

GRADUATE PROGRAM COUNCIL BYLAWS

Master of Arts, Child and Youth Care

Approved by the Academic Governance and Policy Committee of Senate

16/11/2021

Approved by Senate

7/12/2021

1. Definitions

Alumni: A graduate of the Child and Youth Care graduate program

Chair: Chair of Council, unless otherwise stated

Council: Graduate Program Council unless otherwise stated

Faculty: All full-time faculty members

Graduate Program: The Child and Youth Care graduate program

Graduate Student: A student who is enrolled in the Child and Youth Care graduate program

2. Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at our University. The Graduate Program Council (GPC) is the principal mechanism for bringing together these two constituencies to identify, discuss and address matters relating to that graduate program. The specific mandate of the 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. To uphold the School of Child and Youth Care's commitment and mission to respond to anti-Black racism, anti-Indigenous racism and to furthering anti oppressive practices, decolonization, children's rights, and social justice.

3. Authority

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

- 3.1. The GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to this Graduate Program. The GPC will collaborate in a transparent manner with the School of Child and Youth Care School Council and /Director, the Dean of the Faculty of Community Services or designate, the Dean of YSGS, and the YSGS Council and its standing committees.

- 3.2. The GPC may **approve** policy and procedures with significance and effect only in the program. The GPC must consult with the GPD, the Dean of the Faculty of Community Services or designate, Faculty Council(s) where appropriate, 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 GPC may **recommend and communicate** policies and procedures with implications beyond the program. The Dean of the Faculty of Community Services and/or designate 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 GPC may report directly to the YSGS Council on issues specific to the respective program, and/or matters of general interest. The GPC should copy the School of Child and Youth Care Council on such reports.
- 3.5. Input to committees:
 - 3.5.1. GPC and committees will review all matters pertaining to their mandates on their own initiative.
 - 3.5.2. GPC may also request that committees review any particular matter.

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

- 3.6. The 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 GPC will not enter into debate or take action on any matter that would violate the University's and/or statutory confidentiality requirements in respect to students, faculty, or staff, or on matters of a contractual nature.
- 3.8. The GPC does not have the authority to override decisions made by other School Committees that do not report to it. The 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 School of Child and Youth Care Director. The GPC is advisory to the School Director on matters that are contractually the responsibility of the Director.
- 3.9. In the event of a disagreement between the GPC and the Dean of YSGS, the disagreement will be referred by the disputants to the Vice-Provost, Academic, who will facilitate a negotiated solution. In the event of continuing disagreements, the matter shall be reported to the Provost for action.

4. Membership

In accordance with Policy 45, membership has been determined via a consultative process involving the GPD, Director of the School of Child and Youth Care, Dean of the Faculty of Community Services, and the Dean, YSGS. GPC Membership includes the following:

- 4.1. The Graduate Program Director (GPD)
- 4.2. The School Director
- 4.3. All faculty members who are active YSGS members and are currently teaching in, currently supervising students of, **or** active in the administration of the Graduate Program.
- 4.4. Two (2) Graduate Student representatives from this Graduate Program, nominated and elected by and from graduate students in the program.
- 4.5. Two (2) Alumni representatives from this Graduate Program nominated and elected by GPC members. They will be non-voting members of Council.
- 4.6. The Graduate Program Administrator and Graduate Internship Coordinator, who will be non-voting members of Council.
- 4.7. The term of GPC membership for non-faculty members will be 2 years for alumni, and 1 year for students. All members may stand for re-election.

5. Chair

- 5.1. GPC Chair will be the GPD of the Graduate Program.
- 5.2. The 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 GPC Chair may request another council member to act as Chair on an interim basis.
- 5.4. The GPC Chair shall vote only in the case of a tie.

6. GPC Procedures

- 6.1. GPCs will meet at least twice per year, once in each of the Fall and Winter semesters. 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 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 GPC are voting members. The GPC Chair shall vote only in the event of a tie. Staff and alumni may serve on the GPC or its committees but are non-voting.
- 6.4. Quorum is 50% of the GPC's voting membership, and the majority of the members present must be voting faculty members (including the GPD and Director).
- 6.5. Voting matters are 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 and sub-committee meetings. If members are unable to attend, they are to inform the Chair of the GPC, relevant committee or sub-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 they are not formal members, as a non-voting participant.
- 6.9. A decision to amend 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. There is no proxy voting, and GPC members must be in attendance at a GPC meeting to vote (except where 6.6 applies).

7. Standing Committees

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

- 7.1. Additional committees, coordinators and working groups can be established at any time with the approval of the GPC.

- 7.2. Membership of all committees and sub-committees is on a volunteer basis and should be approved by the GPC.
- 7.3. The term of office of members of any committee or sub-committee is 1 year from September 1 to August 31. There is no limit to the number of terms committee and sub-committee members may serve.

The Standing Committees of the GPC are as follows:

7.4. Admissions, Studies, and Curriculum

- 7.4.1. Mandate: to make recommendations to the YSGS Council, or relevant subcommittee, regarding the following:
 - 7.4.1.1. Recruitment mechanisms;
 - 7.4.1.2. Procedures, practices and standards for admissions into the Graduate Program, including academic and non-academic qualifications (ESL, standards, etc.);
 - 7.4.1.3. Registration practices (course selection and approval);
 - 7.4.1.4. Standards for maintaining good standing (grades, continuous registration, etc.);
 - 7.4.1.5. Residency/post residency requirements;
 - 7.4.1.6. Full-time and part-time status requirements and procedures;
 - 7.4.1.7. Procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;
 - 7.4.1.8. Time limits for completion of the Graduate Program;
 - 7.4.1.9. Definition of instructional offence and offences of conduct;
 - 7.4.1.10. Student appeal and petition mechanisms;
 - 7.4.1.11. Graduation requirements and practices and convocation practices; and
 - 7.4.1.12. Graduate Program curriculum review and reform as needed.
- 7.4.2. Committee Composition: GPC Chair (GPD), all faculty members who are members of the Graduate Program Council; and up to 2 non-voting Alumni GPC members.

7.5. Scholarships and Awards

- 7.5.1. Mandate:
 - 7.5.1.1. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;

- 7.5.1.2. To recommend sources of graduate student funding, e.g. internal scholarships, A.A.s and R.A.s; and
- 7.5.1.3. Recommend selection procedures.
- 7.5.2. Committee Composition: GPD, 2 faculty members, and 1 alumni representative & GPA as non-voting members

7.6. Program Membership Committee

- 7.6.1. Mandate:
 - 7.6.1.1. To develop program-specific criteria and procedures for YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and approved by YSGS Dean;
 - 7.6.1.2. To review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Dean of YSGS; and
 - 7.6.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.6.2. Committee Composition: GPD, 3 faculty members; GPA as non-voting member
- 7.6.3. Procedures
 - 7.6.3.1. On an annual basis the GPD shall send the names of the PMC members and an updated list of YSGS membership to the YSGS Dean;
 - 7.6.3.2. The PMC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.

7.7. Ad Hoc Committees

- 7.7.1. The GPC may constitute ad-hoc committees to address specific topics.
- 7.7.2. Membership of ad-hoc committees will be determined at the time the committee is constituted.
- 7.7.3. Members will hold office until the report of the committee has been submitted to, and accepted by, the GPC, or until such time as the ad-hoc committee has been dissolved.