

GRADUATE PROGRAM COUNCIL BYLAWS

Master's of Urban Development

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

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1. Definitions

Chair: Chair of Council, unless otherwise stated

Council: Graduate Program Council unless otherwise stated

Faculty: all full-time faculty members

Faculty Dean: The Dean of the Faculty of Community Services.

YSGS Dean: The Dean of the Yeates School of Graduate Studies

Graduate program: The graduate program in Master's of Urban Development.

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

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

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

Present: Present at a meeting is defined as in-person, by audio or audio-visual participation.

Program faculty member: A full-time faculty member teaching or supervising in the graduate program.

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

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

School: School of Urban and Regional Planning.

School Director: Director of School of Urban and Regional Planning

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 three 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 a forum for discussion, and dissemination of information on matters pertaining to the graduate program and 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/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. The GPC and committees will review all matters pertaining to their mandates on their own initiative.
 - 3.5.2. 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/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 and the GPD. 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

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 Department/School Chair/Director
- 4.3. 7 program faculty members who are active YSGS members **and** currently teaching regularly in, supervising students of, or active in the administration of the graduate program. Members will be elected by and from faculty by way of a fair and transparent method at the same time other SURP committees are established.
- 4.4. There will be three student members: The President and Vice-President of the Ryerson Planning Graduate Students Association will serve as student representatives and 1 member elected by the first year cohort of students.
- 4.5. The Graduate Program Administrator is a non-voting member of Council.
- 4.6. 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. 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 electronically at least 5 working days in advance.
- 6.3. The GPC Chair shall vote only in the event of a tie.
- 6.4. Quorum is 50% of the GPC's full membership (rounded down in the event of an uneven number of members) including a minimum of 4 program faculty members.
- 6.5. Voting matters are normally decided by a simple majority of voting members present at a meeting (see 6.9 for exception)
- 6.6. Decisions may be taken outside meetings through ballots distributed electronically or physically to all members at the discretion of Chair of the GPC.
- 6.7. All members are expected to be present at Council and, where relevant, committee and sub-committee meetings. If members are unable to be present 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 be present at 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 present 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, coordinator 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 and should be approved by the GPC.
- 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, Scholarships, and Awards

- 7.4.1. Mandate: to make recommendations to the YSGS Council, or relevant subcommittee, regarding the following:
 - 7.4.1.1. Decisions about, procedures, practices and standards for admission into graduate programs, including academic and non-academic qualifications (ESL, standards, etc.);
- 7.4.2. Mandate:
 - 7.4.2.1. To review and select candidates for admissions, scholarships and awards.
 - 7.4.2.2. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;
 - 7.4.2.3. To recommend sources of graduate student funding, e.g. internal scholarships, A.A.'s and R.A.'s; and
 - 7.4.2.4. Recommendations about School of Urban and Regional Planning Graduate Awards
 - 7.4.2.5. Recommend selection procedures.
- 7.4.3. Committee Composition: Graduate Program Director, 2 selected Graduate Council Members who are program faculty members, Program Administrator ex officio.

7.5. Program Committee

- 7.5.1. Mandate: to make recommendations to the YSGS Council, or relevant subcommittee, regarding the following:
 - 7.5.1.1. Provide input on recruitment mechanisms;
 - 7.5.1.2. Registration practices (course selection and approval);
 - 7.5.1.3. Standards for maintaining good standing (grades, continuous registration, etc.);
 - 7.5.1.4. Residency/post residency requirements;
 - 7.5.1.5. Full-time and part-time status requirements and procedures;
 - 7.5.1.6. Procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;
 - 7.5.1.7. Time limits for completion of graduate programs;
 - 7.5.1.8. Definition of instructional offence and offences of conduct;
 - 7.5.1.9. Mechanisms for student appeal and petition;
 - 7.5.1.10. Graduation requirements and practices and convocation practices;
 - 7.5.1.11. Professional accreditation;
- 7.5.1.12. Membership related issues:
 - 7.5.1.12.1.1.1. 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;
 - 7.5.1.12.1.1.2. 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
 - 7.5.1.12.1.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
 - 7.5.1.12.1.1.4. Procedures
 - 7.5.1.12.1.1.4.1. 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;
 - 7.5.1.12.1.1.4.2. The PC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.
- 7.5.2. Committee Composition: Graduate Program Director, School Director or their designate, 1 elected student member from GPC membership, 1 elected program faculty member from GPC membership, Graduate Program Administrator.

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.

7.7. Appeals

- 7.7.1. All appeals will be handled by the School of Urban and Regional Planning Appeals committee that will consider appeals for both the graduate and undergraduate programs.