

# YSGS report to AGPC

December 22, 2020

In this report the Yeates School of Graduate Studies Council (YSGS Council) brings to AGPC its evaluation and recommendation on the following items:

## Graduate Council Bylaws Changes

### Masters of Social Work Graduate Program Council

The Masters of Social Work GPC has approved a set of bylaws that is in line with Policy 45: Governance Councils. These bylaws were approved by the GPC on March 30th, 2020 followed by the YSGS Program and Policy Committee on November 10, 2020 and YSGS Council on November 30th, 2020.

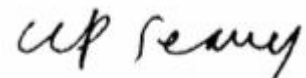
*Motion for Senate: That Senate approves the proposed Masters of Social Work Graduate Program Council Bylaws.*

### TRSM Graduate Programs Council

The Ted Rogers School of Management Graduate Program Council has proposed changes to their current GPC bylaws to improve the clarity of language and to reflect the addition of a Ph.D. program. These changes were approved by the YSGS Program and Policy Committee on November 10, 2020, and YSGS Council on November 30th, 2020.

All changes are marked highlighting.

*Motion for Senate: That Senate approves the proposed changes to the TRSM Graduate Programs Council Bylaws.*



Cory Searcy, Vice-Provost & Dean, YSGS

## **GRADUATE PROGRAM COUNCIL BYLAWS**

### **MASTER OF SOCIAL WORK**

Approved by School Council,  
School of Social Work:  
September 30, 2020

Originally Approved by YSGS  
Council **November 30, 2020**

Approved by Vice-Provost  
& Dean, YSGS  
**November 30, 2020**

Approved by the Academic Governance and Policy Committee of Senate  
January 12, 2021

Approved by Senate  
March 2, 2021

## **1. Definitions**

Chair: Chair of the Master of Social Work Graduate Program Council, unless otherwise stated

Council: Master of Social Work Graduate Program Council unless otherwise stated

Committee(s): All ad hoc and standing committees of Council

Faculty: all full-time RFA members who are active in the graduate program

Graduate Program: Master of Social Work

Graduate Student: a student who is enrolled in the Master of Social Work graduate program

Active in the programs: YSGS members who are teaching regularly in, supervising students of, or active in the administration of the program

## **2. Mission**

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 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 ensure that the School of Social Work's Mission is preserved.
- 2.5. 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 the School of Social Work Council, Director, affected Faculty Dean or designate(s), the Vice-Provost and 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, Dean of the Faculty of Community Services or designate(s), and the Vice-Provost and Dean of YSGS before implementing any policy or procedure. The Vice-Provost and 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 the Faculty of Community Services or delegate must endorse recommended policies and procedures before they are submitted to the Vice-Provost and 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 School of Social Work Council and the Dean of the Faculty of Community Services or delegate will be copied 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 Director of the School of School Work. The GPC is advisory to the Director on matters that are contractually the responsibility of the Director.
- 3.9. In the event of a disagreement between the GPC and the Dean of the Faculty of Community Services or the Vice-Provost and 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(s) (GPS or Co-GPD's)
- 4.2. The Director of the School of Social Work
- 4.3. Five (5) 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. This includes the Associate Director of Field (Placements) who works closely with both the GPD and Director of the School. Members will be elected by and from faculty by way of a fair and transparent method at the same time other committees are established.
- 4.4. A 3 Graduate Student representatives elected by and from graduate students in the program of study.
- 4.5. The Field (Placement) Manager. This person will be a non-voting member.
- 4.6. GPC membership may include others, but is not necessarily restricted to, instructor representatives, faculty representatives from other related programs, adjunct faculty, postdoctoral fellows, staff, students and alumni. They will be non-voting members.
- 4.7. The Graduate Program Administrator who will be a non-voting member of Council.
- 4.8. The term of GPC membership will be 1 year for faculty and staff, and 1 year for students.

## 5. Chair

- 5.1. The Chair of the GPC will be the Graduate Program Director(s).
- 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 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.

5.5. There is no limit to the number of terms that a GPC Chair may serve.

## **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 working 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 voting membership including a minimum of 3 program 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 subcommittee meetings. If members are unable to attend they are to inform the Chair of the GPC, relevant committee or subcommittee 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 working days in advance of the meeting. There is no proxy voting, and GPC members must attend a GPC meeting to vote (except where 6.6 applies).

## **7. Standing Committees**

Standing committees of the GPC are established by this bylaw, with their mandate and authority specified below. 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 subcommittees is on a volunteer basis and should be approved by the GPC.
- 7.3. The term of office of members of any committee or subcommittee is 1 year from September 1 to August 31. There is no limit to the number of terms committee and subcommittee members may serve, provided that the member is re-elected every year.

The Standing Committees of the GPC include but are not limited to:

### **7.4. Admissions**

#### 7.4.1 Mandate

7.4.1.1. To develop and review program-specific criteria and procedures for admissions, which must be consistent with YSGS requirements;

7.4.1.2. To review admissions applications at the program level in light of the criteria established, and to submit its recommendations to YSGS; and

7.4.1.3. To reach out to successful candidates, those on the waitlist and those not offered acceptance with offers and information in a timely manner.

