



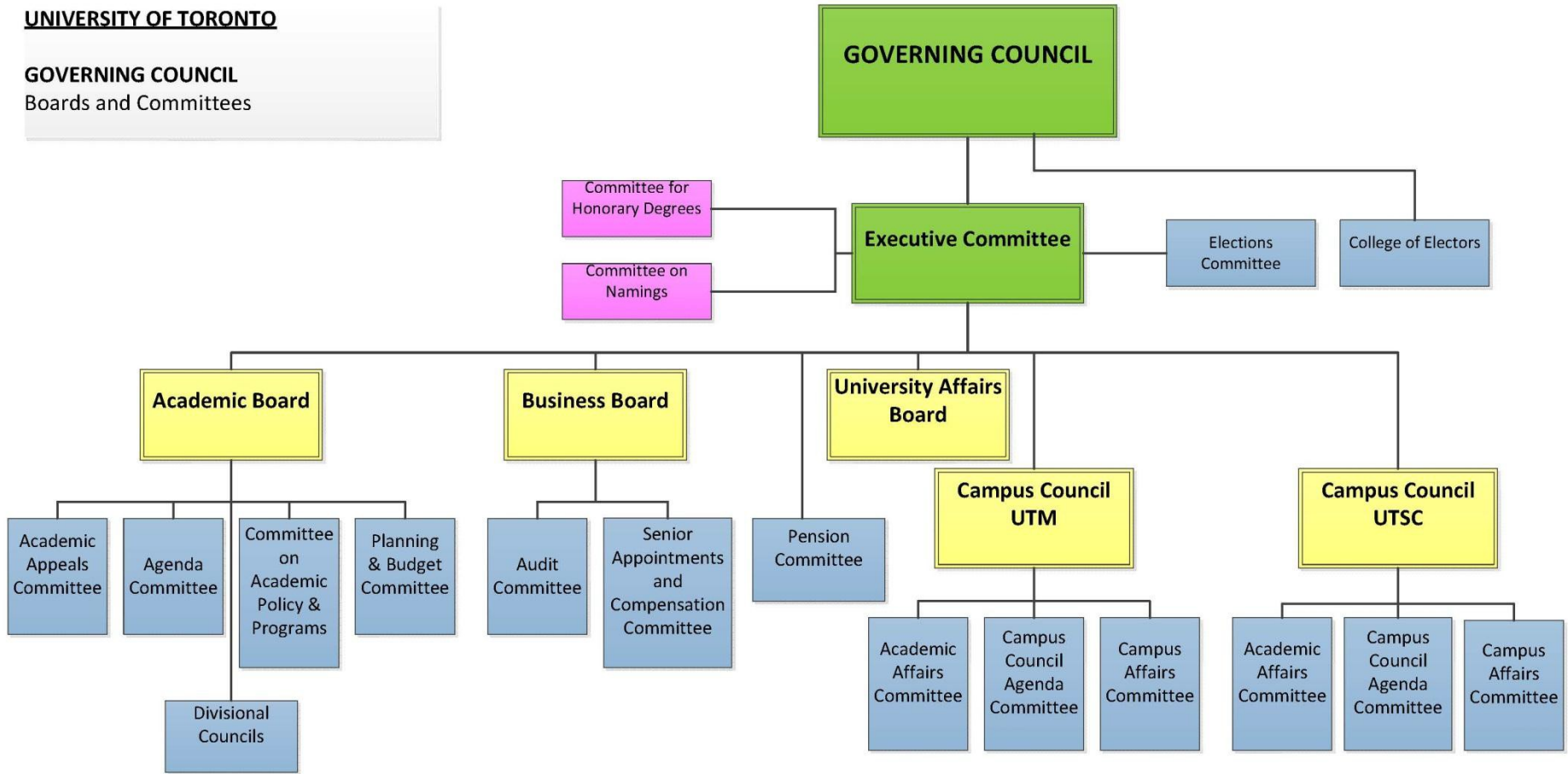
# Committee on Academic Policy and Programs

# Welcome & Orientation

*September 16, 2019*

**UNIVERSITY OF TORONTO**

**GOVERNING COUNCIL**  
Boards and Committees



## ***Structure***

## ***Function***

Governing Council	Final approval of major policy recommendations.
Executive Committee	Determination of GC agendas and review of committee recommendations to ensure completeness of investigation and consideration (substantive issues not re-debated).
Boards (Academic, Business & University Affairs)	Discussion and consideration of recommendations for approval by the Board, or for approval by GC.
<b>Committees</b>	<b>Detailed review of proposals and alternatives; consideration of recommendations for approval by the Boards and/or recommendation to the Governing Council.</b>
Administrative Officers	Initial investigation and development of proposals and alternatives.

