner			1

5.9 Master's and PhD - Conduct of the Oral Examination

1) External Examiner's Report (PhD only):
   - A copy of the report will be given to the external examiner six weeks from the date of the oral examination.
   - A response will be sent to the Program Director within four weeks from the receipt of the report

- The external examiner's report shall be given to the supervisor and the student one week before the examination

2) Role of the Chair
   - The Chair is responsible for the proper conduct of the examination.
   - The examination is public, but the Chair has the authority to exclude persons whose conduct disturbs the examination.
   - The Chair then presides over the deliberations of the Examining committee but is a non-voting member, except in the case of a tie.

3) Non-Attendance
   - If the External Examiner is not in attendance, a delegate shall present the external examiner's questions to the candidate. The delegate cannot be another member of the committee, and cannot alter the written vote of the external examiner. The Chair must have a copy of the external examiner's report at least one week before the defense.
   - Any member of the committee that cannot attend the defense must submit a written report to the Chair at least one week before the defense. The Chair will then appoint a delegate, who cannot be an existing member of the committee, to carry the absent member's report to the examination. No more than two members may be absent from the defense. The supervisor(s) must attend the defense. If any committee member is absent, and has not been replaced by a delegate, the examination may proceed only with the approval of the Dean of Graduate Studies or his/her delegate. A delegate has the status of an committee member, and their vote substitutes for that of the absent member.

4) Presentation
   - The examination begins with an oral presentation of the thesis by the candidate using whatever aids are required to make an effective presentation. This presentation should be limited to no more than 20 minutes, with the focus being on the main contributions and conclusions of the work.

5) Questions (which follow the oral presentation)
   - The Chair gives priority to questions from members of the committee. Usually the external examiner's questions are presented first followed by those of the committee, with those of the supervisor last.
   - The Chair must ascertain that all of the questions from an absent committee member have been adequately presented by the delegate who may also pose any additional questions deemed necessary.
   - If found to be appropriate or relevant, the Chair may ask questions that have been previously submitted to the committee by non-committee members in attendance.

6) Deliberations
   - Only the Examining Committee will be present during deliberations.
   - If the external examiner is absent, the deliberations commence by having the Chair of the Committee read the external examiner's full report of the thesis.
   - If the external examiner is present, there is no need for the examiner's full report to be read. It is left to the external examiner to refer to the written report.
   - Acceptance of the thesis will be based on a vote by the committee.

7) Decisions
   The decision of the examining committee shall be by vote and shall be based on the thesis and on the candidate's ability to defend it. The "Report of the Oral Examining Committee" should be completed and signed by the members of the committee, one copy should immediately be given to the student, and a copy should be delivered to the School of Graduate Studies as soon as possible. The following decisions are open to the examining committee:

   Oral Examination:
   - Satisfactory
   - Unsatisfactory

   Written Thesis:
   - Accept
     Any minor revisions ranging from typographical errors to specified insertions or deletions that do not radically modify the development/argument of the paper shall be clearly specified in writing and the student's Supervisor shall ensure that they are made. When the Supervisor confirms that the changes have been made, the examination requirement has been met.

   - Major Revision
     Detailed reasons for referring the paper for major revision ranging from re-writing a large part of a chapter to including additional work will be supplied in writing by the Chair of the examining committee to the Dean, the Program Director and the candidate within one week following the oral examination. The examining committee must give final approval to the major revisions by reconvening the examination or by consultation.

   - Fail
     Detailed reasons for the decision will be supplied in writing by the Chair of the examining committee to the Dean, the Program

Director, and the candidate within one week following the oral examination.

8) Recommendation for Governor-General's Gold Medal for Academic Excellence

The Chair of the Examining Committee must determine whether the Committee wishes to recommend the candidate for a Medal for Academic Excellence. The criteria for recommending the student for the award include:

i) normally a minimum overall grade point average of at least 3.67 in course work;

ii) the Examining Committee, or its equivalent in the case of research essays/research projects, considers the thesis to be of publishable quality;

iii) practicum work (where applicable) is categorized as outstanding by the practicum supervisor.

The Chair must record a recommendation from the Committee that the thesis/project is of publishable quality. This nomination will be forwarded to the Scholarship and Awards Committee for the program.

5.10 Master's and PhD - Preparation, Submission and Deposit of Thesis or Dissertation

Those students who, as part of their degree programs, must submit a thesis or dissertation to an Examining Committee for assessment will be subject to the following guidelines.

For the purposes of examination, the candidate will, in consultation with the Supervisor, prepare and submit sufficient copies to comply with the provisions of section 5.14 and 5.15 for the Master's Degree and 5.19 for the PhD Degree, above. All copies of the document or equivalent shall be returned at the request of the student upon conclusion of the oral examination.

Following the successful examination and completion of all corrections or revisions, the candidate will prepare at least two copies or equivalent of the approved Master's thesis and at least three copies of equivalent of the approved dissertation for submission. The candidate will submit to the School of Graduate Studies these copies of the approved thesis or dissertation, along with verification in writing by the candidate's Supervisor and the Program Director, that all required corrections or revisions have been made. The School of Graduate Studies will supply information regarding binding. These copies will be disposed as follows:

Program - one hard copy (double-sided)

Ryerson Library – one hard copy (double-sided)

(Optional for Master's and Required for PhD) National Library of Canada - One hard copy (single-sided) or an electronic copy (pdf).

If, at the time of final submission, the candidate wishes to protect any rights to publication or to obtain a patent that may arise from the candidate's research, or to delay circulation of the document for any other legitimate academic reason, the candidate may apply in writing to the Dean of Graduate Studies to withhold the thesis or dissertation from circulation or copying for a period of no more than twelve months from the date of successful final examination.

As a condition of engaging in a graduate program of the University, the author of a thesis or dissertation grants certain licenses and waivers with respect to the circulation and copying of the thesis or dissertation. These licenses and waivers take effect upon the submission of the copies listed above, except in the case defined in the previous paragraph, where they will take effect following the period of withholding. They are as follows:

i) the University Library will be permitted to allow consultation of the major project, thesis or dissertation as part of the Library collection and the making of single copies for another library or similar institution or for an individual for private study and research; and

ii) the National Library of Canada will be permitted to undertake microfilming of the thesis or dissertation, and the lending or selling of copies of the film, as agreed to by the candidate in submitting National Library Form NL-91.

5. **Revised Graduate Student Academic Appeals Policy (Policy #152)**

Rationale:

This revised Graduate Studies Appeals Policy is modeled after the 2005 Revised Undergraduate Appeals Policy. It is clearer and more concise than the former version. In particular, the distinction between an informal academic consideration and a more formal appeal makes the process more understandable for students, faculty and programs.

In some instances, the Graduate version simply changes the undergraduate terminology. For example, Department/Chair is replaced with Program Director, and references to "Faculty level" appeals are replaced with "SGS Appeals. We also added instructions for the SGS Appeals Committee (section IIE2) that are similar to the instructions for the Senate Appeals Committee.

Essentially, all of the elements of the previous GSAP are contained in the new format, with the following changes:

- Academic consideration is better defined and includes grade reassessment (re-grading of work or calculation error) at the program level, which was formerly considered only at the formal appeal level. The outcome is essentially the same, in that if an independent review is deemed to be warranted, the Program Director will select an appropriate person to do so. If the Program Director decides it is not warranted, this can be appealed at the next level (SGS Appeals Committee) under procedural error.
- As in the original, the student is responsible for discussing issues with the appropriate person(s): instructor, supervisor, program director. In some cases, the phrase "the student would normally" has been replaced with "the student is responsible for".
- Responses to appeals has been expanded to include "granted with conditions"
- A section on Dismissal of Appeals has been added, which is similar to the section which is new to the 2005 Undergraduate Appeals Policy
- In some cases, the timing of responses to requests for information was not defined in the previous Policy, and so this has been added, and mirrors the time allowed in the Undergraduate Policy. In the sections where the timing was defined in the previous Policy, it remains unchanged.

RYERSON UNIVERSITY
POLICY OF SENATE

GRADUATE STUDENT ACADEMIC APPEALS POLICY
Policy Number: 152

Approval Date: SGS Council: May 24, 2007

Replaces Policy: **#152 Graduate Student Academic Appeals Policy**

RYERSON UNIVERSITY
GRADUATE STUDENT ACADEMIC APPEALS POLICY

RYERSON UNIVERSITY
GRADUATE ACADEMIC CONSIDERATION AND APPEALS

Ryerson University is committed to promoting academic success and to ensuring that students' academic records ultimately reflect their academic abilities and accomplishments. The University expects that academic judgments by its faculty will be fair, consistent and objective, and recognizes the need to grant academic consideration, where appropriate, in order to support students who face personal difficulties or events. Academic consideration is the general name given to a number of different alternate arrangements that may be made, dependent upon the circumstances and what is appropriate for both the students and the University, such as the extension of a deadline for an assignment, re-scheduling or re-weighting of an exam or assignment because of missed work, the assignment of an INC or the permission to continue on provisional standing. It should be understood that students can only receive grades which reflect their knowledge of the course material.

This Policy5 provides the process by which students may seek academic consideration. It is expected that requests for academic consideration will be made as soon as circumstances arise. The policy also describes the grounds and process by which students may appeal when they believe the academic consideration provided is not appropriate or when they have been unable to informally resolve course-related issues with their instructor6. The University is responsible for dealing with student appeals fairly and must adhere to the timelines established in this policy.

Students should refer to University publications (on the School of Graduate Studies website and the Senate website) for detailed information on the various types of academic consideration that may be requested; necessary documents such as appeal forms, medical certificates and forms for religious accommodation; and procedural instructions. Students are responsible for reviewing all pertinent information prior to the submission of a formal academic appeal. Incomplete appeals will not be accepted. Students are responsible for ensuring that a formal appeal is submitted by the deadline dates published in the calendar, and must adhere to the timelines established in this policy.

All issues regarding academic standing should be referred to the Program Director7 of the student's program. (See section IIB on Grounds for Appeal of Academic Standing.) The Academic Appeals process reflects decision-making in an academic environment and, as such, cannot be equated to decision-making in the judicial system. The principles of natural justice and fairness will apply to all decisions made.

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5 The "Undergraduate Student Academic Appeals Policy" applies for undergraduate students.
6 For the purpose of this document, "instructor shall mean any person who is teaching a graduate course or supervising a graduate student at Ryerson University
7 For the purpose of this document, Program Director shall include the designate of any Graduate Program Director

I. ACADEMIC CONSIDERATION

IA. GENERAL REGULATIONS

1. It is the student's responsibility to notify and consult with either their instructor or Program Director, depending on the situation, as soon as circumstances arise that are likely to affect academic performance.
2. It is the student's responsibility to attempt to resolve all course related issues with the instructor as soon as they arise, and then, if necessary, with the Program Director. Failure to do so may jeopardize the success of an appeal made at a later date.
3. When issues are not resolved with an instructor, or when a student does not receive a timely response from an instructor, the Program Director must be contacted for assistance if the student wishes to pursue the matter further before launching a formal appeal.
4. An appeal may be filed only if the issue cannot be resolved appropriately with the instructor or Program Director (see section IIB on **Grounds for Course Grade Appeal**)
5. It is the instructor's responsibility to respond when students raise grading or course management issues.
6. If the Program Director is the instructor for a course in which an accommodation or alternate arrangement is being requested and the matter cannot be resolved, the student should request that the Dean appoint an appropriate replacement to act as Program Director in the process.
7. It is the Program Director's responsibility to be accessible to discuss matters that cannot be resolved between the instructor and the student.
8. Students who do not receive their final grades because of outstanding debt to the University, risk missing the deadline for filing an appeal. Grades will not be officially released to students with outstanding debt.
9. Students who are appealing their withdrawn standing may continue in their program and shall be registered in courses on the basis of a provisional contract until the standing appeal is resolved. Students must pay all appropriate fees. If the appeal is denied and they remain withdrawn, they will be given a full refund of the fees charged for the program in which they enrolled that semester.
10. Students shall be given supervised access to their graded work or final exam, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for a re-grading request.
11. If academic concerns are not resolved with the instructor or with the Program Director, students should consult the specific directions and forms for details on the filing of appeals. These may be found at the Senate or School of Graduate Studies websites. (See section IID for **Academic Appeals Regulations**.)
12. Appeals not filed by the published deadlines will normally not be accepted. In extenuating circumstances, students or university administrators may request that an extension be provided by a Program Director, Dean or the Secretary of Senate, depending upon the level. (See Section III).
13. It is the student's responsibility to maintain updated contact information with the University to ensure that all information related to grades, standings and appeals are properly received. Ryerson program students are required to maintain a Ryerson email address (see Policy 157: Establishment of Student Email Accounts for Official University Communication).

IB. ALTERNATE ARRANGEMENTS

IB1. Accommodation for Missed Examination and/or Assignment: Religious Observance

Students must have filed the necessary forms for accommodation of religious observance at the beginning of the term, or for final exams, as soon as the exam schedule is posted (See Policy 150 for Accommodation of Student Religious Observance Obligations and related form.)

IB2. Accommodation for Disability

Students who wish to utilize Access Centre accommodations must present Access Centre documentation to the instructor prior to a graded assignment, test or exam, according to Access Centre policies and Procedures, otherwise an appeal based on not receiving an accommodation may be dismissed (see section III).

IB3. Alternate Arrangements for Missed Examination and/or Assignment: Medical or Compassionate

a. Students shall inform instructors, in advance, when they will be missing an exam, test or assignment deadline for medical or compassionate reasons. When circumstances do not permit this, the student must inform the instructor as soon as reasonably possible. Alternate arrangements may include the setting of a make-up test, transferring the weight of a missed assignment to the final examination or extending a deadline.

b. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex request for an alternate arrangement.

c. Students who are either not offered an alternate arrangement or who do not accept the alternate arrangement offered by an instructor, may consult with the Program Director. If, after this consultation, they still do not accept the alternate arrangement offered, they must document their concern in writing to the Program Director and abide by the arrangement to the extent possible. If the test or assignment for which an alternate arrangement has been made becomes a point of contention in the final course grade, the student may appeal the final course grade at the end of the term, on the original medical or compassionate grounds. (See section IIC on **Grounds for Course Grade Appeals**.)

d. Instructors will determine if medical documentation is required for an alternate arrangement based upon the length of the medical condition and the amount and type of the work missed and affected. In the case of illness, a Ryerson Medical Certificate, or a letter on letterhead from a physician with the student declaration portion of the Ryerson Medical Certificate attached, is essential for an appeal based on Medical grounds. The Ryerson Medical Certificate and guidelines can be found on the School of Graduate Studies and the Senate web sites. The University may seek verification of medical claims.

e. It is recognized that compassionate grounds may be hard to document. Nonetheless, students should present as much documentation as possible. For example, a death

certificate or notice from a funeral home would be appropriate documentation in the case of a death.

f. All faculty and staff are required to exercise discretion and adhere to the principles of confidentiality regarding any documentation received.

g. Normally, a student who missed a final exam will be given an "incomplete" (INC) and given a make-up exam as soon as possible within the completion period specified on the INC form.

h. Unless an "incomplete" (INC) grade is applicable, the instructor cannot grant extensions beyond the final date for submission of grades as part of an academic consideration.

i. Once an alternate arrangement is accepted, it is final unless subsequent events interfere with the fulfillment of that alternate arrangement, and the grade in the course may not be appealed based upon an allegation of the original arrangement being unfair.

IB4. Arrangements for Inability to Complete Term Work in More Than One Course:
a. Students who are unable to complete their term work in more than one course, due to circumstances that arise during the semester, should consult with their Program Director as soon as possible. Failure to do so will jeopardize the ability to provide consideration and to launch a future appeal.

b. When seeking alternate arrangements, students must submit supporting documentation to their Program Director, who should advise students as to what to do on a course-by-course basis as soon as possible. Suggestions may include completing the work in some courses, dropping some courses, requesting extensions of deadlines or requesting grades of "incomplete" (INC). A copy of the suggested arrangement will be kept on record in the program office.

c. Each of the student's instructors must receive an email from the Program Director informing him/her that the student will be requesting an alternate arrangement and, if the student requests, the arrangement that has been suggested. Students must contact each instructor to verify that the suggested arrangement is acceptable to the instructor. Instructors should not require documentation to support the request for an alternate arrangement, as an assessment has already been made.

d. While it is advisable for students to discuss dropping a course with the instructor, courses may be dropped at the time of the consultation with the Program Director. The Program Director must inform the involved faculty member that the student has dropped the course. If the drop deadline has passed, approval from the Assistant Registrar, Graduate Studies will be required to drop a course.

IB5. Advance Consideration of Academic Standing
If, during the semester, students experience medical or compassionate circumstances which may later affect their academic standing, it is the students' responsibility to bring the situation to the attention of the Program Director at the earliest possible time.

IC. GRADE REASSESSMENT

IC1. Regrading of Work

a. At any time during the semester, students who believe that an assignment, test or exam, either in whole or part, has not been appropriately graded must first review their concerns with their instructor within ten (10) working days of the date when the graded work is returned to the class. It is an instructor's responsibility to return graded work in a timely manner. Grades not questioned within this period will not be reassessed at a later date.

b. An instructor may require a written request for regrading, stating why the work warrants a higher grade. It is not acceptable for students to request a higher grade without justification based on the merit of work.

c. If there is a concern about work returned during the final week of classes, or a final exam or paper, there may not be an opportunity to review the grade with the instructor or to have the work remarked prior to the assignment of a final grade for the course. In that case, a meeting with the instructor should be scheduled as soon as possible.

d. If an instructor does not agree to review the work, does not provide sufficient rationale for not reviewing the work, or does not respond to the student within five (5) working days, the student may consult the Program Director who should assist in resolving the issue and who may initiate a formal reassessment at the earliest possible opportunity. (See section IC1.f).

e. It is recognized that there are assignments that do not lend themselves to independent re-evaluation, such as presentations or performances. Therefore, these may not be reassessed.

f. Reassessment of work by someone other than the instructor

    i.   If a student does not accept an instructor's regrading of the work and wishes to request a formal regrading, he/she must submit specific and detailed reasons, in writing to the Program Director as to why the original grade was inappropriate, including any evidence from course notes, textbooks, etc. Asserting that the work deserves more marks or that the student disagrees with the mark is not sufficient support for the reassessment. If the Program Director determines that a reassessment is not warranted, he/she may deny that reassessment, and inform the student, in writing, of the reasons and of the right to appeal that decision to the **Graduate Appeals Committee**[8] on the grounds of Procedural Error (See section IIB.5).

    ii.   Students shall be given supervised access to any graded work that has not been returned or to their final exams, and be permitted to use that work for a reasonable length of time in order to prepare the required explanation for the re-grading request.

