

April 3, 2003

Professor Carolyn Tuohy  
Vice-President, Policy Development  
and Associate Provost  
Room 206, Simcoe Hall  
27 King's College Circle  
University of Toronto

Dear Professor Tuohy:

At its meeting of March 25, 2003, the Council of the School of Graduate Studies approved the following motion:

**THAT** SGS Council approve the Graduate Collaborative Program Guidelines, as revised.

The motion sheet and revised Graduate Collaborative Program Guideline are attached.

The rationale is to align SGS five-year reviews of collaborative programs with the Ontario Council on Graduate Studies' seven-year periodic appraisal schedule. On behalf of the Council of the School of Graduate Studies, I am presenting this item to Governing Council committees, as appropriate, for information.

Yours sincerely,

Jane Alderdice  
Secretary to SGS Council  
and Coordinator of Policy, Program and Liaison

Encl.  
/smr

c.c.    U. de Boni      J. Cherry      D. Cormack      R. Desai      S. Girard  
         C. Johnston    B. Katz        L. Yee

## Motion

### School of Graduate Studies Council Tuesday, March 25, 2003

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Item 13.

**MOTION** ( / ) **THAT** SGS Council approve the Graduate Collaborative Program Guidelines, as revised.

*See the attached revised text of the Graduate Collaborative Program Guidelines.*

**RATIONALE:**

The School of Graduate Studies, in an effort to reduce the number of reviews for collaborative programs, is proposing that the schedule of SGS five-year reviews of collaborative programs be changed to align them with the seven-year periodic OCGS appraisal.

New collaborative programs will continue to be subject to a review three years after initial operation. However, after that, the SGS review will fall in line with the OCGS seven-year periodic appraisal schedule.

Some adjustment to the review schedule for individual programs will be required; for example, where an OCGS appraisal was recently conducted but the SGS review has not been conducted for a number of years, SGS may require an interim review. These adjustments will be made with a view to minimizing the administrative burden of reviews to the greatest extent possible.

**NOTE:**

With SGS Council approval, this item will go to Governing Council for information.

School of Graduate Studies  
University of Toronto

## GRADUATE COLLABORATIVE PROGRAM GUIDELINES

*(Approved at SGS Council March 2003)*

### 1. What is a collaborative program?

“A collaborative program is intended to provide an additional multidisciplinary experience for students enrolled and completing the requirements in one of a number of participating [graduate] . . . programs” (*Ontario Council on Graduate Studies Guidelines for Collaborative Programs, 2001*).

A student participating in a collaborative program must register in a degree program in his/her home graduate department or centre or institute (hereinafter referred to as “the graduate unit” or the “home unit”). He or she must meet all admission standards and complete all degree requirements of the home unit, as well as meet the requirements of the collaborative program. The degree conferred is in the home discipline, and there is a notation on the student’s transcript indicating completion of the collaborative program.

Proposals for new collaborative programs require both University of Toronto approval and the approval of the Ontario Council on Graduate Studies. The approvals process (*see item 3 below*) is relatively simple for new collaborative program proposals and usually can be accomplished in six to twelve weeks during the academic year. Nonetheless, preparation takes time and effort--a proposal and other relevant documents must be developed, and a detailed memorandum of agreement established and signed with the participating graduate units. Approximately four to six months should be allowed for the proposal development stage.

Collaborative program proposals must meet the minimum quality standards set by the School of Graduate Studies (*see below*), be approved by appropriate SGS divisional Executive Committees and by SGS Council, and also pass a standard appraisal by the Ontario Council on Graduate Studies (OCGS). **Once** a collaborative program is established, it is subject to an initial SGS review **during the third year** in operation, **and subsequent reviews will coincide with OCGS periodic appraisals (seven year cycle - see paragraph 2(1) below)**. Continuation is subject to successful review by SGS and successful appraisal by the Ontario Council on Graduate Studies.

*(revised page 24 march 2003)*

## 2. How to set up a collaborative program:

At a very early stage, proposer/s should contact the Associate Dean of the Division, and/or the SGS Coordinator, Policy, Program and Liaison. A meeting will be set up to discuss development of the proposal, minimum program requirements, appropriate format, and timelines. The following criteria will be used to assess the quality of the proposed collaborative program and should be considered in the early development stages of a proposal.