# Committee on Academic Policy and Programs

## **Key Responsibilities:**

- approve, or recommend to Academic Board for approval:
  - new programs, program closures
  - academic policies and regulations (e.g., admissions, awards, regulations) with broad impact;
- Receive reports on academic matters including program and unit reviews, program changes, awards, student financial support

# Committee on Academic Policy and Programs

## **Other Responsibilities:**

- Approve, or recommend to the Academic Board for approval:
  - changes to the Admissions Policy, Awards Policy and Practices and Academic Regulations
- Monitor other academic matters, including:
  - Annual Report on Student Awards Established, Amended or Withdrawn;
  - Annual Report on Major Modifications to Existing Programs;
  - Annual Report on Transcription Notifications approved by Divisional Councils;
  - Report on Student Financial Support

# Cover Sheets

- 1 General
- 2 Header Information
- 3 Sponsor & Presenter
- 4 Jurisdictional Information
- 5 Previous Action Taken
- 6 Highlights
- 7 Recommendation



**FOR RECOMMENDATION**

**CONFIDENTIAL**

**CLOSED SESSION**

**TO:** Name of Governance Body

**SPONSOR:** Name, Position, Division/Department/Unit  
**CONTACT INFO:** Phone Number, Email Address

**PRESENTER:** Name, Position, Division/Department/Unit  
**CONTACT INFO:** Phone Number, Email Address

**DATE:** Date Prepared for Date of Meeting

**AGENDA ITEM:** Item Number

**ITEM IDENTIFICATION:**

The full name of item as listed on the agenda appears here.

**JURISDICTIONAL INFORMATION:**

Jurisdictional information related to the item and the Governance Body's role is specified here.

**GOVERNANCE PATH:**

1. Entry Point Governance Body (Date of Meeting)
2. This Governance Body (Date of Meeting)
3. Next Governance Body (Date of Meeting)  
+ Governance Body (Date of Meeting)  
+ Governance Body [For Information] (Date of Meeting)
4. Final Governance Body (Date of Meeting)

**PREVIOUS ACTION TAKEN:**

Previous action taken is delineated here.

**HIGHLIGHTS:**

In respect of the Body's terms of reference, the highlights of the proposal are summarized here.

**FINANCIAL IMPLICATIONS:**

The financial implications of the proposal are outlined in this section.

**RECOMMENDATION:**

Be It Recommended to the Next Governance Body:

THAT the action be taken, to be effective on the date specified.

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**DOCUMENTATION PROVIDED:**

First Document Name  
Second Document Name

# Committee on Academic Policy and Programs

## Duties of Members:

- *Serve the best interests of the University, not a particular estate.*
- *Become familiar with the Committee website and use of “Diligent Boards”.*
- *Review documentation prior to the meeting and request clarification and additional information, if necessary.*
- *Participate in discussion and listen respectfully to others.*
- *If you have substantive questions about an item, please contact the Committee Secretary in advance of the meeting.*

# AP&P and Academic Change

## University of Toronto St. George Campus

Consultation prior to any governance consideration

Governance pathway

Divisional administrative process

- Major modifications
- Undergraduate stand-alone certificates

Divisional council approves\*+

Committee on Academic Policy & Programs receives annual report

Academic Board receives Committee on Academic Policy & Programs meeting report

Creation and closure of:

- Undergraduate specialists or majors within existing degrees;
- Graduate diplomas

Divisional council recommends for approval\*

Committee on Academic Policy & Programs approves+

Academic Board receives Committee on Academic Policy & Programs meeting report

Creation and closure of:

- Undergraduate degree programs leading to new degrees;
- Graduate degree programs;
- Joint degree programs with another institution

Divisional council recommends for approval\*

Committee on Academic Policy & Programs recommends for approval

Academic Board approves+

Executive Committee confirms Academic Board's approval

Governing Council receives meeting report from Executive Committee

Vice-Provost, Academic Programs

\* For more information, visit the websites of U of T's [divisional councils](#).

+ This governance body has delegated authority for approval from the Governing Council.

