



# University of Toronto

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**TO:** Members of the Academic Policy and Programs Committee

**SPONSOR:** Karel Swift, University Registrar

**DATE:** January 7, 2008 for January 22, 2008

**AGENDA ITEM:** 3

**ITEM IDENTIFICATION:** University of Toronto Parchment Redesign

**JURISDICTIONAL INFORMATION:**

The Committee of Academic Policy and Programs recommends to Academic Board for approval policy matters affecting earned degrees, diplomas and certificates, including their design.

**PREVIOUS ACTION TAKEN:**

The Academic Affairs Committee approved on March 13, 1986 a redesign of the University of Toronto parchment (usually referred to as the “diploma”), based on the recommendations contained in the *Report of the Committee on the University of Toronto Diploma* (January 29, 1986). One of the recommendations in the Report was that the number of signatures on diplomas be reduced to the minimum necessary, i.e. those of the President and the Secretary of the Governing Council. On March 19, 1987, the Academic Affairs Committee approved a motion that the signatures of the heads of divisions recommending students for degrees and, where applicable, of the heads of colleges in which students were registered be restored to the degree diploma.

**BACKGROUND:**

The Committee to Review Convocation, which issued its report in December, 2006, considered the design of the University of Toronto’s parchment. The Committee recommended:

***Recommendation 29:***

*THAT the parchment of the University be redesigned in a manner consistent with the style guide that is expected to take effect in 2007, incorporating the principles [listed above<sup>1</sup>] and submitted to governance for approval.*

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<sup>1</sup> The convocation ceremony is a crucial part of the continuum of student experience at the University since it celebrates students’ achievement and the University’s pride in that achievement. In keeping with the goal of celebrating achievement the focus of the convocation ceremony should be on the graduands and their families and friends. The ceremony should be formal, dignified and respectful of the University’s values and traditions, but not intimidating for those attending. It should continue to be personalized, providing in some way a personal interaction between the graduands and University officials.

*THAT a small working group be struck with representatives from the Committee on Academic Policy and Programs, chaired by the University Registrar, to undertake this task.*

Following the directive in the *Administrative Response to the Report of the Committee to Review Convocation* (March, 2007), and with the agreement of the Agenda Planning Group of the Committee on Academic Policy and Programs, the Secretary of the Governing Council struck the Working Group on Parchment Design.

### Membership

Chaired by Ms Karel Swift (University Registrar), the Working Group consisted of the following members drawn from the Committee on Academic Policy and Programs:

Professor Gage Averill (Teaching Staff Member, Vice-Principal and Dean, University of Toronto at Mississauga)

Professor Elizabeth Cowper (Teaching Staff Member, Vice-Dean, Programs, School of Graduate Studies)

Ms Bonnie Goldberg (Administrative Staff Member, Faculty of Law)

Ms Lorenza Sisca (Undergraduate Student Governor, Faculty of Physical Education and Health)

Miss Maureen Somerville (Alumni Governor)

Assessors to the Working Group included:

Mr. Mark Britt (Director, Internal Audit)

Mr. Louis Charpentier (Secretary of the Governing Council)

Ms Sarah Keogh (Director of Marketing, Department of Strategic Communications)

Ms Silvia Rosatone (Manager, Office of Convocation)

Ms Mae-Yu Tan from the Office of the Governing Council served as secretary to the Working Group.

The *Terms of Reference* of the Working Group was distributed to members of the Committee on Academic Policy and Programs on October 25, 2007. The mandate of the Working Group was to develop and recommend a new design for the University of Toronto parchment for consideration by the Committee on Academic Policy and Programs, and ultimately, approval by the Governing Council.

### **HIGHLIGHTS:**

The Working Group met once and subsequently reviewed revised sample parchments, communicating electronically. During the discussions, members of the Working Group expressed support for the following design guidelines consistent with the principles outlined in the *Report of the Committee to Review Convocation*:

- The orientation of the parchment should be landscape rather than the current portrait, more easily accommodating lengthier names of candidates, program/divisional names, and an increased number of signatories, where necessary.
- The University of Toronto coat-of-arms should appear in blue and white rather than the current four-colour format, above the wordmark “University of Toronto”, in keeping with the University’s new visual identity.

- Use of a weightier, more elegant, cursive font than that used for the text on the existing parchment, reinforcing the importance of the parchment and the tradition of the University.
- The font used for the name of the candidate should be distinct from the font(s) used for the remainder of the text, providing greater prominence.
- Use of a darker shade of red than that used in the current seal for greater contrast with the blue text. The new seal will be embossed in the paper, possibly with a hologram for security purposes, instead of being affixed by hand.

The Working Group determined that the current wording and language of the Degree and Honorary Degree parchments should be retained. The name of the candidate on the Honorary Degree parchment would appear in red rather than blue.

Issues of parchment security were also discussed by the Working Group, and a number of options were identified for further exploration. In addition to the pre-embossed seal, the paper will be watermarked and numbered.

There was unanimous support among the members of the Working Group for the recommended changes.

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

There are no new/additional financial resources required.

**RECOMMENDATION:**

It is recommended that the Committee on Academic Policy and Programs recommend to the Academic Board for approval:

THAT the proposed redesign of the University of Toronto Degree Parchment and the Honorary Degree Parchment, as shown in the attached samples and with the specifications listed in Appendix 1 of the Memorandum from the University Registrar dated January 7, 2008, be approved.

## Appendix 1

1. Specifications for Degree Parchment, effective for the June 2008 convocation:
  - (i) that the orientation of the parchment be “Landscape”;
  - (ii) that the wording of the degrees, diplomas, and certificates remain the same;
  - (iii) that the University of Toronto coat-of-arms and wordmark be centred on the parchment;
  - (iv) that the font used for the body of the text (font size 14 pt), the title of the degree (font size 33 pt), and the date of degree conferral (font size 20 pt) be “Lucida Blackletter”, and that “Zapfino” font (font size 37pt) be used for the name of the candidate;
  - (v) that the wordmark “University of Toronto”, the name of the candidate, the title of the degree, and the date of degree conferral appear in blue, and the remainder of the text appear in black; and
  - (vi) that a pre-embossed red seal be used.
  
2. Specifications for the Honorary Degree Parchment, effective for the June 2008 convocation:
  - (i) that the orientation of the parchment be “Landscape”;
  - (ii) that the wording remain the same and that the language of the degree continue to be Latin;
  - (iii) that the University of Toronto coat-of-arms and wordmark be centred on the parchment;
  - (iv) that the font used for the body of the text (font size 24 pt), the title of the degree (font size 49 pt), and the Omnibus text (font size 44.5 pt) be “Lucida Blackletter”; the font used for the date of degree conferral (font size 16 pt) be “Bembo”; and that “Zapfino” font (font size 54 pt) be used for the name of the candidate;
  - (v) that all text appear in blue, with the exception of the name of the candidate, which will appear in red; and
  - (vi) that a pre-embossed red seal be used.