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[8] All appeals to the Graduate Appeals Committee should be submitted through the office of the Assistant Registrar, Graduate Studies.

iii. The instructor will provide to the Program Director the grading scheme utilized in evaluating the work.

iv. Either the student or the instructor must provide the original graded assignment, test or exam in question to the Program Director.

v. A clean copy of the work, with all grading notations deleted indicating the student number but not name, must be provided to the Program Director. If it is a paper or assignment, or a test that has been returned to the student, the student must supply the copy. If it is an exam that has not been returned to the student, the instructor must supply the copy.

g. The work will be remarked in its entirety by a qualified person other than the original instructor, as determined by the Program Director. Partial remarking is not permitted.

h. If remarking within the university is not possible, another mechanism for reassessment of the material should be arranged. This may include submission to an external assessor.

i. A reassessment may result in the grade remaining the same, being raised or being lowered, and the reassessed grade becomes the official grade for that work. The revised grade cannot be subsequently appealed. If reassessment of the work was not done or has not been done in keeping with this policy, then the ground of the appeal is Procedural Error (see section IIB.5).

IC2. Calculation Error

a. If a student believes that there has been a miscalculation of a grade due to an omission, improper addition, etc., the student must contact the instructor to resolve the issue within ten (10) working days of the date when the graded work is returned to the class. It is an instructor's responsibility to return graded work in a timely manner. Grades not questioned within this period will not be recalculated at a later date.

b. If a recalculation is not done within five (5) working days of the request or the student disagrees with the result, the student must consult with the Program Director to assist in resolving the issue as soon as possible.

c. The grade for the assignment may be higher, lower or the same as the original grade, and the reassessed grade becomes the official grade for that work. The revised grade cannot be subsequently appealed.

d. If recalculation was not done or was not in keeping with the policy, then the ground of the appeal is Procedural Error (see section IIB.5).

ID. COURSE MANAGEMENT ISSUES

Students who have concerns about how a course is taught or managed, they should normally first consult with the instructor as soon as the concern arises. If they feel that the matter cannot be discussed with the instructor or if the matter cannot be resolved, students should consult with the Program Director. Failure to do so may jeopardize an appeal.

II. ACADEMIC APPEALS

Academic Appeals are reserved for issues related to grades or academic standings that could not be resolved with an instructor or a Program Director. Students will only receive grades which reflect their knowledge of the course material. With the exception of Procedural Error, no new grounds may be introduced at subsequent levels.

IIA. APPEALS DURING THE TERM
Appeals may be initiated at any time during the term by following the process below.

IIB. GROUNDS FOR COURSE GRADE APPEALS
There are five grounds that may be considered for a grade appeal: Prejudice; Medical; Compassionate; Course Management; and Procedural Error.

IIB1. Prejudice
a. Claims of prejudice are limited to prohibited grounds as defined by the Ontario Human Rights Code (e.g. race, sex, sexual orientation, disability, etc.). Students who believe their grade has been adversely affected by another form of personal bias or unfair treatment may appeal under the ground of Course Management.

b. Students must consult with the Discrimination and Harassment Prevention Office if filing an appeal on the grounds of prejudice. The Discrimination and Harassment Policy is available on the Ryerson website. That office will do an assessment and make a recommendation to the Program Director before the appeal will proceed. This may result in a delay in the appeals process.

c. If the Discrimination and Harassment Prevention Office determines that there is insufficient evidence to support a claim of prejudice on a prohibited ground and the student wishes to proceed on the basis of personal bias or unfair treatment, an appeal may then be filed on the ground of Course Management.

d. If, during the course of any level of appeal, it is determined that there is a claim of prejudice on a prohibited ground, which was not investigated by the Office of Discrimination and Harassment Prevention, it will be referred to that Office and the decision will be delayed until that office has assessed the claim and made a recommendation.

IIB2. Medical
a. If a medical condition occurs during the term, it is expected that students who need an alternative arrangement for meeting academic obligations will submit appropriate documentation for work that is missed, and will make alternate arrangements for either a single course or for all courses in that term (See section IB on Alternate Arrangements.) Alternate arrangements are based upon the severity of the circumstances and the amount of work missed.

b. Students must submit a fully completed Ryerson Medical Certificate, or a letter on letterhead containing all of the information required by the medical certificate, signed by an appropriate regulated health professional for the applicable period of time. The

documentation should explain the duration of the medical condition and the impact of the medical condition on the student's ability to perform during that period. Where circumstances do not permit this, the student must inform the instructor as soon as reasonably possible. The University may seek further verification of medical claims.

c. Students must submit applicable medical certificates within three (3) working days of any test, exam or assignment due date to receive consideration for that work. Documents not submitted within this period will only be accepted under exceptional circumstances.

IIB3. Compassionate

a. Appeals may be filed on Compassionate grounds when there are events or circumstances beyond the control of and often unforeseen by the student, that seriously impair that student's ability to meet academic obligations. Instructors should have been informed of these circumstances as soon as they affected a student's ability to complete their work so that alternate arrangements could be made. Failure to have done so may jeopardize the appeal. Alternate arrangements are based upon the severity of the circumstances and the amount of work missed. Generally, employment commitments will not constitute grounds for academic consideration; however, employment-related issues may be considered as one element of a more complex application for consideration.

b. While it is recognized that compassionate grounds may be hard to document, items such as relevant travel documents, death certificates or notices from a funeral home, letters from counselors, therapists, or religious or community leaders would be appropriate documentation. It is advisable that students provide as much documentation as possible. Where circumstances do not permit this, the student must inform the instructor as soon as reasonably possible.

c. Students must submit applicable documentation within three (3) working days of a test, exam or assignment deadline in order to receive consideration for that work. Where circumstances do not permit this, documentation must be submitted as soon as reasonably possible.

IIB4. Course Management

a. Appeals may be filed on the ground of Course Management when students believe that a grade has been adversely affected because an instructor has deviated significantly from the course management policies of the School of Graduate Studies or from the course outline, or has demonstrated personal bias or unfair treatment.

b. Students should have brought course management issues to the attention of the instructor and/or the Chair Director when the concern arose. Failure to have done so may jeopardize the appeal.

c. Students must provide the course outline when it is relevant to their appeal, must detail where the deviation occurred and must explain how their academic performance was affected.

IIB5. Procedural Error

a. Appeals may be filed on the ground of Procedural Error when it is believed that there has been an error in the procedure followed in the application of either this policy or any applicable policy of the University. Appeals granted on this ground will rectify the procedural error.

b. Where students claim that an academic regulation or policy was improperly applied or not followed, they must reference both the policy and the alleged error, and explain how this procedural error has affected their academic record. This may include such things as a failure to recalculate a grade or remark an exam, or when a response deadline has been missed.

IIC. APPEAL OF ACADEMIC STANDING

Since Academic Standing is determined by students' academic performance, students must provide substantive reasons why their current standing is not appropriate. Standing appeals are generally based on medical or compassionate grounds or procedural error. Requests for changes must have supporting documentation attached. Students should normally have consulted with the Program Director as soon as the situation that affected their academic performance arose.

1. In appeals based on medical grounds, students will be required to submit documentation for the applicable period of time. The documentation should explain the duration of the medical condition and the impact of the medical condition on the students' ability to meet academic obligations during that period.

2. Appeals may be based on compassionate reasons when there are events or circumstances beyond the control of and often unforeseen by the student, that seriously impair a student's ability to meet academic obligations. Instructors or Program Directors should have been informed of these circumstances as soon as they affected a student's ability to complete their work so that alternate arrangements could be made. Failure to have done so may jeopardize the appeal. (See section IIB.3 on employment related concerns.)

3. Appeals may be based on Procedural Error when it is believed that there has been an error in the procedure followed in the application of either this policy or any applicable policy of the University.

IID. ACADEMIC APPEALS REGULATIONS

1. Each graduate Program Director or designate shall respond to student appeals.

2. The School of Graduate Studies Appeals Committee will respond to Appeals at the School of Graduate Studies level. All information regarding the Graduate Appeals Policy and Procedure is available to students on the School of Graduate Studies website.

3. In cases involving a graduate student and an Undergraduate or a Continuing Education course in which he or she may be enrolled, the Undergraduate Appeals Policy will prevail.

4. The Appeals Committee of Senate shall hear appeals at the Senate level.

5. In some situations, appeals may be dismissed (not accepted) at the School of Graduate Studies or at the Senate levels (see section III).

6. Anyone who chairs an appeals committee at any level may not serve on an appeals committee at any other level.

7. <u>Conflict of Interest</u> A member of an Appeals Panel should not have had any prior involvement with the case. A member of a Hearing Panel, a student or an instructor (appellant and respondent) must disclose any conflict of interest, if known, no less than five (5) working days before the hearing. Unless the conflict of interest is resolved, the Panel member shall be replaced. If either party raises a conflict of interest regarding any Panel member(s) once the Hearing has begun, the Hearing Panel will judge the validity of the conflict and will decide on whether the Panel member may sit on the appeal. The Panel member(s) that is challenged may offer a statement but may not take part in the Panel's decision on the conflict. If the Panel member with the conflict is excused and there is no quorum, the Hearing shall be adjourned and a new hearing scheduled with a new Panel member.

8. <u>Burden and Standard of Proof</u>: In an Academic appeal the onus is on the student to show that the original decision was incorrect. The standard of proof in all decisions shall be "a balance of probabilities." This means that, in order for students to be granted their appeals, they must show the Panel that it is more likely than not that the original decision was incorrect.

9. All individuals who have responsibility for deciding appeals, including Program Directors, members of Appeals Committees, and all Appeals Officers shall be required to attend training session(s) conducted by the Office of the Secretary of Senate prior to making any appeals decisions.

10. Statistics on the type, grounds and outcome of appeals must be reported to the Secretary of Senate at the end of each term.

IIE ACADEMIC APPEALS

IIE.1. Program Level Appeals
a. All appeals at the Program level must be filed by the deadline stated in the Graduate Calendar using the forms (and instructions), available on the School of Graduate Studies and Senate websites, or from School of Graduate Studies or graduate program offices. Deadlines may be extended if grades are not posted in a timely manner. However, students must have inquired by the deadline stated in the graduate calendar if a grade is missing.

b. Appeals will normally be submitted in person to the graduate program office. Fax or email submissions will only be accepted where prior arrangements have been made, to ensure that the appropriate person receives the appeal. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal. Appeals must be submitted

c. Students who have attempted to have work reassessed or grades recalculated and have not had the matter resolved prior to the appeal deadline, or who have not yet received a response from an instructor or a Program Director, and who wish to appeal, may submit a formal appeal on the ground of Procedural Error by the deadline. This appeal may be withdrawn at a later date if the issue is resolved.

d. Students who wish to appeal a final course grade must first consult with the instructor and/or Program Director. Students who wish to appeal an academic standing must first consult the Program Director. This consultation must occur as soon as possible after their grades and/or notice of academic standing are posted, allowing enough time to meet the deadline for the last date to appeal.

e. If a student appeals only an academic standing, it will be deemed that the grade(s) upon which the academic standing was based have been accepted.

f. If a student has initiated more than one appeal, the Program Director shall determine whether the various appeals should be heard concurrently or sequentially. If the appeals are heard sequentially, then the grade appeal must be heard first.

g. If a grade appeal is delayed because there is an unresolved reassessment or recalculation, the related standing appeal may also be delayed.

h. If an appeal of a charge of academic misconduct is related to a concurrent grade or academic standing appeal, the misconduct appeal will be heard first, and the decision, if relevant, forwarded to the appropriate program. As per the Student Code of Academic Conduct (available on the Senate website), a grade of "DEF" may be assigned while a misconduct charge is under investigation.

i. Appeals of final grades submitted as a result of completing an "incomplete" (INC) are often posted during next term (rather than at the end of that term), depending on the requirement for completion stated on the INC form. An appeal of such a final grade must be filed within ten (10) working days of the posting of the new grade. Students are responsible for periodically checking for the posting of the grade.

j. The program is not required to consider an appeal of an academic standing if the grade appeal was denied and it was the sole basis of the standing appeal or if the grade appeal was granted and the standing is automatically changed as a result.

k. The program must respond to the student in writing within ten (10) working days of the receipt of the appeal, whether the appeal was granted or denied. The letter must clearly state the basis on which the decision was reached. Students should indicate if they wish to pick up the decision in person or have the decision emailed, faxed or sent by mail. If the appeal decision is mailed, it will be deemed to have been received by the fifth working day following the postmark date on the envelope. Fax and email responses will be deemed to have been received on the date sent. Students are responsible for contacting the program if they have not received a response in the specified time period.

l. Decisions
   i. The Program Director or designate may not award a numerical grade, or require any action contrary to a university policy or collective agreement.
   ii. The Program Director or designate may:
       a. deny the request
       b. grant the appeal
       c. grant or deny the appeal in part, subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered to be denied.

IIE2. School of Graduate Studies Level Appeals

a. Appeals must be filed within ten (10) working days of receipt of the decision at the Program level and must be complete. Forms and Instructions found on the School of Graduate Studies website or in the office of the Assistant Registrar, Graduate Studies, must be utilized. Except for Procedural error, the grounds for an appeal should be the same as those claimed at the Program level.

b. Appeals will normally be submitted in person to the Assistant Registrar, Graduate Studies. Fax or email submissions will only be accepted where prior arrangements have been made, to ensure that the appropriate person receives the appeal. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal.

c. If students do not proceed within the timeline stipulated, the appeal will be considered terminated. Withdrawn students will be removed from their courses once the time for the appeal has expired without an appeal being launched.

d. The Assistant Registrar, Graduate Studies, shall:

   i.   review the appeal to determine if it is complete and is within the deadline;
   ii.   immediately, forward the appeal to the respondent. The respondent shall reply to the appeal in writing to the Assistant Registrar, Graduate Studies, within five (5) working days of receipt, including any documents to be submitted as evidence. A copy of the relevant course outline(s) must be submitted for all grade appeals and where possible, student's grades in each component of the course. The Registrar must also receive a copy of the appeal.
   iii. establish a Hearing Panel of the School of Graduate Studies Appeals Committee and appoint a Hearing Panel Chair; (See section IID.7 for regulations on Conflict of Interest.)
   iv.   determine if the student's academic record is pertinent to the appeal;
   v.   determine, in consultation with the Chair of the Hearing Panel if, given the grounds of the appeal, it is necessary to call the instructor and/or the Program Director to be present;
   vi.   schedule a hearing based upon the availability of the student and the instructor or Program Director. Both parties must receive at least ten (10) working days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) working days notice with the written agreement of both parties; and

vii.   forward all of the submissions for the appeal, including a copy of the student's academic record where relevant, to: all members of the Hearing Panel; the Program Director and any instructors who will be attending the hearing; the Registrar; the student; and the student's advocate, if any. Students must receive appeals information related to their Hearing from the Assistant Registrar, Graduate Studies, either in person by prior arrangement or by courier. It will be deemed that the information has been received on the date it was picked up or couriered.

e. All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)*. A copy of the SPPA is available for review in the office of the Secretary of Senate.

f. Hearing Regulations:
    i. The respondent in the appeal shall be accompanied, when possible, by relevant faculty who shall attend to respond to any relevant questions.
    ii. Both parties may bring witnesses, who shall normally be present at the hearing only while giving testimony. Students may bring one representative or advocate (including legal counsel) at this level.
    iii. Unless the committee is informed of an emergency situation, if either a party, a representative or advocate, or a witness fails to attend the Hearing, the Appeals Committee will proceed in his or her absence.
    iv. The Hearing Panel may adjourn the Hearing when it is required for a fair process.
    v. An oral Hearing may be open to the public except when the Hearing Panel is of the opinion that matters involving public security may be disclosed or the person disclosing intimate financial or personal matters may be negatively affected by doing so.
    vi. In order to provide advice on the process and information on a student's academic record, the Assistant Registrar, Graduate Studies, may be present at the Hearing.

g. If the School of Graduate Studies fails to respond to a student's appeal within the stipulated time period, and there has been no prior agreement between the student and the Dean or delegate to extend the time period, the student is permitted to proceed directly to the Senate Appeals Committee.

h. In some situations, appeals may be dismissed (not accepted) at this level (see section III).

i. The School of Graduate Studies must respond to the student in writing within ten (10) working days of the receipt of the appeal. The letter must clearly state the basis on which the decision was reached. Students should indicate if they wish to pick up the decision in person or have the decision emailed, faxed or sent by mail. If the appeal decision is mailed, it will be deemed to have been received by the fifth working day following the postmark date on the envelope. Students are responsible for contacting the office of the Assistant Registrar, Graduate Studies if they have not received a response in the specified time period. The School of Graduate Studies Appeals Committee must send copies of the decision to the instructor, the Program Director, the Registrar and the Secretary of Senate.

j. Decisions
  i. The School of Graduate Studies Appeals Committee may not award a numerical grade, or require any action contrary to a university policy or collective agreement.
  ii. The School of Graduate Studies Appeals Committee may:
    d. deny the request
    e. grant the appeal
    f. grant or deny the appeal in part, subject to conditions, or attach any conditions to any decision. If the student does not accept the conditions attached, the appeal will be considered to be denied.

