

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 181 OF THE COMMITTEE ON
ACADEMIC POLICY AND PROGRAMS
September 20, 2016

To the Academic Board,
University of Toronto

Your Committee reports that it met on Tuesday, September 20, 2016 at 4:10 p.m. in the Council Chamber, Simcoe Hall, with the following present:

Present:

Professor Elizabeth M. Smyth (Chair)
Professor Maydianne C.B. Andrade (Vice-Chair)
Professor Sioban Nelson, Vice-Provost,
Academic Programs
Professor Catherine Amara
Professor Marcus Bussmann
Professor Wendy Duff
Professor Thomas Hurka
Professor Allan S. Kaplan
Professor Ernest W.N. Lam
Ms. Jennifer J. Lau
Professor Reid B. Locklin
Professor Lacro Pavel
Professor Michael J.H. Ratcliffe
Mr. Rosten Role

Ms. Melinda Scott
Professor Sonia Sedivy
Mr. Bingchen (Tony) Shan
Mr. Abdulwahab Sidiqi
Professor Anne Harriet Simmonds
Professor Ning Yan
Ms Samra Zafar
Ms Alena Zelinka

Non-voting Assessor

Mr. Richard Levin, Executive Director,
Enrolment Service and University
Registrar

Secretariat:

Mr. Anwar Kazimi, Acting Secretary

Regrets:

Professor Susan Jaglal
Professor William Ju
Professor Locke Rowe

In Attendance:

Professor Heather Boon, Dean, Leslie Dan Faculty of Pharmacy

Ms Jennifer Francisco, Coordinator, Academic Change, Office of the Vice-Provost, Academic Programs

Ms Grace Kim, Assitant Dean, Academic Programs, Lawrenc S. Bloomberg Facultyof Nursing

Dr. Daniella Mallinick, Acting Director, Academic Programs, Planning and Quality Assurance, Office of the Vice- Provost, Academic Programs

Professor Lalitha Raman-Wilms, Associate Dean, Education, Leslie Dan Faculty of Pharmacy

Professor Ann Tourangeau, Associate Dean, Academic, Lawrence S. Bloomberg Faculty of Nursing

ITEMS 3 AND 4 WERE APPROVED, ALL OTHER ITEMS ARE PROVIDED FOR INFORMATION.

1. Welcome and Orientation

The Chair welcomed members to the first meeting of the year. The Chair introduced herself, the Vice-Chair, Professor Maydianne Andrade, the senior assessor, Professor Sioban Nelson, Vice- Provost, Academic Programs, non-voting assessor, Mr. Richard Levin and the Acting Secretary Anwar Kazami, who was sitting in for Acting Secrteary David Walders.

The Chair then invited members to introduce themselves, and to note their role on the Committee (teaching staff member, administrative staff member, student member, alumni member).

The Chair and Vice-Chair presented an orientation that highlighted the structure and related functions of the governance process and specifically, the responsibilities of the Committee on Academic Policy and Programs (AP&P) – the presentation slides are appended to this Report. The Chair explained that the Committee worked to ensure the excellent quality of academic programs by considering proposals for new academic programs and monitoring reviews of existing programs. It oversaw policy matters in such areas as admissions, awards, degree requirements, academic regulations, grading practices, research and the products of research, and academic services. As the entry-level body, the Committee was responsible for a detailed review of the matters brought before it, before either approving the matter, or making a recommendation for approval to the Academic Board.

The Chair concluded the orientation by encouraging members to participate in discussions, to ask questions and provide feedback. She also asked members to become familiar with the Committee’s Terms of Reference, to review documentation prior to each meeting and to request clarification and additional information if necessary.

2. Calendar of Business: Committee on Academic Policy and Programs

The Chair drew the attention of members to the Calendar of Business that had been included in the agenda package. Professor Nelson provided a brief overview of some of the anticipated items that would be brought forward to the Committee in 2016-17.

