

**GRADUATE PROGRAM COUNCIL BYLAWS**

**Documentary Media**

Approved by YSGS Council  
17/04/2014

Approved by Dean, YSGS  
17/04/2014

Approved by the Academic Governance and Policy Committee of Senate  
dd/mm/yyyy

Approved by Senate  
dd/mm/yyyy

**SCHOOL OF IMAGE ARTS  
DOCUMENTARY MEDIA PROGRAM (MFA)  
GRADUATE PROGRAM COUNCIL**

**Bylaws and Standing Rules**

**1. Mandate:**

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

- 1.1 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).
- 1.2 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.
- 1.3 To ensure the graduate program remains current and relevant by recommending changes to the current curriculum and methods of delivery.
- 1.4 To provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the graduate program and YSGS.

**2. Structure:**

- 2.1 The GPC is composed of five members of the Yeates School of Graduate Studies (YSGS) and two students, one representative from each of the first and second-year student cohort.
- 2.2 The Chair of the School of Image Arts is one of the faculty members represented on the Graduate Program Council.
- 2.3 The GPC members are chosen from YSGS faculty in a teaching, supervisory, or administrative role within the Documentary Media program. The selection of members will take place at a program meeting and the term of appointment is three years with the possibility of renewal.
- 2.4 The student representatives are chosen from among their peers by nomination and a vote held in both the first and second-year class. The term of appointment is for one year.
- 2.5 The Graduate Program Administrator is a non-voting member of the GPC.

### **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 GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to this graduate program/Department/School/Faculty. The GPC will collaborate in a transparent manner with related Department/School Council(s), Chair(s)/Director(s), affected Faculty Dean(s) or designate(s), the Dean of YSGS, 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, affected Faculty Dean(s) or designate(s), Faculty Council(s) 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 GPC may recommend and communicate policies and procedures with implications beyond the program. Affected Faculty Dean(s), and/or designate(s) 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 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:

- 3.6 GPC and committees will review all matters pertaining to their mandates on their own initiative.
- 3.7 GPC may also request that committees review any particular matter.
- 3.8 Without prejudice to any policy of the Ryerson Senate, the authority of the GPC will embrace these additional principles:
- 3.9 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.
- 3.10 The 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.
- 3.11 The GPC does not have the authority to override decisions made by other Department/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 [Departmental Chair]. The GPC is advisory to the Department Chair on matters that are contractually the responsibility of the Chair.

3.12 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-President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

#### **4. Chair:**

4.1 The Chair of the GPC will be elected by GPC members at the first meeting. The position of Chair is restricted to YSGS members and will be re-elected at the beginning of each academic year.

4.2 The GPC Chair is responsible for (or ensuring that the following are conducted):

- Calling and conducting meetings, and confirming quorum.
- Setting agendas.
- 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.
- Monitoring follow up to Council actions.
- The GPC Chair is an ex-officio member of all GPC committees and sub- committees.
- The GPC Chair may request another council member to act as Chair on an interim basis.
- There is no limit to the number of terms that a GPC Chair may serve, provided that an election is duly held each year.

#### **5. Meetings:**

5.1 The Graduate Program Council will meet at least twice in any academic year, once in fall and once in the winter semester, and thereafter as required.

5.2 Meetings are called by the Chair of the Graduate Program Council.

#### **6. Minutes:**

6.1 Minutes of meetings are to be taken by the Program Administrator. The minutes will be distributed to all members of the Program via email within seven school days of the meeting.

## **7. Quorum:**

7.1 Quorum for meetings of the Graduate Program Council shall be two faculty members in addition to the Chair and one student member.

## **8. The Standing Committees of the Graduate Program Council:**

YSGS and student members of the Standing Committees are selected on an annual basis. YSGS Members may annually renew their positions on the Standing Committees.

### **Admissions Committee**

Mandate: to make recommendations to the GPD, regarding the following:

8.1 Recruitment mechanisms.

8.2 Procedures, practices and standards for admissions into graduate program.

8.3 Review of applications to the program.

8.4 Ranking applicants and issuing offers to the program.

8.5 Committee Composition: GPD, minimum of three YSGS members chosen from the faculty of the Documentary Media Program.

### **Awards Committee**

Mandate: to make recommendations to the GPD regarding selection processes for internal graduate awards and to conduct the adjudication of awards.

8.6 Committee Composition: GPD, minimum of two faculty members chosen from the faculty of the Documentary Media Program.

### **Program Membership Committee**

Mandate: to establish program-specific criteria for YSGS membership and supervisory responsibilities which are to be consistent with YSGS requirements. The Program Membership Committee shall review membership applications and submit its recommendations to the Dean of YSGS.

8.7 Committee Composition: GPD, minimum of two faculty members as selected from the membership of the GPC.

### **Ad Hoc Committees**

8.11 The GPC may constitute ad-hoc committees to address specific topics.

8.12 Membership of ad-hoc committees will be determined at the time the committee is constituted.

8.13 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.