

# Yeates SCHOOL OF GRADUATE STUDIES

## **GRADUATE PROGRAM COUNCIL BYLAWS**

### **Graduate Program in Building Science**

Approved by YSGS Council

27/02/2014

Approved by Dean, YSGS

18/03/2014

Approved by the Academic Governance and Policy Committee of Senate

15/04/2014

Approved by Senate

06/05/2014

## 1. Definitions

**Chair:** Chair of Council, unless otherwise stated;

**Council:** Building Science Graduate Program Council (B.Sc. GPC);

**Faculty:** all full-time faculty members that are currently teaching courses offered and/or advising / supervising students in the Graduate Program in Building Science;

**Graduate Student:** a student who is currently registered in the Graduate Program in Building Science.

## 2. Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at Ryerson University. The Building Science Graduate Program Council (B.Sc. GPC) is the principle mechanism for bringing together these two constituencies to identify, discuss and address matters relating to that graduate program. The specific mandate of the B.Sc. GPC is:

- 2.1. To develop and recommend policies relevant to the Graduate Program within the context of general University policies, especially those of the Yeates School of Graduate Studies (YSGS).
- 2.2. To contribute actively to the operation and long-term planning of the graduate program and YSGS through the creation of committees, working groups and other mechanisms as deemed appropriate.
- 2.3. To ensure the graduate program remains current and relevant by recommending changes to the current curriculum and methods of delivery.
- 2.4. To provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the graduate program and YSGS.
- 2.5.

## 3. Authority

The GPC will operate in the spirit of policy adopted by Senate, in particular, Policy #45: *Constitutional Provisions for Department/School Councils*.

- 3.1. The B.Sc. GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to this graduate program. The B.Sc. GPC will collaborate in a transparent manner with Department Council of the Department of Architectural Science, Department Chair, affected Faculty Dean or designate, the Dean of YSGS, the YSGS Council and its standing committees.

- 3.2. The B.Sc. GPC may approve policy and procedures with significance and effect only in the program. The B.Sc. GPC must consult with the Graduate Program Director (GPD), affected Faculty Dean or designate, Faculty Council where appropriate, the Dean of Record, and the Dean of YSGS before implementing any policy or procedure. The Dean of YSGS shall ensure that all consultations have occurred before endorsing the implementation of any policy or procedure.
- 3.3. The B.Sc. GPC may **recommend and communicate** policies and procedures with implications beyond the program. Affected Faculty Dean, and/or designate and/or the Dean of Record must endorse recommended policies and procedures before they are submitted to the Dean of YSGS and YSGS Council. The YSGS Council makes recommendations for approval to Senate.
- 3.4. The B.Sc. GPC may report directly to the YSGS Council on issues specific to the respective program, and/or matters of general interest. Department/School based programs should copy their respective Department/School Councils on such reports.
- 3.5. Input to committees:
  - 3.5.1. B.Sc. GPC and committees will review all matters pertaining to their mandates on their own initiative.
  - 3.5.2. B.Sc. GPC may also request that committees review any particular matter.

Without prejudice to any policy of the Ryerson Senate, the authority of the B.Sc. GPC will embrace these additional principles:

- 3.6. The B.Sc. GPC will not enter into debate or take action on any matter that would violate the Ryerson University Act, or any policy of Senate.
- 3.7. The B.Sc. GPC will not enter into debate or take action on any matter that would violate Ryerson University's and/or statutory confidentiality requirements in respect to students, faculty or staff, or on matters of a contractual nature.
- 3.8. The B.Sc. GPC does not have the authority to override decisions made by other Department/School Committees that do not report to it. The B.Sc. GPC does, however, have the authority to discuss such decisions and to provide advice, except in cases precluded by considerations of confidentiality and/or contractual requirements, as specified above. The determination of such restrictions is the responsibility of the Departmental Chair. The B.Sc. GPC is advisory to the Department Chair on matters that are contractually the responsibility of the Chair.
- 3.9. In the event of a disagreement between the B.Sc. GPC and the Dean of YSGS, the disagreement will be referred by the disputants to the Vice-President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

## **4. Membership**

In accordance with Policy 45, membership has been determined via a consultative process involving the GPD, affected Chair(s)/Director(s), affected faculty Deans, and the Dean, YSGS. B.Sc. GPC Membership includes the following:

