



TO: Members of the Committee on Academic Policy and Programs

SPONSOR: Andrea Sass-Kortsak, Chair, Committee on Academic Policy and Programs

CONTACT INFO: a.sass@utoronto.ca / 416 946 7617

DATE: March 10, 2011 for April 5, 2011

AGENDA ITEM **4**

ITEM IDENTIFICATION:

Committee on Academic Policy and Programs – Terms of Reference: Revisions to Sections 3, 4.1, 4.4, and 4.9 and the Guidelines Regarding Levels of Approval

JURISDICTIONAL INFORMATION:

Section 2(14) (e) of the *University of Toronto Act* empowers the Governing Council to “appoint committees and delegate thereto power and authority to act for the Governing Council” Such delegation of authority is limited to committees consisting of a majority of members of the Council, apart from the following areas: examinations, awards for academic achievement, admission standards, curricula and degree requirements. In other matters, the Committee on Academic Policy and Programs must make recommendations to the Academic Board, which must in turn make recommendations to a higher level of governance – the Governing Council or its Executive Committee.

The Governing Council achieves the delegation of authority through its approval of committee terms of reference. Traditionally, Committees recommend revisions to their own terms of reference to their parent Board, which in turn makes a recommendation to the Governing Council.

PREVIOUS ACTION TAKEN

On June 24, 2010, the Governing Council approved the revised Policy for Approval and Review of Academic Programs. It also received for information the detailed University of Toronto Quality Assurance Process, which has been submitted to the Ontario Universities Council on Quality Assurance (the “Quality Council”) for ratification.

On October 28, 2010, the Governing Council approved the recommendations of its Task Force on Governance.

**Committee on Academic Policy and Programs – Terms of Reference:
Revisions**

HIGHLIGHTS:

- **Divisional approval of modification of existing programs.** The strengthened process for the approval and review of academic programs, and the stronger role of the Governing Council with respect to that process, enables the delegation of authority to the Councils of the academic divisions to approve modifications of existing programs. This would be consistent with the approved recommendation of the Task Force on Governance for delegation of authority with respect to transactional matters to the lowest appropriate level of governance.

One element of program modification concerns the requirements for admission to the program. Apart from new divisional policies and practices and amendments that affect the whole division, approval authority would be delegated to the divisional councils.

Those modifications defined as “major modifications” in the University’s Quality Assurance Process would be included in an annual report for information to the Committee on Academic Policy and Programs, as would reports on the establishment and termination of transcript notations within existing degree programs.

- **Approval of new programs.** The Committee would consider, and where it deems it appropriate, make academic program recommendations to the Academic Board in the following categories:
 - (i) undergraduate programs leading to new degrees;
 - (ii) graduate programs and degrees;
 - (iii) the termination of existing degrees;
 - (iv) the addition and termination of joint degrees and programs with external institutions;
 - (v) the renaming of degrees; and
 - (vi) programs that establish significant new academic directions for a Faculty or are anticipated to have a substantial impact on relationships amongst divisions or with the public.

The Committee itself would consider and, where it deems it appropriate, itself approve new programs, as defined by the Quality Assurance Process, other than those in the categories above.

**Committee on Academic Policy and Programs – Terms of Reference:
Revisions**

- **Approval of the closure of programs.** It has been established by precedent that approval of the termination of programs requires the same process for approval as their establishment. It is proposed that this be made specific in the terms of reference.
- **Approval of the establishment and closing of diploma and certificate programs.** The definition of the types of diploma and certificate programs requiring approval would be established in a revised Policy on Diploma and Certificate Programs, which could be revised more readily than the terms of reference.

FINANCIAL AND/OR PLANNING IMPLICATIONS: N/A

RECOMMENDATION:

Be it Recommended to the Academic Board

THAT the proposed amendments to sections 3, 4.1, 4.4, and 4.9 to the terms of reference of the Committee on Academic Policy and Programs, and the proposed amendments to the sections of the “Guidelines Regarding Levels of Approval” dealing with Admission policies and Academic program proposals, be approved.