Created December 7, 2016





# AP&P and Academic Change

## University of Toronto Mississauga & University of Toronto Scarborough Campuses

Consultation prior to any governance consideration

Governance pathway

Divisional administrative process

- Major modifications
- Undergraduate stand-alone certificates



- Creation and closure of:
- Undergraduate specialists or majors within existing degrees;
  - Graduate diplomas



- Creation and closure of:
- Undergraduate degree programs leading to new degrees;
  - Graduate degree programs;
  - Joint degree programs with another institution

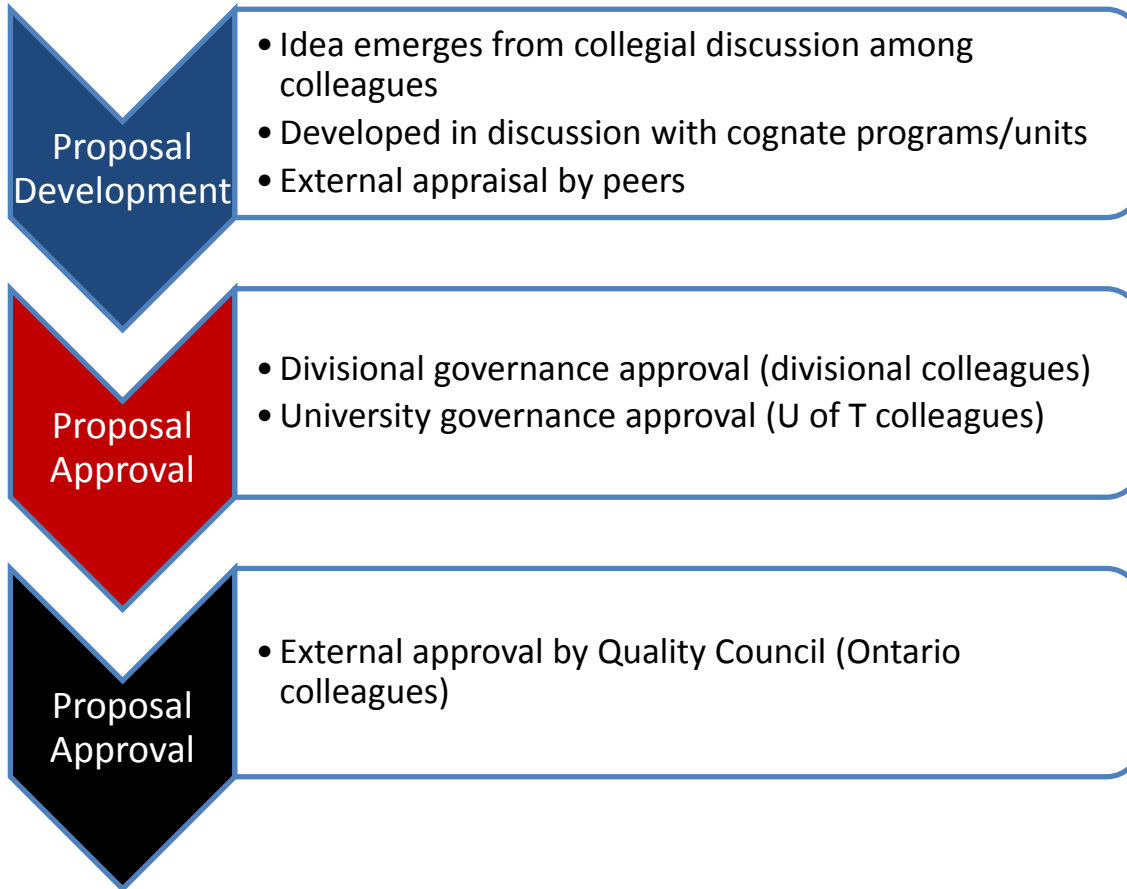


\* For more information, visit the [UTM](#) and [UTSC](#) governance web pages.

+ This governance body has delegated authority for approval from the Governing Council.

Created December 7, 2016

# Academic Change and Peer Review



# AP&P and Cyclical Reviews

## Timing

- Report on reviews (“Compendium”) twice a year (Cycles 2 & 5)

## Report on reviews includes

- Final Assessment Report and Implementation Plans (draft), which contain:
  - Review summary
  - Dean’s administrative response and implementation plan

## AP&P ensures that

- Reviews are conducted in line with the University’s policy and guidelines;
- The Provost’s Office has managed the review process appropriately;
- All issues relative to the quality of academic programs have been addressed or that there is a plan to address them;

## AP&P can also

- Make recommendations concerning the need for a follow-up report.

# Cyclical Reviews and Peer Review



# AP&P and Cyclical Reviews – Reading Groups

Four reading groups

- 3-4 reviews per group

Group leader

- Acts as coordinator and spokesperson

Each group receives

- Final Assessment Report and Implementation Plans (draft), which contain:
  - Review summary
  - Dean's administrative response and implementation plan
- Full review report

Each group also receives

- Self-Study
- Program/unit response (in departmentalized Faculties/Divisions)

# AP&P and Cyclical Reviews – Reading Group Questions

1

- Does the summary accurately tell the story of the full review?

2

- Does the Dean's administrative response adequately address all the issues identified?

3

- Are there any questions, comments or substantive issues that the committee should consider?

# Committee on Academic Policy and Programs

## QUESTIONS

