



**Proposed Revisions**

**COMMITTEE ON ACADEMIC POLICY AND PROGRAMS  
TERMS OF REFERENCE**

**1. MEMBERSHIP**

**1.1 Composition**

Total membership is approximately 31, of whom 6 are students. The membership is broadly representative of the academic divisions. Two assessors, selected by the President, are members *ex officio*.

The composition of the Committee on Academic Policy and Programs is as follows:<sup>1</sup>

	<b>GOVERNING COUNCIL</b>	<b>NON-GOVERNING COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	0-1	1-0	1
Alumni and	0-1	0-1	1
LGIC Appointees	0-1		1 <sup>2</sup>
Teaching Staff	0-2	16-14	16
Students	1	5	6
Presidential Assessors			2
<i>Ex Officio</i>			
Chancellor	1		1
Chairman	1		1
Vice-Chair	1		1
President	1		1
<b>TOTAL</b>			<b>31</b>

The Secretary of the Governing Council is a non-voting *ex officio* member of the Committee. The President may appoint annually University Officers as non-voting assessor members of the Committee.

**1.2 Term**

Terms are for one year, beginning July 1, and may be renewed.

<sup>1</sup> Governors may or may not be members of the Academic Board. Non-governors must be members of the Board. When sufficient governors are not available, the number of non-governor members is increased to the required total. The total size of the Committee may be varied slightly, up or down, with the approval of the Chair of Governing Council.

<sup>2</sup> If no LGIC Appointee wishes to serve, a second alumni member, from Governing Council or the Academic Board should be appointed.

### **1.3 Chair and Vice-Chair**

The Chair and Vice-Chair shall be appointed by the Academic Board.

## **2. QUORUM**

One-third of the voting members (normally 11).

## **3. FUNCTION**

The Committee, which reports to the Academic Board, has general responsibility for policy on, and for monitoring, the quality of education and the research activities of the University.

In fulfilling this responsibility, the Committee oversees policy matters such as admissions, awards, academic regulations, grading practices, research and the products of research, and academic services. Some policy issues concern only one academic division. Others are matters of University-wide concern.

The Committee is responsible for reviewing and, at times, approving, changes to admission and program regulations, curriculum, degree requirements and academic regulations. Much of the Committee's work in those areas arises from proposals from the academic divisions, which have been approved by the relevant divisional councils. The Committee will not normally amend proposals forwarded by a divisional council unless the amendment(s) is/are deemed by the Chair or the senior Presidential assessor to be minor. Such proposals may be accepted, rejected, or referred back to the divisional council. If accepted by the Committee, the proposal may be received for information, approved by the Committee, or recommended to the Academic Board for approval, depending on the nature of the proposal.

The Committee on Academic Policy and Programs approves or recommends to the Academic Board of the Governing Council for consideration the following:

- amendments to divisional academic policies or practices, or amendments to University-wide policy in academic matters;
- new academic programs<sup>3</sup> including joint programs with external institutions, and their academic content and requirements, and the closure of academic programs
- major changes in academic regulations;
- the establishment of new diploma and post-secondary certificate programs with approval as required by the Policy on Diploma and Certificate Programs, and the closure of such diploma and post-secondary certificate programs;
- the establishment, amendment or rescission of University-wide policy with respect to grading practices and examinations;
- policy on academic services (such as the Library, information and computing services);
- policy on research;

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<sup>3</sup> The University's Quality Assurance Process, draft dated February 9, 2011, defines new programs as new undergraduate degrees, undergraduate specialists and majors, graduate programs and degrees, graduate diplomas, collaborative graduate programs, and new fields in an existing graduate program. That definition, and this note, are subject to change from time to time. Any change will be reported to the Committee for information.

- policy on earned degrees, diplomas and certificates;
- policy on admissions and awards;
- joint programs with external institutions.

The determination of whether a proposal is major or minor is made by the Chair of the Committee, on the advice of the agenda planning group, based on documentation from the division.

#### **4. AREAS OF RESPONSIBILITY**

The approval levels describe below are summarized in tabular form in Attachment “A”.<sup>4</sup>

##### **4.1 Admissions policies and practices**

New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for consideration.

##### **4.2 Awards policies and practices**

The establishment, termination or major amendment of policies on student awards are considered by the Committee on Academic Policy and Programs and forwarded to the Academic Board for approval. Minor amendments may be approved by the Committee on Academic Policy and Programs.

##### **4.3 Academic regulations**

The Committee on Academic Policy and Programs has authority for approval of changes to academic regulations and other matters affecting divisional calendars, for example, but not limited to, appeal procedures and standards of professional behaviour.

##### **4.4 Academic program proposals**

The Committee on Academic Policy and Programs considers academic program proposals forwarded from divisional councils.

Where it considers it appropriate:

- (a) The Committee recommends to the Academic Board approval of proposals for:
- (i) undergraduate programs leading to new degrees;
  - (ii) graduate programs and degrees;
  - (iii) the closure of existing degree programs;
  - (iv) the addition and termination of joint degrees and programs with external institutions;
  - (v) the renaming of degrees; and

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<sup>4</sup> The table is meant as a general guide. Decisions are made by the Chair in consultation with the Senior Assessor and the Agenda Planning Group.

(vi) programs that establish significant new academic directions for a Faculty or are anticipated to have a substantial impact on relationships amongst divisions or with the public.

