



University of Toronto

OFFICE OF THE VICE-PRESIDENT, GOVERNMENT AND INSTITUTIONAL RELATIONS

TO: Committee on Academic Policy and Planning

SPONSOR: Carolyn Tuohy

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DATE: May 28, 2004 for June 4, 2004

AGENDA ITEM: 2

ITEM IDENTIFICATION:

Undergraduate Program Review Audit Committee (UPRAC) - Report of the Auditors on the 2001 U of T Undergraduate Program Review

JURISDICTIONAL INFORMATION:

The Committee has monitorial responsibility for annual reports on reviews of academic programs and units.

PREVIOUS ACTION TAKEN:

In October 1996, the Council of Ontario Universities (COU) established guidelines for the regular audit of the Ontario universities' policies and procedures for the conduct of undergraduate program reviews. In 2001, the University Program Reviews Audit Committee (UPRAC) audited the University of Toronto's review system by selecting a sample of U of T reviews and the University's own *Review Guidelines*. It also conducted a similar process to audit the University's procedures for new undergraduate program approvals,

HIGHLIGHTS:

The Audit Committee presented its Report to the University in the fall of 2003. The *UPRAC Audit Guidelines* apply two tests: the conformity of institutional policy, procedures, and practices (i.e., the review process as a whole) to the UPR process, and the conformity of institutional procedures and practices to institutional policy. The reviewers concluded that the review process at U of T is "essentially very sound" with a number of features that "are laudatory and worthy of emulation". The reviewers also noted that U of T's Guidelines were tied to the planning process and our challenge would be to institutionalize these guidelines in an on-going process.

The UPRAC recommendations and suggestions were in general constructive and particularly helpful as they came at a time when the University was entering the new academic planning cycle, *Stepping UP*, and had begun the process of consolidating and updating the *Guideline* documentation. As we were beginning, however, to incorporate the recommendations and suggestions of reviewers into the University *Review Guidelines*, OCAV approved its own revised *UPRAC Review and Audit Guidelines* on February 4, 2004.

We have received the revised *UPRAC Guidelines* and the COU organized a workshop to highlight the new *Guidelines* with university representatives on May 19, 2004. We participated in this workshop and will be working to consult with the U of T divisions to revise the University's Review Guidelines. Some modifications to the Committee's *Guidelines for Divisional Submissions* regarding the approval of new programs may also be required.

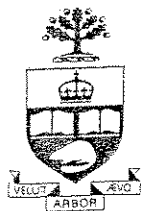
A report on progress will be submitted to the Committee in the fall.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

There are no new/additional financial resources required to implement the UPRAC recommendations.

RECOMMENDATION:

For Information.



University of Toronto

Carolyn Tuohy, Ph.D.

VICE-PRESIDENT, POLICY DEVELOPMENT, AND ASSOCIATE PROVOST

PROFESSOR OF POLITICAL SCIENCE

January 16, 2004

Mr. Roy Fischer
Co-ordinator, Undergraduate Program Review Audits
Council of Ontario Universities
180 Dundas Street West, Suite 1100
Toronto, ON M5G 1Z8

Dear Mr. Fischer: *Roy*

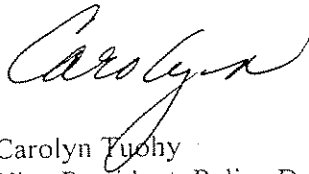
Thank you for providing me with a draft of the *Report of the Auditors on Undergraduate Program Reviews at the University of Toronto*. I would ask that you also convey my thanks to Drs. Baumgart, Good and Rudolph for their thorough and balanced audit of our undergraduate program review process and for their constructive recommendations and suggestions. We find the recommendations to be helpful, and will amend our guidelines accordingly. Indeed, in the period since the audit, and particularly as we enter into a new round of academic planning at UofT, we have been consolidating and up-dating our documentation of our *Guidelines for the Review of Academic Programs and Units*; and the auditors recommendations and suggestions provide very valuable advice in this regard. The recommendation and suggestions related to the *Guidelines for Divisional Submission* are also constructive, and will be considered by the governance body in whose jurisdiction those *Guidelines* fall, the Committee on Academic Policy and Programs.

With regard to Recommendation Two concerning the need for consultants to be at arm's length from the program under review, I would like to reiterate the comments I have made at OCAV meetings in the past. We fully agree with the spirit of the recommendation and are committed to ensuring impartial reviews; and we will strengthen the language accordingly. However, we believe that some of the specific examples of exclusions (such as collaborators or supervisors/supervisees) are unduly restrictive. In the case of large and/or very strong units, it may be difficult to find eminent reviewers who have not collaborated with, supervised or been supervised by any member of the unit.

You also asked that I comment, for the record, on whether we received adequate opportunity to submit data and documentation regarding the University of Toronto's evaluation procedure, to respond to the Auditors' report and to argue our position with the Auditors. With one exception, we are quite satisfied on each of these fronts. We had sufficient opportunity to provide the general data and documentation related to our processes at the outset. We did however find the next phase of the schedule to be quite compressed – namely, the time frame between the identification of the specific programs to be included in the audit and the auditors' visit. While we were able to comply with the requirements within the time allocated, we would have appreciated receiving more time, particularly when taking into account the schedules of all involved. During and after the visit itself, we are satisfied that we had sufficient opportunity to respond to any questions raised by the auditors. We are also quite satisfied with the ample opportunity we have had to review and respond to the draft report.

I look forward to receiving the final version of the report.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carolyn".

Carolyn Tuohy
Vice-President, Policy Development and Associate Provost