

Memorandum

To: Committee on Academic Policy and Programs (AP&P)

From: Susan Pfeiffer, Dean and Vice-Provost



Subject: FOR DISCUSSION:
Proposed Changes to Graduate Governance Routing

Date: November 22, 2005

The attached Table is excerpted from a larger discussion paper that has been prepared by the Governance Working Group. This is a group that was formed in response to the recommendations of the Task Force on Graduate Education (spring, 2004).

The Report of the Task Force focused on two main areas, the administration and governance of graduate education. Its first recommendation was implemented with the approval by Governing Council, at its meeting of June 29, 2005, of the creation of the position of Vice-Provost, Graduate Education. Governing Council simultaneously approved my appointment to this position. As the Report also recommended, a Graduate Education Co-ordinating Committee has been established and is overseeing the activities of two working groups, one on governance and one on administration.

The implementation of the third recommendation of the Report, to align governance functions to better reflect Faculty and Graduate School responsibilities, requires modifications to our approach to graduate governance and administration. The discussion paper prepared by the Governance Working Group proposes an integrated suite of changes that focus on governance, but will also affect graduate administrative functions. In brief, it integrates Faculty deans into the graduate reporting structure and proposes renaming the SGS Council as the Graduate Education Council. The Graduate Education Council will remain the core body for matters of policy within our unitary Graduate School, and for matters going forward to OCGS.

The paper proposes that program changes that have been the responsibility of SGS divisional executive committees will instead be approved within each

Faculty. These Faculty approvals will take place within a framework that will provide broad consultation and the monitoring of quality.

Major changes and new initiatives in graduate education will be considered by the Graduate Education Council. Prior consultation will be broad, and prior Faculty approval will be assured. The list of items that reach AP&P remains unchanged.

The Governance Working Group sees the context of these changes as an opportune time to consider possible adjustments to the management of some of those items. As summarized on the table listing new program initiatives and major program changes (attached), the suggested adjustments are:

- Matters that now go to AP&P for information will do so in the form of an annual report. The rationale is that members of AP&P can more readily assess patterns and formulate recommendations if an overview of the activity that has occurred over a period of time is available.
- Two items that now go to AP&P for approval will be delegated to the Graduate Education Council, and these two items will be added to the annual report. While AP&P Guidelines specify that admission requirement changes and admission direct to PhD be approved by AP&P, these are not of substantially more weight than the items that go for information. Both reflect the exercise of options by individual graduate programs within the context of Graduate School policy. Further, the upward adjustment of undergraduate admission requirements does not go to AP&P for approval.

The annual report to AP&P can be structured to provide information not only on the decisions made by the Graduate Education Council, but also on salient aspects of graduate education that help to place those decisions into context.

ITEM	CURRENT Approval route	PROPOSED Approval route	OCGS Approv.
To AP&P for Information			
New collaborative program (one or more Faculties)	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	✓
Flexible-delivery option to PhD (individual program)	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	
New combined programs where the requirements of the estab. programs are not changed	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	✓
New field in an existing degree	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	✓
<i>“Minor changes within degree programs”:</i>			
Program requirement and structure changes, all program types	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	✓
Field name change	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	(✓)
New delivery mode of existing program	Approval: SGS Council Information: AP&P	Approval: GEC Annual report for information to AP&P	✓
To AP&P for approval (annual basis):			
Admission requirement changes	Approval: SGS Council Approval: AP&P	Delegated for approval to GEC; Annual report for info to AP&P	
Admission direct to PhD (individual program)	Approval: SGS Council Approval: AP&P	Delegated for approval to GEC; Annual report for info to AP&P	
To AP&P and Planning & Budget, to Academic Board for approval:			
Program closure (only for main degree, not collaborative or combined)	Approval: SGS Council Recommended to Academic Board by AP&P & P&B	Approval: GEC Recommended to Academic Board by AP&P & P&B	
<i>“Changes which establish a new degree program, or change an existing degree, diploma or post-secondary certificate programs with resulting resource implications, or establish new academic directions for a Faculty, or are anticipated to have significant impact on relationships amongst divisions or with the public, or involve joint programs with external institutions”:</i>			
New graduate degree program	Approval: SGS Council Recommended to Academic Board by AP&P & P&B Governing Council	Approval: GEC Recommended to Academic Board by AP&P & P&B Governing Council	✓
New graduate diploma	Approval: SGS Council Recommended to Academic Board by AP&P & P&B Governing Council	Approval: GEC Recommended to Academic Board by AP&P & P&B Governing Council	✓
Joint graduate programs with other institutions (one or more Faculties)	Approval: SGS Council Recommended to Academic Board by AP&P & P&B	Approval: GEC Recommended to Academic Board by AP&P & P&B	✓
Graduate program changes that affect a Memorandum of Agreement	Approval: SGS Council Subsequent steps determined by context	Approval: GEC Subsequent steps determined by context	(✓)
Graduate program name change	Approval: SGS Council, AP&P info or approval (depends on context)	Approval: GEC AP&P info or approval (depends on context)	
Graduate department name change	Approval: SGS Council Academic Board, Exec. Cte.	Approval: GEC Academic Board, Exec. Committee	