Note 1: Where a proposal in these categories will have substantial resource implications requiring an addition to a division's approved budget, the senior assessor to the Planning and Budget Committee (or designate) will bring to that Committee a proposal for review of the planning and resource implications of the proposal, for action with respect to the resource implications, and for concurrence with the recommendation of the Committee on Academic Policy and Programs for approval of the proposal.

Note 2. Where a proposal for the disestablishment of an academic unit is to be made to the Planning and Budget Committee, the senior assessor to that Committee (or designate) will forward that proposal to the Committee on Academic Policy and Programs for information.

- (b) The Committee approves proposals for:
- (i) new programs within an existing degree, as defined in the University of Toronto Quality Assurance Process<sup>5</sup>, and other than those in (a) above; and
  - (ii) diploma programs, including graduate diploma programs, as required by the University's Policy on Diploma and Certificate Programs; and
  - (iii) collaborative graduate programs and new fields in existing graduate programs.

The Councils of the academic divisions have delegated authority to approve:

- (a) modifications to existing degree programs;

The Committee on Academic Policy and Programs receives for information an annual report on modifications to existing programs that are defined in the University of Toronto Quality Assurance Process as major modifications.<sup>6</sup>

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<sup>5</sup> The University's Quality Assurance Process, draft dated February 9, 2011, defines new programs as new undergraduate degrees, undergraduate specialists and majors, graduate programs and degrees, graduate diplomas, collaborative graduate programs, and new fields in an existing graduate program. That definition, and this note, are subject to change from time to time. Any change will be reported to the Committee for information.

<sup>6</sup> The University's Quality Assurance Process, dated February 9, 2011, defines a major modification as follows. A major modification of a program is a restructuring of a program, a merger of existing programs or a refreshing of a program in order to keep it current with its academic discipline. Under the scope of 'Major Modification' is included:

- a) Requirements that differ substantially from those existing at the time of the previous cyclical program review;

- (b) transcript notations within existing degree programs;

The Committee on Academic Policy and Programs receives for information an annual report on the establishment and termination of transcript notations.

- (c) the establishment, termination and modification of diploma programs and certificate programs, where authority is delegated to the academic divisions in the University's Policy on Diploma and Certificate Programs;

The Committee on Academic Policy and Programs receives for information an annual report on such actions where reporting is required by the Policy on Diploma and Certificate Programs.

#### **4.5 Examinations and Grading practices**

The establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations is normally considered by the Committee on Academic Policy and Programs and forwarded by the Committee with its recommendation for approval to the Academic Board.

Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy are forwarded by the Committee with its recommendation for approval to the Academic Board.

Major amendments to divisional practices and policies which are consistent with the University-wide policy but have a major impact on the division will be approved by the Committee.

[Minor amendments to divisional practices consistent with the University's policy are approved by the divisional councils and reported to the Vice-President and Provost.]

#### **4.6 Policy on academic services**

Policy matters with respect to academic services (included but not limited to the Library, computing services, student record systems) fall within the terms of reference of the Committee on Academic Policy and Programs. Such policies are considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval to the Academic Board.

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- b) Significant changes to the learning outcomes;
  - c) Significant changes to the faculty engaged in delivering the program and/or to the essential physical resources as may occur, for example, where there have been changes to the existing mode(s) of delivery (e.g., different campus, online delivery, inter-institutional collaboration);

This definition, and this note, are subject to change from time to time. Any change will be reported to the Committee for information.

#### 4.7 Earned degrees, diplomas and certificates

Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements, are considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval to the Academic Board.

#### 4.8 Research policy

Policy on research is considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval to the Academic Board. Research policies deal with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations. [The Planning and Budget Committee has responsibility for policy on planning including the strategic planning framework for research.]

#### 4.9 Monitorial responsibilities

The Committee is responsible for monitoring academic matters as may be required by general policy, as specified herein or by resolution of the Academic Board, the Executive Committee or the Governing Council. The Committee receives annual reports or such more frequent regular reports as it may determine, on matters within its purview, including reports on the following:

- Reviews of Academic Units and Programs;
- Major modifications to programs, as approved by divisional Councils;
- Establishment and termination of transcript notations within existing degree programs;
- ~~Student Financial Support;~~
- ~~Research and international activities;~~
- Student awards.

Deleted: <#>Connaught Committee activities;¶

### 5. PROCEDURES

The Committee on Academic Policy and Programs usually meets in open session.

In order to carry out its mandate, the Committee receives for its approval proposals from the academic divisions of the University which have been approved by the relevant divisional councils.<sup>7</sup>

In establishing agendas for meetings of the Committee, the Chair normally will be advised by a planning group that includes the Vice-Chair, and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning group meeting scheduled ten to fourteen days prior to the Committee meeting.

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<sup>7</sup> Divisional proposals are reviewed by the Senior Assessor to the Committee. All proposals are submitted to the Committee through the Office of the Vice-President and Provost, which recommends items to the Committee through the Senior Assessor.

The Chair of the Committee, with the advice of the Committee's agenda planning group and subject to the duly established authority of the Agenda Committee of the Academic Board, the Academic Board, and the Executive Committee of Governing Council, has the authority to interpret the terms of reference of the Committee with respect to whether an item should be placed on the Committee's agenda (for approval or discussion) or should be circulated for information and/or comment apart from the Committee's agenda.

Revisions approved by Governing Council May 19, 2011

Revisions approved by Governing Council May 23, 2002