

COMMITTEE ON ACADEMIC POLICY AND PROGRAMS
October 2002

Below are the following:

- Schedule of Meetings for 2002-2003
- General Introduction to the Committee's Work and Proceedings

A Committee Membership List for 2002-2003 is attached. (Please notify the Secretary of errors, or omissions, including email addresses.)

A copy of the Terms of Reference is also attached.

These may support you in your work as a member of the Committee. Please contact the Chair or the Secretary if you have any questions about these items, about your role on the Committee, or if at any time you require additional information about items of business being brought before the Committee. Their contact numbers are on the membership list. You may also wish to visit the Governing Council website at www.utoronto.ca/govcncl. Agenda and reports of meetings are posted regularly. The site also contains, among other things, all Governing Council policies.

MEETINGS:

Meetings are held in the **Council Chamber, Simcoe Hall, 27 King's College Circle.**

Wednesday	October 23	2002	4:10 - 6:00 p.m.
Wednesday	December 4	2002	4:10 - 6:00 pm
Wednesday	January 15	2003	4:10 - 6:00 pm
Wednesday	February 5	2003	4:10 - 6:00 pm
Wednesday	March 5	2003	4:10 - 6:00 pm
Wednesday	April 15	2003	4:10 - 6:00 pm
Wednesday	May 13	2003	4:10 - 6:00 pm

Committee on Academic Policy and Programs

The Committee on Academic Policy and Programs is a standing committee of the Academic Board. Under its Terms of Reference, the Committee has a general responsibility for policy on, and for monitoring, the quality of education and the research activities of the University.

Section 3 in the terms of reference gives an overview of the Committee's role. An important part of the Committee's work involves the review of summary reports of reviews conducted within departments and divisions.

Proposals

The Committee has authority to *approve* minor policy or program amendments, and to *recommend* approval of new policies and programs or major amendments to the Academic Board. Normally, a proposal regarding policy or programs will be brought to the Committee by one of its assessors at the request of a division. The Committee itself may approve the proposal (or recommend approval to the Academic Board). The Committee may also decide to reject the proposal or refer it back to the administration. The latter option is used when the Committee requires additional information about a proposal or believes that certain aspects of the proposal require further consideration. A motion to refer back a proposal should always include a statement indicating to the administration what action(s) it is expected to take.

In the case of a proposal concerning curriculum, academic regulations or calendar amendments which has been debated and voted on by the council of an academic division, the choice of action will normally be restricted to accepting the proposal, rejecting it, or referring it back.

Agenda Items

The Committee, in reviewing its business, may wish to add items to an agenda. This is done by the approval of a majority of the members in attendance. Formal ways for members to add matters to the Committee's business are as follows:

- A motion can be made at a meeting to add an item to the agenda. The motion requires the approval of at least two-thirds of those present to carry;
- The Committee can determine that a stated issue be placed on its agenda at a specific future meeting, by the approval of the majority of the members in attendance;
- A written request can be submitted to the Secretary of the Committee prior to the conclusion of a meeting, and signed by at least ten percent of the Committee's members, that an item be added to the agenda of the next regular meeting;
- A member may present a notice of motion at a meeting to add the motion to the next or subsequent meeting of the Committee. The Chair, with advice from the agenda planning group, would rule on the disposition of the motion: to consider it, to refer it to the administration, to not consider it, or to dispose of it in some other appropriate fashion.

Outside of a meeting, informal steps are as follows:

- A member may ask the Secretary whether the matter has been before the Committee recently, and obtain information on any previous discussions and decisions;
- If the matter has not been before the Committee, a member may discuss the matter with one of the assessors or the Chair, who may well wish to consider raising the matter before the Committee.

Reviews of Academic Units and Programs

Each year the Committee receives a number of reviews of academic departments and divisions for information and discussion at one dedicated meeting. A summary is prepared by the Provost's Office, or unit, following a standardized format. This is distributed to the Committee as part of the agenda package, and presented by the Associate Provost for discussion at the meeting. Representatives from the various divisions and units being reviewed are invited to attend the meeting and respond to questions.

Items for Information

There are also items that will come before the Committee chiefly for information. These items are to keep the Committee up-to-date on current issues and developments. Annual reports, such as admissions and awards, or the report on student financial aid are submitted to the Committee. The Committee receives these reports for information but may choose to discuss any aspect included in a report and/or to make recommendations to the appropriate assessor who is present.

Assessors

The Vice-President, Policy Development and Associate Provost, Professor Carolyn Tuohy, is the Senior Assessor and a voting member of the Committee. Professor Vivek Goel, Vice-Provost, Faculty is also a presidential assessor to the Committee and a voting member. Other, non-voting assessors include Professor Shirley Neuman, Vice-President and Provost; the Vice-President - Research and International Relations who at present is Professor Tuohy; Dr. Sheldon Levy, Interim Vice-Provost - Students; and Ms Karel Swift, University Registrar. At every meeting the assessors have an opportunity to report on developments within their portfolios that would be of interest or relevance to the Committee, and members have the opportunity to pose questions of them. Non-voting assessors may or may not attend each meeting, depending on the business to come forward.

Secretariat

The Committee Secretary facilitates the work of the Committee, prepares meeting reports, and otherwise supports the members in fulfilling their responsibilities on the Committee.