3. Proposal for the closure of the Master of Nursing (Nurse Practitioner Field Concurrent Diploma in Anaesthesia Care (GDipNPAC) and the Post-Master of Nursing (Nurse Practitioner Field) Diploma in Anaesthesia Care (GDipNPAC) Lawrence S. Bloomberg Faculty of Nursing.

Professor Nelson provided a brief overview of program closures at the University. She noted that since the introduction of the University of Toronto Quality Assurance Process (UTQAP), a total of 37 programs had been closed. The closure proposals were well considered and subject to extensive consultation before they were brought forward for governance approval. In 2010, the two Faculty of Nursing diplomas had been approved by the University governance and by the Ontario Council on Graduate Studies. These diplomas had been developed to meet an anticipated gap in service in anaesthesia care, palliative care and pain teams. The anticipated gap had not materialized and enrolment had been low with a total of three graduates. No students had enrolled since 2013 and admissions had been administratively suspended in that year. The proposed closure date for the diploma programs would be December 31, 2016.

Professor Ann Tourangeau, Associate Dean, Academic, Lawrence S. Bloomberg Faculty of Nursing, added that that teaching and knowledge gained in developing the diploma programs continued to benefit students enrolled in other studies at the Faculty of Nursing.

In response to a question from a member, Professor Nelson explained that greater consultation with prospective employment by the Provincial government might have been possible prior to mandating post-secondary institutions to develop programs.

On motion duly moved, seconded and carried

IT WAS RESOLVED

THAT the proposed closure of the Master of Nursing (Nurse Practitioner Field) Concurrent Diploma in Anaesthesia Care (GDipNPAC) and the Post-Master of Nursing (Nurse Practitioner Field) Diploma in Anaesthesia Care (GDipNPAC), to which admissions has been suspended, as described in the attached proposal from the Lawrence S. Bloomberg Faculty of Nursing dated April 6, 2016, be approved, with an anticipated program closure date of December 31, 2016.

4. Revision: Divisional Teaching Guidelines: Leslie Dan Faculty of Pharmacy

Professor Nelson explained that each division was required to develop its individual teaching guidelines. The Provostial Guidelines provided guidance to divisions to develop individual guidelines. Professor Nelson said that revised divisional teaching guidelines for the Faculty of Pharmacy had been developed by a special working group chaired by the Faculty's Associate Dean, Education, Professor Lalitha Raman-Wilms. The special working group had comprised of individual representing the diverse nature of teaching at the Faculty of Pharmacy. The first draft of the guidelines had been circulated to all faculty members with an invitation to provide feedback. Several subsequent faculty-wide consultations had taken place and these had included discussions with the Pharmacy Faculty Council. The membership of the Pharmacy Faculty Council included

4. Revision: Divisional Teaching Guidelines: Leslie Dan Faculty of Pharmacy (contd.)

undergraduate and graduate student members. The final draft of the guidelines incorporated the feedback received as part of the consultation process.

In the discussion, clarification was provided on the following:

- Professor Boon said that the significant proposed revisions to the existing guidelines (last revised in 2004) would be critical in continuing status review and promotions for faculty in both the research stream and the teaching stream.
- Professor Boon noted that the procedures for gathering and assessing data for the purposes of evaluations included evaluation from students and the candidate's peers with the goal of identifying excellent and effective teachers.
- Professor Nelson explained that divisions had worked with her office in developing the revised guidelines that had resulted from changes to the teaching stream faculty appointment category as part of the Special Joint Advisory Committee (SJAC) agreement.
- Professor Nelson noted that similar revisions from other divisions would be brought forward for the approval by the AP&P during the governance year.

On motion duly moved, seconded and carried

IT WAS RESOLVED

THAT the Revised Divisional Teaching Guidelines for the Leslie Dan Faculty of Pharmacy, dated June 30, 2016, be approved.

5. Presentation: University of Toronto Quality Assurance Process - UTQAP

Professor Nelson delivered a presentation on the University of Toronto Quality Assurance Process (UTQAP) which covered the development of the process, its distinctive features and the relationship between the UTQAP and governance. The presentation slides are appended to this Report.

