



OFFICE OF THE GOVERNING COUNCIL

Memorandum

To: Members of the Committee on Academic Policy and Programs

From: Louis Charpentier, Secretary of the Governing Council

Date: May 10, 2002

Item Identification

Revised Terms of Reference for the Committee on Academic Policy and Programs
Revised Guidelines on Divisional Submissions

Sponsor

Louis Charpentier, Secretary of the Governing Council

Jurisdictional Information

The Governing Council approves Terms of Reference for its Boards and Committee. The first step in this process is the approval of the Terms of Reference by the Committee itself.

Background Information

One of the objectives for Governing Council for this governance year was to update terms of reference of all the committees and boards of the Governing Council. Accordingly, the senior staff in the Office of the Governing Council has reviewed the current terms of reference with the intent of updating each to reflect current practice. Proposals for changed or rearranged wording, or additions/deletions are to clarify the particular function of each body and the relationships among the various bodies, or between a parent Board and its committee(s). In some instances, new wording is proposed to facilitate the functioning of the committee or board where new requirements for accountability could not have been foreseen when the current terms of reference were approved. Ideally, the changes proposed also will serve to remove ambiguity or vagueness from the terms of reference and will support both the Governing Council and the administration in the approval process.

Highlights

Many changes are to comply with a consistent format or to reflect current terminology:

- the membership is displayed in an easy-to-read table;
- statements of quorum and terms have been added;
- footnotes have been added to clarify ambiguities in the terms where it does not make sense to add the clarifying statement into the body itself;
- the references to academic services have been changed to make them more generic; and
- a section on Committee procedures has been added, including a description of the Agenda Planning Group.

Square brackets have been placed around sections that, although they are useful for providing the overall picture, are not within the Committee's responsibility and which seem better placed within the text than in a footnote.

The following sections have been expanded to codify what has been normal practice consistent with the current Terms. These include:

- Section 3, page 2: clarification of the determination of 'major' or 'minor' proposals;
- Section 4.4, page 3: clarification of the approval process for academic program proposals; and
- Section 4.9, page 4: a new section outlining general and specific monitorial responsibilities of the Committee.

The Guidelines for Divisional Submissions have also been revised to clarify the approval process, consistent with the revised Terms of Reference. Included in these revisions are:

- The inclusion of joint programs with external institutions in the list of matters considered by the Committee;
- A description of the various levels of approval and the process by which the necessary level of approval is determined; and
- A reminder that programs may not be advertised until the appropriate approval has been received.

Action Sought

Approval of the following motions:

That the proposed revised Terms of Reference for the Committee on Academic Policy and Programs dated May 10, 2002 be recommended to the Academic Board for approval, effective July 1, 2002.

That the revised Guidelines for Divisional Submissions dated May 10, 2002 be recommended to the Academic Board for approval, effective July 1, 2002.

COMMITTEE ON ACADEMIC POLICY AND PROGRAMS

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Total membership is approximately ~~26-27~~ 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:¹

	<u>GOVERNING COUNCIL</u>	<u>NON-GOVERNING COUNCIL</u>	<u>TOTAL</u>
Administrative Staff	0-1	1-0	1
Alumni and LGIC Appointees	0-1	0-1 1-0	1
LGIC Appointees	0-1		0-1 ²
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
TOTAL			31

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.

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).

¹ 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.

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

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 offered by of the University.

In fulfilling this responsibility, the Committee oversees policy matters within the Committee's purview include such matters 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.

In addition 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 concerning curriculum and regulations arises from deliberations of divisional councils. The Committee will not normally amend such a proposal forwarded by a divisional council unless the amendment(s) is/are deemed by the Chair or the senior Presidential assessor to be minor. Rather, a proposal requiring amendment will be referred back to the divisional council.

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;
- the academic content and requirements of all new degree programs;
- all major changes within existing academic programs³ or in academic regulations;
- 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;
- policy on earned degrees, diplomas and certificates;
- policy on admissions and awards;
- joint programs with external institutions.

In order to carry out its mandate, the Committee receives for its consideration proposals from the academic divisions of the University which have been approved by the relevant divisional councils. Proposals may be accepted, rejected, or referred back to the originating body by the Committee. 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.⁴

³ Here "programs" includes the curriculum within a particular degree. Examples are: specialist, major and minor programs in Arts and Science, and changes in curriculum within a professional degree, such as revisions to degree requirements.

⁴ The Report of the Chairman's Advisory Committee on Governance, 1988 (Balfour Report) endorsed the procedural principle that a Committee or Board of the Governing Council should normally limit itself to approve, reject or refer back motions which come before it. The most detailed discussion of any item should occur at the entry level Committee. A table illustrating levels of approval is attached to the Terms. The table is meant as a general guide. Decisions are made by the Chair in consultation with the Senior Assessor of the agenda planning group.