7.4.2. Committee Composition: GPD, GPC Chair as ex- officio member, 4 faculty members

### **7.5. Scholarships and Awards**

#### 7.5.1. Mandate:

7.5.1.1. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;

7.5.1.2. To recommend sources of graduate student funding, e.g. internal scholarships, Teaching Assistance and Research Assistance. And;

7.5.1.3. Recommend selection procedures.

7.5.2. Committee Composition: GPD, GPC Chair as ex-officio member, 2 faculty members

### **7.6. Program Membership Committee**

#### 7.6.1. Mandate:

- 7.6.1.1. 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;
  - 7.6.1.2. 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
  - 7.6.1.3. To review the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.6.2. Committee Composition: specify membership, GPD, GPC Chair as ex-officio member, 2 faculty members, and student representative.
- 7.6.3. Procedures
- 7.6.3.1. 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;
  - 7.6.3.2. The PMC shall review YSGS membership applications and submit its recommendations to the YSGS Dean for approval.

## **7.7. Ad Hoc Committees**

- 7.7.1. The GPC may constitute ad-hoc committees to advise the GPC specific topics.
- 7.7.2. Membership of ad-hoc committees will be determined at the time the committee is constituted.
- 7.7.3. 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.



**GRADUATE PROGRAM COUNCIL BYLAWS**

**Ted Rogers School of Management**

Approved by YSGS Council

10/November/2014

Revision Approved by YSGS Council

30/November/2020

Revision Approved by Senate

02/March/2021

## 1. Definitions

Chair: Chair of TRSM Graduate Program Council, unless otherwise stated

GPC: TRSM Graduate Program Council, unless otherwise stated

Faculty: all full-time faculty members

Graduate Student: a student who is enrolled in any of the graduate programs in TRSM.

TRSM Dean: Dean of the Ted Rogers School of Management (TRSM)

Associate Dean: Associate Dean responsible for Graduate Programs within TRSM

YSGS Dean: Dean of the Yeates School of Graduate Studies

GPD: Director of one of the graduate programs in TRSM

Director of Graduate Students is a Director appointed by the TRSM Dean

Director of Graduate Program Administration (DGPA): The director of the TRSM graduate staff team.

Graduate staff team: The administrative team consisting of, but not limited to the Graduate Student Recruitment Manager, Recruitment Advisor, Graduate Program Administrator (GPA), Department Administrator, Manager of Graduate Career Services, and Graduate Career Coordinator.

## 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), including Admissions, Curriculum, Scholarships and Awards, and Membership.

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 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 graduate programs within the TRSM Faculty. The GPC will collaborate in a transparent manner with the TRSM Faculty and its Chairs and Directors, the graduate program directors, TRSM Dean or designate, the Dean of YSGS or designate, 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), the TRSM Faculty Council and related Faculty Councils where appropriate, the TRSM Dean, 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 TRSM Dean and the TRSM Faculty Council 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, and copy the TRSM Faculty Council on such reports for information.

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 take action on any matter that would violate the Ryerson University Act, or any policy of Senate.

3.7. The GPC will not 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. In the event of a disagreement between the GPC and the Dean of YSGS and/or the TRSM Dean, 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 Directors (GPDs)

4.2. The Director of Graduate Students

4.3. The Associate Dean

4.4. The TRSM Dean or designate

4.5. A minimum of 7 faculty members who are active YSGS members and who have taught in the program within two prior academic years or are active in the administration of the graduate

program. Members will be elected by and from TRSM YSGS members by way of a fair and transparent method prior to the first meeting of the GPC in the fall of each academic year.

4.6. Up to four Graduate Student representatives elected by and from graduate students in TRSM by way of a fair and transparent method.

4.7. In addition to the members elected under the terms of 4.5, a minimum of 7 faculty members who have participated in supervising Major Research Papers or Theses of Ryerson graduate students within two prior academic years and are TRSM YSGS members. Members will be elected by and from faculty in a fair and transparent method.

4.8. The DGPA or designate and GPA will be ex officio non-voting members of Council.

4.9. The term of GPC membership will be 3 years for faculty and 1 year for students. All members may stand for re-election.

4.10. The GPC will review membership and participation annually, and at the last meeting of each academic year will vote on the number of GPC members for the following year. The inaugural election winners will be randomly assigned to 1, 2 and 3 year terms.

## **5. Chair**

5.1. The Chair of the GPC will be elected by GPC members at the first meeting. An election for the position of Chair will be held at the beginning of each academic year.

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 an ex-officio member of all GPC committees and sub-committees.

5.4. The GPDs are non-voting members of all GPC committees and sub-committees.

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

5.6. A GPC Chair may serve a maximum of 3 terms, provided that an election is duly held each year.

## **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 business days in advance.

6.3. Motions must be submitted a minimum of 5 business days in advance.

6.4. 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.

