FOR APPROVAL **PUBLIC** **OPEN SESSION**

TO: Committee on Academic Policy and Programs

SPONSOR:
CONTACT INFO: Susan McCahan, Vice-Provost, Academic Programs
(416) 978-0490, vp.academicprograms@utoronto.ca

PRESENTER:
CONTACT INFO: Same as above

DATE: March 28, 2023 for April 13, 2023

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Proposal for the closure of the Diploma in Advanced Study in Information Studies (GDipISt), Faculty of Information

JURISDICTIONAL INFORMATION:

The Committee on Academic Policy and Programs approves the closure of diploma programs *(AP&P Terms of Reference, Section 4.4.b.ii)*

GOVERNANCE PATH:

1. **Committee on Academic Policy and Programs [for Approval] (April 13, 2023)**

PREVIOUS ACTION TAKEN:

The proposal to close the Diploma in Advanced Study in Information Studies (GDipISt) was approved at the Faculty of Information Faculty Council meeting on February 16, 2023.

HIGHLIGHTS:

This is a proposal to close the Diploma in Advanced Study in Information Studies. The diploma is a standalone, direct-entry diploma offered by the Faculty of Information. Admissions to the diploma were administratively suspended as of September 2022. The proposed effective date of the closure is August 31, 2025.

Office of the Governing Council | Simcoe Hall, 27 King's College Circle, Room 106, Toronto, ON M5S 1A1 Canada
Tel: +1 416 978-6576 • Fax: +1 416-978-8182 • governing.council@utoronto.ca • www.governingcouncil.utoronto.ca

Page 1 of 2

The offering is a post-master's diploma directed toward information professionals who want to pursue further studies but do not wish to take a PhD degree, or for practitioners who wish to advance their professional standing, update to current technologies, develop a specialization, or redirect their career. The diploma was designed to build on a person's knowledge, experience, previous education, and special interests. Students are required to complete eight 0.5 Full Course Equivalents (FCEs) from the existing graduate courses in the Faculty of Information.

There has been a steady decrease in the number of applications, offers, and registrations over the past several years in the diploma and the Faculty of Information's 2020 self-study flagged that the diploma has been quietly stagnating for the past several years. Given this, the Faculty of Information undertook to explore whether the diploma should be significantly revamped or discontinued. The Faculty decided that the diploma is no longer meeting the continuing education needs it was intended to meet. As well, the broader availability of continuing education and certificate programs in the sector means that the anticipated needs that the diploma served are better met elsewhere. Given this, the Faculty has decided to close the diploma and focus its resources on enhancing and supporting its degree programs.

There are currently three active students registered in the diploma. These students will be supported to complete the program and they have been notified on the proposed closure. The closure date of August 31, 2025 has been chosen to align with the final term these students would be eligible to register in the diploma under the School of Graduate Studies regulations.

Consultation has taken place within the Faculty of Information.

FINANCIAL IMPLICATIONS:

There are no negative implications to the diploma proposal closure.

RECOMMENDATION:

Be it Resolved

THAT the proposed closure of the Diploma in Advanced Study in Information Studies (GDipISt), Faculty of Information dated February 17, 2023, to which admissions were administratively suspended in September 2022, be approved with an anticipated program closure date of August 31, 2025.

DOCUMENTATION PROVIDED:

- Proposal for the closure of the Diploma in Advanced Study in Information Studies (GDipISt), Faculty of Information

University of Toronto Proposal: Closure of an Existing Program (Graduate or Undergraduate)

This template has been developed in line with the University of Toronto's Quality Assurance Process. The process followed for the closure of any program is the same as that required for the approval of any new such program.

Closure proposed; please specify precisely what is being closed: i.e., graduate diploma, field, certificate, option within a program (e.g., specialist, major or minor), entire program or degree (graduate or undergraduate).	Diploma in Advanced Study in Information Studies (GDiplSt)
Department/unit if applicable:	NA
Faculty/academic division:	Information
Faculty/academic division contact:	Dean Wendy Duff
Department/unit contact:	Matthew Brower
Effective date program will be closed to new admissions:	September 22, 2022
Effective date of full closure of program: date by which students currently in the program will be expected to graduate.	August 31,2025
Version date: please change as you edit this proposal.	February 17, 2023

1 Brief Summary

- Please clarify precisely what is being closed.
- What is the relationship between what is being closed and any remaining offerings:
  - If only part of a program is being closed, please clarify the relationship between this and those portions of the program that will remain open.

The Diploma in Advanced Study in Information Studies (DAIS) is a post-Master's diploma. The diploma requires the completion of eight half courses (4.0 FCEs) selected in consultation with the Master of Information (MI) Program Director. At least six courses must be chosen from the MI program and up to two graduate courses may be taken from other departments. DAIS may be taken on a full-time or part-time basis, and all courses must normally be completed within three years from first registration. The learning outcomes of the DAIS program have been loosely defined and the individual student goals are determined by the student in accordance with their needs and interests.

The DAIS program is being closed because enrolment in the diploma has declined over time. The Faculty of Information believes that the DAIS no longer meets the needs it was originally intended to meet and the broader availability of continuing education and certification programs in the sector means that student needs for related academic content are better met elsewhere. For this reason the Faculty of Information has decided to close the DAIS program.

Because the DAIS program does not have a distinct set of courses, its closure does not have any effect on MI program offerings. Admissions to the diploma were administratively suspended in September 2022.

2 Academic Rationale

- Background: You may wish to speak to when the program was first created; how long has it been offered; past success of the program.
- What has led to the decision to close the program?
- Please provide a full academic rationale:
  - ▸ You may wish to refer to changing enrolment; changing disciplinary landscape; shifting expertise of the professoriate; poor quality of the academic offering; overlap with other existing programs.
  - ▸ Where appropriate, you may want to quote from recent unit or program reviews.
  - ▸ Explain alignment with the unit's academic plan.

