

**UNIVERSITY OF TORONTO**  
**THE GOVERNING COUNCIL**  
**REPORT NUMBER 174 OF THE COMMITTEE ON**  
**ACADEMIC POLICY AND PROGRAMS**

**May 12, 2015**

To the Academic Board,  
University of Toronto

Your Committee reports that it met on Tuesday, May 12, 2015 at 4:10 p.m. in the Council Chamber, Simcoe Hall, with the following present:

Professor Elizabeth M. Smyth (Chair)	Ms Jeannie Kim
Professor Maydianne Andrade (Vice-Chair)	Ms Lorraine McLachlan
Professor Sioban Nelson, Vice-Provost, Academic Programs and Vice- Provost, Faculty and Academic Life	Professor Emmanuel Nikiema
Professor Locke Rowe, Vice-Provost, Graduate Research and Education, Dean of the School of Graduate Studies	Professor Russell Pysklywec
Ms Halla Ahmed	Professor Vincent Tropepe
Ms Shakira Brathwaite	Professor Sandy Welsh, Vice-Dean, Graduate Programs, Faculty of Arts and Science
Professor Markus Bussman, Vice-Dean, Graduate Studies, FASE	Mr. Richard Levin, Executive Director, Enrolment Services and University Registrar
Mr. Ken Chan	<b>Secretariat:</b>
Professor Robert B. Gibbs	Mr. Patrick F. McNeill

**Regrets:**

Professor Zhong-Ping Feng	Professor Elizabeth Peter
Ms Stephanie Gaglione	Professor Sonia Sedivy
Professor Tara Goldstein	Professor Markus Stock
Professor Paul Kingston	Professor Nhung Tuyet Tran
Dr. Graeme W. Norval	Ms Alena Zelinka

In Attendance:

Professor Julie Audet, Associate Director, Graduate, Institute of Biomaterials and Biomedical Engineering

Professor Peter Christoffersen, PhD Coordinator, Finance, Rotman School of Management

Professor Susan Christoffersen, Vice-Dean, Pre-Professional Programs, Rotman School of Management (Rotman)

Ms Jennifer Francisco, Coordinator, Academic Change, Office of the Vice-Provost, Academic Program

Professor Sabastian Jaimungal, Department of Statistical Sciences, Faculty of Arts and Science (FAS)

Professor Tiff Macklem, Dean, Rotman School of Management

Professor Molyn Leszcz, Interim Chair, Department of Psychiatry (Faculty of Medicine)

Dr. Daniella Mallinck, Acting Director, Academic Programs, Planning and Quality Assurance, Office of the Vice-Provost, Academic Programs

Professor Amy Mullin, Vice-Principal Academic and Dean, University of Toronto Mississauga (UTM)

Professor Soo Min Toh, Associate Chair, Department of Management, UTM

Professor James Stafford, Chair, Department of Statistical Sciences, FAS

Ms Mae-Yu Tan, Acting Coordinator, Academic Planning and Reviews, Office of the Vice-Provost, Academic Programs

Professor Trevor Young, Dean, Faculty of Medicine

Professor Xiaodong Zhu, Chair, Department of Economics, UTM

Ms Elisa Zuliani, Senior Lecturer in Accounting, Rotman

ITEMS 3, 4 and 5 ARE RECOMMENDED TO THE ACADEMIC BOARD FOR APPROVAL.

Members agreed to amend the Agenda, moving Item 13 on the original Agenda to Item 2 of the revised Agenda.

The Chair welcomed members and guests to the last meeting of the 2014-2015 governance year. Professor Smyth noted that members would receive an email from the Secretary inviting them to complete an end-of-the-year survey. The feedback would be useful in planning future meetings of the Committee.

### **1. Report on Reviews of Clinical Departments, 2014-2015**

The Chair reminded members that the Committee had general responsibility for monitoring the quality of education and the research activities of the University, and received annual reports on the reviews of academic units and programs. The report on the reviews of clinical departments had been brought forward to the Committee for information.

Professor Nelson reported that one external review of a clinical department, the Department of Psychiatry, was commissioned by the Dean of the Faculty of Medicine in 2014-15. The review was very positive and the decanal response and implementation plan had addressed those issues outlined in the submission.

In response to a member's question, Professor Nelson stated that reviews of clinical departments were outside of the scope of the *University of Toronto Quality Assurance*

*Process* (UTQAP) review process. They did not house degree programs but made unique contributions to the Faculty's education programs, and the Dean had adopted a review process modelled on that of the UTQAP .

Professor Young commented that the rigour of the review process and the resulting feedback were helpful to the Faculty and the clinical department.

