



GRADUATE PROGRAM COUNCIL BYLAWS

Master of Digital Media

Approved by YSGS Council
27/02/2014

Approved by Dean, YSGS
18/03/2014

Approved by the Academic Governance and Policy Committee of Senate
13/01/2022

Approved by Senate
25/01/2022

1. Definitions

- Chair:** Chair of Council, unless otherwise stated;
- Council:** Master of Digital Media Graduate Program Council (MDM). The term “Council” is interchangeable with Graduate Program Council (GPC);
- Faculty:** all full-time faculty members that are currently teaching courses offered and/or advising / supervising students in the Graduate Program in the Master of Digital Media;
- Adjunct Faculty:** an individual who is able to make a significant contribution to a Department, School or Faculty, or to the University as a whole through teaching, or supervising students in field or practice placements, participation in SRC projects or other intellectual activity at the University, or a combination of these activities.

Associate YSGS

- Member:** is employed by, or affiliated with, Ryerson University, has been formally recognized as an Associate YSGS member, but is not a member of the RFA. Eligibility for membership in this category may include: research scientists, research associates, postdoctoral fellows, adjunct professors, and visiting professors, who are actively engaged in SRC activities and who meet the criteria established by the graduate program with which they are to be affiliated and are formally recognized as an Associate YSGS member by YSGS.

Graduate Program

- Director:** (GPD) ensures that the MDM operates in accordance with all applicable rules and regulations related to graduate programs. The GPD is expected to provide academic leadership and oversight to the MDM. The GPD is responsible to the Dean and Vice Provost, YSGS to ensure that these responsibilities are carried out.

Graduate Program

- Administrator:** (GPA) works in collaboration with the GPD to administer the graduate program and is an ex-officio non-voting member of Council and sub-committees.
- Graduate Student:** a student who is currently registered in the Master of Digital Media graduate program.

2. Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at Ryerson University. The Council is the principle mechanism for bringing together these two constituencies to identify, discuss and address matters relating to the MDM. The specific mandate of the Council is:

- 2.1. To develop and recommend policies relevant to the MDM 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 MDM and YSGS through the creation of committees, working groups and other mechanisms as deemed appropriate.
- 2.3. To ensure the MDM 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 MDM, the Creative School and YSGS.

3. Authority

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

- 3.1. The Council is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to the MDM. The Council will collaborate in a transparent manner with related Department/School Council(s), Chair(s)/Director(s), affected Faculty Dean(s) or designate(s), the Vice Provost & Dean of YSGS, the YSGS Council and its standing committees.
- 3.2. The Council may **approve** policy and procedures with significance and effect only in the program. The Council must consult with the GPD, affected Faculty Dean(s) or designate(s), Faculty Council(s) where appropriate, the Dean of the Creative School, and the Vice Provost & Dean of YSGS before implementing any policy or procedure.
- 3.3. The Council may report directly to the YSGS Council on issues specific to the MDM, and/or matters of general interest.
- 3.4. Input to committees:

- 3.4.1. The Council and committees will review all matters pertaining to their mandates on their own initiative.
- 3.4.2. The Council may also request that committees review any particular matter.

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

- 3.5. Not enter into debate or take action on any matter that would violate the Ryerson University Act, or any policy of Senate.
- 3.6. 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.
- 3.7. The Council does not have the authority to override decisions made by other Department/School Committees that do not report to it. The Council 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.
- 3.8. In the event of a disagreement between the Council and the Dean of the Creative School, the disagreement will be referred by the disputants to the Vice Provost & Dean of YSGS. If resolution cannot be reached, the matter will be referred 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, and the Dean of the Creative School. Council Membership includes the following:

- 4.1. The GPD
- 4.2. The Department/School Chair(s)/Director(s) from programs with direct involvement as determined by the Dean of the Creative School in consultation with the Vice Provost & Dean of YSGS (in cases where the Dean of the Creative School is not the Dean of Record).
- 4.3. Due to the interdisciplinary focus of the program, the Council will consist of a minimum of 4 faculty members who are active YSGS members, supervising students of, or active in the administration of the MDM.

- 4.4. Two Graduate Student representatives elected by and from graduate students in the program.
- 4.5. The GPA who will be a non-voting member of Council.
- 4.6. Staff may serve on the Council or its committees, but are non-voting.
- 4.7. The term of Council membership will be 2 years for faculty and staff, and 1 year for students.
- 4.8. All members may stand for re-election.

5. Chair

- 5.1. The Chair of the Council will be elected by the Council members at the first meeting. The position of Chair will be re-elected at the beginning of each academic year.
- 5.2. The Council Chair is responsible for:
 - 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 YSGS.
 - 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 Council Chair is an ex-officio member of all Council committees and sub-committees.
- 5.4. The Council Chair may request another Council member to act as Chair on an interim basis.
- 5.5. There is no limit to the number of terms that a Council Chair may serve, provided that an election is duly held each year.

6. Council Procedures

- 6.1. The Council 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 Council Chair or at the request of Council members.

- 6.2. Notices of meetings will be distributed at least 5 working days in advance.
- 6.3. Only faculty and student members of the Council are voting members. The Council Chair shall vote only in the event of a tie. Staff may serve on the Council or its committees but are non-voting.
- 6.4. Quorum is 50% of the Council's full membership, and the majority of the members present must be voting faculty members.
- 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 Council Chair, 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 sub-committee, of which he/she is not a formal member, as a non-voting participant.
- 6.9. A decision to amend Council 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.
- 6.10. There is no proxy voting, and Council members must be in attendance at a Council meeting to vote (except where 6.6 applies).

7. Standing Committees

Council sub-committees (which may be Committees of the Whole) may be established, with mandate and authority specified at the time of 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 Council, 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 Council bylaws.

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

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

The Standing Committees of the Council are as follows:

7.5. Admissions, Studies, Scholarships and Awards

- 7.5.1. Mandate: to make recommendations to the Council, or relevant subcommittee, regarding the following:
 - 7.5.1.1. Recruitment mechanisms;
 - 7.5.1.2. Procedures, practices and standards for admissions into graduate programs, including academic and non-academic qualifications (ESL, standards, etc.);
 - 7.5.1.3. Registration practices (course selection and approval);
 - 7.5.1.4. Standards for maintaining good standing (grades, continuous registration, etc.);
 - 7.5.1.5. Residency/post residency requirements;
 - 7.5.1.6. Full-time and part-time status requirements and procedures;
 - 7.5.1.7. Procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;
 - 7.5.1.8. Time limits for completion of graduate programs;
 - 7.5.1.9. Definition of instructional offence and offences of conduct;
 - 7.5.1.10. Student appeal and petition mechanisms; and
 - 7.5.1.11. Graduation requirements and practices and convocation practices.
 - 7.5.1.12. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;
 - 7.5.1.13. To recommend sources of graduate student funding, e.g. internal scholarships, and
 - 7.5.1.14. Recommend selection procedures.

- 7.5.1.14.1. Committee Composition: GPD, Council Chair as ex-officio member and four faculty members.

7.6. Program Membership Committee

7.6.1. Mandate to:

- 7.6.1.1. Develop program-specific criteria and procedures for YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and approved by YSGS Vice Provost & Dean;
- 7.6.1.2. Review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Vice Provost & Dean of YSGS for consideration; and
- 7.6.1.3. Review the YSGS membership list on an annual basis and recommend amendments as necessary.

- 7.6.2. Committee Composition: GPD, Council Chair as ex-officio member, 2 faculty members.

7.7. Ad Hoc Committees

- 7.7.1. The Council 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 Council or until such time as the ad-hoc committee has been dissolved.