IIE3. Appeals to the Senate Appeals Committee

a. Students must submit an appeal to the Secretary of Senate within ten (10) working days of receipt of the School of Graduate Studies Level response. Forms and instructions for the filing of Appeals can be found at the School of Graduate Studies or Senate websites, or are available from the office of the Secretary of Senate. Appeals will normally be submitted in person. Fax or email submissions will only be accepted where prior arrangements have been made, to ensure that the appropriate person receives the appeal. Original documents must follow by mail. All documents to be presented as evidence must be attached to the appeal.

b. The Secretary of Senate shall:

  viii. review the appeal to determine if it is complete and is within the deadline;
  ix. Immediately, forward the appeal to the Program Director. The Program Director shall, upon receipt, inform the Secretary of Senate who shall be the respondent. The respondent shall reply to the appeal in writing to the Secretary of Senate within five (5) working days of receipt, including any documents to be submitted as evidence. A copy of the relevant course outline(s) must be submitted for all grade appeals, and where possible, student's grades in each component of the course. The Registrar must also receive a copy of the appeal.
  x. establish a Hearing Panel of the Senate Appeals Committee and appoint a Hearing Panel Chair; (See section IID.7 for regulations on Conflict of Interest.)
  xi. determine, in consultation with the Associate Registrar, if the student's academic record is pertinent to the appeal;
  xii. determine, in consultation with the Chair of the Hearing Panel if, given the grounds of the appeal, it is necessary to call the instructor and/or the Program Director to be present;
  xiii. schedule a hearing based upon the availability of the student and the instructor or Program Director. Both parties must receive at least ten (10) working days notice of the date, time and place of the hearing. An appeal may be scheduled with less than ten (10) working days notice with the written agreement of both parties; and
  xiv. forward all of the submissions for the appeal, including a copy of the student's academic record where relevant, to: all members of the Hearing Panel; the Program Director and any instructors who will be attending the hearing; the Registrar; the student; and the student's advocate, if any. Students must receive

appeals information related to their Hearing from the Secretary of Senate either in person by prior arrangement or by courier. It will be deemed that the information has been received on the date it was picked up or couriered.

c. All Hearings shall be conducted in accordance with the *Statutory Powers Procedure Act (SPPA)*. A copy of the SPPA is available for review in the office of the Secretary of Senate.

d. Hearing Regulations:

    i. The respondent in the appeal shall be accompanied, when possible, by relevant faculty who shall attend to respond to any relevant questions.

    ii. Both parties may bring witnesses, who shall normally be present at the hearing only while giving testimony. Students may bring one representative or advocate (including legal counsel) at this level.

    iii. Unless the committee is informed of an emergency situation, if either party, a representative, or advocate, or witness fails to attend the Hearing, the Appeals Committee will proceed in his or her absence.

    iv. The Hearing Panel may adjourn the Hearing when it is required for a fair process.

    v. An oral Hearing may be open to the public except when the Hearing Panel is of the opinion that matters involving public security may be disclosed or the person disclosing intimate financial or personal matters may be negatively affected by doing so.

    vi. In order to provide advice on the process and information on a student's academic record, the Secretary of Senate and a representative of the Registrar's office, respectively, may be present at the Hearing.

g. Decisions

    i. The Hearing Panel may not award a numerical grade, or require any action contrary to another university policy or collective agreement.

    ii. The Hearing Panel may

    a. deny the appeal.

    b. grant the appeal

    c. grant the appeal in part subject to conditions. If the student does not accept the conditions attached, the appeal will be considered as denied.

    iii. The letter to the student, outlining the decision of the Hearing Panel clearly stating the basis on which the decision was reached, must be sent by the Panel Chair to the Secretary of Senate, who will send a copy to the student by the means specified by the student within five (5) working days. The Secretary of Senate must send a copy of the decision to the Chair, the Dean and the Registrar.

    iv. Decisions of the Appeals Committee of Senate are final and binding.

    v. Based upon matters arising at the Hearing, the Hearing Panel or Appeals Officer may make recommendations on procedural or policy matters to the Appeals Committee of Senate, the Secretary of Senate, a Program or the School of Graduate Studies Appeals Committee or Appeals Officer, a Dean or the Registrar's Office.

III. DISMISSAL OF APPEALS

IIIA. Circumstances for dismissal

1. Submission past the deadline.
2. Incomplete submissions, or submission forms improperly completed.
3. Missing an exam and/or assignment for religious observance (Section 1B.1): If a student did not file appropriate forms at the beginning of the semester or as soon as the final exam schedule is posted, cannot appeal at a later date based on religious observance (see Policy: Accommodation of Student Religious Obligations)
4. Accommodation for Disability (Section 1B.2): A student who has been granted an accommodation from the access Centre, but has not requested that accommodation from his or her instructor, may not claim the accommodation after-the-fact, or base an appeal on the grounds that the accommodation was not given.
5. Regrading (Section 1C1) or Recalculation (Section IC2): Grade re-assessments are not grounds for an academic appeal. Students are required to review grade concerns with the instructor within ten (10) working days of when the graded work is returned to the class or by the appeal deadline if it is a final exam or paper. If the instructor does not agree to review the work or does not respond within five (5) working days, a student should consult the Program Director. The only appeal permitted regarding quality of work is if the re-assessment of the work was not done or has not been done in keeping with the policy. The ground for this type of appeal is Procedural Error (Section IIB5). There is no appeal of the new grade received – it may go up or down or remain the same.
6. Prejudice (Section IIB1) – if the Discrimination and Harassment Prevention Office has found that there has been no prejudice on a prohibited ground, continuation on the ground of prejudice will be dismissed.
7. Medical (Section IIB2) – Documentation must be submitted within three (3) days of a missed test, exam or graded assignment deadline, or as soon as reasonably possible. It is expected that students will consult with a physician at the time of their illness. Appeals can be dismissed if the medical certificate is not submitted in a timely way, if it does not cover the period of time in question, or if there is not medical documentation submitted with an appeal based on medical grounds.

IIIB. Dismissal at the Program Level
1. Only appeals which are not filed by the deadline date found in University calendars, or which are not complete or filed on the appropriate forms may be dismissed (not accepted) at the Program Level.
2. If there are extenuating circumstances (medical/compassionate) that prevent a student from meeting the deadlines, a student may request an extension from the Program Director. Supporting documentation may be required.
3. Students should be notified in writing of the dismissal of the appeal.
4. There is no further appeal unless it is based on Procedural Error (IIB5)

IIIC. Dismissal at the School of Graduate Studies Level
1. If an appeal is dismissed (not accepted) at the School of Graduate Studies level, the Dean or designate, must give the student written notice of the intent to dismiss the appeal and the reasons for the dismissal.
2. Students have five (5) working days to provide a written response as to why the appeal should not be dismissed, addressing the reasons stated in the notice of intent to dismiss.
3. If the student responds, the Dean or designate should forward all documents to Senate to be reviewed by a panel of the Senate Appeals Committee, which will decide if the appeal will be dismissed or proceed.

4. The Secretary of Senate will inform the Dean and the student of the decision in writing.
5. There is no further appeal unless it is based on Procedural Error.

IIID. Dismissal at the Senate Level
1. If an appeal is dismissed (not accepted) at the Senate level, a student must be given a written notice of intent to dismiss the appeal and the reasons for the dismissal.
2. Students have five (5) working days to provide a written response as to why the appeal should not be dismissed, addressing the reason stated in the notice of intent to dismiss.
3. If the student responds, the documentation will be reviewed by a panel of the Senate appeals committee, which will decide if the appeal will be dismissed or proceed.
4. The student will be informed in writing of the decision.
5. There is no further appeal.

Report of the Senate Composition & By-laws Committee
F2007#1
October 2, 2007

Motion: That Senate approve the Council By-laws of the Departments of Marketing,
Management of Human Resources, Accounting, Finance, Entrepreneurship & Strategy,
Law & Business, and Global Management Studies, and of the Ted Rogers School of
Business Management.

Respectfully submitted,

Sheldon Levy, Chair
For the Committee:
D. Checkland, C. Farrell, D. Lee, R. Keeble, V. Chan, A. Mitchell, A. Bahadur, S. Omer,
D. Schulman (non-voting)

Department Council Bylaw
For the Department of Accounting

The purpose of this bylaw is to create a Department Council for the department of Accounting, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

1. Definitions
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this bylaw.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Accounting
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this bylaw.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

2. Mandate
    a. The Department Council will approve the following:
       i. Academic policies pertaining solely to the Department.
      ii. Department curriculum not included in the Common Curriculum.
     iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
       i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
      ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
       i. Any issue relevant to the Department raised at TRSBM Council.

ii. Any other issue that a member of the Department Council perceives to affect the Department.
e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council Bylaw and conducted by the Associate Dean, TRSBM, with respect to:
i. The Common Curriculum
ii. The Department Curriculum.
f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

3. Membership
a. The following shall be members of the Department Council:
i. All Faculty members.
ii. The Department Chair.
iii. One Sessional, elected by and from the Sessionals.
iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
v. One Staff member.
b. All elected members will serve for one Academic Year.
c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

4. Positions
a. Chair of Department Council
i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
ii. The Chair of Department Council shall call all meetings and set their agenda.
iii. The Chair of Department Council shall preside at all meetings, enforce this bylaw, and ensure that the Department Council and its sub-committees perform their obligations.
iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
b. Vice-Chair
i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
c. Secretary
i. The Staff member will serve as Department Council Secretary.

    ii.   The Secretary will provide Department Council with written notice of meetings.

    iii.   The Secretary will provide Department Council with a written agenda at least one day prior to meetings.

    iv.   The Secretary will attend all meetings and keep their minutes.

    v.   The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.

    vi.   The Secretary will maintain a copy of this bylaw and any ensuing rules of procedure, and amend them as necessary.

5. <u>Election Rules</u>
   a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.
   b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.
   c. Elections will follow the following procedure:
      i. The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.
      ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.
      iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.
      iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.
      v. Ballots will be returned within two weeks of their distribution.
      vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.
      vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.
   d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

6. <u>Voting</u>
   a. All members shall be voting members except for the Secretary.
   b. Normally, voting shall be by a show of hands.
   c. Decisions will be made by simple majority.
   d. The Chair of Department Council may vote only in the event of a tie.
   e. A secret ballot may be declared at the request of any member.
   f. There shall be no voting by proxy.

7. <u>Meetings</u>
   a. All Department Council meetings will follow the Senate's Rules of Order.
   b. The Department Council shall meet at least once in each of the Fall and Winter Terms.
      i. The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.
      ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.

c.   There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

8.   Curriculum Sub-Committee
    a.   Department Council will form a standing Curriculum Sub-Committee.
    b.   The Curriculum Sub-Committee will have the mandate to:
        i.   Review the department's curriculum.
        ii.   Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.
        iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.
        iv.   Review any other issue that Department Council perceives as pertaining to the department's curriculum.
        v.   Report to Department Council at any Department Council meeting on any issue within its mandate.
    c.   The following will be members of the Curriculum Sub-Committee:
        i.   Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.
        ii.   Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.
        iii. The Department Chair, or their designated Faculty member.
        iv.   No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year.
        v.   The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.
    d.   The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.
    e.   The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.
    f.   All members of the Curriculum Sub-Committee will be voting members.
    g.   Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.
    h.   The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

9.   Dispute Resolution
    a.   In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:
        i.   The Dean's designate
        ii.   The Dean
        iii. The Provost

10. Amendment
    a.   This by-law can be amended with the approval of two third of the Department Council's members.
    b.   Any such amendment must be approved by the Senate before it takes effect.

Department Council By-law
For the Department of Entrepreneurship

The purpose of this by-law is to create a Department Council for the department of Entrepreneurship, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

11. <u>Definitions</u>
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this by-law.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Entrepreneurship
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this by-law.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

12. <u>Mandate</u>
    a. The Department Council will approve the following:
        i. Academic policies pertaining solely to the Department.
        ii. Department curriculum not included in the Common Curriculum.
        iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
        i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
        ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
        i. Any issue relevant to the Department raised at TRSBM Council.
        ii. Any other issue that a member of the Department Council perceives to affect the Department.
    e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council By-law and conducted by the Associate Dean, TRSBM, with respect to:
        i. The Common Curriculum
        ii. The Department Curriculum.
    f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

13. <u>Membership</u>
   a. The following shall be members of the Department Council:
     i. All Faculty members.
     ii. The Department Chair.
     iii. One Sessional, elected by and from the Sessionals.
     iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
     v. One Staff member.
   b. All elected members will serve for one Academic Year.
   c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

14. <u>Positions</u>
   a. Chair of Department Council
     i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
     ii. The Chair of Department Council shall call all meetings and set their agenda.
     iii. The Chair of Department Council shall preside at all meetings, enforce this by-law, and ensure that the Department Council and its sub-committees perform their obligations.
     iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
   b. Vice-Chair
     i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
     ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
     iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
     iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
   c. Secretary
     i. The Staff member will serve as Department Council Secretary.
     ii. The Secretary will provide Department Council with written notice of meetings.
     iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
     iv. The Secretary will attend all meetings and keep their minutes.
     v. The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
     vi. The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

15. <u>Election Rules</u>
   a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.

b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.
c. Elections will follow the following procedure:
  i.   The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.
  ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.
  iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.
  iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.
  v.   Ballots will be returned within two weeks of their distribution.
  vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.
  vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.
d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

16. Voting
a. All members shall be voting members except for the Secretary.
b. Normally, voting shall be by a show of hands.
c. Decisions will be made by simple majority.
d. The Chair of Department Council may vote only in the event of a tie.
e. A secret ballot may be declared at the request of any member.
f. There shall be no voting by proxy.

17. Meetings
a. All Department Council meetings will follow the Senate's Rules of Order.
b. The Department Council shall meet at least once in each of the Fall and Winter Terms.
  i.   The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.
  ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.
c. There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

18. Curriculum Sub-Committee
a. Department Council will form a standing Curriculum Sub-Committee.
b. The Curriculum Sub-Committee will have the mandate to:
  i.   Review the department's curriculum.
  ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.
  iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.

iv. Review any other issue that Department Council perceives as pertaining to the department's curriculum.

v. Report to Department Council at any Department Council meeting on any issue within its mandate.

c. The following will be members of the Curriculum Sub-Committee:

i. Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

ii. Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

iii. The Department Chair, or their designated Faculty member.

iv. No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year.

v. The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.

d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.

e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

f. All members of the Curriculum Sub-Committee will be voting members.

g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

19. Dispute Resolution

a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:

i. The Dean's designate

ii. The Dean

iii. The Provost

20. Amendment

a. This by-law can be amended with the approval of two third of the Department Council's members.

b. Any such amendment must be approved by the Senate before it takes effect.

Department Council By-law
For the Department of Finance

The purpose of this by-law is to create a Department Council for the department of Finance, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

21. <u>Definitions</u>
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this by-law.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Finance
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this by-law.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

22. <u>Mandate</u>
    a. The Department Council will approve the following:
        i. Academic policies pertaining solely to the Department.
        ii. Department curriculum not included in the Common Curriculum.
        iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
        i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
        ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
        i. Any issue relevant to the Department raised at TRSBM Council.
        ii. Any other issue that a member of the Department Council perceives to affect the Department.
    e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council By-law and conducted by the Associate Dean, TRSBM, with respect to:
        i. The Common Curriculum
        ii. The Department Curriculum.
    f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

23. <u>Membership</u>
 a. The following shall be members of the Department Council:
  i. All Faculty members.
  ii. The Department Chair.
  iii. One Sessional, elected by and from the Sessionals.
  iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
  v. One Staff member.
 b. All elected members will serve for one Academic Year.
 c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

24. <u>Positions</u>
 a. Chair of Department Council
  i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
  ii. The Chair of Department Council shall call all meetings and set their agenda.
  iii. The Chair of Department Council shall preside at all meetings, enforce this by-law, and ensure that the Department Council and its sub-committees perform their obligations.
  iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
 b. Vice-Chair
  i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
  ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
  iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
  iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
 c. Secretary
  i. The Staff member will serve as Department Council Secretary.
  ii. The Secretary will provide Department Council with written notice of meetings.
  iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
  iv. The Secretary will attend all meetings and keep their minutes.
  v. The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
  vi. The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

25. <u>Election Rules</u>
 a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.

    b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.

    c. Elections will follow the following procedure:

      i. The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.

      ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.

      iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.

      iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.

      v. Ballots will be returned within two weeks of their distribution.

      vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.

      vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.

    d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

26. Voting
    a. All members shall be voting members except for the Secretary.
    b. Normally, voting shall be by a show of hands.
    c. Decisions will be made by simple majority.
    d. The Chair of Department Council may vote only in the event of a tie.
    e. A secret ballot may be declared at the request of any member.
    f. There shall be no voting by proxy.

27. Meetings
    a. All Department Council meetings will follow the Senate's Rules of Order.
    b. The Department Council shall meet at least once in each of the Fall and Winter Terms.
      i. The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.
      ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.
    c. There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

28. Curriculum Sub-Committee
    a. Department Council will form a standing Curriculum Sub-Committee.
    b. The Curriculum Sub-Committee will have the mandate to:
      i. Review the department's curriculum.
      ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.
      iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.

    iv.   Review any other issue that Department Council perceives as pertaining to the department's curriculum.

    v.   Report to Department Council at any Department Council meeting on any issue within its mandate.

c. The following will be members of the Curriculum Sub-Committee:

    i.   Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    ii.   Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    iii.   The Department Chair, or their designated Faculty member.

    iv.   No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year.

    v.   The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.

d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.

e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

f. All members of the Curriculum Sub-Committee will be voting members.

g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

29. Dispute Resolution

a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:

    i.   The Dean's designate

    ii.   The Dean

    iii.   The Provost

30. Amendment

a. This by-law can be amended with the approval of two third of the Department Council's members.

b. Any such amendment must be approved by the Senate before it takes effect.