## **2. Report on Reviews of Graduate Collaborative Programs: 2014-2015**

Professor Smyth stated that she had chaired the 2014-15 reviews of graduate collaborative programs. The Chair stepped out of the Chair and the Vice-Chair assumed the Chair for consideration of Item 2 on the revised Agenda.

The Vice-Chair reported that six external reviews of collaborative programs commissioned by the Vice-Provost, Graduate Research and Education and Dean of the School of Graduate Studies had been conducted in 2014-15 and were presented to the Committee for information: Faculty of Arts and Science (Asia-Pacific Studies, Environmental Studies, Ethnic and Pluralism Studies, and Sexual Diversity Studies); and, Faculty of Medicine (Neuroscience and Women's Health).

Professor Nelson stated that the scope of the UTQAP included collaborative programs. She emphasized the importance of the learning outcomes of a collaborative program, which were in addition to those supported by the student's home program.

Professor Rowe reported that all six reviews were extremely positive. The programs had remained relevant, all had enjoyed a strong demand for admission, and each had had their Memorandum of Agreement renewed. Professor Rowe expressed his thanks to the Directors and administrative staff of the six collaborative programs for their hard work and commitment.

Professor Smyth assumed the Chair.

## **3. Master of Financial Insurance, Department of Statistical Studies, Faculty of Arts and Science**

The Chair stated that the Committee had the authority to recommend to the Academic Board the approval of new graduate programs and degrees.

Professor Nelson noted that the proposed program was one of eight new graduate programs that had been presented to the Committee since UTQAP was established. It had been developed in consultation with the Master of Mathematical Finance program, the Department of Economics and the Rotman School of Management. The curriculum would consist of a series of highly cross-disciplinary courses that would be focused on real-world problems, drawing on insurance, finance, statistical and mathematical tools and methods.

Professor Stafford commented that the Department of Statistical Sciences had enjoyed a long history of training actuaries and insurance specialists. He noted that students that entered the program would need to demonstrate significant exposure to statistics, computer science and mathematics. Professor Stafford stated that he viewed the new program as

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being beneficial not only to U of T and the province of Ontario, but to the industry and society as a whole.

In response to a member's question, Professor Welsh explained that the reviewers had noted that eventually adding to the faculty complement in the areas of actuarial science and mathematical finance would benefit the new program and other offerings in this area. The Faculty was aware of this need and anticipated increasing these resources.

On a motion duly moved, seconded and carried

**YOUR COMMITTEE RECOMMENDED**

THAT the proposed Master of Financial Insurance Program, which will confer the new M.F.I., as described in the proposal from the Faculty of Arts and Science dated April 2015, be approved effective September 1, 2016.

**4. Professional graduate program in Biomedical Engineering within the existing M.Eng., IBBME, Faculty of Applied Science and Engineering**

Professor Nelson stated that the proposed new graduate program in Biomedical Engineering offered by the Institute of Biomaterials and Biomedical Engineering would be a full-time, three-session, professional degree program, which included an internship. The program curriculum would focus on the development and design of biomedical devices with a significant emphasis on biomedical sciences, biomedical engineering technology, commercialization and entrepreneurship.

A member complimented those involved with the development of the degree program, and noted that the external reviewers had made a number of thoughtful comments and recommendations, which had been incorporated into the final proposal.

On a motion duly moved, seconded and carried

**YOUR COMMITTEE RECOMMENDED**

THAT the proposed Biomedical Engineering graduate program as an additional offering within the existing Master of Engineering degree, as described in the proposal from the Faculty of Applied Science and Engineering dated April 20, 2015, be approved effective September 1, 2016.

**5. Master in Financial Risk Management (Rotman)**

Professor Nelson stated that the proposed new graduate program would be offered over 8 months using a cohort-based model and would be the only masters-level program specializing in financial risk management in Ontario. The program was targeted to students with strong quantitative skills who had recently completed their undergraduate studies in business, commerce, economics, math, engineering or actuarial science, who had little or no work experience, and who had wished to pursue a career in financial risk management.

Professor Macklem also noted that the proposed program was the result of a highly consultative process involving the UTM and UTSC management cognate units; and the Faculty of Arts and Science. The Rotman School of Management had one of the strongest faculty complements in the world specializing in Financial Risk Management, an emerging area of scholarly research. Professor Macklem stated that he expected that there would be strong demand for the new program.

A member commented that financial risk management was a “top of the industry” issue and that the program would place U of T and Rotman on the forefront, globally.

