



**TO:** Members of the Academic Board

**SPONSOR:** Louis Charpentier, Secretary of the Governing Council

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**DATE:** April 3, 2012 for April 10, 2012

**AGENDA ITEM:** 1b vi)

**TITLE OF ITEM OF BUSINESS:** Constitutional Amendments: Woodsworth College

**ACTION:**

For Approval

**JURISDICTIONAL INFORMATION:**

The Governing Council has the authority to establish faculty and college councils and to determine the composition, powers, and duties of those councils under the provisions of the *University of Toronto Act, 1971*, Section 2 (14)(i).

Section 5.2.2 of the Academic Board's terms of reference calls for amended divisional constitutions to be considered by the Board and confirmed by the Executive Committee. Amendments to By-laws are approved by divisional councils.

**PREVIOUS ACTION TAKEN:**

On October 28, 2010, the Governing Council approved in principle the [Report of the Task Force on Governance](#) and the 32 recommendations outlined in the *Report*. Recommendation 15 provides for the re-distribution of and greater delegation of responsibilities. Specifically, the Task Force recommended that, as a guiding principle, transactional matters be delegated to either the lowest appropriate level within governance, or where appropriate, to the administration, with reporting back of decisions to a suitable level of governance.

An Implementation Committee, established by the Governing Council in October 2010 and led by then Vice-Chair Richard Nunn, was charged with overseeing and coordinating implementation of the Task Force's recommendations, ensuring appropriate participation among relevant bodies of governance, administrative offices and the Secretariat.

At the same time, and in line with the work of the Task Force on Governance, the University approved a new policy governing the Approval and Review of Academic Programs and Units

**PREVIOUS ACTION TAKEN (cont'd)**

(June 24, 2010) and developed the University of Toronto Quality Assurance Process (UTQAP) which was approved by the Ontario Universities Council on Quality Assurance on March 31, 2011. The UTQAP reflects the delegation to universities of an important degree of responsibility and authority over the quality of their academic programs. At the same time it provided a new definition of categories of academic change and envisaged the delegation to Faculty Councils of an important degree of authority and responsibility for that academic change.

Together, these two processes culminated in revisions to Board and Committee Terms of Reference and led to Governing Council approval in May 2011 of the re-alignment of responsibilities among the Committee on Academic Policy and Programs, the Planning and Budget Committee, the Academic Board and the divisional councils with respect to academic program review and approval.

In June, 2011, Principals and Deans were advised of the need for amendments to the constitutions of the academic divisions arising from changes to the approval processes for proposals for new academic programs and modification of existing programs. During the summer and early fall, 2011, representatives from the Office of the Governing Council and the Office of the Vice-President and Provost met with divisional representatives to discuss the required constitutional and related by-laws changes as well as the implications for divisional processes. Updated templates for divisional constitutions and by-laws were provided in order to enable greater consistency across the University, and divisional representatives were encouraged to draw freely from the templates when drafting revisions to their documents.

Amendments to the Woodsworth College Constitution were previously approved by the Executive Committee of the Governing Council on April 16, 2001. In September of 2011, upon the request of the Office of Governing Council and in consultation with Ms Mae-Yu Tan, Assistant Secretary of the Governing Council, and Dr. Jane Harrison, Director, Academic Programs and Policy, Office of the Vice-President and Provost, work was undertaken by Ms Stephanie Woodside, Assistant to the Principal of Woodsworth College and Secretary of the Woodsworth College Council, to incorporate into the Woodsworth College Council Constitution changes to the approval processes for proposals for new academic programs and the modification of existing programs. As well, changes were made to the Woodsworth College Constitution to bring the text into conformity with University norms, as per templates provided by the Office of Governing Council. No other major constitutional changes were made at this time.

These proposed changes were brought to the attention of Woodsworth College Council at its January 18, 2012 meeting, for information only. The draft revised constitution was then presented to the Provost's Advisory Group (PAG) on February 27, 2012 and sent to the Faculty of Arts and Science (FAS) for comments. Small modifications requested by both PAG and FAS were incorporated. As well, prior to presentation to the Woodsworth College Council, some additional small changes were made to the document. The revised constitution was presented and approved at the March 27, 2012 meeting of the Woodsworth College Council.

## HIGHLIGHTS:

All divisions were asked to incorporate into their constitutions provisions for the following powers and duties of Council and this was done in the case of Woodsworth College.

- **Academic Programs**
  - Council's responsibility for overseeing the content of academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses sponsored by the College.
  - Council's authority to recommend for approval to FAS proposals for new academic programs.
  - Council's authority to recommend for approval to FAS proposals for major and minor modifications to existing academic programs. (Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change.)
  - Council's authority to recommend for approval to FAS proposals for the modification of existing diploma and certificate programs, pursuant to the University's *Policy on Diploma and Certificate Programs*.
  
- **Review of Academic Programs and Units**

Council's responsibility to consider and discuss a review report of an academic program and/or unit of the College, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

Additional amendments to the Woodsworth College Council's constitution represent a re-organization and updating of the document in order to follow more closely the constitutional template provided by the Office of the Governing Council to all divisions. As well, the opportunity was taken to make minor housekeeping and editorial changes.

Highlights of changes are as follows.

- Definitions, Section 2. III and V - The definitions for "Student" and "Other Academic Appointee" were added.
- Powers, Duties and Responsibilities of the Principal, Section 5: This section was added to align with the template.
- Membership of Council, Section 6. I - II:
  - The list of *ex-officio* members was moved from the by-laws to the constitution and "Vice-Principal" was added to the list of *ex-officio* members.
  - The list of "Other Voting Members" was amended to include:
    - Eight Members of the Teaching Staff
    - Five Other Academic Appointees
- Quorum, Section 7. VI: This text was moved from the by-laws to the constitution.

- Meetings, Section 9. II – III: This text was moved from by-laws to the constitution.
- Meetings, Section 9. IV: This text was moved from Appendix 2. 5 of the by-laws.

**BUDGETARY/FINANCIAL IMPLICATIONS:**

N/A

**ACTION:**

Be It Recommended

THAT, subject to confirmation by the Executive Committee, the amended Constitution of the Woodsworth College Council, which was approved by Council on March 27, 2012, be approved.