Department Council By-law
For the Department of Global Management Studies

The purpose of this by-law is to create a Department Council for the department of Global Management Studies as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

31. <u>Definitions</u>
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this by-law.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Global Management Studies
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this by-law.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

32. <u>Mandate</u>
    a. The Department Council will approve the following:
        i. Academic policies pertaining solely to the Department.
        ii. Department curriculum not included in the Common Curriculum.
        iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
        i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
        ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
        i. Any issue relevant to the Department raised at TRSBM Council.
        ii. Any other issue that a member of the Department Council perceives to affect the Department.
    e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council By-law and conducted by the Associate Dean, TRSBM, with respect to:
        i. The Common Curriculum
        ii. The Department Curriculum.
    f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

33. <u>Membership</u>
    a. The following shall be members of the Department Council:
      i. All Faculty members.
      ii. The Department Chair.
      iii. One Sessional, elected by and from the Sessionals.
      iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
      v. One Staff member.
    b. All elected members will serve for one Academic Year.
    c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

34. <u>Positions</u>
    a. Chair of Department Council
      i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
      ii. The Chair of Department Council shall call all meetings and set their agenda.
      iii. The Chair of Department Council shall preside at all meetings, enforce this by-law, and ensure that the Department Council and its sub-committees perform their obligations.
      iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
    b. Vice-Chair
      i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
      ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
      iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
      iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
    c. Secretary
      i. The Staff member will serve as Department Council Secretary.
      ii. The Secretary will provide Department Council with written notice of meetings.
      iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
      iv. The Secretary will attend all meetings and keep their minutes.
      v. The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
      vi. The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

35. <u>Election Rules</u>
    a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.

b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.

c. Elections will follow the following procedure:

   i. The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.

   ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.

   iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.

   iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.

   v. Ballots will be returned within two weeks of their distribution.

   vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.

   vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.

d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

36. Voting
a. All members shall be voting members except for the Secretary.
b. Normally, voting shall be by a show of hands.
c. Decisions will be made by simple majority.
d. The Chair of Department Council may vote only in the event of a tie.
e. A secret ballot may be declared at the request of any member.
f. There shall be no voting by proxy.

37. Meetings
a. All Department Council meetings will follow the Senate's Rules of Order.
b. The Department Council shall meet at least once in each of the Fall and Winter Terms.

   i. The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.

   ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.

c. There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

38. Curriculum Sub-Committee
a. Department Council will form a standing Curriculum Sub-Committee.
b. The Curriculum Sub-Committee will have the mandate to:

   i. Review the department's curriculum.

   ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.

   iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.

iv. Review any other issue that Department Council perceives as pertaining to the department's curriculum.

v. Report to Department Council at any Department Council meeting on any issue within its mandate.

c. The following will be members of the Curriculum Sub-Committee:

    i. Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    ii. Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    iii. The Department Chair, or their designated Faculty member.

    iv. No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year.

    v. The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.

d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.

e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

f. All members of the Curriculum Sub-Committee will be voting members.

g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

39. Dispute Resolution

a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:

    i. The Dean's designate

    ii. The Dean

    iii. The Provost

40. Amendment

a. This by-law can be amended with the approval of two third of the Department Council's members.

b. Any such amendment must be approved by the Senate before it takes effect.

Department Council By-law
For the Department of Management of Human Resources

The purpose of this by-law is to create a Department Council for the department of Management of Human Resources, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

41. Definitions
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this by-law.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Management of Human Resources
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this by-law.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

42. Mandate
    a. The Department Council will approve the following:
        i. Academic policies pertaining solely to the Department.
        ii. Department curriculum not included in the Common Curriculum.
        iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
        i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
        ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
        i. Any issue relevant to the Department raised at TRSBM Council.
        ii. Any other issue that a member of the Department Council perceives to affect the Department.
    e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council By-law and conducted by the Associate Dean, TRSBM, with respect to:
        i. The Common Curriculum
        ii. The Department Curriculum.
    f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

43. <u>Membership</u>
   a. The following shall be members of the Department Council:
      i. All Faculty members.
      ii. The Department Chair.
      iii. Up to three Sessionals, elected by and from the Sessionals.
      iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
      v. One Staff member.
   b. All elected members will serve for one Academic Year.
   c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

44. <u>Positions</u>
   a. Chair of Department Council
      i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
      ii. The Chair of Department Council shall call all meetings and set their agenda.
      iii. The Chair of Department Council shall preside at all meetings, enforce this by-law, and ensure that the Department Council and its sub-committees perform their obligations.
      iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
   b. Vice-Chair
      i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
      ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
      iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
      iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
   c. Secretary
      i. The Staff member will serve as Department Council Secretary.
      ii. The Secretary will provide Department Council with written notice of meetings.
      iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
      iv. The Secretary will attend all meetings and keep their minutes.
      v. The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
      vi. The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

45. <u>Election Rules</u>
   a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.

b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.

c. Elections will follow the following procedure:

   i.   The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.

   ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.

   iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.

   iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.

   v.   Ballots will be returned within two weeks of their distribution.

   vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.

   vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.

d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

46. Voting

a. All members shall be voting members except for the Secretary.

b. Normally, voting shall be by a show of hands.

c. Decisions will be made by simple majority.

d. The Chair of Department Council may vote only in the event of a tie.

e. A secret ballot may be declared at the request of any member.

f. There shall be no voting by proxy.

47. Meetings

a. All Department Council meetings will follow the Senate's Rules of Order.

b. The Department Council shall meet at least once in each of the Fall and Winter Terms.

   i.   The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.

   ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.

c. There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

48. Curriculum Sub-Committee

a. Department Council will form a standing Curriculum Sub-Committee.

b. The Curriculum Sub-Committee will have the mandate to:

   i.   Review the department's curriculum.

   ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.

   iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.

   iv. Review any other issue that Department Council perceives as pertaining to the department's curriculum.

<p style="margin-left: 2em;">v. Report to Department Council at any Department Council meeting on any issue within its mandate.</p>

c. The following will be members of the Curriculum Sub-Committee:
   i. Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.
   ii. Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.
   iii. The Department Chair, or their designated Faculty member.
   iv. No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year; one of the two will normally be a sessional.
   v. The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.

d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.

e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

f. All members of the Curriculum Sub-Committee will be voting members.

g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

49. Dispute Resolution
   a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:
      i. The Dean's designate
      ii. The Dean
      iii. The Provost

50. Amendment
   a. This by-law can be amended with the approval of half of the Department Council's members.
   b. Any such amendment must be approved by the Senate before it takes effect.

Department Council By-law
For the Department of Law and Business

The purpose of this by-law is to create a Department Council for the department of Law and Business, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

51. Definitions
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this by-law.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Law and Business
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this by-law.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

52. Mandate
    a. The Department Council will approve the following:
       i. Academic policies pertaining solely to the Department.
       ii. Department curriculum not included in the Common Curriculum.
       iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
       i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
       ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
       i. Any issue relevant to the Department raised at TRSBM Council.
       ii. Any other issue that a member of the Department Council perceives to affect the Department.
    e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council By-law and conducted by the Associate Dean, TRSBM, with respect to:
       i. The Common Curriculum
       ii. The Department Curriculum.
    f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

53. <u>Membership</u>
   a. The following shall be members of the Department Council:
      i. All Faculty members.
      ii. The Department Chair.
      iii. One Sessional, elected by and from the Sessionals.
      iv. Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
      v. One Staff member.
   b. All elected members will serve for one Academic Year.
   c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

54. <u>Positions</u>
   a. Chair of Department Council
      i. The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
      ii. The Chair of Department Council shall call all meetings and set their agenda.
      iii. The Chair of Department Council shall preside at all meetings, enforce this by-law, and ensure that the Department Council and its sub-committees perform their obligations.
      iv. The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
   b. Vice-Chair
      i. The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
      ii. The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
      iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
      iv. The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
   c. Secretary
      i. The Staff member will serve as Department Council Secretary.
      ii. The Secretary will provide Department Council with written notice of meetings.
      iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
      iv. The Secretary will attend all meetings and keep their minutes.
      v. The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
      vi. The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

55. <u>Election Rules</u>
   a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.

b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.
c. Elections will follow the following procedure:
   i. The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.
   ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.
   iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.
   iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.
   v. Ballots will be returned within two weeks of their distribution.
   vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.
   vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.
d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

56. Voting
   a. All members shall be voting members except for the Secretary.
   b. Normally, voting shall be by a show of hands.
   c. Decisions will be made by simple majority.
   d. The Chair of Department Council may vote only in the event of a tie.
   e. A secret ballot may be declared at the request of any member.
   f. There shall be no voting by proxy.

57. Meetings
   a. All Department Council meetings will follow the Senate's Rules of Order.
   b. The Department Council shall meet at least once in each of the Fall and Winter Terms.
      i. The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.
      ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.
   c. There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

58. Curriculum Sub-Committee
   a. Department Council will form a standing Curriculum Sub-Committee.
   b. The Curriculum Sub-Committee will have the mandate to:
      i. Review the department's curriculum.
      ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.
      iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.

    iv.   Review any other issue that Department Council perceives as pertaining to the department's curriculum.

    v.   Report to Department Council at any Department Council meeting on any issue within its mandate.

  c. The following will be members of the Curriculum Sub-Committee:

    i.   Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    ii.   Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    iii.   The Department Chair, or their designated Faculty member.

    iv.   No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year.

    v.   The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.

  d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.

  e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

  f. All members of the Curriculum Sub-Committee will be voting members.

  g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

  h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

59. <u>Dispute Resolution</u>

  a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:

    i.   The Dean's designate

    ii.   The Dean

    iii.   The Provost

60. <u>Amendment</u>

  a. This by-law can be amended with the approval of two third of the Department Council's members.

  b. Any such amendment must be approved by the Senate before it takes effect.

Department Council By-law
For the Department of Marketing

The purpose of this by-law is to create a Department Council for the department of Marketing, as required by Policy #45 of the Senate. The Department Council will approve, develop and recommend to the Council of the Ted Rogers School of Business Management and the Senate academic policies relevant to the department, in light of the policies of Ryerson University, the Ted Rogers School of Management and the Ted Rogers School of Business Management. The Department Council will ensure that the department will adhere to, as well as promote, the common curriculum and academic standards of the Bachelor of Commerce degree offered by the Ted Rogers School of Business Management.

61. <u>Definitions</u>
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department Council – the Department Council as defined by this by-law.
    e. TRSBM Council – the Ted Rogers School of Business Management Council
    f. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    g. Department – the department of Marketing
    h. Department Chair – the chair of the department
    i. Chair of Department Council – the chair of the Department Council as defined by this by-law.
    j. Faculty – RFA faculty members of the department
    k. Sessionals – CUPE instructors teaching in the department
    l. Undergraduate Students – students who have elected the Department's major.
    m. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for the department
    n. Writing – including communication by electronic documents such as email and attachments.
    o. Academic Year – the twelve month period beginning September 1st

62. <u>Mandate</u>
    a. The Department Council will approve the following:
        i. Academic policies pertaining solely to the Department.
        ii. Department curriculum not included in the Common Curriculum.
        iii. Faculty sabbaticals, as outlined in the collective agreement between Ryerson and the RFA.
    b. The Department Council will advise the Department Chair on administrative matters pertaining solely to the Department.
    c. The Department Council will issue its recommendation to TRSBM Council on the following:
        i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
        ii. Any Common Curriculum related matter.
    d. The Department Council will discuss the following:
        i. Any issue relevant to the Department raised at TRSBM Council.
        ii. Any other issue that a member of the Department Council perceives to affect the Department.
    e. The Department Council will participate in Periodic Program Reviews of the Bachelor of Commerce Degree as specified by the TRSBM Council By-law and conducted by the Associate Dean, TRSBM, with respect to:
        i. The Common Curriculum
        ii. The Department Curriculum.
    f. In addition to the standing Curriculum Sub-Committee, the Department Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

63. <u>Membership</u>
    a. The following shall be members of the Department Council:
        i.   All Faculty members.
        ii.   The Department Chair.
        iii. One Sessional, elected by and from the Sessionals.
        iv.   Undergraduate students, numbering one third (rounded up) of the total number of Faculty members, elected by and from the Department's undergraduate students. In the event that the Department does not offer a major, the Senate's Policy 45 would apply.
        v.   One Staff member.
    b. All elected members will serve for one Academic Year.
    c. Elected members may not serve on the Department Council for more than two consecutive Academic Years.

64. <u>Positions</u>
    a. Chair of Department Council
        i.   The Chair of Department Council will be elected from the Faculty members for a period of one academic year by the Department Council at Department Council's last meeting of the academic year. No Faculty member can serve as Chair of Department Council for more than two consecutive years.
        ii.   The Chair of Department Council shall call all meetings and set their agenda.
        iii. The Chair of Department Council shall preside at all meetings, enforce this by-law, and ensure that the Department Council and its sub-committees perform their obligations.
        iv.   The Chair of Department Council shall be a non-voting member of all the sub-committees established by the Department Council.
    b. Vice-Chair
        i.   The Vice-Chair will be elected from the Faculty members for one academic year at Department Council's last meeting of the Academic Year. A member may not serve as Vice-Chair for more than two consecutive Academic Years.
        ii.   The Vice-Chair shall serve as the Department Council's representative on the TRSBM Council, unless the Vice Chair is the current Department Chair, in which case another Department Council member shall be elected from the faculty members and shall serve as the Department Council's representative on the TRSBM Council.
        iii. The Vice-Chair shall perform the Chair of Department Council's obligations in the Chair of Department Council's absence.
        iv.   The Vice-Chair shall assist the Chair of Department Council in any manner as required by the Chair of Department Council.
    c. Secretary
        i.   The Staff member will serve as Department Council Secretary.
        ii.   The Secretary will provide Department Council with written notice of meetings.
        iii. The Secretary will provide Department Council with a written agenda at least one day prior to meetings.
        iv.   The Secretary will attend all meetings and keep their minutes.
        v.   The Secretary will provide Department Council with written minutes for prior meetings at the next scheduled meeting.
        vi.   The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

65. <u>Election Rules</u>
    a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.

b. Elections will be administered by the Chair of Department Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student group affiliated with the Department.

c. Elections will follow the following procedure:

    i. The Chair of Department Council will publish the vacancies up for election no later than two weeks prior to the last meeting of the Academic Year.

    ii. Candidates will declare to the Chair of Department Council in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by the Department.

    iii. A candidate will be acclaimed to a vacancy by the Chair of Department Council if they are the sole candidate standing for election.

    iv. In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.

    v. Ballots will be returned within two weeks of their distribution.

    vi. The Chair of Department Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.

    vii. The names of the elected candidates will be published by the Chair of Department Council immediately following the tallying of the ballots.

d. In the absence of candidates, members may be appointed by the Department Chair to positions on Department Council and its sub-committees.

66. Voting

a. All members shall be voting members except for the Secretary.

b. Normally, voting shall be by a show of hands.

c. Decisions will be made by simple majority.

d. The Chair of Department Council may vote only in the event of a tie.

e. A secret ballot may be declared at the request of any member.

f. There shall be no voting by proxy.

67. Meetings

a. All Department Council meetings will follow the Senate's Rules of Order.

b. The Department Council shall meet at least once in each of the Fall and Winter Terms.

    i. The Chair of Department Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.

    ii. The Chair of Department Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to the Department Council within the Academic Year.

c. There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of the Departmental Council's voting members (rounded up).

68. Curriculum Sub-Committee

a. Department Council will form a standing Curriculum Sub-Committee.

b. The Curriculum Sub-Committee will have the mandate to:

    i. Review the department's curriculum.

    ii. Recommend to Department Council for approval revisions, additions and deletions to the department's curriculum.

    iii. Review the curriculum of other departments, including suggested revisions to the curriculum of other departments and areas, in order to determine the impact on the department's curriculum.

    iv.   Review any other issue that Department Council perceives as pertaining to the department's curriculum.

    v.   Report to Department Council at any Department Council meeting on any issue within its mandate.

  c. The following will be members of the Curriculum Sub-Committee:

    i.   Four Faculty members, elected by and from the Faculty members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    ii.   Two student members, elected by and from the student members of the Department Council at the last meeting of the Academic Year, for a term of one Academic Year.

    iii.   The Department Chair, or their designated Faculty member.

    iv.   No more than two Department Council members appointed by the Department Chair, for a term of one Academic Year.

    v.   The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms.

  d. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the voting members of the Curriculum Sub-Committee.

  e. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

  f. All members of the Curriculum Sub-Committee will be voting members.

  g. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

  h. The Curriculum Sub-Committee will provide a written annual report on its work to the Department Council at the last meeting of the Academic Year.

69. Dispute Resolution

  a. In the event that Department Council disagrees with any decision made by the Department Chair or TRSBM Council the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:

    i.   The Dean's designate

    ii.   The Dean

    iii.   The Provost

70. Amendment

  a. This by-law can be amended with the approval of two third of the Department Council's members.

  b. Any such amendment must be approved by the Senate before it takes effect.

Ted Rogers School of Business Management Council By-law

The purpose of this by-law is to create a council for the Ted Rogers School of Business Management (TRSBM Council), as required by Policy #45 of the Senate. It is the goal of the Ted Rogers School of Business Management, through the work of this council, to ensure common standards for the shared curriculum for the Bachelor of Commerce degree program offered by the Ted Rogers School of Business Management. The establishment of the TRSBM Council recognizes the importance and necessity of such a body, to preserve the integrity of the common Bachelor of Commerce degree.