- 4.1. The Graduate Program Director (GPD);
- 4.2. The Department Chair;
- 4.3. All Ryerson full-time faculty members within the Department of Architectural Science that are currently teaching courses offered and/or advising / supervising students in the Graduate Program in Building Science. Faculty members on sabbatical supervising students remain members of the Council;
- 4.4. Graduate Student representatives from each program of study (one M.A.Sc, one M.B.Sc. – full time and one M.B.Sc. – part time) elected by and from graduate students in that program of study on annual basis. Student representatives must be in good academic standing;
- 4.5. The Graduate Program Administrator who will be a non-voting member of Council;
- 4.6. From time to time, the Council may invite outside members to attend council meetings. Faculty, industry representatives and students outside the Program may express the desire to be a part of the Council, to a maximum of one member.

## **5. Chair**

- 5.1. The Chair of the GPC will be elected by B.Sc. GPC members at the first meeting. The position of Chair will be re-elected at the beginning of each academic year.
- 5.2. The B.Sc. GPC Chair is responsible for, or ensuring that the following are conducted:
  - 5.2.1. Calling and conducting meetings, and confirming quorum;
  - 5.2.2. Setting agendas;
  - 5.2.3. Maintaining a written record of Council decisions, actions, and recommendations, and ensuring that a copy of these records is filed with the YSGS Graduate Studies Assistant;
  - 5.2.4. Monitoring follow up to Council actions;
  - 5.2.5. Submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council.
- 5.3. The B.Sc. GPC Chair is an ex-officio member of all B.Sc. GPC committees and sub-committees.

- 5.4. Where the GPD is not the B.Sc. GPC Chair, they too are ex-officio members of GPC committees;
- 5.5. The B.Sc. GPC Chair may request another council member to act as Chair on an interim basis.
- 5.6. There is no limit to the number of terms that a B.Sc. GPC Chair may serve, provided that an election is duly held each year.

## **6. B.Sc. GPC Procedures**

- 6.1. B.Sc. GPCs will meet once per term at minimum, with the first meeting in academic year to be before September 30<sup>th</sup> each year. Meetings will be scheduled to permit sufficient time for submissions to be made, for information or approval where applicable, to other committees and councils. Additional meetings may be held at the call of the B.Sc. GPC Chair or at the request of Council members.
- 6.2. Notices of meetings will normally be distributed at least 5 days in advance.
- 6.3. Only faculty and student members of the B.Sc. GPC are voting members. The B.Sc. GPC Chair shall vote only in the event of a tie. Staff may serve on the B.Sc. GPC or its committees but are non-voting.
- 6.4. Quorum is 50% of the B.Sc. GPC's full membership; the majority of the members present must be voting faculty members and at least one student member must be present.
- 6.5. Voting matters are normally decided by a simple majority of voting members present at a meeting.
- 6.6. Decisions may be taken outside meetings through ballots distributed electronically or physically to all members.
- 6.7. All members are expected to attend Council and, where relevant, committee meetings. If members are unable to attend they are to inform the Chair of the B.Sc. GPC, relevant committee in advance of the meeting, or as soon as possible thereafter.
- 6.8. Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant.
- 6.9. A decision to amend B.Sc. GPC Bylaws requires a two-thirds majority of voting members present at the meeting, and can be taken only after written notice has been provided to all members at least 5 days in advance of the meeting. In this case, there is no proxy voting, and B.Sc. GPC members must be in attendance at a B.Sc. GPC meeting to vote (except where 6.6 applies).

## **7. Committees**

B.Sc. GPC committees may be established, with mandate and authority specified at the time of the creation. Where decision-making power is delegated to such committees, their responsibilities and composition must be specified in these bylaws. If committees are deemed appropriate by the B.Sc. GPC, consideration should be given to those areas (e.g., curriculum, scholarship and awards, admissions) included in the YSGS governance structure. Other committees may be established in accordance with B.Sc. GPC bylaws.

- 7.1. Additional committees, coordinator and working groups can be established at any time with the approval of the B.Sc. GPC.
- 7.2. Membership of all committees and sub-committees is on a volunteer basis and should be approved by the B.Sc. GPC.
- 7.3. Members will hold office until the report of the committee has been submitted to, and accepted by, the B.Sc. GPC, or until such time as the committee has been dissolved.