On a motion duly moved, seconded and carried

**YOUR COMMITTEE RECOMMENDED**

THAT the proposed Master of Financial Risk Management, which will confer the new degree M.F.R.M., as described in the proposal from the Rotman School of Management dated April 2015 be approved effective September 1, 2016

**6. Graduate Diploma in Professional Accounting (Rotman)**

The Chair stated that the Committee approved new diploma programs and certificate programs as required by the University’s *Policy on Diploma and Certificate Programs*.

Professor Nelson explained that this would be the first graduate diploma proposal to be presented to the Committee under the UTQAP. The proposal was developed by the Rotman School of Management in response to changes to the qualifications needed by students to obtain their professional accounting certification. The professional G.Dip.P.A. diploma program would be a master’s level, stand-alone, direct-entry diploma. Professor Nelson said that new graduate diplomas would undergo an expedited approval process, which means they were not subject to external appraisal. They would be approved by the Quality Council.

Professor Macklem commented that accounting represented a large portion of Rotman’s undergraduate program offerings and that it was important to continue to attract the best students. He also noted that the program was proposed in response to the convergence of accreditation requirements by both the Chartered Professional Accountants of Ontario (CPA Ontario) and the Chartered Professional Accountants of Canada (CPA Canada).

In response to several questions, Professors Macklem and Christoffersen stated that the program would be offered only over the summer term (May – July). A summer program would be more attractive to recent graduates from the tri-campus undergraduate programs in accounting. Resources would be available during the summer term and timing was important, as employers would seek potential candidates in the fall. The diploma program was in the process of being accredited by CPA Ontario and CPA Canada.

Professor Welsh expressed thanks to Professor Macklem noting that the new program would be beneficial to students enrolled in the St. George campus Commerce program jointly delivered by the FAS and the Rotman School of Management and that the FAS could not have delivered the program on its own.

On a motion duly moved, seconded and carried

IT WAS RESOLVED

THAT the proposed new Graduate Diploma in Professional Accounting, as described in the attached proposal from the Rotman School of Management, dated April 25, 2015, be approved effective May 1, 2016.

**7. Closure of Major in Human Resources and Industrial Relations, Department of Economics, UTM**

The Chair stated that for the next two agenda items, both from the UTM, the Committee approved the closures of undergraduate programs within an existing degree, as defined by the UTQAP.

Professor Nelson provided some context with respect to the proposal noting that under the UTQAP, program creation, review, change and closure were all normal parts of the cycle of program evolution.

Professor Nelson stated that admissions were administratively suspended in August, 2012 and that closing the Major in Human Resources and Industrial Relations would eliminate overlaps between new and existing programs offered by the Department of Economics, the Department of Management and other cognate departments; and would streamline the offering in the area of human resource management and industrial relations.

In response to a question, Professor Mullin noted that the Department of Economics had undergone an external review in March, 2014. She stated that it would have been premature to close the program when the stream in Human Resource Management and Industrial Relations within the Specialist in Management program was approved, because the Department would have lost the opportunity to benefit from any suggestions received from the reviewers.

On a motion duly moved, seconded and carried

IT WAS RESOLVED

THAT the proposed closure of the Major in Human Resources and Industrial Relations undergraduate program, to which admissions have already been suspended as described in the attached proposal from the University of Toronto Mississauga dated March 2015, be approved with an anticipated program closure date of August 30, 2017.

**8. Closure of Specialist in Commerce: Human Resource Management, Department of Management, UTM**

The Chair advised that the Committee approved the closure of undergraduate programs within an existing degree, as defined by the UTQAP.

Professor Nelson stated that the proposal for the closure of the Specialist in Commerce: Human Resources Management at the UTM, was in response to a departmental curriculum review, which had found that this program was not serving UTM students, and addressed changes to the labour market. The Management Department had decided to close it and replace the program with a more comprehensive stream as part of the Specialist in Management program called Human Resource Management and Industrial Relations.

Professor Nelson noted that admissions to the program were administratively suspended on July 1, 2014; and the effective date of the closure would be August 30, 2020, when all of the current students were expected to have graduated.

Professor Mullin added that the new stream, as part of the Management Specialist program leading to a Bachelor of Business Administration, had required students to complete 14 full course equivalents, and not 17 as had been required in Specialist in Commerce program, which would provide more flexibility to students.

On a motion duly moved, seconded and carried

IT WAS RESOLVED

THAT the proposed closure of the Specialist Commerce: Human Resources Management undergraduate program, to which admissions have already been suspended as described in the attached proposal from the University of Toronto Mississauga dated February 2015, be approved with an anticipated program closure date of August 30, 2020.

## **9. Ontario Co-Operative Education Tax credit: Approved List of Programs**

The Chair stated that the Committee had general responsibility for policy on, and for monitoring, the quality of education of the University.