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 described below are summarized in tabular form in Attachment "A".

a) 4.1 Admissions policies and practices

~~Amendments~~ Minor changes to individual programs or to divisional practices and policies are normally approved by the Committee on Academic Policy and Programs.

~~Major~~ New divisional policies and practices, or amendments to existing ones which affect the whole division, al policies or practices or amendments to University-wide policies require are considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval to the approval of the Academic Board, for consideration.

b) 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 requires the approval of to the Academic Board for approval. Minor amendments may be approved by the Committee on Academic Policy and Programs.

e) 4.3 Curriculum and Academic regulations

The Committee on Academic Policy and Programs has authority for approval of changes to programs and academic regulations and other matters affecting divisional calendars, for example, but not limited to, appeal procedures and standards of professional behaviour. With respect to such calendar amendments as individual course additions or deletions and minor program changes, authority is delegated to divisional councils. Major changes, such as the removal or addition of a program stream within a particular degree, are approved by the Committee or forwarded to the Academic Board for approval, depending on the nature of the change.

4.4 Academic program proposals

The Committee on Academic Policy and Programs considers academic program proposals which may be forwarded from divisional councils, forwarded by the Committee to the Academic Board for approval, approved by the Committee, or received for information of the Committee, depending on the nature of the proposa [The administration forwards such change proposals to the Planning and Budget Committee for a review of planning and resource implications.]

All major changes within existing academic programs, and Academic program proposals, including joint programs with external institutions and new degree programs, which involve new academic directions or anticipated significant new directions for a Faculty -are forwarded by the Committee recommended to the Academic Board for

~~consideration with its recommendation for approval.~~ ⁵[The Planning and Budget Committee forwards to the Committee for its information proposals for the disestablishment of academic units.]

d) 4.5 Examinations and Grading practices

The establishment, amendment or ~~repeal~~ 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 ~~brought to the Academic Board through the Committee on Academic Policy and Programs for consideration.~~
~~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.~~

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

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.]

e) 4.6 Policy on academic services

Policy matters with respect to Academic-academic services (such included but not limited to as the Library, computing services, UTCS 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.
~~Recommendations are considered by the Committee and forwarded to the Academic Board for consideration.~~

f) 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 are forwarded to the responsibility of ~~with its recommendation for approval to the Academic Board for consideration.~~

~~Approval of the award of degrees, diplomas and certificates is delegated to any two of the Vice-President and Provost, the Chair and the Vice-Chair of the Academic Board.~~

g) 4.8 Research policy

Policy on research is normally considered by the Committee on Academic Policy and Programs and forwarded with its recommendation for approval brought to the Academic Board through the Committee on Academic Policy and Programs for consideration. Research policies deal with such matters as the use of human and animal subjects, copyright, intellectual property, publication of research results, computer software 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 on matters within its purview, including reports on the following:

- Reviews of Academic Units and Programs;
- Connaught Committee activities;
- Student Financial Support;
- Research and international activities;
- Student awards.

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.⁵

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.

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.

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⁵ 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 to the Committee.

COMMITTEE ON ACADEMIC POLICY AND PROGRAMS

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

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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.

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4. AREAS OF RESPONSIBILITY

The approval levels described below are summarized in tabular form in Attachment "A".

4.1 Admissions policies and practices

Minor changes to individual programs or to divisional practices and policies are normally approved by the Committee on Academic Policy and Programs.

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 with its recommendation for approval to the Academic Board.

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. [The administration forwards such proposals to the Planning and Budget Committee for a review of planning and resource implications.]

All major changes within existing academic programs, and academic program proposals, including joint programs with external institutions and new degree programs, which involve new academic directions or anticipated significant new directions for a Faculty are forwarded by the Committee to the Academic Board with its recommendation for approval. [The Planning and Budget Committee forwards to the Committee for its information proposals for the disestablishment of academic units.]

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.

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 on matters within its purview, including reports on the following:

- Reviews of Academic Units and Programs;
- Connaught Committee activities;
- Student Financial Support;
- Research and international activities;
- Student awards.

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.⁵

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

⁵ 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 to the Committee.

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.

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.