6.5. Quorum is 50% of the GPC's full membership, and the majority of the members present must be voting faculty members.

6.6. Voting matters are normally decided by a simple majority of voting members present at a meeting.

6.7. Decisions may be taken outside meetings through ballots distributed electronically or physically to all members.

6.8. 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

6.9. Any Council member may attend a meeting of any committee, of which he/she is not a formal member, as a non-voting participant.

6.10. 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 6.7 applies).

## 7. Standing Committees

7.1. Additional committees, sub-committees, coordinator and working groups can be established at any time with the approval of the GPC.

7.2. Non-Appointed members of all committees and sub-committees will be elected in a fair and transparent manner from the membership of the GPC will 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

7.4.1 Mandate: to make recommendations to the GPC regarding the following:

7.4.1.1. Recruitment strategies (e.g. domestic and international targets, industry sectors);

7.4.1.2. Procedures, practices and standards for admissions into graduate programs, including academic and non-academic qualifications (ESL, standards, years of work experience, etc.);

7.4.1.3. Admissions

7.4.1.3.1. For thesis-based programs, admission recommendations will be made by the committee by means of a transparent voting mechanism, either using electronic voting procedures or face to face meetings within 7 days of receiving the file. Where there is disagreement on an admissions file, the committee will meet in person to reach consensus about offers of admissions. For thesis-based degrees, evidence of acceptance by a supervisor must be submitted to complete the admissions file for applicants. No application will be complete until a supervisor is assigned. There will be a separate admission committee for Master and PhD programs.

7.4.1.3.2. For non-thesis-based graduate programs, admissions will be made by the program GPD(s) subject to the policies herein under 7.4.1.3.

7.4.1.4. Entrance awards and scholarships, which are communicated to applicants as part of their offers of admissions, will be awarded by the committee. The admissions committee will provide a list of students receiving entrance scholarships and awards to the Scholarships and Awards Committee.

7.4.2. Committee Composition: GPDs, Director of Graduate Students, GPC Chair as ex-officio member, 2 faculty members who are members of the GPC, and the DGPA and GPA or designate as ex-officio and non-voting members. The 2 faculty members of the PhD admission committee must be qualified PhD supervisors.

## 7.5. Curriculum

7.5.1. Mandate: to make recommendations to GPC, or relevant subcommittee over and above existing Ryerson University and YSGS policies, regarding the following:

- 7.5.1.1. Course development and offerings, curriculum structure
- 7.5.1.2. Standards for maintaining good standing (grades, continuous registration, etc.);
- 7.5.1.3. Residency/post residency requirements;
- 7.5.1.4. Full-time and part-time status requirements and procedures;
- 7.5.1.5. Procedures and practices for comprehensive graduate examinations, major research paper requirements, thesis requirements and thesis examination practices;
- 7.5.1.6. Time limits for completion of graduate programs;
- 7.5.1.7. Definition of instructional offence and offences of conduct;
- 7.5.1.8. Student appeal and petition mechanisms; and
- 7.5.1.9. Graduation requirements and practices and convocation practices.

7.5.2. Committee Composition: GPDs, Director of Graduate Students, GPC Chair as ex-officio member, 3 elected faculty members who are members of GPC, one student representative or designate, and the DGPA or designate, and GPA as a non-voting member.

## 7.6. Scholarships and Awards

7.6.1. Mandate: to make recommendations to GPC, or relevant subcommittee, regarding the following:

- 7.6.1.1. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;
- 7.6.1.2. To recommend policies for graduate student entrance awards and scholarships, both internal (e.g. Ted Rogers, RGF) and external; and
- 7.6.1.3. To recommend policies for in-program scholarships and awards.
- 7.6.1.4. Student role: Due to matters of confidentiality and potential conflict of interest related to certain responsibilities of the Scholarships and Awards Committee, student members' participation and/or voting may be limited as required.

7.6.2. To select recipients for in-program scholarships and awards, and to inform GPC of the recipients.

7.6.3. Committee Composition: GPDs, Director of Graduate Students, GPC Chair as ex-officio member, 3 elected faculty members, 2 graduate students who are members of the GPC. The DGPA or designate and GPA are non-voting members.

## 7.7. Program Membership Committee

7.7.1. Mandate: to make recommendations to GPC, or relevant subcommittee, regarding the following:

- 7.7.1.1. To recommend program-specific criteria and procedures for TRSM YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and approved by YSGS Dean;

- 7.7.1.2. 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
- 7.7.1.3. To ratify the YSGS membership list on an annual basis and submit it to the Dean of YSGS.
- 7.7.2. Committee Composition: GPDs, GPC Chair as ex-officio member, 3 elected faculty members who are members of GPC, and the DGPA or designate, and GPA as a non-voting member.

## **7.8. Ad Hoc Committees**

- 7.8.1. The GPC may constitute ad-hoc committees to address specific topics.
- 7.8.2. Membership of ad-hoc committees will be determined at the time the committee is constituted. In general, Ad Hoc committee membership will be selected through acclamation or election from either GPC members or faculty eligible to be elected to GPC.
- 7.8.3. 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.