71. Definitions
    a. Dean – the Dean of the Ted Rogers School of Management
    b. Associate Dean – the Associate Dean for the Ted Rogers School of Business Management
    c. TRSBM – the Ted Rogers School of Business Management
    d. Department – a department within the Ted Rogers School of Business Management.
    e. Department Chair – the chair of a department
    f. Associate Director – the associate director of student affairs for the Ted Rogers School of Business Management.
    g. Director – The director of the School of Retail Management or the School of Hospitality and Tourism Management or the School of Information Technology Management.
    h. Department Council – the council of a department
    i. TRSBM Council – the Ted Rogers School of Business Management Council as defined by this by-law
    j. Common Curriculum – the Ted Rogers School of Business Management common curriculum as it is defined by TRSBM Council from time to time
    k. Faculty – RFA faculty members of TRSBM
    l. Sessionals – CUPE instructors teaching in TRSBM
    m. Undergraduate Students – students in the Bachelor of Commerce degree program at Ryerson University
    n. Staff – Full-time Ryerson University MAC or OPSEU employees performing administrative duties for TRSBM
    o. Writing – including communication by electronic documents such as email and attachments
    p. Academic Year – the twelve month period beginning September 1st

72. Mandate
    a. TRSBM Council will approve the following:
        i. Academic policies which will affect the Bachelor of Commerce degree program as a whole.
        ii. Any Common Curriculum related matter.
    b. TRSBM Council will review and advise the Dean or his/her designate on the following:
        i. Administrative matters pertaining to TRSBM as a whole.
        ii. Any Department curriculum decisions pertaining solely to any Department.
    c. In addition to the standing Curriculum Sub-Committee, TRSBM Council may establish standing and *ad hoc* sub-committees for particular issues, and establish rules of procedure for such sub-committees at that time.

73. Membership
    a. The following shall be members of TRSBM Council:
        i. All Department Chairs.
        ii. The Associate Dean.
        iii. The Associate Director.
        iv. All Department Council Vice-Chairs.
        v. One Sessional, elected by and from the Sessionals of TRSBM.

     vi.   One Undergraduate Student from each Department, elected by and from each Department's students.

     vii.   At lease one additional elected undergraduate student such that the Council has a minimum of 1/3 student membership.

     viii.   TRSBM Council Secretary, appointed by Chair of Council for one academic year.

  b. All elected members will serve for one Academic Year.

  c. Elected members may not serve on TRSBM Council for more than two consecutive Academic Years.

  d. Other administrative directors and administrators within TRSBM will be invited to attend TRSBM Council meetings as necessary.

74. Positions
  a. Chair of TRSBM Council
     i.   The Chair of TRSBM Council will be elected for a period of one academic year from Faculty members of the TRSBM Council by members of the TRSBM Council at TRSBM Council's last meeting of the academic year. No Faculty member can serve as Chair of TRSBM Council for more than two consecutive years.
     ii.   The Chair of TRSBM Council shall call all meetings and set their agenda.
     iii.   The Chair of TRSBM Council shall preside at all meetings, enforce this by-law, and ensure that TRSBM Council and its sub-committees perform their obligations.
     iv.   The Chair of TRSBM Council shall be a non-voting member of all the sub-committees established by TRSBM Council.
     v.   The Chair of TRSBM Council shall represent TRSBM Council in discussions with the Department Chairs, the Dean and the university's administration.

  b. Vice-Chair
     i.   The Vice-Chair will be elected from the Faculty members at TRSBM Council's last meeting of the Academic Year for one academic year. A member may not serve as Vice-Chair for more than two consecutive academic years.
     ii.   The Vice-Chair shall perform the Chair of TRSBM Council's obligations in the Chair of TRSBM Council's absence.
     iii.   The Vice-Chair shall assist the Chair of TRSBM Council in any manner as required by the Chair of TRSBM Council.

  c. Secretary
     i.   The Staff member will serve as TRSBM Council Secretary.
     ii.   The Secretary will provide TRSBM Council with written notice of meetings.
     iii.   The Secretary will provide TRSBM Council with a written agenda at least one day prior to meetings.
     iv.   The Secretary will attend all meetings and keep their minutes.
     v.   The Secretary will provide TRSBM Council with written minutes for prior meetings at the next scheduled meeting.
     vi.   The Secretary will maintain a copy of this by-law and any ensuing rules of procedure, and amend them as necessary.

75. Election Rules
  a. Elections will be held as specified by the Senate, in order to ensure that they are carried out in a fair, democratic and timely manner.
  b. Elections will be administered by the Chair of TRSBM Council with the assistance of the Secretary. Undergraduate student elections will be administered with the assistance of the Undergraduate Student groups affiliated with TRSBM.
  c. Elections will follow the following procedure:
     i.   The Chair of TRSBM Council will publish the vacancies up for election at least four weeks prior to the last meeting of the Academic Year.

     ii.   The Department Council Vice-Chairs will be elected by their Department according to the election rules of the department.

    iii.   Other candidates will declare to the Chair in writing their intention to stand for election within one week of the publication of vacancies. A form may be developed for this purpose by TRSBM.

    iv.   A candidate will be acclaimed to a vacancy by the Chair of TRSBM Council if they are the sole candidate standing for election.

    v.   In the event of two or more candidates standing for election a ballot form with the names of all candidates will be distributed to the candidates' representative group, in a manner that will ensure the anonymous and secure return of the ballot to the Secretary.

    vi.   Ballots will be returned within two weeks of their distribution.

    vii.   The Chair of TRSBM Council and Secretary will tally the ballots. Any person may attend the tallying of the ballots.

    viii.   The names of the elected candidates will be published by the Chair of TRSBM Council immediately following the tallying of the ballots.

    d.   In the absence of candidates, members may be appointed by the Chair of TRSBM Council to positions on TRSBM Council and its sub-committees.

76. <u>Voting</u>
    a.   All members shall be voting members except for the Secretary.
    b.   Normally, voting shall be by a show of hands.
    c.   Decisions will be made by simple majority.
    d.   The Chair of TRSBM Council may vote only in the event of a tie.
    e.   A secret ballot may be declared at the request of any member.
    f.   There shall be no voting by proxy.

77. <u>Meetings</u>
    a.   All TRSBM Council meetings will follow the Senate's Rules of Order.
    b.   TRSBM Council shall meet at least once in each of the Fall and Winter Terms.
      i.   The Chair of TRSBM Council will establish and circulate among members the meeting schedule within the first two weeks of the Academic Year.
      ii.   The Chair of TRSBM Council or a simple majority of members may call a special meeting by providing a one-week notice in writing to TRSBM Council within the Academic Year.
    c.   There shall be no quorum at any meeting unless it is attended by at least half of the Faculty members. Quorum shall consist of half of TRSBM Council's voting members (rounded up).

78. <u>Curriculum Sub-Committee</u>
    a.   TRSBM Council will form a standing Curriculum Sub-Committee.
    b.   The Curriculum Sub-Committee will have the mandate to:
      i.   Recommend to TRSBM Council for approval revisions, additions and deletions to TRSBM's Common Curriculum.
      ii.   Review Department curriculum pertaining solely to the Department, in order to report to TRSBM Council on the impact of the Department curriculum on the Common Curriculum and the curriculum of other departments.
      iii.   Review any other issue that TRSBM Council perceives as pertaining to the curriculum of TRSBM, in order to report to TRSBM Council.
      iv.   Report to TRSBM Council at any TRSBM Council meeting on any issue within its mandate.
    c.   The following will be members of the Curriculum Sub-Committee:
      i.   The Department Chair or the Department Council Vice-Chair of each Department on TRSBM Council, as designated by their Department Council.
      ii.   Three student members, elected by and from the student members of TRSBM Council.
      iii.   The Chair of TRSBM Council, or their designated Faculty member.

    iv.   No more than two TRSBM Council members appointed by the Chair of TRSBM Council, for a term of one Academic Year.

    d. The Curriculum Sub-Committee shall meet at least once in each of the Fall and Winter Terms. One non-voting Director will be invited for discussions that relate to TRSBM courses taken by undergraduate students in the Director's School for that School's input.

    e. The Chair of the Curriculum Sub-Committee will be elected at the last meeting of the Academic Year by and from the members of the Curriculum Sub-Committee.

    f. All members of the Curriculum Sub-Committee will be voting members.

    g. The Chair of the Curriculum Sub-Committee may vote only in the event of a tie.

    h. Members may not serve on the Curriculum Sub-Committee for more than two consecutive Academic Years.

    i. The Curriculum Sub-Committee will provide a written annual report on its work to TRSBM Council at the last meeting of the Academic Year.

9. Dispute Resolution

    j. In the event that TRSBM Council disagrees with any decision made by the Dean's designate or the Dean the disagreement will be resolved by the academic administrative levels at Ryerson University in the following order:

      i.   The Dean (in the event of a disagreement with the Dean's designate)

     ii.   The Provost

10.   Amendment

      a. This by-law can be amended with the approval of two-thirds of TRSBM Council's members.

      b. Any such amendment must be approved by the Senate before it takes effect.

<div align="center">**Report of the Nominating Committee F2007 #1**
October 2, 2007</div>

The following are being nominated to serve on the Standing Committees of Senate beginning Fall 2007, filling vacancies on these committees. Faculty terms are for two years and student terms are for one year.

Academic Standards Committee
Diane Granfield, Library – to complete term of Lei Jin
Annick Mitchell, Faculty, Communication and Design (Interior Design) – to complete term of Gene Allen who is on sabbatical.

Awards & Ceremonials Committee
Ashley Aseltine, Undergraduate Student (Arts & Contemporary Studies) – to replace Melanie Merglesky

Learning and Teaching Committee
Mahmood Syed, Student, Ted Rogers School of Management (Retail Management)

Nominating Committee
Sanjay Dhebar, Alumnus

Research Ethics Board
Henry Parada, Faculty, Community Services (Social Work)
Jehangir Saleh, Undergraduate Student (Arts & Contemporary Studies)
Sara Berdugo, Undergraduate Student (Nutrition)

Senate Appeals Committee
Patrice Dutil, Faculty, Arts (Politics and Public Administration) – to replace Klaas Kraay
Lukas Bichler, Graduate Student (Mechanical Engineering) – 3rd term
Nina-Marie Lister, Community Services (Urban and Regional Planning) to replace Cyndy Baskin
Daria Sydor, Faculty, Continuing Education (Business Management)
David Valliere, Faculty, Business (Business Management) – to replace George Gekas

Senate SRC Committee
Cecile Farnum, Library – to replace Diane Granfield

MOTION: That Senate approve the nominations of candidates to standing Senate committees as recommended by the Nominating Committee.

For information:
The following Senators were elected:
Alumni
Sanjay Dhebar
Andrea Walker

Librarian
Zita Murphy

The following Senators were appointed:
Arts
Ashley Aseltine, Student (Arts & Contemporary Studies) - to replace Melanie Merglesky

Respectfully submitted,

Ian Baitz, Chair (for the committee)
Martin Antony, Carla Cassidy, Sanjay Dhebar, Omar Falou, Carlyle Farrell, Ken Jones, Melanie Panitch, Ravi Ravindran, Melanie Stanton, Diane Schulman (non-voting)

REPORT OF THE ACADEMIC STANDARDS COMMITTEE

Report #F2007–1; October 2007

In this report the Academic Standards Committee (ASC) brings its evaluation and recommendation on the following two items:

- *Section A* presents the periodic program review of the Information Technology Management program administered by the School of Information Technology Management.
- *Section B* presents a proposal for a new Internationally Educated Engineers Qualification Bridging/Certificate program.

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

SECTION A: PERIODIC PROGRAM REVIEW9

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

Information Technology Management

Program Description

The School of Information Technology Management (ITM) was created in September 1999 through the merger of the School of Administration and Information Management and the Business Information Systems Area in the School of Business Management. Shortly thereafter, the School created a new program leading to a Bachelor of Commerce (Information Technology Management) degree, admitting its first students in September 2000. As one of four programs in the Ted Rogers School of Management, the School of ITM administers full- and part-time degree programs and an advanced standing program for graduates of approved 3-year CAAT business administration diploma programs specializing in computer programming, information technology or telecommunications. With almost 1700 full-time students and more than 600 part-time students, the ITM program is one the largest programs in the University. Through a unique blend of technology and management courses, the ITM program focuses on understanding how technology can support business functions. The School's mission statement is as follows:

The School of Information Technology Management is a key contributor to Canada's Information & Communications Technology economy, through the

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9 This program review was completed in May/June 2007. The evaluation and recommendations regarding the Information Technology Management program represent the views of the 2006/2007 Academic Standards Committee.

lifetime development of graduates with current business and technology skills, and the sponsorship of related research.

The School also collaborates with the G. Raymond Chang School of Continuing Education in developing and delivering courses in the Information Technology Studies program area.

The ITM program is a notebook computer-enabled program. As part of the *LearningEDGE Advantage* program, full-time program students10 pay an annual ancillary fee11 to lease a notebook computer with pre-loaded software. This requirement is based on the premise that students training to work in IT-intensive business sectors must have in-depth, hands-on experience with various technologies they will be expected to use.

The Curriculum: The current undergraduate degree program starts with two years of foundation courses in economics, information and communications technology (ICT), finance, business law and management. The foundation years lead to advanced study in one of five program options: Applications Development, Digital Media Solutions, Enterprise Systems and Organizations, Knowledge and Database Management, Telecommunications and Networking.   Students have access to a broad range of ICT, management and professionally-related electives which allow them to qualify for one of eleven Minors.

The curriculum consists of 41 one-semester courses (Ryerson calendar, 2006/2007, pp. 202–259) with a total of 124 instruction hours. Of these, 18 are required professional, and 9 are required professionally-related courses. Program students also take 3 professional electives, 5 professionally-related electives and 6 liberal studies courses. Professional courses include 64 hours of instruction corresponding to 52 percent of the total program hours and professionally-related courses represent 42 instruction hours corresponding to 34 percent of the total program hours. The balance of the program is 18 hours of liberal studies corresponding to 14 percent of the total program hours.

Co-op program: **The School offers an optional co-op program which provides students with 20 months of work experience integrated into their academic program. Students commence work terms upon completion of the second year of the program. The co-op option extends the program to five years.**

Admission Requirements: OSSD or equivalent with six Grade 12 U/M courses including English (ENG4U/EAE4U preferred) and Mathematics (one of Advanced

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10   Participation in the *LearningEDGE Advantage* program is mandatory only for full-time program students.

11   For the 2006/2007 academic year, students pay an ancillary fee of $1,100 per academic year. This fee covers leasing a notebook computer with a two-year refresh cycle and licensing fees for all pre-loaded software which includes Microsoft (MS) Office, MS Project, MS Visio, MS Visual Studio.Net, SPSS and anti-virus software.

Functions and Introductory Calculus (MCB4U), Geometry and Discrete Mathematics (MGA4U), or Mathematics of Data Management (MDM4U)) with a minimum of 60 percent or higher in each of these courses. Subject to competition, candidates may be required to present averages/grades above the minimum. Competence in keyboarding and some experience with computer applications is recommended.

The Program Review

The review provides comprehensive information about the program and the School, including student data, student and employer surveys, and a comparator review. The Peer Review Team12 (PRT) report and the School's response to the PRT report provide further insight into the program.

Assessment of Strengths and Weaknesses

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

Strengths:

- **Uniqueness:** The ITM program is the only13 four-year degree program in Canada which leads to a Bachelor of Commerce (ITM) degree. The program not only teaches the effective use of business information systems but it also delivers essential management skills, key business functions, and organizational issues needed to understand the business environment. This unique blend of skills provides program graduates with flexibility to market their knowledge either in information technology management or general management. These characteristics, together with the School's downtown Toronto location in the heart of Canada's business and IT management community, helps the School to attract qualified applicants.

- **Faculty:** The PRT remarked in its report that faculty members in the School of ITM are vibrant, engaged, and competent and that they remain current with the industry thorough consulting, research, and/or active participation in industry associations.

- **Program Advisory Committee (PAC):** The PAC provides industry perspective on the professional competencies, knowledge and skills essential for graduates. Despite the rapidly changing nature of the IT industry, the School has been able to utilize the PAC's guidance and keep its curriculum up-to-date.

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12   Profs. D. Denton (University of Waterloo), H. Noori (Wilfrid Laurier University) and S. Varden (Pace University).

13   There are other programs with similar IT focus offered at other Canadian universities. However, such programs are offered as specializations or options within more general business degree programs.

Weaknesses:

- **Student Retention:** The program includes a significant number14 of ITM courses that are highly technical in their content and delivery. As students find higher-level ITM courses challenging, student retention in such courses and consequently throughout the program is an issue.

- **Gender Imbalance:** In its report the PRT observed a strong gender imbalance in the program. According to the data provided by the School, there was an equal number of men and women in the programs earlier years, but the number of women has since declined to its current level of about 20 percent. This figure is comparable to the percentage of women enrolled in computer science and engineering programs.

- **Lack of ITM-Specific Graduate Programs:** The PRT also commented that lack of ITM-specific graduate programs at masters and doctoral levels may adversely affect the research productivity of the faculty. However, the PRT did observe that the recent approval and launch of masters programs15 in which the School fully participates is likely to remedy this challenge. This observation was supported by the School in its response to the PRT report.

- **Student Demand:** In the last few years the School has been experiencing a drop in the number of applications. This trend is a reflection of the fluctuations in the IT sector, and it is noted that other IT-focused programs such as computer science, computer and electrical engineering have also observed similar trends.

Developmental Plan:

The School presented a number of responses to observed strengths and weaknesses and has a developmental plan in place to address others. The plan addresses specific challenges faced by the School in the near future, and sets specific goals and objectives to help strengthen the School and the program in several areas. The School also had the opportunity to revise its development plan in light of the recommendations of the PRT.

