



University of Toronto

OFFICE OF THE VICE-PRESIDENT AND PROVOST

TO: Committee on Academic Policy and Programs

SPONSOR: Edith Hillan, Vice-Provost Academic

CONTACT INFO: provost@utoronto.ca

DATE: August 28, 2007

ITEM IDENTIFICATION:

Ontario Institute for Studies in Education University of Toronto: Certificate in Higher Education Leadership.

JURISDICTIONAL INFORMATION:

As per the *Policy on Diploma and Certificate Programs*, the Committee receives for approval the establishment of post-secondary certificate programs (category 3.b).

PREVIOUS ACTION TAKEN:

HIGHLIGHTS:

The Department of Theory and Policy Studies in Education (TPS) at the Ontario Institute for Studies in Education and the University has identified a need, both within the University and in the post-secondary community, for professional development opportunities. The University currently offers the Leadership Advancement Program (LEAP) program through Staff Development. TPS faculty have taught components of the LEAP program for several years. The success of this program and the feedback from the target community, suggest that there is demand for a certificate program.

The calendar entry for the *Certificate in Higher Education Leadership* is included in Appendix A. The program draws upon established strengths of OISE/UT. It will be an undergraduate level certificate delivered in an innovative, cohort-based, compressed format, drawing from the M.Ed. in Higher Education (emphasis on Leadership) program. Students will be evaluated, consistent with the Grading Practices Policy, on the basis of the undergraduate grading scheme. Each course consists of the 39 hours of instruction and all of the courses will be taught by TPS professors and associated faculty who normally teach these courses. To meet the unique needs of working professional, the program will be delivered in an innovative, cohort-based, compressed format. The students will begin the certificate in a full week summer institute at OISE, followed by 4 or 5 week-ends of study in 3 additional semesters (Fall, Winter and Spring).

The proposed U of T *Certificate in Leadership in Higher Education* will serve the needs of professionals currently working in positions of administrative responsibility in higher education, and those aspiring to organizational leadership positions within colleges and universities. While application to the Certificate Program requires completion of secondary school as a minimum basis for admission, applicants would normally be expected to present a university degree or equivalent and relevant professional experience. Special consideration will be given applicants lacking the formal academic credential but who have significant relevant professional experience.

Upon successful completion of the Certificate in Higher Education Leadership the students will be able to:

1. demonstrate a sound understanding of organizational systems in general and in the higher education context, including governance issues and how research informs policy
2. demonstrate an analytical understanding of leadership issues related to diversity and theories/approaches for addressing these issues
3. analyse and evaluate the role of the organizational leader with respect to the fiscal challenges (access-quality-finances triad) confronting the institution in the higher education context

As per the *University Policy on Diploma and Certificate Programs*, the Certificate in Higher Education Leadership is within the category Post-Secondary certificate programs (3.b.) in that it requires completion of secondary school as a condition of admission; comprises a coherent sequence of courses; and provides for a mechanism of assessment of student performance. Students will be registered as University of Toronto students and receive the certificate at Convocation. The certificate program will be reviewed regularly as part of the review of programs in the Department.

Based on the identified demand and TPS academic expertise and experience with cohort-based delivery, the objectives for the certificate program became to increase educational opportunity while maximizing the use of existing resources. Some of the resources that are assigned to LEAP will be re-assigned to the certificate in higher education leadership. No new courses are involved. The content for the *Certificate in Higher Education Leadership* is not new, what is being brought forward for approval are changes in structure and delivery and the awarding of a U of T Certificate upon successful completion of the requirements.

There has been extensive consultation for the certificate within the Department of Theory & Policy Studies in Education, the Office of the Associate Dean Academic of OISE/UT, as well as with the Office of the Vice-President Human Resources. The certificate program was approved on June 22, 2007 by the Executive Committee of the OISE/UT Faculty Council acting under summer authority.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

It is proposed that the fees for this certificate program be the same as those charged to part-time students in the Certificate in School Management program. There are no new/additional financial resources required. Agreement has been reached with the Office of the Dean, OISE/UT regarding the budgetary implications of the proposal.

RECOMMENDATION:

It is recommended that the Committee on Academic Policy and Programs approve:

THE Certificate in Higher Education Leadership, as described in the submission from the Ontario Institute for Studies in Education, effective for the academic year 2007-2008.

Appendix A

Bulletin/Calendar Entry

Certificate in Leadership in Higher Education

The Certificate in Leadership in Higher Education is a part time program specifically designed to meet the professional development needs of individuals aspiring to be, or currently in, leadership roles in colleges and universities. It will be offered only on a compressed/cohort basis.

Admission Requirements

- a) Application to the Certificate Program requires completion of secondary school as a minimum basis of admission. Applicants will normally be expected to present a university degree or equivalent and relevant professional experience. Special consideration will be given applicants lacking the formal academic credential but who have significant relevant professional experience.
- b) significant relevant professional experience in the post-secondary sector
- c) two letters of recommendation, one from an educational administrator for whom the applicant has worked directly, one from a professional colleague or a university professor who can address the question of academic ability

Program Requirements

Completion of 4 half courses at a mid B or higher grade

- TPS xxxY – parts I and II (Recurring Issues in Post Secondary Education)
- TPS xxxH (Administration of Colleges and Universities)
- TPS xxxH (Special Topics in Higher Education: Student Development Part I)

A U of T Certificate will be awarded upon successful completion of the above requirements.

Delivery format

The program is cohort based and delivered in a compressed format - students will begin the certificate in a full week summer institute at OISE in July, followed by 4 week-ends each in the Fall, Winter and Spring Semester consecutively.

In the future there may also be a cohort that begins in the Winter session.

Fees

Part time students pay for each half course. The 2007/2008 fee is \$1,090.92 per half course.

All correspondence and fees should be sent to:

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