May 10, 2002

Amended May 23, 2002

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Academic Policy and Programs: Guidelines Regarding Levels of Approval

The level of approval required for proposals relating to academic policy and programs under the authority of Governing Council depends upon the magnitude and significance of the proposed changes to existing policy. Policy and program changes specific to particular academic divisions are approved in the first instance by divisional councils. University-wide policy proposals are developed by the central administration. The point of entry for all academic policy and program proposals into University governance is the Committee on Academic Policy and Programs (AP&P). The judgment as to the level of approval warranted for a given proposal is made by the Chair of the Committee on the advice of the agenda planning group. Examples of the types of proposals, by the level of approval warranted, are given in the table below:

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Admission policies			<ul style="list-style-type: none"> • Minor changes to individual programs or to divisional practices and policies 	<ul style="list-style-type: none"> • New divisional policies and practices or amendments to existing ones which affect the whole division or amendments to University-wide policies
Awards policies and practices			<ul style="list-style-type: none"> • Minor amendments 	<ul style="list-style-type: none"> • Establishment, termination or major amendment of policies on student awards
Academic regulations			<ul style="list-style-type: none"> • appeal procedures • standards of professional behaviour 	

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
<p>Academic program proposals</p> <ul style="list-style-type: none"> • minor calendar changes, such as the addition or deletion of a course, without significant implications for the nature of the program or the needs of students; • changes in the semester in which a course is offered; • minor adjustments in the course hours, without significant implications for the objectives of the program; • changes in titles and in course descriptions that reflect normal updating; • purely stylistic changes in calendar material; etc. 	<ul style="list-style-type: none"> • collaborative graduate programs, after approval by the Council of the School of Graduate Studies • flex-time options for PhD studies approved by SGS Council • combined programs where the requirements of the established component programs are not changed • Minor changes within degree programs <p>Certificate programs in continuing education which:</p> <ul style="list-style-type: none"> • Have open admission, but may be targeted to particular professional and quasi-professional areas • comprise a coherent sequence of courses • credit may not be transferred to degree programs • do not register students as University of Toronto students 	<ul style="list-style-type: none"> • changes to curriculum within established degree programs that can be accomplished with existing resources and are not major, e.g.: <ul style="list-style-type: none"> ◦ specialist, major and minor programs in arts and science ◦ changes in professional degree requirements ◦ addition or deletion of program streams within established degree programs; <p>Diploma programs which:</p> <ul style="list-style-type: none"> • require completion of an undergraduate or graduate degree for admission; • comprise a coherent sequence of courses • provide for a mechanism of assessment of student performance • registers students as University of Toronto students who receive diplomas at Convocation 	<p>Changes which:</p> <ul style="list-style-type: none"> • establish a new degree program, or change an existing degree, diploma or post-secondary certificate programs with resulting resource implications; or • establish significant new academic directions for a Faculty; or • are anticipated to have significant impact on relationships amongst divisions or with the public. • Involve joint programs with external institutions. 	

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Academic program proposals			<p>Diploma programs which:</p> <ul style="list-style-type: none"> • may include courses offered for credit in a graduate degree program, for which credit may be transferred if the student enrolls in the degree program <p>Post-secondary certificate programs which:</p> <ul style="list-style-type: none"> • require completion of secondary school as a condition of admission • comprise a coherent sequence of courses • provide for a mechanism of assessment of student performance • registers students as University of Toronto students who receive diplomas at Convocation • may include courses offered for credit in an undergraduate degree program, for which credit may be transferred if the student enrolls in the degree program 	

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Examinations and Grading Policies	<ul style="list-style-type: none"> Minor amendments to divisional practices consistent with the University's policy 		<ul style="list-style-type: none"> Major amendments to divisional practices and policies which are consistent with the University-wide policy but have a major impact on the division 	<ul style="list-style-type: none"> Establishment, amendment or repeal of University-wide policy with respect to grading practices and examinations Major amendments to divisional practices and policies or amendments requiring an exception to University-wide policy
Policy on academic services				<ul style="list-style-type: none"> Policy matters with respect to academic services (included but not limited to the Library, computing services, student record systems
Earned degrees, diplomas and certificates				<ul style="list-style-type: none"> Policy matters affecting earned degrees, diplomas and certificates, including their design and issuance of replacements.

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference

Category of Proposal	Approved by Divisional Council under delegated authority; reported to the Provost's Office for information; no further governance action required	Received by AP&P for information	Approved by AP&P	Recommended by AP&P to Academic Board for approval*
Research policy				<ul style="list-style-type: none"> • Policy on research dealing with such matters as the use of human and animal subjects, intellectual property, publication of research results, inventions and innovations
Monitorial responsibilities		<ul style="list-style-type: none"> • Annual Report on Reviews of Academic Programs & Units • Vice-Provost, Students, Annual Report on Financial Support for Students • Report on Student Awards, New Amended & Withdrawn • Report of the Vice-President, Research and International Relations Connaught Committee Annual Report 		
Other			<ul style="list-style-type: none"> • revised Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity 	

* For levels of approval beyond Academic Board, see Academic Board Terms of Reference