- **Program Quality:** The School has identified improving program quality by focusing on teaching, curriculum and the quality of its applicant pool as one of its major development objectives. In particular, the School aims to:

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14   In the current program there are a total of 19 ITM courses corresponding to 46 percent of the curriculum.

15   The School of ITM participates in the Master of Business Administration (MBA) and the Master of Management Science (MMSc) in the Management of Technology and Innovation programs. The MBA program is coursework-based and develops the student's proficiency in applying the principles of technology and innovation management to practical problems and cases, whereas the MMSc program is a research degree which emphasizes the development of sound research skills in the area of technology management and innovation.

(i) explore technology-enabled teaching practices which would deliver high-quality, participatory and customized learning environments;

(ii) develop and implement a new curriculum which would met the AACSB[16] accreditation standards, emphasize management and IT fundamentals while allowing students explore these topics at some depth; and

(iii) improve recruitment strategies and participate in industry related events to attract highly-qualified applicants, even out the gender balance and enhance the profile of the School and the program throughout the industry.

- **Research:** Faculty members in the School of ITM have a strong research record within the Ted Rogers School of Management. The School intends to build on its existing research strengths in learning technologies, technology and organizational performance, diversity and applications of emerging technologies. The School plans to recruit new faculty whose research interests fit with its research agenda and to help faculty increase their research productivity by improving its research infrastructure, including administrative support. The School's objective is to build an international reputation as a leading contributor of knowledge on the management of technology.

- **Graduate Studies:** The School and its faculty actively support the MBA and MMSc in the Management of Technology and Innovation programs. The School is also planning an ITM-specific doctoral program. By building a critical mass through targeted hires, and as a result of anticipated improvements in program quality and research productivity, the School aims to have a proposal ready by 2009/2010.

ASC Evaluation

The program review documents were comprehensive, providing detailed background information and analysis of the program's strengths and weaknesses. Student, alumni and employer survey results provided some insight into their views on various program elements.

The School of ITM currently administers one of the largest programs at Ryerson with over 1700 full-time and 600 part-time students[17]. The School is home to 25 faculty, 2 technical support and 5 office staff. The program blends technology and management into a cohesive educational experience and aims to produce competent professionals with management and leadership skills allowing them to succeed in the information technology management sector.

ASC's assessment and recommendations are as follows:

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16 Association for the Advancement of Collegiate Schools of Business.

17 Reported figures represent enrollment accurate at the time the Self-Study Report was written.

- **Soft skills:** In its report the PRT stated that: *"There was significant discussion amongst the reviewers and faculty members about gap in the curriculum related to the learning of 'soft skills' – interpersonal communication, sensitivity to differences in gender communication, team skills, and ethics."* Survey results also demonstrate students' perception that the program lacks in the delivery and development of soft skills. ASC is aware of the School's ongoing review of the 'soft skills' portion of the curriculum. Such a review would ensure that the program's learning objectives are embedded in the curriculum either through dedicated courses or through learning modules. Considering the management focus of the program (within the information technology sector), changes in these areas may potentially benefit students academically and position the program more competitively. Therefore, *ASC recommends the School continue enhancing its curriculum, curriculum delivery methods and course content to deliver additional soft skills.*

- Student survey: **In the Self-Study report the School presented summary survey results and commented on observed trends. Student survey results also indicate that a significant number of students chose not to respond to certain questions. Therefore, the student survey was inconclusive and did not allow the School and ASC to extract all the required information.** *ASC recommends that the School conduct a new student survey in 2007/2008 and analyze the results of this new survey to ascertain whether the patterns are consistent.*

- **Curriculum:** Since its inception, the ITM program has undergone several curriculum restructurings. While the curricula of IT based programs tend to be rather dynamic, the scope of the curriculum changes introduced by the School since 1999 has been unusually extensive. Frequent curriculum changes may potentially be bewildering to students and may result in a waste of valuable resources, i.e., the elimination of courses which have only been offered for a few years, or the offering of courses from both the new and old versions of the curriculum to accommodate students during the transition phase. The School intends to submit a proposal which would adopt a simpler curriculum structure for implementation in Fall 2008. *ASC commends the School for this important initiative and encourages the School to continue moving towards a more stable curriculum platform that is flexible and addresses the needs of the program.*

- Notebook computer policy: **The ITM program is a notebook computer-enabled program. ASC recognizes that the mandatory notebook computer policy ensures that all program students use uniform computing hardware and have access to licensed software. However, given the nature of the software being used and the rapidly expanding student ownership of computers, the benefits of a mandatory notebook computer program is no longer as obvious as when the program was first introduced. Therefore,** *ASC recommends that the School continue to monitor the benefit of its mandatory notebook computer policy and investigate potential alternatives which would allow the School to achieve its learning objectives.*

Follow-up Report

In keeping with usual procedure, a follow-up report which addresses the recommendations stated in the ASC Evaluation Section is to be submitted to the Dean and the Provost and Vice President Academic by the end of June 2009.

Recommendation

Having determined that the program review of the *Information Technology Management* program administered by the School of Information Technology Management satisfies the relevant policy and procedural requirements, the Academic Standards Committee recommends:

> *That Senate approve the periodic program review with the recommendations listed in the ASC Evaluation section as conducted by the School of Information Technology Management.*

SECTION B

Internationally Educated Engineers Qualification Bridging/ Certificate Program

The Internationally Educated Engineers Qualification Bridging (IEEQB) program has been developed by the Faculty of Engineering, Architecture and Science (FEAS) in collaboration with Professional Engineers Ontario18 (PEO). The IEEQB program aims to provide internationally educated engineers with an opportunity to meet the academic requirements for professional engineering licensure in Ontario. The program is funded by the Ontario Government and the Government of Canada.

To be licensed as a professional engineer in Ontario, all engineers must meet a set of criteria established by PEO. Academic preparedness is a core requirement towards licensure. If an applicant for licensure does not have an undergraduate degree in engineering from a program accredited by the Canadian Engineering Accreditation Board (as in the case of internationally educated engineers), PEO assesses the applicant's academic qualifications and may assign an applicant to a *Confirmatory Examination Program*, which specifies a set of technical exams. If successfully completed, these exams would confirm the applicant's academic preparation as equivalent to PEO's established standards.

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18 Professional Engineers Ontario is the licensing and regulating body for engineering in the province. It fulfills the same role for engineers as the College of Physicians and Surgeons for doctors or the Law Society of Upper Canada for lawyers.

Currently, applicants for licensure in the *Confirmatory Examination Program* attempt to address PEO identified academic deficiencies through self-study, followed by the writing of one or more PEO exams. The IEEQB program provides an alternative. Upon successful completion of the IEEQB program, participants are recognized by PEO as having met the requirements for academic qualification.

FEAS and the G. Raymond Chang School of Continuing Education formulated an academic structure that would allow the IEEQB program to be offered within the framework of a certificate program.

IEEQB/Certificate Program Structure

Admission: The PEO will refer applicants for licensure who have been offered a *Confirmatory Examination Program* to the Office of Internationally Educated Engineers at FEAS/Ryerson. Applicants who register in the IEEQB program will also be registered in the certificate program. An active *Confirmatory Status*, i.e., the status of being offered a *Confirmatory Examination Program* by PEO, is a requirement to enroll and to remain registered in the IEEQB/Certificate program.

Applicants who require a large number of engineering courses will be advised to apply to Ryerson engineering programs as advanced standing students. These applicants will be assessed through the standard admission process.

Academic Program: Each student registered in the IEEQB/Certificate program will have an individual academic plan. The program will require the completion of a total of 6–10 courses in the following three categories:

1. **Engineering courses:** 3–6 engineering courses offered by engineering programs at Ryerson which are deemed to be equivalent to the student's confirmatory professional exams. Appendix 1 provides a complete list of engineering courses available to program students.

2. **Complementary courses:** These mandatory complementary studies courses aim to prepare students for professional practice in a Canadian context:

   - CEN 800   Law and Ethics in Engineering Practice,
   - CCMN 432 Communication in the Engineering Professions,
   - CECN 801 Principles of Engineering Economics.

3. **Language courses:** If an applicant is determined to be in need[19] of language instruction courses, the Director English as an Additional Language (EAL)

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19 At the time of application the Director of the Office for Internationally Educated Engineers may determine whether an applicant needs language instruction courses. Any assessment at Ryerson will be done in collaboration with the Director English as an Additional Language Programs.

Programs will identify an appropriate language instruction course or courses from the following list of courses:

- COEN 460   Academic and Professional Skills: Upper Intensive,
- COEN 461   Academic and Professional Skills: Upper Advanced Intensive,
- CLNG 100   Language and Identity,
- CLNG 200   Language and Public Life,
- CLNG 300   Language: Spoken and Written.

The Director EAL Programs may also assign any other language instruction course, including any certificate course in the EAL portfolio, as deemed appropriate.   If a language instruction course is included in a student's academic plan, such a course must be taken prior to or concurrent with the required engineering or complementary studies courses.

Students in the IEEQB program will also be required to enroll and successfully complete a co-op work term in an organization which employs engineers. The work term course will not be part of the certificate program.

Promotion Policy: Successful completion of the IEEQB/Certificate program requires that program students achieve: (i) a minimum grade of C[20] in each of the required engineering courses and the CECN 801 course, (ii) have a minimum cumulative GPA of 2.00 in the required engineering, CECN 801, CEN 800 and CCMN 432 courses and (iii) a minimum grade of C[21] in a language course if included in the student's academic plan.

If a student does not achieve a minimum passing grade of C in any of the required engineering or CECN 801 courses, the student will be given the opportunity to write a supplemental exam in that particular course. Failure to achieve a C grade in the supplemental exam will result in the student loosing the *Confirmatory Status*.

If the student fails a subsequent course, no supplemental exam opportunity will be provided. In this case the student's *Confirmatory Status* will lapse.

Students who have their *Confirmatory Status* lapse shall require reassessment by PEO. If reassessment by PEO results in having *Confirmatory Status* reinstated, students will be eligible to apply for re-admission to the IEEQB/Certificate program.

Program Administration

The Office of Internationally Educated Engineers (OIEE) will be responsible for the operation of the proposed program. The Office will interview applicants referred by the PEO, customize individualized academic plans and provide services to facilitate the

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20 For the engineering and CECN 801 courses "C" corresponds to 60–62 percent on the percentage scale.

21 For language instruction courses "C" corresponds to 63–66 percent on the percentage scale.

integration of internationally educated engineers into the Canadian workplace. The Director of the OIEE will serve as the Academic Coordinator for the certificate program.

A curriculum committee will oversee the academic structure of the program and will provide guidance in mapping PEO's examination syllabi to the courses offered by Ryerson's engineering programs. The membership22 of the committee will consist of:

- Dean, FEAS;
- Director, Office for Internationally Educated Engineers;
- Chair, Academic Requirements Committee, PEO;
- Program Director, Engineering, Architecture, and Science, The G. Raymond Chang School of Continuing Education.

An External Advisory Council (EAC) will assist in curriculum development to ensure that at the completion of the program internationally educated engineers possess the knowledge and skills required by the engineering profession. The EAC will also assist in identifying ways in which the program can most effectively meet societal needs. The EAC will consist of the following members:

- Registrar, PEO;
- Deputy Registrar, Licensing and Registration, PEO;
- Chair, Academic Requirements Committee, PEO;
- Dean, FEAS;
- Associate Dean, Undergraduate Programs and Student Affairs, FEAS;
- Director of the Office for Internationally Educated Engineers;
- Dean or designate, The G. Raymond School of Continuing Education.

ASC Assessment

The proposed IEEQB/Certificate program has been designed to assist internationally educated engineers to become eligible for licensure in Ontario and to prepare them for employment at a level appropriate to their professional qualifications. The program is more than a structured approach towards rectifying PEO identified academic deficiencies. The program will assist internationally educated engineers in integrating into the Canadian workplace by providing knowledge on Canadian economy, communications, engineering practice, law and ethics. The program will also offer an opportunity to gain important Canadian professional experience through co-op placements.

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22 Senate Policy #76 on the Development and Review of Certificate Programs allows external members to be part of curriculum committees "…*In certain instances, membership may be drawn from outside the Ryerson community. In such cases, Ryerson faculty must comprise a clear majority of the committee membership.*"

Proficiency in English is essential for success in the proposed IEEQB/Certificate program. ASC recognizes that the OIEE will provide academic advising to applicants and will include language instruction courses in an applicant's academic plan if the applicant is determined to be in need of such courses. ***ASC recommends that the OIEE report on admission statistics based on language proficiency of the applicants and on the observed impact of language proficiency on students' success in the program.*** Such a report should be submitted to the Office of the Provost and Vice President Academic two years after the inception of the program.

The proposed IEEQB/Certificate program fits Ryerson's academic mission and represents another milestone along with the other certificate programs23 currently offered by the G. Raymond School of Continuing Education which have been designed to integrate internationally educated professionals into the Canadian workplace and society.

Recommendation

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

That Academic Council approve the IEEQB/Certificate program.

Respectfully submitted by

Alan Shepard,
for the 2007/2008 Academic Standards Committee

K. Alnwick (Registrar)	L. McCarthy (Chemistry and Biology)
D. Androutsos (Electrical & Computer Engg.)	A. Mitchell (Interior Design)
J. Dianda (Philosophy)	G. Murray (Student, Retail Management)
E. Evans (Retail Management)	D. Schulman (Secretary of Senate; ex-officio)
D. Glynn (Continuing Education)	J. Smith (Journalism)
D. Granfield (Library)	R. Stagg (History)
P. Hadian (Student, Sociology)	J. Waddell (Nursing)
G. Hunt (Business Management)	M. Zeytinoglu (Electrical & Computer Engg.)
R. Keeble (Urban & Regional Planning)	

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23 Other programs designed to assist internationally educated professionals are: *Internationally Educated Dietitians Pre-registration Program, International Midwifery Pre-registration Program* and *Internationally Educated Social Work Professionals Program.*

Appendix

Table 1: Engineering courses listed available to IEEQB/Certificate program students by engineering discipline

Discipline	Courses				
Chemical Engineering	CHE 204	CHE 214	CHE 217	CHE 220	CHE 308
	CHE 318	CHE 319	CHE 323	CHE 339	CHE 422
	CHE 425	CHE 426	CHE 430	CHE 451	CHE 454
	CHE 615	CHE 616	CHE 44 A/B		
Civil Engineering	CVL 241	CVL 312	CVL 313	CVL 316	CVL 353
	CVL 410	CVL 411	CVL 424	CVL 425	CVL 538
	CVL 600	CVL 633	CVL 638	CVL 735	CVL 742
	CVL 902	CVL 903	CVL 904	MEC 626	
Computer Engineering	COE 318	COE 328	COE 428	COE 514	COE 518
	COE 538	COE 608	COE 618	COE 718	COE 758
	COE 768	COE 808	COE 818	COE 865	CPS 311
	CPS 314	CPS 510	CPS 511	CPS 721	CPS 811
	CPS 888	ELE 404	ELE 514	ELE 709	ELE 734
	ELE 744	ELE 792	ELE 809	ELE 863	ELE 869
	ELE 888				
Electrical Engineering	COE 328	COE 608	ELE 202	ELE 302	ELE 401
	ELE 404	ELE 504	ELE 531	ELE 635	ELE 637
	ELE 639	ELE 704	ELE 709	ELE 734	ELE 744
	ELE 745	ELE 754	ELE 792	ELE 804	ELE 813
	ELE 825	ELE 829	ELE 846	ELE 861	ELE 864
	ELE 884	ELE 885			
Geomatics Engineering	CVL 323	CVL 352	CVL 353	CVL 354	CVL 425
	CVL 552	CVL 550	CVL 650	CVL 652	CVL 710
	CVL 711	CVL 753			
Industrial Engineering	EMS 303	IND 303	IND 400	IND 406	IND 508
	IND 600	IND 604	IND 605	IND 708	IND 710
	IND 712	MEC 322	MEC 431	MEC 809	MTH 410
Mechanical Engineering	AER 416	AER 606	AER 615	AER 621	EES 512
	EES 612	MEC 322	MEC 411	MEC 430	MEC 514
	MEC 516	MEC 531	MEC 616	MEC 617	MEC 626
	MEC 701	MEC 709	MEC 721	MEC 734	MEC 740
	MEC 811				

SENATE INFORMATION PACKAGE
(2007-2008)

1. Senate Timetable

2. Senate Membership

3. Senate Standing Committees

4. Senate By-laws

5. Ryerson Act

SENATE CALENDAR
2007-2008
SENATE MEETINGS
(For Agendas and Minutes, please go to: www.ryerson.ca/senate/agenda/)

MEETING DATE	AGENDA DEADLINE
Tuesday, October 2, 2007	Tuesday, September 18, 2007
Tuesday, November 6, 2007	Tuesday, October 23, 2007
Tuesday, December 4, 2007	Tuesday, November 20, 2007
Tuesday, January 29, 2008	Tuesday, January 15, 2008
Tuesday, March 4, 2008	Tuesday, February 19, 2008
Tuesday, April 1, 2008	Tuesday, March 18, 2008
Tuesday, May 6, 2008	Tuesday, April 15, 2008

PLEASE NOTE: Agenda deadlines must be adhered to. All reports and documents must be submitted electronically (with **"Signature on File"** inserted in the signature section of the report/ document) to: lstewart@ryerson.ca, by the agenda deadline. (It is preferred that all electronic documents be submitted in Microsoft Word.) Documents and reports, which contain signatures, should also be submitted in hard copy to the Office of the Secretary of Senate, Room JOR-1227, Jorgenson Hall. Meetings will be held in the Commons (Room POD-250) and will commence at 6:00 p.m. Dinner will be available from 5:30 p.m. If you have any questions, please contact the Secretary at ext. 5011.

