



GRADUATE PROGRAM COUNCIL BYLAWS

SPATIAL ANALYSIS

Approved by YSGS Council

10/11/2014

Approved by Dean, YSGS

14/11/2014

Approved by the Academic Governance and Policy Committee of Senate

06/01/2015

Approved by Senate

27/01/2015

1. Definitions

Department: Ryerson's Department of Geography.

Department Chair: The Chair of the Department of Geography.

Faculty: Ryerson's Faculty of Arts.

Faculty Dean: The Dean of the Faculty of Arts.

Graduate program: The graduate program in Spatial Analysis.

Graduate Program Council (GPC): The program council of this graduate program.

Graduate Program Director: The program director of this graduate program.

Graduate Program Administrator: The program administrator of this graduate program.

Program faculty member: A faculty member teaching or supervising in, or contributing to the administration of, this graduate program.

Program instructor: A non-faculty member teaching in this graduate program

Program student: A student who is enrolled in this graduate program.

Yeates School of Graduate Studies (YSGS): Ryerson University's school of graduate studies

2. Mandate

Students, faculty members, and staff 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 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 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 to YSGS.

3. Authority

The GPC operates 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, and Faculty. The GPC will collaborate in a transparent manner with the Department Council, Department Chair, Faculty Dean or designate(s), Dean of YSGS, 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, Faculty Dean or designate(s), Faculty Council(s) where appropriate, 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) 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. The GPC should copy the Department Council on such reports.
- 3.5. Input to committees: The GPC and its committees will review all matters pertaining to their mandates on their own initiative. The 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 Department 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 Department Chair. The GPC is advisory to the Department Chair on matters that are contractually the responsibility of the Department 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

- 4.1. In accordance with Policy 45, membership was determined via a consultative process involving the Graduate Program Director, Department Chair, affected faculty deans, and the Dean, YSGS. GPC membership includes the following:
 - The Graduate Program Director
 - The Department Chair
 - All program faculty members, who are active YSGS members and regularly teaching in the graduate program, supervising program students, or contributing to the administration of the graduate program.
 - All adjunct professors and emeriti, who are active YSGS members and regularly supervising program students or contributing to the administration of the program
 - All program instructors
 - Program student representatives from each program of study elected annually by and from the students in that program of study, as follows:

Two full-time Master of Spatial Analysis students, and one part-time Master of Spatial Analysis student

- The Graduate Program Administrator as a non-voting member

4.2. The GPC is re-constituted at the beginning of each academic year.

5. Chair

5.1. The Graduate Program Director serves as Chair of the GPC.

5.2. The GPC Chair is responsible for:

- Calling and conducting meetings, and confirming quorum;
- Setting agendas;
- Maintaining a written record of GPC decisions, actions, and recommendations, and ensuring that a copy of these records is filed with YSGS;
- Monitoring follow-up to GPC actions;
- 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 an ex-officio member of all GPC committees.

5.4. The GPC Chair may request another GPC member to act as GPC Chair on an interim basis.

6. GPC Procedures

6.1. The GPC meets at least twice per year, once in each of the Fall and Winter semesters. Meetings are 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 GPC members.

6.2. Notices of meetings will normally be distributed at least one week in advance.

6.3. All GPC members with the exception of the Graduate Program Administrator are voting members. The GPC Chair shall vote only in the event of a tie.

- 6.4. Quorum is 50% of the GPC's voting members, 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 meetings. If members are unable to attend they are to inform the Chair of the GPC or committee in advance of the meeting, or as soon as possible thereafter.
- 6.8. 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 one week 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 **Error! Reference source not found.** applies).

7. Committees

- 7.1. Ad hoc committees and working groups can be established at any time with the approval of the GPC. Membership of ad hoc committees will be determined at the time the committee is constituted. Members 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 is dissolved.
- 7.2. Membership of all committees is on a volunteer basis and members are elected from and by the GPC, or from and by the group of eligible members within GPC (e.g., program faculty members electing the members of a committee that is composed exclusively of program faculty members).
- 7.3. 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:

7.4. *Spatial Analysis Policy Committee*

- 7.4.1. Mandate: The committee makes recommendations to the Graduate Program Director as well as to YSGS Council, or its relevant committees, on procedures, standards, and practices regarding graduate admissions and graduate studies,

scholarships and awards, and graduate faculty membership. Specifically, the committee will:

- Recommend admissions criteria and procedures for the program;
- Recommend policies and practices for graduate student funding;
- Recommend scholarships and awards selection procedures;
- Develop program-specific criteria and procedures for program faculty membership and supervisory responsibilities;

7.4.2. Committee Composition: Committee of the whole.

7.5. Spatial Analysis Executive Committee

7.5.1. Mandate: The committee advises the Graduate Program Director and the Department Chair on the operation of the graduate program. Specifically, the committee will:

- Review admissions applications and recommend admissions decisions and funding offers;
- Recommend allocation of graduate scholarships and awards;
- Recommend allocation of research assistant and graduate assistant positions;
- Assist with award nominations;
- Review and consult students on the graduate program's curriculum, and make recommendations pertaining to its integrity, coordination, relevance, currency, and methods of delivery;
- Review and recommend the assignment of graduate courses to faculty members and instructors;
- Make recommendations on the use of the program's operating budget, e.g. for student conference travel support;
- Review applications for membership in the program faculty, and to submit its recommendations to the Dean of YSGS; and
- Review the program faculty membership on an annual basis and submit the list to the Dean of YSGS.

7.5.2. Committee Composition: GPC Chair and between three and five program faculty members elected from and by program faculty members of GPC. Due to the confidential nature of the committee's responsibilities, there are no student members.