

**GRADUATE PROGRAM COUNCIL BYLAWS**

**Immigration and Settlement Studies MA Program**

Approved by YSGS Council

27/02/2014

Approved by Dean, YSGS

18/03/2014

Approved by the Academic Governance and Policy Committee of Senate

dd/mm/yyyy

Approved by Senate

dd/mm/yyyy

## 1. Definitions

Chair: Chair of Council, unless otherwise stated

Council: Graduate Program Council unless otherwise stated

Faculty: all full-time faculty members

Graduate Student: a student who is supervised, or co-supervised, by a faculty member associated with this graduate program.

Dean of Record: The Dean of Record for the Immigration and Settlement Studies MA Program is the Dean of the 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 principle 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.

## 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. The GPC will collaborate in a transparent manner with related Program Councils, affected Faculty Deans or designates, 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 Graduate Program Director, affected Faculty Deans or designates, and the Dean of YSGS as the Dean of Record 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. Such recommended policies and procedures 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.
- 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. 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 GPC is advisory to the Graduate Program Director on matters that are contractually the responsibility of the Graduate Program 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-President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

#### **4. Membership: Interdisciplinary Graduate Program Council**

The Immigration and Settlement Studies MA Program was developed jointly by the Faculty of Arts and the Faculty of Community Services. The Dean of Record is the Dean of the Yeates School of Graduate Studies. Membership on the Graduate Program Council is determined through a consultative process involving the Graduate Program Director, the Dean of YSGS as the Dean of Record, the Dean of Arts, and the Dean of Community Services. GPC Membership includes the following:

- 4.1. The Graduate Program Director (GPD)
- 4.2. A faculty member from the Faculty of Arts, designated by the Dean of Arts, who is an active YSGS member and who currently teaches in or supervises students of the ISS MA program or is active in the administration of the program.
- 4.3. A faculty member from the Faculty of Community Services, designated by the Dean of Community Services, who is an active YSGS member and who currently teaches in or supervises students of the ISS MA program or is active in the administration of the program.
- 4.4. A faculty member from the Faculty of Arts, nominated and elected by and from Faculty of Arts affiliates of the ISS program, who is an active YSGS member and who currently teaches in or supervises students in the ISS MA program or is actively involved in the administration of the program.
- 4.5. A faculty member from the Faculty of Community Services, nominated and elected by and from Faculty of Community Services affiliates of the ISS program, who is an active YSGS member and who currently teaches in or supervises students in the ISS MA program or is actively involved in the administration of the program.
- 4.6. One faculty member at-large, to be designated by the GPD in consultation with the Dean of Record, to represent ISS program affiliates who are neither in the Faculty of Arts nor the Faculty of Community Services. Such person shall be an active YSGS member and who currently teaches in or supervises students in the ISS MA program or is actively involved in the administration of the program.
- 4.7. One full time ISS graduate student nominated and elected by and from full time graduate students in the ISS MA program.
- 4.8. One part-time graduate student nominated and elected by and from part time graduate students in the ISS MA program.
- 4.9. The Graduate Program Administrator who will be a non-voting member of Council.
- 4.10. The term of GPC membership will be 3 years for faculty and staff, and 1 year for full time students and 2 years for part time students.

## **5. Chair**

- 5.1. The Graduate Program Director will serve as the Chair of the GPC.
- 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 as well as being distributed to faculty affiliated with the ISS program and to students in the program.
- 5.2.4. Monitoring follow up to Council actions.
- 5.2.5. Providing a copy of the agenda to GPC members as well as to faculty affiliated with the ISS program and to students in the program.
- 5.3. The GPC Chair is an ex-officio member of all GPC committees and sub-committees.
- 5.4. The GPC Chair may request another council member to act as Chair on an interim basis.

## **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 may serve on the GPC or its committees but are non-voting.
- 6.4. Quorum is 50% of the GPC's full membership, and 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. The phrase "present at a meeting" is understood to include present through electronic communications.
- 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. In keeping with the clarification in 6.5 above, the phrase "to attend Council" is understood to include attendance through electronic communications.
- 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 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**

The three Standing Committees of the GPC are as follows:

### **7.1. Admissions and Studies Policies and Procedures Standing Committee**

- 7.1.1. Mandate: to make recommendations as needed to the YSGS Council or relevant subcommittee, or as requested by YSGS Council, regarding the following:
- 7.1.1.1. Recruitment mechanisms, admissions requirements and procedures, and registration practices;
  - 7.1.1.2. Full-time and part-time status requirements and procedures, criteria for maintaining good academic standing, time limits for completion of the program, and graduation requirements;
  - 7.1.1.3. Procedures and practices for review and assessment of the required Major Research Paper;
  - 7.1.1.4. Definition of instructional offence and offences of conduct;
  - 7.1.1.5. Student appeal and petition mechanisms.
- 7.1.2. Committee Compositions: GPC Faculty Members in situations in which the performance, behaviour or status of students might be discussed. In the more common situation in which the discussion remains at the level of policies and procedures then the composition would be a Committee of the Whole.

### **7.2. Program Membership Standing Committee**

- 7.2.1. Mandate:
- 7.2.1.1. 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;
  - 7.2.1.2. 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
  - 7.2.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.2.2. Procedures

7.2.2.1. 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;

7.2.2.2. The PMC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.

7.2.3. Committee Composition: A Committee of the Whole

### **7.3. Program Student Admissions Sub-Committee**

7.3.1 Mandate: To review full time and part time applications for admission to the program

7.3.2 Committee Composition: The Program Student Admissions Sub-Committee shall consist of the Graduate Program Director and two GPC Faculty Members, nominated by the Graduate Program Director, subject to the approval of the GPC.

7.3.3 Procedures: The membership of the Program Student Admissions Sub-Committee shall be established by the end of the Fall term of the year preceding the year for which admissions are being considered.

### **7.4. Ad Hoc Committees**

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

7.4.2. Membership of ad-hoc committees will be determined at the time the committee is constituted. In some situations a student perspective would be useful. In cases where student files would be under discussion committee membership would be restricted to GPC Faculty Members.

7.4.3. 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

### **7.5 Other Sub-Committees and Working Groups**

GPC sub-committees or working groups may be established with mandate and authority specified at the time of their creation, with the approval of the GPC.

### **7.6 Voluntary Nature of Service and Terms of Office on Committees**

7.7.1 Membership of all committees and sub-committees is on a volunteer basis

7.7.2 Notwithstanding the term of office for the GPC and thus for Committees of the Whole as provided in 4.11, the term of office of members of other committee or sub-committee is 1 year from September 1 to August 31.