SUBMISSION OF CURRICULUM/PROGRAM CHANGES
(See attached memo for further details regarding description of changes, forms to be completed and where to submit them.)
(The guidelines can also be access from our website at: www.ryerson.ca/senate/forms/submissionguide.pdf)

TYPE OF CURRICULUM CHANGES	DEADLINE FOR SUBMISSION
Routine Course Changes	October 8, 2007
Significant Course Changes	October 8, 2007
Complex Curriculum Changes: (for full proposal to Academic Standards Committee)	June 29, 2007
Complex Curriculum Changes: (to submit CCF-A/N, ACA, CCS to Academic Advising)	October 8, 2007
Last date to submit ACA and CCS forms	October 23, 2007
Final Senate meeting to approve undergraduate curriculum, course and program changes for 2008/2009	November 6, 2007

Consultation:
Please contact Mehmet Zeytinoglu (Vice-Chair, ASC) ext. 6078 or Nancy Cavallin (Calendar Editor, Academic Advising) ext. 6007. Any change identified by Academic Advising outside of the realm of a Routine or Significant Course change will be directed to Diane Schulman, Director, Office of the PVPA. Please consult Academic Advising if you think this is a possibility.

FACULTY COURSE SURVEYS

NEW PROCESS: **Effective Fall, 2007, surveys will be conducted on-line. Surveys will be administered during the following period:**

- **Fall 2007   -   November 10 – 24**

- **Winter, 2008 -   March 17 - April 4**

SENATE ELECTIONS

(For Election Guidelines and forms, please access:
www.ryerson.ca/senate/forms/

E-mail message to Students on Elections	Monday, January 14, 2008
Nominations open	Monday, January 21, 2008
Orientation meeting for student candidates	Monday, January 28, 2008
Nominations close	Wednesday, January 30, 2008
Names of nominees forwarded by Chair to Dean	Thursday, January 31, 2008
Names of nominees forwarded by Dean to Secretary of Senate	Friday, February 1, 2008
E-mail message to students announcing candidates	Monday, February 4, 2008
Student Voter Eligibility lists verified by Registrar's Office	Wednesday, February 6, 2008
On-Line Student voting (8:00 a.m. – 9:00 p.m.)	Monday, February 11, 2008 – Friday, February 15, 2008
Faculty/Chair vote (10:00 a.m. – 3:00 p.m.)	Monday, February 11, 2008
Faculty/Chair results to Secretary of Senate	Friday, February 15, 2008
Verification of Student On-Line Votes	Monday, February 18, 2008

(September, 2007)

SENATE MEMBERSHIP
2007-2008

FACULTY

FACULTY	TERM NUMBER	YEAR IN TERM	DEPARTMENT
Arts			
Martin Antony	(1)	(1st)	Psychology
Jean-Paul Boudreau	(2)	(2nd)	Chair, Psychology
David Checkland	(1)	(1st)	Philosophy
Martin Greig	(2)	(2nd)	History
Ann-Marie Singh	(1)	(2nd)	Criminal Justice
Business			
Tarun Dewan	(2)	(1st)	Business Management
Carlyle Farrell	(2)	(2nd)	Business Management
Robert Hudyma	(2)	(2nd)	Information Technology Management
James Norrie	(1)	(1st)	Director, Information Technology Management
Fei Song	(1)	(1st)	Business Management
Communication & Design			
Ian Baitz	(1)	(1st)	Graphics Communication Management
Alison Matthews David	(1)	(1st)	Fashion
Dana Lee	(2)	(1st)	Radio & Television Arts
Sheldon Rosen	(2)	(2nd)	Theatre
David Tucker	(1)	(1st)	Director, Radio and Television Arts
Community Services			
Mary McAllister*	(1)	(2nd)	Nursing
Pat Corson	(1)	(2nd)	Early Childhood Education
Ron Keeble	(1)	(1st)	Urban & Regional Planning
Melanie Panitch	(1)	(1st)	Director, Disability Studies
Donald Rose	(1)	(1st)	Nursing
Engineering, Architecture and Science			
Dimitri Androutsos	(1)	(2nd)	Electrical Engineering
Vincent Chan	(1)	(2nd)	Mechanical Engineering
Pedro Goldman	(1)	(1st)	Chair, Physics
Jason Lassaline	(2)	(1st)	Aerospace Engineering
Ravi Ravindran	(2)	(1st)	Mechanical Engineering
Continuing Education			
Patrizia Albanese	(2)	(2nd)	Arts
Constantine Katsanis	(2)	(2nd)	Engineering, Architecture and Science
Annick Mitchell	(2)	(2nd)	Communication & Design
Carol Stuart	(2)	(2nd)	Community Services
Daria Sydor	(2)	(2nd)	Business

C.U.P.E.
Don Elder

Ryerson Faculty Association
David Mason

Librarian
Zita Murphy	(1)	(1st)	

*Completing an unfulfilled term

STUDENTS/ALUMNI

FACULTY	DEPARTMENT	Term
Arts		
April Bahadur	International Economics	1
Ashley Aseltine	Arts & Contemporary Studies	1
Business		
Michael Levine	Business Management	1
Tobias Whitfield	Business Management	1
Communication & Design		
Rebecca Rose	Journalism	2
Saron Ghebressllassie	Radio & Television Arts	1
Community Services		
Tom Schwerdtfeger	Urban & Regional Planning	1
Melanie Stanton	Nutrition & Food	1
Engineering, Architecture & Science		
Samih Abdelgadir	Electrical Engineering	1
Salman Omer	Aerospace Engineering	1
Continuing Education		
Gail Alivio		1
Tania Hassan		1
Graduate Studies		
Reza Sadjadi	Civil Engineering	1
Omar Falou	Electrical & Computer Engineering	2
Students' Rep.		
Heather Kere, RSU		
Hildah Otieno, CESAR		
Alumni		
Sanjay Dhebar		1 (1st year)
Andrea Walker		1 (1st year)

SENATE MEMBERSHIP
2007-2008

EX-OFFICIO

G. Raymond Chang	Chancellor
Sheldon Levy	President and Vice-Chancellor
Alan Shepard	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
Zouheir Fawaz	Vice Provost, Students
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, Architecture and Science
Maurice Yeates	Dean, Graduate Studies
Anita Shilton	Dean, G. Raymond Chang School of Continuing Education
Keith Alnwick	Registrar
Madeleine Lefebvre	Chief Librarian

Revised September 20, 2007

Diane Schulman, Secretary of Senate

SENATE ACADEMIC STANDARDS COMMITTEE
18 MEMBERS
2007-2008

		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Provost and VP Academic	Alan Shepard			
	Registrar	Keith Alnwick			
	Secretary of Senate	Diane Schulman (non-voting)			
	FACULTY				
	Vice-Chair	Mehmet Zeytinoglu	Electrical Engineering	2009	3
	Arts	Ron Stagg	History	2009	3
		Jim Dianda	Philosophy	2008	1
	Business	Elizabeth Evans	Retail Management	2009	2
		Gerald Hunt	Business Management	2008	1
	Communication & Design	Annick Mitchell	Interior Design	2008	1
		Joyce Smith	Journalism	2008	1
	Community Services	Ron Keeble	Urban & Regional Planning	2009	1
		Janice Waddell	Nursing	2009	2
	Engineering Architecture & Science	Dimitri Androutsos	Electrical Engineering	2009	1
		Lynda McCarthy	Chem. Bio. & Chem. Eng.	2009	3
	Librarian	Diane Granfield	Library	2009	1
	Continuing Education	Des Glynn	CE	2008	3
	STUDENTS				
		Gregory Murray	Business Management	2008	1
		Paul Hadian	Social Science	2009	2

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SENATE ADMISSIONS COMMITTEE
14 MEMBERS
2007-2008

		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Registrar (Chair)	Keith Alnwick			
	Provost and VP Academic	Alan Shepard			
	Coordinator of Mobility Programs	Suhair Deeb			
	Secretary of Senate	Diane Schulman	(non-voting)		
	FACULTY				
	Arts				
	Business	Scott Anderson	Business Management	2008	2
	Communication & Design				
	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
	STUDENTS				
		Tobias Whitfield	Business	2008	1
		Samih Abdelgadir	Electrical Engineering	2008	1
	ALUMNUS				
		Andrea Walker		2008	1

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SENATE ANIMAL CARE COMMITTEE

		NAME	DEPARTMENT/ SCHOOL	TERM EXPIRES	TERM #
**12 MEMBERS [9 voting]** **2007-2008**
	Chair (nominated by VPRI)	Andrew Papadopoulos	Occupational & Public Health		
	Veterinarian	Wendy Williams			
	Community Member	Richard Boehnke		2009	4
	VP, Research and Innovation	Anastasios Venetsanopoulos	(non-voting)		
	Research Ethics Coordinator	Alexander Karabanow	(non-voting)		
	Secretary of Senate	Diane Schulman	(non-voting)		
	FACULTY				
	Physics	William Whelan	Physics	2008	1
	Occupational & Public Health	Marilyn Lee	Occupational & Public Health	2008	3
	Chemistry and Biology	Vadim Bostan	Chemistry & Biology	2008	2
	STUDENT				
	LAB TECHNICIAN/TECHNOLOGIST				
	Technical Specialist	Liberty Victorio-Walz		2007	2

		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	Secretary of Senate	Diane Schulman	(non-voting)		
	FACULTY				
	Arts	Mitu Sengupta	Politics	2008	1
		Patrice Dutil	Politics	2008	1
		Martin Greig	History	2008	2
	Business	David Valliere	Business Management	2009	1
		Peter Pille	ITM	2008	2
		Avner Levin	Business Management	2009	2
	Communication & Design	Andrew Furman	Interior Design	2009	2
		Lucia Dell'Agnese	Fashion	2009	3
		Jean Bruce	Image Arts	2008	1
	Community Services	Sue Edwards	Nursing	2008	1
		Linda Cooper	Nursing	2009	1
		Nina-Marie Lister	Urban and Regional Planning	2009	1
		Robert Rinkoff	Early Childhood Education	2009	1
	Engineering Architecture & Science	Sanjeev Bhole	Mechanical& Industrial	2008	1
		Darrick Heyd	Chemistry & Biology	2008	2
		Jeffrey Yokota	Aerospace Engineering	2008	2
	Continuing Education	Ali Lohi	Chemical Engineering	2008	3
		Susan Laskin	Geography	2008	2
		Daria Sydor	Accounting	2009	1
	STUDENTS				
	Arts	Ashley Aseltine	Arts & Contemporary Studies	2008	1
	Business	Michael Levine	Business Management	2008	1
**	Communication & Design			2008	1
	Community Services	Tom Schwerdtfeger	Urban & Regional Planning	2008	1
	Engineering Architecture & Science	Shaista Ali	Industrial Engineering	2008	1
	Graduate Studies	Robin Castelino	Electrical & Computer Eng.	2008	2
	Continuing Education	Gail Alivio	Environmental Engineering Sci.	2008	1
	Additional Student	Maame Twum-Barima	Nursing	2008	1
	Additional Student	Anna Bridges	Arts & Contemp. Studies	2008	3
	Additional Student	Diane Liu	Industrial Engineering	2008	1
	Additional Student	Lukas Bichler	Mechanical Engineering (Grad)	2008	3
	Additional Student	Jessica Thom	Communication and Culture (Grad)	2008	1

SENATE APPEALS COMMITTEE
25* MEMBERS
2007-2008

* Plus additional faculty and students as prescribed in the By-Laws of Senate.

** pending

SENATE AWARDS & CEREMONIALS COMMITTEE 18 MEMBERS 2007-2008				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
Provost	Alan Shepard			
Dean of Graduate Studies	Maurice Yeates			
Registrar	Keith Alnwick	(non-voting)		
Secretary of Senate	Diane Schulman	(non-voting)		
FACULTY				
Arts	Martin Greig	History	2009	2
Business	Kernaghan Webb	Business Management	2009	1
Communication & Design	Ian Baitz	Graphics Communication Mgmt	2009	1
Community Services	Rena Mendelson	Nutrition	2008	2
Engineering Architecture & Science	Kamran Behdinan	Aerospace Engineering	2008	2
DEANS/CHAIRS/DIRECTORS (At least one Chair/Director)				
Arts	Carla Cassidy	Dean, Arts	2008	1
Business	James Norrie	Director, IT Management	2009	1
Communication & Design	David Tucker	Chair, Radio & Television Arts	2009	1
Community Services	Usha George	Dean, Community Services	2009	1
Engineering Architecture & Science	Sri Krishnan	Chair, Electrical Engineering	2008	1
CONTINUING EDUCATION				
	Janet Hercz	Director, Marketing	2009	1
	Anita Shilton	Dean, Chang School	2008	1
STUDENTS				
Undergraduate	Ashley Aseltine	Arts & Contemporary Studies	2008	1
Graduate	Reza Sadjadi	Civil Engineering	2008	1

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SENATE COMPOSITION & BY-LAWS COMMITTEE 10 MEMBERS (All members of Senate) 2007-2008				
	NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
President	Sheldon Levy			
Secretary of Senate	Diane Schulman	(non-voting)		
FACULTY				
Arts	David Checkland	Philosophy	2009	1
Business	Carlyle Farrell	Business Management	2008	2
Communication & Design	Dana Lee	Radio & Television Arts	2009	2
Community Services	Ronald Keeble	Urban & Regional Planning	2008	1
Engineering, Architecture & Science	Vincent Chan	Mechanical Engineering	2008	1
Continuing Education	Annick Mitchell	Interior Design	2008	1
STUDENTS				
	April Bahadur	International Economics	2008	1
	Salman Omer	Aerospace Engineering	2008	1

		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	SENATE LEARNING & TEACHING COMMITTEE **21 Members** **2007-2008**				
	Vice Provost, Faculty Affairs (Chair)	Michael Dewson			
	Vice Provost, Students	Zouheir Fawaz			
	Learning & Teaching Director	Judy Britnell	(non-voting)		
	Librarian	Don Kinder			
	Student Services	Marion Creery			
	Student Services	Gretchen Bingham			
	Digital Media Projects Office	Restiani Andriati			
	Secretary of Senate	Diane Schulman	(non-voting)		
	FACULTY ASSOCIATES				
	Arts	Vappu Tyyska	Sociology		
	Business	Frances Gunn	Business		
	Communication & Design	Lu Ann Lafrenze	Fashion		
	Community Services	Elaine Frankel	ECE		
	Engineering, Architecture and Science	Raja Nagendra	Computer Science		
	Continuing Education	Linda Kowal			
	STUDENTS				
	Arts	Amandeep Malhi	Arts & Contemporary Studies	2008	2
	Business	Mahmood Sayed	Retail Management	2008	1
	Communication & Design	Rebecca Rose	Journalism	2008	1
	Community Services	Maame Twum-Barima	Nursing	2008	2
	Engineering, Architecture & Science	Samih Abdelgadir	Electrical Engineering	2008	1
	Graduate Studies	Omar Falou	Computer Engineering	2008	2
	Continuing Education	Jean Tong	Applied Digital Geography	2008	1
	OBSERVERS				
	Academic Integrity	Donna Bell			
	Learning & Teaching Office	Matt Feagan			
	LTO Faculty Associate, Electrical	Gosha Zywno			
	Engineering, Chemistry	Anne Johnson			
	Outreach and Access	Rona Abramovitch			
	Psychology	Maureen Reed			
	Student Counseling	Diana Brecher			
	Physics	Tetyana Antimirova			
	Experiential Learning	Katherine Penny			
	Learning & Teaching Office	Dalia Hanna	Committee Secretary		

<table>
<tr><th colspan="5">SENATE NOMINATING COMMITTEE
11 MEMBERS
(All members of Senate)
2007-2008</th></tr>
<tr><th></th><th>NAME</th><th>DEPARTMENT/SCHOOL</th><th>TERM EXPIRES</th><th>TERM #</th></tr>
<tr><td>Secretary of Senate</td><td>Diane Schulman</td><td>(non-voting)</td><td></td><td></td></tr>
<tr><td>FACULTY</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Arts</td><td>Martin Antony</td><td>Psychology</td><td>2009</td><td>1</td></tr>
<tr><td>Business</td><td>Carlyle Farrell</td><td>Business Management</td><td>2009</td><td>1</td></tr>
<tr><td>Communication & Design</td><td>Ian Baitz</td><td>GCM</td><td>2008</td><td>1</td></tr>
<tr><td>Community Services</td><td>Melanie Panitch</td><td>Disability Studies</td><td>2008</td><td>1</td></tr>
<tr><td>Engineering , Architecture & Science</td><td>Ravi Ravindran</td><td>Mechanical Engineering</td><td>2009</td><td>1</td></tr>
<tr><td>DEANS</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>Ken Jones</td><td>Business</td><td>2008</td><td>1</td></tr>
<tr><td></td><td>Carla Cassidy</td><td>Arts</td><td>2008</td><td>1</td></tr>
<tr><td>STUDENTS/ALUMNI</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>Melanie Stanton</td><td>Nutrition and Food</td><td>2008</td><td>1</td></tr>
<tr><td></td><td>Omar Falou</td><td>Elec &Computer Engineering</td><td>2008</td><td>2</td></tr>
<tr><td>Alumnus</td><td>Sanjay Dhebar</td><td></td><td>2008</td><td>1</td></tr>
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<table>
<tr><th colspan="5">RESEARCH ETHICS BOARD
20 MEMBERS
2007-2008</th></tr>
<tr><th></th><th>NAME</th><th>DEPARTMENT/SCHOOL</th><th>TERM EXPIRES</th><th>TERM #</th></tr>
<tr><td>Chair (nominated by VPRI)</td><td>Nancy Walton</td><td>Nursing</td><td></td><td></td></tr>
<tr><td>VP, Research and Innovation</td><td>Anastasios Venetsanopoulos</td><td>(non-voting)</td><td></td><td></td></tr>
<tr><td>Research Ethics Coordinator</td><td>Alexander Karabanow</td><td>(non-voting)</td><td></td><td></td></tr>
<tr><td>Secretary of Senate</td><td>Diane Schulman</td><td>(non-voting)</td><td></td><td></td></tr>
<tr><td>FACULTY</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Arts</td><td>Jo Kornegay</td><td>Philosophy</td><td>2009</td><td>2</td></tr>
<tr><td>Business</td><td>Asher Alkoby</td><td>Business Management</td><td>2009</td><td>1</td></tr>
<tr><td>Communication & Design</td><td>Laura Nenych</td><td>Radio and Television Arts</td><td>2009</td><td>1</td></tr>
<tr><td>Community Services</td><td>Henry Parada</td><td>Social Work</td><td>2009</td><td>1</td></tr>
<tr><td>Engineering & Applied Science</td><td>Medhat Shehata</td><td>Civil Engineering</td><td>2009</td><td>2</td></tr>
<tr><td>School of Graduate Studies</td><td>Karen Spalding</td><td>Nursing</td><td>2009</td><td>2</td></tr>
<tr><td>Member with Legal Expertise</td><td>Avner Levin</td><td>Business Management</td><td>2009</td><td>3</td></tr>
<tr><td>MEMBERS AT LARGE</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Business</td><td>Bettina West</td><td>Business Management</td><td>2008</td><td>1</td></tr>
<tr><td>Community Services</td><td>Sharon Wong</td><td>Nutrition</td><td>2008</td><td>1</td></tr>
<tr><td>School of Graduate Studies</td><td>Francis Hare</td><td>Immigration and Settlement</td><td>2009</td><td>1</td></tr>
<tr><td>STUDENTS</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Graduate Student</td><td>Alexandra Jurczak</td><td>Nursing</td><td>2009</td><td>1</td></tr>
<tr><td>Undergraduate Student</td><td>Jehangir Saleh</td><td>Arts & Contemporary Studies</td><td>2008</td><td>3</td></tr>
<tr><td>Undergraduate Student</td><td>Sara Berdugo</td><td>Nutrition</td><td>2008</td><td>1</td></tr>
<tr><td>COMMUNITY MEMBERS</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td>Geoff Arnold</td><td></td><td>2008</td><td>3</td></tr>
<tr><td></td><td>Archna Patel</td><td></td><td>2009</td><td>1</td></tr>
<tr><td></td><td>Maureen Cava</td><td></td><td>2009</td><td>2</td></tr>
</table>

