

Yeates SCHOOL OF GRADUATE STUDIES

GRADUATE PROGRAM COUNCIL BYLAWS

Environmental Applied Science and Management

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

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1. Definitions

Chair: Chair of the GPC, unless otherwise stated.

GPC: Graduate Program Council, unless otherwise stated.

Faculty: all full-time faculty members associated with the programs in Environmental Applied Science and Management.

GPD: the Graduate Program Director of the programs in Environmental Applied Science and Management.

(Graduate) Student: a student who is registered in the programs in Environmental Applied Science and Management.

YSGS: Yeates School of Graduate Studies.

2. 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 that graduate program. The specific mandate of the GPC is:

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

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:
 - 3.5.1. 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 Ryerson 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 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 GPC does not have the authority to override decisions made by other Committees that do not report to it.
- 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-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 faculty and graduate students, and the Dean, YSGS. GPC Membership includes the following:

- 4.1. The Graduate Program Director (GPD).

- 4.2. Associate Deans (or their representatives) with responsibilities for Graduate Studies drawn from each of the university faculties with involvement in the program.
- 4.3. All faculty members who are currently active in the programs in Environmental Applied Science and Management, including all involved in supervision and teaching.
- 4.4. Graduate student representatives elected by and from graduate students in the program (the number will normally be three MAsc students and two PhD students).
- 4.5. The Graduate Program Administrator, who will be a non-voting member of the GPC.
- 4.6. The term of GPC membership will be 1 year. Student members may stand for re-election.
- 4.7. Any faculty member, associate member associated with the program, or student may attend a meeting of the GPC as a non-voting participant.

5. Chair

- 5.1. The Program Director will serve as Chair. The Chair is responsible for (or ensuring that the following are conducted):
 - 5.1.1. Calling and conducting meetings, and confirming quorum.
 - 5.1.2. Setting agendas.
 - 5.1.3. Maintaining a written record of GPC decisions, actions, and recommendations, and ensuring that a copy of these records is filed with the YSGS Graduate Studies Assistant.
 - 5.1.4. Monitoring follow up to GPC actions.
 - 5.1.5. Submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council.
- 5.2. The Chair is an ex-officio member of all GPC committees and sub-committees.
- 5.3. The Chair may request another GPC member to act as Chair on an interim basis.

6. GPC Procedures

- 6.1. The GPC 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 Chair or at the request of GPC members.
- 6.2. Notices of meetings will normally be distributed at least 5 days in advance.

- 6.3. Only members of the GPC (faculty and students) are voting members. The Chair shall vote only in the event of a tie.
- 6.4. Quorum is 50 percent of the GPC's full membership. The majority of the members present must be voting faculty members.
- 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 meetings of the GPC and, where relevant, committee and sub-committee meetings. If members are unable to attend they are to inform the Chair of the GPC, the relevant committee or sub-committee in advance of the meeting, or as soon as possible thereafter
- 6.8. A GPC member may attend a meeting of any committee or sub-committee of which he/she is not a formal member 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 Section 6.6 applies).

7. Standing Committees

Membership of all committees is on a volunteer basis and members are elected from and by the GPC. The term of office of members of any committee is identical to the academic year, for which the GPC was constituted.

The Standing Committees of the GPC are as follows:

7.1. Admissions and Studies

- 7.1.1. Mandate: to make recommendations to the YSGS Council, or relevant subcommittee, regarding the following:
 - 7.1.1.1. Recruitment mechanisms;
 - 7.1.1.2. Procedures, practices and standards for admissions into graduate programs, including academic and non-academic qualifications (ESL, standards, etc.);
 - 7.1.1.3. Registration practices (course selection and approval);
 - 7.1.1.4. Standards for maintaining good standing (grades, continuous registration, etc.);
 - 7.1.1.5. Residency/post residency requirements;
 - 7.1.1.6. Full-time and part-time status requirements and procedures;

- 7.1.1.7. Procedures and practices for graduate examinations, in particular, candidacy examinations, thesis and dissertation requirements and thesis and dissertation examination practices;
- 7.1.1.8. Time limits for completion of graduate programs;
- 7.1.1.9. Definition of instructional offence and offences of conduct;
- 7.1.1.10. Student appeal and petition mechanisms; and
- 7.1.1.11. Graduation requirements and practices and convocation practices.
- 7.1.1.12. This committee does not review individual student files or protected information.

7.1.2. Committee Composition: GPD, 3 faculty members, 1 student representative. The Committee may second additional non-voting members.

7.2. Scholarships and Awards

7.2.1. Mandate:

- 7.2.1.1. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;
- 7.2.1.2. To recommend sources of graduate student funding, e.g. internal scholarships, A.A.'s and R.A.'s; and
- 7.2.1.3. Recommend selection procedures.
- 7.2.1.4. This committee does not review individual student files or protected information.

7.2.2. Committee Composition: GPD, 3 faculty members, 1 student representative. The Committee may second additional non-voting members.

7.3. Program Membership Committee

7.3.1. Mandate:

- 7.3.1.1. To develop program-specific criteria and procedures for YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and be approved by the Dean of YSGS.
- 7.3.1.2. 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
- 7.3.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.3.1.4. To survey all faculty members on an annual basis to allow for self-identification as "currently active" for the purpose of defining quorum and involvement in the GPC for the academic year.

- 7.3.2. Committee Composition: GPD, 3 faculty members, 1 student representative; the student member's activities are limited to matters of policy and procedure. The Committee may second additional non-voting members.
- 7.3.3. Procedures
 - 7.3.3.1. On an annual basis the GPD shall send the names of the PMC members and an updated list of YSGS membership to the Dean of YSGS;
 - 7.3.3.2. The PMC shall review YSGS membership applications and submit its recommendations to the Dean of YSGS for approval.

7.4. GPC Sub-committees

- 7.4.1. 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.
- 7.4.2. Additional committees, coordinator and working groups can be established at any time with the approval of the GPC.
- 7.4.3. Membership of all committees and sub-committees is on a volunteer basis and is to be approved by the GPC.
- 7.4.4. The term of office of members of any committee or sub-committee is 1 year from the date of the Fall GPC meeting. There is no limit to the number of terms committee and sub-committee members may serve, provided that the member is re-elected each year.