

**UNIVERSITY OF TORONTO**  
**THE GOVERNING COUNCIL**  
**REPORT NUMBER 192 OF THE COMMITTEE ON**  
**ACADEMIC POLICY AND PROGRAMS**  
**September 17, 2018**

To the Academic Board,  
University of Toronto

Your Committee reports that it met on Monday, September 17, 2018 at 4:10 p.m. in the Council Chamber, Simcoe Hall, with the following present:

**Present:**

Ernest Lam (Chair)  
Markus Stock (Vice- Chair)  
Susan McCahan, Vice-Provost,  
    Academic Programs  
Donald Ainslie  
Catherine Amara  
Emily Chu  
James Davis  
Mallory Jackman  
Jeannie Kim  
Richard Levin

Jan Mahrt-Smith  
Shawn Medeiros  
Nicholas Moroz  
Sandhya Mylabathula  
Said Sidani  
Rachel Zand

**Secretariat:**  
David Walders

**Regrets:**

Aarthi Ashok  
Zhong-Ping Feng  
Jason Glover  
Connie Guberman  
William Ju  
Paul Malozewski  
Mohan Matthen  
Emmanuel Nikiema  
Richard Sommer

**In Attendance:**

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

**1. Welcome and Orientation**

The Chair welcomed members to the first meeting of the year. He welcomed Professor Markus Stock in his role as Vice-Chair. He then introduced the Senior Assessor, Professor Susan McCahan, Vice-Provost, Academic Programs, the Senior Assessor, Professor Luc De Nil, Mr. Richard Levin, a Non-Voting Assessor and the Secretary, Mr. David Walders.

Professor McCahan introduced Dr. Daniella Mallinick, the Director, Academic Programs, Planning & Quality Assurance.

The Chair then offered an orientation presentation, [here](#), which highlighted the structure and related functions of the governance process, specifically the responsibilities of the Committee on Academic Policy and Programs (AP&P). 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. He 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. Presentation: University of Toronto Quality Assurance Process – UTQAP**

Professor McCahan delivered a presentation, [here](#), 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.

A member inquired as to whether it was part of the mandate of the Committee, when considering a new program proposal, to examine whether the proposed program was too similar to program(s) currently being offered. Professor McCahan replied that such considerations were within the mandate of the Committee, as outlined in the *Terms of Reference*. However, she also noted that such concerns were typically addressed at the divisional level, before the proposed program entered University governance.

### **3. Calendar of Business: Committee on Academic Policy and Programs**

Professor McCahan noted that, during the 2018-19 governance year, it was anticipated that approximately 30 reviews would come forward, with half going to Cycle 2 and the other half in Cycle 5. In addition, it was expected that there would be approximately 4 follow-up reports and 8 or 9 new programs to consider. Finally, it was expected that the Committee would be asked to review a number of divisional teaching guidelines.

### **4. Introduction: Semi-Annual Report on the Reviews of Academic Units and Programs**

Professor McCahan offered a presentation relating to the roles and responsibilities of AP&P in reviewing the semi-annual reports on the reviews of academic units and programs. Members asked questions on various topics including the difference between Provostial and Decanal reviews and conflicts of interests of Committee members in conducting reviews

In reply to the first question, Professor McCahan replied that in general, Decanal reviews were reviews of departments or units and programs within a particular Faculty or Division, which were commissioned by the Dean of that Faculty or Division. Provostial reviews, on the other hand, were commissioned by the Provost and involved reviews of entire Faculties.

Turning to the second question, Professor McCahan noted that, when forming the review groups, any potential conflicts of interest would be taken into consideration. Members who felt they had a conflict of interest were also encouraged to speak to the Office of the Vice-Provost, Academic Programs, the Chair or the Secretary.

### **4. Report of the Previous Meeting: Report 191, May 10, 2018**

The Report of the Previous meeting was approved.

### **5. Business Arising from the Report of the Previous Meeting**

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

### **6. Date of Next Meeting: November 1, 2018 at 4:10 p.m.**

The Chair confirmed that the date of the next meeting would be November 1, 2018 at 4:10 p.m.

### **7. Reports of the Administrative Assessors**

Professor McCahan report that, in August, 2018, the Quality Council approved 3 new graduate programs, reviewed by APP in May, 2018:

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The PhD in Architecture, Landscape, and Design to be offered by the John H. Daniels Faculty of Architecture, Landscape, and Design; The Master of Pharmacy, to be offered by the Leslie Dan Faculty of Pharmacy; and the Master of Urban Innovation, to be offered by the University of Toronto Mississauga. All three programs were submitted to Ministry of Training, Colleges and Universities in July, 2018 and it was hoped that they would be approved by November, 2018. The anticipated start date for these programs was September 2019.

## **8. Other Business**

**There were no items of other business.**

The meeting adjourned at 5:25 p.m.

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Secretary

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Chair

September 19<sup>th</sup>, 2018