		NAME	DEPARTMENT/SCHOOL	TERM EXPIRES	TERM #
	SENATE SRC COMMITTEE **16 MEMBERS** **2007-2008**				
	Vice President Research & Innovation (Chair)	Anastasios Venetsanopoulos			
	Director, Office of Research Services	Robert Dirstein			
	Librarian	Cecile Farnum			
	Secretary of Senate	Diane Schulman	(non-voting)		
	MEMBERS SRC REP GROUP				
	Arts	Phillip Coppack	Assoc. Dean, Arts		
	Business	Wendy Cukier	Assoc. Dean, TRSM		
	Communication & Design	Gillian Mothersill	Assoc. Dean, FCAD		
	Community Services	Janice Waddell	Assoc. Dean, FCS		
	Engineering, Architecture & Science	Mohamed Lachemi	Assoc. Dean, FEAS		
	FACULTY				
	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	2009	2
	Engineering, Architecture & Science	Alan Fung	Mechanical Engineering	2008	1
	STUDENTS				
	Graduate Student	Omar Falou	Computer Engineering	2008	2
	Undergraduate Student	Roxana Gherman	Nursing	2008	2

RYERSON UNIVERSITY
SENATE∗
BY-LAWS

CONTENTS

∗ The name of Ryerson's Academic Council was officially changed to Senate on May _, 2007. The same legislation approved the addition of an elected library representative, bringing the elected membership to 51.

5.   <u>**AGENDA**</u>

6.   <u>**DEBATES AND VOTES**</u>

7.   <u>**COMMITTEE OF THE WHOLE**</u>

1. **DEFINITION OF TERMS**
   1.1. <u>Faculties</u>: There are five Faculties: Arts; Business; Community Services; Communication and Design; Engineering, Architecture and Science.

   1.2. <u>Chang School:</u> The G. Raymond Chang School of Continuing Education

   1.3. <u>Graduate Studies:</u> The School of Graduate Studies

   1.4. <u>Member, Graduate Studies:</u> Approved Faculty member of the School of Graduate Studies.

   1.5. <u>Committee Chair:</u> Chairs of Standing Committees must be a member of Senate, whenever possible.

   1.6. <u>Committee Member:</u> Unless otherwise stated, members of a committee, other than the Chair, do not have to be members of Senate. Unless otherwise stated, faculty and students are as defined in the Ryerson University Act.

   1.7. <u>Student:</u> 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 Senate, serve on Senate committees and vote in student elections for these positions.

   1.8. <u>Faculty:</u> 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. <u>Alumni:</u> 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 SENATE**

   2.1 EX-OFFICIO REPRESENTATIVES

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

   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 of Continuing Education Faculty: There shall be five faculty representatives from The Chang School of Continuing Education, one from each Division, who are full-time teaching faculty and who are teaching at least one course in that continuing education Division in the year of their election, or who serve on a Chang School of Continuing Education committee, such as the School Council.

2.2.4 **Library:** There shall be one librarian, elected by and from the University librarians, who is a member of the RFA, and who is eligible to Serve on Senate as defined by the Ryerson Act.

2.2.5 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 Senate as defined by the Ryerson Act.

2.2.6 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 Senate as defined by the Ryerson Act.

2.3 <u>STUDENT REPRESENTATIVES</u>

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 <u>ALUMNI REPRESENTATIVES</u>
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 <u>AMENDMENT OF BY-LAWS</u>

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 Senate. Recommendations of this committee shall normally be presented at the first meeting of Senate 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 <u>Ryerson University Act, 1977</u>.

2.6 <u>ELECTION OF MEMBERS OF SENATE</u>

2.6.1 Election of members of Senate 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 Senate.

2.6.2 If a member is unable to attend a meeting of the Senate, they must inform the Secretary of Senate 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 Senate 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 Senate, 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 Senate, 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 Senate 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 Senate or Senate committees the vacancy shall be filled by Senate on the recommendation of the Nominating Committee.

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

2.7 <u>TERM OF OFFICE</u>

2.7.1 Ex-officio members hold their positions on Senate 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 <u>OFFICERS OF SENATE</u>
2.8.1 <u>SECRETARY</u>: The President of the University shall appoint a permanent Secretary of Senate. The duties of the Secretary, in regard to the Senate, 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 Senate, which will normally be distributed one week in advance of such meetings.

2.8.1.2 To organize and schedule Senate meetings, acting as a resource to the chair at such meetings.

2.8.1.3 To prepare and issue minutes of every meeting of Senate to all members.

2.8.1.4 To solicit nominations for the Vice-Chair of Senate and coordinate the election for this position at the first Senate meeting of the year.

2.8.1.5 To organize and administer the annual election of students and faculty members to Senate and assist the Nominating Committee in establishing the membership of the Standing Committees of Senate.

2.8.1.6 To conduct correspondence in the name of Senate

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 Senate.

2.8.1.8 To maintain all books and records of Senate and its committees, including a directory of the current policies of Senate

2.8.1.9 To serve as an ex-officio, non-voting, member of all standing

committees of Senate.

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 Senate.

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

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

2.8.2.2 To report to Senate 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 Senate shall be made to the Secretary of Senate by two weeks prior to the first meeting of the session. Only members of the Senate 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 Senate 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 Senate if called upon by the Chair.

3. STANDING COMMITTEES OF SENATE

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 Senate.

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

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

3.2   DEPARTMENT/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 Senate.

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 Senate 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 Senate at least once each year.

3.5 EX-OFFICIO MEMBERSHIP

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

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

3.6 <u>COMPOSITION AND TERMS OF REFERENCE OF STANDING COMMITTEES</u>

3.6.1 <u>Senate Appeals Committee</u>

Composition: Twenty-five (26) members: Fifteen (15) faculty representatives, three from each Faculty; two (2) representatives of The Chang School of Continuing Education (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. The Secretary of Senate (1) is a non-voting member. 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 Senate Appeals Committee 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 by Faculty Appeals Committees 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 Senate.

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

3.6.2 <u>Academic Standards Committee</u>

Composition: Seventeen (18) 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. The Secretary of Senate (1) is a non-voting member.

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

Other responsibilities of the Academic Standards Committee are:

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

3.6.3   Admissions Committee

Composition: Thirteen (14) 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). Secretary of Senate (1) is a non-voting member.

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 (10) 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). The Secretary of Senate (1) is a non-voting member.

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: Seventeen (18) members to include: the Provost and Vice President Academic (1), who shall be chair; the Registrar (1), who shall be (non-voting); 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 of Continuing Education; Dean of Graduate Studies or designate (1); one (1) undergraduate student; and one (1) graduate student. The Secretary of Senate (1) is a non-voting member.

Terms of Reference:

The Committee shall approve, on behalf of Senate the award of all of the following:
- Graduate and undergraduate degrees and certificates.
- Honorary Doctorate degrees
- Certain student awards and medals and other marks of excellence as required. The committee shall recommend to Senate 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 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 Senate. The Secretary of Senate (1) is a non-voting member.

Terms of Reference: Recommendations of the Composition and By Laws Committee on changes to the By-Laws of Senate shall normally be presented at the first meeting Senate 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 Senate directly (in parallel to the Academic Standards Committee). New programs will require approval by Senate 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 Senate 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: Twenty (21) members to include: six (6) Faculty Associates, one from each Faculty and one from The Chang School of Continuing Education; one (1) librarian; two (2) representatives from Student Services; seven (7) student representatives, one from each Faculty, one from the School of Graduate Studies, and one from The Chang School of Continuing Education; one (1) representative from the Digital Media Projects Office; the Vice Provost Students (1)*;* the Director of the Learning and Teaching Office (1) (non-voting); and the Vice Provost, Faculty Affairs (1) who shall serve as chair. The Secretary of Senate (1) is a non-voting member.

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 Senate; and
- develop standing committees as appropriate.

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

3.6.12 <u>Nominating Committee</u>

Composition: Ten (11) 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 Senate. The Secretary of Senate (1) is a non-voting member.

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

3.6.13 <u>Planning and Priorities Advisory Committee</u> (Under review)

3.6.14 <u>Research Ethics Review</u>

Composition: Nineteen (19) Members: 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 (non-voting) (1); the Research Ethics Coordinator or designate (non-voting) (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. The Secretary of Senate (1) is a non-voting member.

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 <u>Scholarly, Research and Creative Activity</u>

Composition: Sixteen (17) 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 (non-voting) (1); the Dean of Graduate Studies (1); one (1) Librarian; the Vice President, Research and Innovation (1) who shall serve as chair. The Secretary of Senate (1) is a non-voting member.

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 Senate 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 Senate policies that promote and support SRC at Ryerson.
- Review existing SRC policies periodically and recommend any revisions to Senate.

3.7 <u>COMMITTEE ELECTION</u>

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 Senate.

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 Senate 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 Senate.

3.8 <u>AD HOC COMMITTEES</u>
3.8.1   An Ad Hoc committee may be formed for a limited term by a motion at a Senate meeting. Unless reconstituted by Senate, 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 Senate

    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 Senate, 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 Senate 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 Senate 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 Senate

4.5 <u>CALLING QUORUM</u>

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 <u>STARTING TIME</u>

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 Senate shall adjourn until the next meeting.

4.7 <u>STOPPING TIME</u>

Every meeting of Senate 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 <u>VISITOR ADMISSION</u>

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

4.9 <u>PROCEDURES</u>

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

5 <u>AGENDA</u>

5.1 Items for the Agenda must normally be submitted to the Secretary of Senate 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 Senate

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 Department/School 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 Senate 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 Senate.

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 <u>Majorities</u>

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 Senate By-Laws.

7   <u>COMMITTEE OF THE WHOLE</u>

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

7.1 When Senate 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 Senate.

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

**Note: This document is a consolidation of texts created by the
Office of the General Counsel and Secretary of the Board
for the convenience of the Ryerson University community.**

Ryerson University Act, 1977 *(amended)*

INTERPRETATION

1.--(1) In this Act,

      (a)   *(repealed)*

(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 Polytechnic 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 Education and Training;

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

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

      (h.1)   "Senate" means the "Senate" of Ryerson University; *(amended)*

      (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 Senate , as the case may be, and shall be any twelve-month period established by the Board or the Senate , respectively, from time to time; *(amended)*

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.

(3) *(repealed)*

Multiple Terms of Office

(4) Subject to subsections (4.1) and (5), a person may sit as a member of the Board for more than one term but shall not do so for more than three consecutive terms

Eligibility for reappointment or re-election

(4.1) If a person sits as a member of the Board for three consecutive terms, the person is eligible to sit as a Board member for up to three more consecutive terms if a least one year has elapsed since the expiration of the previous three consecutive terms. *(amended)*

Exception

(5) The limit of three 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). *(amended)*

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.

Absence (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.

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

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

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

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

Nominee   (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.

Decision of committee   (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.

Nominee deemed member of the Board   (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.

Powers of the Board   **6.**--(1)   The government, conduct, management and control of the University and its property, revenues, expenditures, business and affairs, except with respect to such matters as are assigned by this Act to the Senate , 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, *(amended)*

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

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

     (c) to appoint, classify, promote, suspend, transfer, reclassify or remove the members of the teaching faculty and administrative staff and such other employees as it considers necessary or advisable for the proper conduct of the affairs of the University, but no member of the teaching faculty or administrative staff except the President shall be appointed,

classified, promoted, suspended, transferred, reclassified or removed unless recommended by the President or such other officer or employee of the University delegated under subsection 4;

(d) to fix the number, duties and salaries and other remuneration of the officers and employees of the University;

(e) to delegate such of its powers under clauses *c* and *d* as it considers proper to the President or other officer or employee of the University as may be recommended by the President;

(f) to provide for the retirement and superannuation of persons referred to in clauses *b* and *c*;

(g) to provide for payments by way of gratuities, retirement allowances, sick leave allowances, superannuation allowances, pensions, annuities or life insurance, or any combination thereof, payable to any representative of or for the benefit of the persons mentioned in clauses *b* and *c*, or any class or classes thereof, out of a fund or funds comprising contributions made by such persons, or any class or classes thereof, or by the University, or both, or otherwise;

(h) to expend such sums as may be required for the purposes of funds that are established for the payment of gratuities, retirement allowances, pensions, life insurance, or health insurance, for the benefit of the persons mentioned in clauses *b* and *c*;

(i) to expend such sums as the Board considers necessary for the support and maintenance of the University and for the betterment of existing buildings and the erection of such new buildings as the Board may consider necessary for the use and purposes of the University and for the furnishings and equipment of such existing and newly-erected buildings;

(j) to expend such sums as the Board considers necessary for the erection, equipment, furnishings and maintenance of residences and dining halls for the use of the students;

(k) to acquire, hold and maintain such real property as the Board considers necessary for the use of the students of the University for athletic purposes and to erect and maintain such buildings and structures thereon as it considers necessary;

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

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

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

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

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

Recommendations by President as to staff

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

Recommendation

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

Delegation by President

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

Audit of accounts 7.
R.S.O. 1979.
c.373

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 8.--(1)
Minister

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.

SENATE *(amended)*

Senate   **9**.--(1) There shall be a Senate 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 Senate by virtue of his or her office; and *(amended)*

    (b) such other members, not exceeding fifty-one, composed of persons elected by secret ballot, *(amended)*

        (i) by the teaching faculty from among themselves,

        (ii) by the students from among themselves, and

        (iii) by the librarians employed by the University from among themselves, and

        (iv) by the alumni from among themselves. *(amended)*

By-laws

    (2) The Senate shall by by-law determine, *(amended)*

    (a) the number of members to be elected to the Senate 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 Senate. *(amended)*

Elections

(3) The Senate 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 threat. *(amended)*

Term of office

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

Eligibility for re-election

(5) Subject to subsection 6, a member of the Senate 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 Senate. *(amended)*

Exception

Idem

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

Membership vacated

(7) An elected member of the Senate 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. *(amended)*

Filling vacancy

(8) Where a vacancy occurs for any reason among the elected members of the Senate before the term for which a person was elected has expired, the Senate 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. *(amended)*

Chair and Vice-Chair

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

Powers of Senate

10. The Senate 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, *(amended)*

(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 SENATE *(amended)*

Meetings open to public

11.--(1) Subject to subsection 2 and 3, a meeting of the Board or of the Senate shall be open to the public and prior notice of the meeting shall be given to the members of the Board or the Senate , as the case may be, and to the public in such manner as the Board and the Senate 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 Senate , as the case may be. *(amended)*

Proviso

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

Idem

(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.

Age of student members

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

Examination of by-laws

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

Publication of by-laws

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

CHANCELLOR

Chancellor

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

Role

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

Appointment

(3) The Chancellor shall be appointed by the Board on the recommendation of a committee consisting of,
(a) the President, who shall chair the committee;

(b) three members of the Board, appointed by the Board; and

(c) three members of the Senate , appointed by the Senate . *(amended)*

Term of office

(4) The Chancellor shall be appointed for a term of three years and until his or her successor is appointed.

Vice-Chancellor	(5)	The President is, by virtue of his or her office, the Vice-Chancellor of the University and, in the absence of the Chancellor or when that office is vacant, the Vice-Chancellor shall act in the Chancellor's place.

PROPERTY

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

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

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

UNIVERSITY FOUNDATIONS ACT, 1992

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

COMMENCEMENT

Commencement   This *Schedule comes into force on the day the Budget Measures and Interim Appropriation Act, 2007 receives Royal Assent. (amended)*

Note: This document is a consolidation of texts.

(Assented to May 17, 2007)