Professor Nelson reported that the list of University of Toronto programs eligible for the Ontario Co-operative Education Tax Credit was brought forward annually to AP&P. The provincial regulations required eligible educational institutions to submit a list of programs that meet the criteria of eligibility to the Ministry of Finance.

Professor Nelson stated that the Master of Information program with co-op option was a new addition to the list for 2015-2016. There were no further program additions or deletions to report. She noted that the University provided many other internships, co-operative programs, and experiential opportunities in a range of undergraduate and graduate programs. This list was simply specific to the purpose of enabling employers to obtain the tax credit.

In response to an observation by a member, Professor Welsh explained that many of the listed programs were from the UTSC, as UTSC had distinguished itself by offering experiential learning programs eligible for the tax credit .

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On motion duly moved, seconded and carried

**IT WAS RESOLVED**

THAT the 2015-16 List of University of Toronto Programs Eligible for the Ontario Co-Operative Education Tax Credit, dated May 12, 2015 be approved.

**CONSENT AGENDA**

On motion duly moved, seconded and carried

**YOUR COMMITTEE APPROVED**

THAT the consent agenda be adopted and items approved.

**10. Report of the Previous Meeting: Report 173 – March 31, 2015**

Report Number 173 (March 31, 2015) was approved.

**11. Business Arising from the Report of the Previous Meeting**

There was no business arising from the report of the Previous Meeting.

**12. Date of Next Meeting:**

Members were reminded that the next meeting was scheduled for September 15, 2015 at 4:10 p.m.

**13. Academic Programs: Annual Report on Major Modifications to Degree and Diploma Programs Approved by Divisional Councils**

The Chair reminded members that Faculty Councils of the academic divisions and the Academic Affairs Committees of the University of Toronto Mississauga and the University of Toronto Scarborough had delegated authority to approve modifications to existing degree programs. The Committee received for information an annual report on modifications to existing programs that were defined in the University of Toronto Quality Assurance Process (UTQAP) as major modifications.

Professor Nelson commented that a considerable number of academic changes (major and minor) were reflected in the report, indicating the nature and breadth of academic change during the past year, including free-standing minors, new streams, closures, combined programs, etc.

**14. Reports of the Administrative Assessors**

Mr. Levin presented the annual report on the establishment and termination of transcript notations. He noted that in March 2015, the University was affected by a labour disruption.

As a result, some students were graded on the University's approved Credit/No Credit scale, rather than receiving a letter or numeric grade, for courses completed in Winter 2015. Mr. Levin advised that a notation would be included in all transcripts for the Winter session. He referred members to the *Guide for Reading a Transcript* website which had contained additional information on the notation: <http://www.transcripts.utoronto.ca/guide/>

Professor Nelson reported that in the Winter 2015 session, 4,500 courses had been offered across all divisions of the University and many of these courses had not been disrupted by the strike by the teaching assistants. Of the courses that had been impacted, for the most part, instructors had found ways to make changes within the range of normal processes, or by using the provisions of the *University Assessment and Grading Practices Policy* to ensure that students were able to complete the term despite the difficult conditions. In only 32 of the 4,500 courses had instructors and divisions been unable to make such changes. At the request of divisions, the Provost had declared disruption in those 32 courses. One course disruption had been declared in the Faculty of Information and the remainder were spread evenly across the Faculty of Arts and Science, the University of Toronto Mississauga, and the University of Toronto Scarborough. Professor Nelson stated that no courses were cancelled and the winter 2015 term had not been extended.

## 15. Other Business

The Chair thanked all members for their service on the Committee over the past year; and for their careful review of agenda material and for their thoughtful and efficient participation in the Committee's business, particularly in the two meetings that had been devoted to the Committee's review of Reviews of academic programs and units. She thanked Professor Andrade for her work as Vice-Chair.

The Chair extended thanks to Professor Nelson for her excellent presentations of items of business and for her overall leadership; and to the administrative assessors for their contributions to the work of the Committee.

The Chair thanked Dr. Daniella Mallinick, Ms Mae-Yu Tan and Ms Jennifer Francisco, from the Office of the Vice-Provost, Academic Affairs, who had played a key role in the work of the Committee, including the coordination of the flow of business, advising the divisions on what was needed in terms of governance consideration of their proposals, drafting cover sheets, and much more. Professor Nelson also thanked the members of the Governing Council Secretariat who had supported the Committee over the past year.

The Chair wished members a safe and enjoyable summer.

The meeting adjourned at 5:15 p.m.

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Acting Secretary

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Chair

May 13, 2015