6. Introduction: Semi-Annual Report on the Reviews of Academic Units and Programs

Professor Nelson provide an introduction to the roles and responsibilities of AP&P in reviewing the semi-annual reports on the reviews of academic units and programs. The presentation slides are appended to this Report.

6. Introduction: Semi-Annual Report on the Reviews of Academic Units and Programs (contd.)

In the discussion that followed, Professor Nelson clarified the following:

- The Dean's response to the review was not restricted to just the main points of the review as highlighted by the Provost. The Dean retained the responsibility for quality assurance in a division.
- Any proposed plans in response to the reviews would include timelines for short-term, mid-term, and long-term implementation goals.
- With regard to the timings, there were two time-slots per year for the semi-annual reports to be brought forward to governance. Preparations would begin as early as the previous Fall of reviews that were brought forward in the governance cycle in March.
- The reviews were submitted to the Office of the Vice-Provost, Academic Programs. They were then presented to the Provostial Advisory Group (PAG) for feedback. The experience and range of responsibilities of the members of PAG enabled it to provide feedback on a multitude of aspects, including student services, within a particular unit.

CONSENT AGENDA

On motion duly moved, seconded and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and items approved.

7. Report of the Previous Meeting: Report 180 – May 10, 2016

Report Number 180 May 10, 2016 was approved.

8. Business Arising from the Report of the Previous Meeting

There was no business arising from the report of the Previous Meeting.

9. Date of Next Meeting:

Members were reminded that the next meeting was scheduled for November 1, 2016 at 4:10 p.m.

END OF CONSENT AGENDA

10. Reports of the Administrative Assessors

Professor Nelson reported the following:

- AP&P had considered the proposal for a new conjoint graduate program in Theological Studies. The Quality Council had approved this program and it was currently awaiting final approval from the Provincial government.
- On the matter of the Quality Council Audit, all Ontario universities were audited on an eight-year cycle. This was currently the fifth year of Quality Council audits. The University of Toronto has been selected for audit this academic year. The Quality Council Audit had been scheduled to be held in the winter of 2017, with desk audit materials submitted by December 2016 and an site visit in early February 2017. The purpose of the audit was:
 - to determine the compliance with the UTQAP (and to highlight gaps, if any, between UTQAP and the Provincial Quality Assurance Framework)
 - not to focus on the quality of programs themselves.

The Quality Council would select a number of instance in which the University's quality assurance processes had been used since the UTQAP was implemented in 2011-2012 including:

- cyclical reviews
- new programs
- major modifications to existing programs.

Following the auditors' site visit, an Audit Summary Report would be prepared by the Quality Council, and the University would be required to submit a one-year follow-up institutional response to the Quality Council.

Professore Nelson noted that given the importance of the Committee's role in the UTQAP. She explained that items presented to AP&P, and AP&P meeting Reports documenting the Committee's role in the process, including its thorough discussion of reviews, would be part of the materials provided to the auditors in the desk audit. During the site visit, the auditors would meet with key contacts from each quality assurance process including Provostial staff, lead Deans, Chairs, and other faculty and administrative support staff involved in the reviews or academic change proposals that have been selected. They would also meet with members of the AP&P. The University administration would know which program processes had been selected by end of September and the administration would then start the detailed work of compiling materials and scheduling the site visit. One requirement for the audit was to post the full eight-year schedule of reviews on the University website.

Members were provided a link to the website for the Vice-Provost, Academic Programs that listed the reviews that were upcoming (and would ultimately come to the AP&P for discussion).

10. Reports of the Administrative Assessors (contd.)

Mr. Levin reported on the 2016-17 admissions and registration figures. Mr. Levin noted that approximately 15,400 students had registered across the three campus; fifty-five per cent of the students were female; and that international students made up twenty-seven per cent of the student population. The highest incoming average was for an undergraduate program was one hundred per cent. {*Secretary Note:* Mr. Levin clarified that this was for entrance to the humanities.}

11. Other Business

There was no other business.

The meeting adjourned at 5:30 p.m.

Acting Secretary

Chair

September 27, 2016