

Yeates SCHOOL OF GRADUATE STUDIES

GRADUATE PROGRAM COUNCIL BYLAWS

Master of Professional Communication

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 in the School of Professional Communication eligible to teach and/or supervise ProCom graduate students; faculty in the School of Professional Communication, and/or are active in the administration of the ProCom graduate program

Graduate Student: A student enrolled in current year of the School of Professional Communication graduate program.

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, review and recommend and enact 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 ProCom School Council, the ProCom Chair, and the Dean of the Faculty of Communication and Design 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, ProCom Faculty Council 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. 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. School based programs should copy their respective 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 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.
- 3.9. 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 GPD, affected Chair(s)/Director(s), affected faculty Deans, and the Dean, YSGS. GPC Membership includes the following:

- 4.1. The Graduate Program Director (GPD).

- 4.2. The School Chair.
- 4.3. All full-time faculty members in the School of Professional Communication, who are active YSGS members **and** currently teaching regularly in, supervising students of, or active in the administration of the graduate program.
- 4.4. Graduate Student representatives from each graduate program in the School of Professional Communication elected by and from graduate students in that program of study by the end of September, each year.
- 4.5. The Graduate Program Administrator who will be a non-voting member of Council and who will act as Secretary of Council.
- 4.6. Limited term or CUPE faculty within the School of Professional Communication with adjunct membership status in YSGS and currently teaching in, or supervising ProCom graduate students.
- 4.7. The GPC shall be constituted annually. The term for students is 1 year.

5. Chair

- 5.1. The Graduate Program Council Chair will normally be the Graduate Program Director of the ProCom 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 is a 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.
- 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 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

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 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.
- 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, provided that the member is re-elected every year.

The Standing Committees of the GPC are as follows:

7.4. Admissions and Curriculum

- 7.4.1. Mandate: to make recommendations to the GPC or relevant subcommittees, regarding recruitment, admissions procedures, curriculum revision, standards for maintaining good standing, procedures for graduate examinations, student appeal mechanisms, graduation requirements, or other matters arising related to curriculum academic standards or student supervision.
- 7.4.2. Contribute to the adjudication of graduate student applications for admission, awards and scholarships.
- 7.4.3. Committee Composition: GPD, six faculty members from the GPC, Graduate Program Administrator (non-voting).

7.5. Program Membership Committee

- 7.5.1. Mandate:
 - 7.5.1.1. 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;
 - 7.5.1.2. 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
 - 7.5.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.5.2. Committee Composition: GPD, Department Chair, one full-time faculty member from the GPC.
- 7.5.3. Procedures
 - 7.5.3.1. 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;
 - 7.5.3.2. The PMC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.

7.6. Ad Hoc Committees

- 7.6.1. The GPC may constitute ad-hoc committees to address specific topics.
- 7.6.2. Membership of ad-hoc committees will be determined at the time the committee is constituted.

7.6.3. 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.