



OFFICE OF THE GOVERNING COUNCIL

**Appendix “D” of Report
Number 121 of the
Committee on Academic
Policy and Programs
(March 1, 2006)**

TO: Committee on Academic Policy and Programs

SPONSOR: Louis R. Charpentier
Secretary of the Governing Council

CONTACT INFO: l.charpentier@utoronto.ca

DATE: February 8, 2006

AGENDA ITEM: 8

ITEM IDENTIFICATION:

Committee on Academic Policy and Programs: Revised Terms of Reference

JURISDICTIONAL INFORMATION:

The Governing Council delegates its authority to its Boards and Committees, and to the President or his designate, through its approval of the Board and Committee terms of reference. Amendments to the terms of reference are normally recommended to the Governing Council by the relevant Board.

PREVIOUS ACTION TAKEN:

The terms of reference of the Committee on Academic Policy and Programs were most recently amended by the Governing Council on June 27, 2002.

A Coordinating Committee that arose from last year’s Graduate Education Task Force made a number of recommendations concerning the governance and administration of graduate education. Those recommendations were reported in detail to the Committee on Academic Policy and Programs on December 7, 2005, with follow-up reports at subsequent meetings. Those recommendations included the naming of the School of Graduate Studies Council, as the Graduate Education Council.

HIGHLIGHTS:

The Coordinating Committee of the Graduate Education Task Force recommended that, within the consideration of modified approaches to governance of graduate programs, complexity should be reduced, wherever possible. It is therefore proposed that the Governing Council delegate to the Graduate Education Council authority to approve, consistent with School of Graduate Studies Policy, changes to admission requirements to graduate programs and to approve the establishment of direct admission options for existing PhD programs. All changes approved under this new authority would be included in an annual report, for information, to the Committee on Academic Policy and Programs. That annual report would include all changes to graduate programs that need only be reported to

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HIGHLIGHTS (Cont'd)

the Committee for information, as specified in the Committee's Terms of Reference. The Committee would, with the Vice-Provost, Graduate Education, monitor the report to discern any trends in the changes approved and to satisfy itself with respect to consistency of decisions and adequacy of standards.

It is also proposed to take the opportunity of this proposal to clean up some language – to eliminate a redundancy in item 3 of the Committee's terms of reference, "Function," where the Committee's response to proposals from divisional councils is dealt with twice.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

None.

RECOMMENDATION:

Recommendation to the Academic Board for its consideration and recommendation to the Governing Council

Subject to approval of amendments to the Statute of the School of Graduate Studies (i) to devolve certain responsibilities for graduate education to the Faculties and other divisions offering graduate degree programs, and (ii) to identify the School of Graduate Studies Council as the Graduate Education Council,

- (a) THAT, effective July 1, 2006, section 4.1 of the Terms of Reference of the Committee on Academic Policy and Programs be amended to add the following second paragraph:

Proposals from divisional councils to approve changes to admission requirements to graduate programs, and to approve the establishment of direct admission options for existing PhD programs, may be approved by the Graduate Education Council.

- (b) THAT, effective July 1, 2006, the "Committee on Academic Policy and Programs: Guidelines Regarding levels of Approval" be amended to add the following statement in the row entitled "Admission policies" in the column headed "Received by AP&P for information"

- Changes to admission requirements for graduate programs and approval of direct entry options to existing PhD programs, as approved by the Graduate Education Council, are included in an annual report of changes to graduate programs submitted to the Committee for information.

- (c) THAT, effective July 1, 2006, section 3 of the Terms of Reference of the Committee on Academic Policy and Programs, Function, be amended to replace the following third and fifth paragraphs:

The Committee is responsible for reviewing and, at times, approving, changes to admission and program regulations, curriculum, degree requirements and academic regulations. Much of the Committee's work concerning curriculum and regulations arises from deliberations of divisional councils. The Committee will not normally amend such a proposal forwarded by a divisional council unless the amendment(s) is (are) deemed by the Chair or the senior Presidential assessor to be minor. Rather, a proposal requiring amendment will be referred back to the divisional council.

In order to carry out its mandate, the Committee receives for its consideration proposals from the academic divisions of the University which have been approved by the relevant divisional councils. Proposals may be accepted, rejected, or referred back to the originating body by the Committee. If accepted by the Committee, the proposal may be received for information, approved by the Committee, or recommended to the Academic Board for approval, depending on the nature of the proposal.

With a new third paragraph as follows:

The Committee is responsible for reviewing and, at times, approving, changes to admission and program regulations, curriculum, degree requirements and academic regulations. Much of the Committee's work in those areas arises from proposals from the academic divisions, which have been approved by the relevant divisional councils. The Committee will not normally amend proposals forwarded by a divisional council unless the amendment(s) is/are deemed by the Chair or the senior Presidential assessor to be minor. Such proposals may be accepted, rejected, or referred back to the divisional council. If accepted by the Committee, the proposal may be received for information, approved by the Committee, or recommended to the Academic Board for approval, depending on the nature of the proposal.