*Note regarding proposal format: SGS will provide to individuals involved in the preparation of a proposal a copy of the Collaborative Program Proposal Guide containing information, templates, and samples of required documents. The Guide provides a suitable format for preparation of a proposal and addresses the issues identified below. Please note that the following is not a proposal format.*

- a) **Objectives:** What are the objectives of the program in academic terms? What is the relationship of these to the mission of participating graduate units? What additional value to the educational experience of the student is added by enrolment in the collaborative program?
- b) **Demand:** What is the demand for new enrolments? Demand of at least five new students at each degree level in the first year should be demonstrated. On what basis is the demand projected? How long may this demand reasonably be expected to continue?
- c) **Enrolment:** Based on expected demand, what are the plans for enrolment for the coming five-year period? What is the anticipated impact on the home department degree programs, including any anticipated impact on its enrolment?
- d) **Core Faculty:** Which faculty members will be teaching and supervising in the collaborative program? Is there at least one core faculty member in each participating graduate unit?
- e) **Program Requirements:** Each collaborative program normally should have, as a minimum requirement, a core course to be taken by all students enrolled in the collaborative program. It is at the home unit's discretion to determine if the core course/s will be credited towards the home unit's degree requirements. These issues should be set out in the Memorandum of Agreement. The core course should provide graduate-level teaching directly in the subject area of the collaborative program.
- f) **Evaluation:** Participants should have some agreed upon method of evaluating the success of course offerings, e.g. course evaluations.

- g) Program content:** Each collaborative program should have an established mechanism for approving the programs of its students to ensure that they are in conformity with its goals and standards.
- h) Other common intellectual activities:** Arrangements for activities such as seminars should be set out in the proposal, as should understandings as to the responsibility for mounting them and monitoring student participation. Some form of common intellectual activity is required in collaborative programs in which there is no core course (**note: core courses are strongly recommended**).
- i) Additional expectations:** If the collaborative program is seen as a precursor to increased research collaboration among the program participants, perhaps even as a precursor to an administrative centre or institute, this should be stated explicitly, if only to provide guidance to the participants and future reviewers.
- j) Administration:** Each collaborative program must have a Director and a Program Committee. The Program Committee is usually composed of a faculty representative from each participating graduate unit. In the case of large numbers of participating units, an agreed-upon method of rotating program representation should be included in the Memorandum of Agreement. **It is the responsibility of the Program Committee to initiate and recommend the appointment of a Collaborative Program Director.** The Program Committee recommends the Director of the Collaborative Program to the Dean of SGS, after consultation with chairs/directors of participating graduate units and with the current collaborative program director, if any. The Dean of the School of Graduate Studies approves appointments of Directors of Collaborative Programs. The initial term normally is three years, with subsequent terms normally up to five years. An appointment is renewable upon recommendation of the Program Committee in consultation with the chairs/directors of participating graduate units, and approval of the Dean of SGS. The duties of a collaborative program director are outlined below.
- k) Budget:** There should be a clear statement in the Memorandum of Agreement, or in a separate budget appendix, of the understanding among participating units regarding resource-sharing (e.g. space, faculty, and administrative resources) and budget contributions. This understanding should take into account the term of the collaborative program and the review process (see below). However, units should normally be prepared to meet any resource commitment/s for a minimum of the initial three-year period and **longer if possible**.

If the budgetary requirements of the proposed program will involve an eventual application for new funding, will the participating units support such an application even though it may be in competition with other funding requests from the same units?

- D) Term of the Program:** Each collaborative program will be first reviewed by **SGS during its third year** of operation. Programs reviewed successfully will then be renewed **until the next OCGS periodic appraisal**. The collaborative program will be reviewed, at any time, upon the request of the Dean of SGS. Thereafter, collaborative programs will continue only if sufficient continued demand for the program, **adequate enrolment, successful outcomes, and adequate resources are** demonstrated, and the Review Committee provides a favourable report. A similar sunset clause will operate for **seven-year** renewals. If a program closes, any SGS base budget contribution reverts to the School.

### **3. Approvals Processes**

A proposal will circulate through two separate approvals processes: the University's and that of OCGS. The requirements for each are slightly different. SGS has developed a format to take into account both these sets of requirements. After initial discussions, the Office of the Coordinator, SGS Policy, Program and Liaison will provide a personalized Collaborative Program Proposal Guide. A customized time line will also be developed for the proposers.

### **4. Approvals track and timeline for a proposal:**

Approval for a new collaborative program usually can be secured within one academic year, or **sometimes** less, provided the appropriate deadlines are met. The following example shows the latest approval schedule if start-up is envisioned for September of the following academic year, and assumes no difficulties. Early submission is strongly recommended.

May to June	Proposal discussed at an early stage
September to January	Proposal developed and formalized
End of January	SGS Dean and staff review proposal
March	Executive Committee and SGS Council approval (signed MOA required)
End of March	Submission to Ontario Council on Graduate Studies (OCGS) for approval, and to Governing Council for information

May to June OCGS approval

September Implementation complete (including entering the program in ROSI, funding secured if required, and advertising available for the new program).

**Note:** *This model assumes no major problems or changes resulting from Executive Committee, SGS Council, or OCGS discussions. Approval would take longer in these circumstances. New course proposals and the SGS Calendar entry require separate Executive Committee and SGS Council approval.*

## 5. Operation of a Collaborative Program:

The operation of the program is the responsibility of the Program Director and the Program Committee, who work in cooperation with the collaborating departments and provide regular reports to SGS. The Dean of SGS approves appointments of Collaborative Program Directors.