The DAIS is a post-Master's program directed toward information professionals who want to pursue further studies but do not wish to take a PhD degree, or for practitioners who wish to advance their professional standing, update to current technologies, develop a specialization, or redirect their career. A typical case is that of a librarian who graduated with an accredited Library and Information Science (LIS) degree a decade or more ago who wishes to obtain a specialization in archives and records management.

The program was designed to build on a person's knowledge, experience, previous education, and special interests. Applicants typically submit a list of the eight courses they propose to take to fulfil the DAIS program requirements as part of the admissions process. The DAIS program is administered by the Master of Information (MI) Program Director who assesses applications for admission to the program; consults with each DAIS student in developing their programs of study; approves that program of study; and confirms that the student has completed the requirements of the program. Because the DAIS program is targeted at information professionals seeking to enhance or extend their professional skills and knowledge, there is no DAIS thesis option.

There has been a steady decrease in the number of applications, offers, and registrations over the past several years. The Faculty's 2020 self-study flagged the fact that this program has been quietly stagnating for the past several years. The two tables in section four below illustrate the decreasing popularity of the program. The year over year decline in enrolment prompted senior academic leadership in the Faculty (the Dean, Associate Dean Academic, MI Program Director) to explore the question of whether the DAIS program should be significantly revamped or discontinued. In the course of that exploration it became clear that the declining enrolment is likely attributable to the fact that the DAIS program is no longer meeting the continuing education needs it was intended to meet. The broader availability of continuing education and certificate programs in the sector means that the anticipated needs that the Diploma served are better met elsewhere. That being case, senior leadership concluded that, rather than try to figure out ways to revamp the DAIS program to make it more attractive to post-Master's professionals, the Faculty's resources would be better directed toward enhancing and supporting its degree programs.

3 Impact on Other Programs/Units of the Proposed Closure

- Please provide evidence of consultation with any programs/units/faculties that will be affected.
- What are the positive and negative implications that need to be considered in the closure.
- Impact on the nature and quality of the division's program of study.
- Impact of closure on other units including inter-divisional and inter-institutional agreements/contracts.
- Please mention if the courses that supported this degree, program or program option will continue to be offered.

The proposed closure of the DAIS program was discussed at a faculty meeting on October 6, 2022; no objections to closing the program were raised by faculty members. The proposed closure was then introduced and discussed with the Faculty's Programs Committee (which includes faculty and student representation from the Faculty's BI, MI, MMSt and PhD programs) at a meeting on October 20, 2022. No objections were raised by members of that Committee. The proposal was approved by the Programs Committee at its January 19th meeting and by Faculty Council at its February 17th meeting.

No other units or programs will be affected by the closure of the DAIS and so no consultation outside the Faculty is required.

The closure will have no impact on the nature and quality of the Faculty's MI program; all the courses DAIS students are eligible to take are MI courses and these courses will continue to be offered.

---

4 Student Accommodation

- Please include the current enrolment showing breakdown, by year, in the program or option being closed.

- Provide details concerning how students in progress will be accommodated.
  - ▸ Will students be allowed to complete their program or be transferred to another program? In the latter instance, please comment on the ease with which they can complete the requirements of the new program and show evidence of consultation, if relevant.

- ▸ Deadline by which accommodated students must complete the program—if there are grounds for concern, what are their options if they have not completed the program by that deadline?
    - ▸ Capacity/course availability to accommodate affected students.
    - ▸ Can inactive students reactivate to the closed program?
- What will the impact of the proposed closure be on the range of academic options available to students in the future (i.e., are there other programs or options that will fill the void that may or may not be created by the closure)?
- Consultation with students.
    - ▸ Please provide details concerning consultation with students around the proposed change, including:
        - ▪ meetings, town halls, emails, questionnaires
        - ▪ any response or feedback received
    - ▸ How will students be notified of the change following approval?

DAIS – Enrolment 2013-2019

FT/PT	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
FT	0	0	0	0	0	0	0	0	0	0
PT	4	3	4	3	3	3	1	2	2	2
Total	4	3	4	3	3	3	1	2	2	2

There are three active students registered in the DAIS program: 2 of the 3 students are currently enrolled in winter term courses; the LOA of the third student expired in August 2022; that student has not enrolled in any fall or winter term courses. There are no inactive students who are eligible to register in the diploma.
All three active students have been notified via email of the proposed closure of the program. Based on the current status of the three students we anticipate that final closure of the program will take effect by August 2025, which is the final period students are eligible to register in the diploma.

5 Faculty/Staff Accommodation

- What is the impact, if any, on faculty and staff of the closure?

The closure of the DAIS program will have no impact on faculty. It will simplify things for Student Services staff who will no longer need to track the Diploma program. The courses associated with the diploma are offered in the existing Master of Information so there is no impact on faculty workload.

6 UTQAP Process

The governance pathway is summarized in the table below.

Steps	Approvals
Decanal sign-off	January 16, 2023
VPAP sign-off	January 19, 2023
Faculty/divisional council (approval of closure of minors, where there is a continuing specialist or major)	February 16, 2023
Submission to Provost's office	February 17, 2023
AP&P (approval of program closures: undergrad specialists/majors; minors where there is no specialist or major; graduate fields or diploma; and collaborative programs)	April 13, 2023
Academic Board (approval of degree, graduate program, diploma closures)	N/A
Executive Committee of Governing Council (executive confirms degree, grad program, closures)	N/A
Inclusion in annual report to Quality Council	July 2023
Inclusion in annual report to MCU (in case of closure of degree)	