### *Director's Responsibilities*

- a) Maintains appropriate content of program entry in the SGS Calendar, the website, and any other promotional material
- b) administers the collaborative program including applications, admissions, record-keeping, and budget
- c) approves individual admissions to the collaborative program, **and ensures that students are formally enrolled in the Collaborative Program as soon as possible.**
- d) approves individual student programs in conformity with the standards of the collaborative program and ensures that students registered in the program have supervisory arrangements in accordance with the program's requirements; monitors the progress of students in the program; ensures that appropriate academic advising is available to students in the program
- e) ensures that a collaborative program core faculty member is a member of a student's thesis examination committee, in cases where a thesis is required
- f) certifies completion of program requirements for each student enrolled in the program
- g) reports to SGS any changes to the administration or program requirements, any other academic issues
- h) ensures full and appropriate communication with the heads of participating graduate units with respect to the collaborative program
- i) provides reports to SGS on the program's activities, including registration and graduation figures, when required for review or appraisal, or as requested
- j) Chairs the Program Committee, and ensures that the Program Committee has appropriate representation, according to the Memorandum of Agreement.

## 6. Adding New Graduate Units to an Existing Collaborative Program

The Program Director may recommend to the SGS Dean the addition of a new graduate unit to an existing collaborative program. Minimal documentation is required, but will include a rationale, information about participating core faculty, and, in some cases, a statement of field relevance. A revised Memorandum of Agreement will be required, adding the new department into the program. **The SGS Vice-Dean's Office administers this process.** The Dean of SGS has the authority to approve such additions provided the required documentation is in order. The SGS Council and OCGS will be informed.

## 7. SGS Review of a Collaborative Program:

Continuation is subject to successful review by SGS and successful appraisal by the Ontario Council on Graduate Studies. **Once** a collaborative program is established, it is subject to an initial SGS review during the third year of operation, **and subsequent reviews will coincide with OCGS periodic appraisals (seven year cycle).** The date of a review may be adjusted **in exceptional circumstances** and at the discretion of the SGS Dean.

The review will be conducted by the Committee appointed by the Vice-Dean in consultation with the Director of the Program. The Committee normally would consist of a chair (an Associate Dean), one student from the Program, representatives from two graduate units involved in the Program, and the Director of a Collaborative Program in another Division.

The Review Committee will have before it a Report prepared by the Director. **The Director's report may consist of the OCGS appraisal brief and any other supplementary documentation required by SGS.** This Report should address the same quality issues identified under the development of a collaborative program. If an existing collaborative program does not meet the quality standards and criteria herein defined, it will be expected to make changes so that it does meet the standards, or otherwise demonstrate how the quality standards are being met. The Memorandum of Agreement should be revised accordingly. In addition, the Review Committee will require the following information:

- a) **Enrolment:** numbers, quality (GPA, scholarships held). Is this enrolment additional to or taken from other enrolments in the relevant home departments? Is there a continuing demand for the program (i.e., at least five new students per year)?
- b) **Courses:** format, content, evaluations of core course and related offerings.
- c) **Other common intellectual activities.** Provide details.

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- d) **Experience of students:** time to degree, graduation outcomes, etc.
- e) **Research collaboration:** either among students or faculty resulting from the existence of the program.
- f) **Administrative issues:** explain the administrative structure. Attach brochures and/or other publications.
- g) **Budget** (if relevant): provide current budget details and a budget projection for **the period of time until the next OCGS periodic appraisal and SGS review**, or as requested.

The Review Committee may arrange meetings with the Director and meet or seek consultation with the chairs of participating graduate units and such other parties as appropriate. On the basis of material received, the Review Committee may recommend that the program be continued until a given date (**normally until June 30 of the year in which the next OCGS periodic appraisal and SGS review is scheduled to conclude**), be closed, or be enhanced. In the case of a recommendation for enhancement, it would be open to the Deans to obtain a report from external reviewer/s before taking action. The Review Committee may also make other recommendations regarding the operation of the Program.

The Review Committee's Report should be sent to the SGS Vice-Dean. It will be circulated for consideration by the SGS Deans. The Report also will go to the Director, Program Committee members and Chairs/Directors of graduate units participating in the Program. The School will prepare a response to the report. A motion to continue the Collaborative Program will be presented to the appropriate SGS Executive Committee/s and SGS Council, for approval. If a Program is to be continued for another term, and prior to the commencement of that term, a renewed Memorandum of Agreement (where appropriate, with renewed financial and resource commitments) will accompany the motion for continuation that is presented to the relevant SGS Executive Committee/s and SGS Council.

**Revised March 2003**  
**November 7, 2001**