



TO: Members of the Academic Board

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DATE: May 14 for May 31, 2012

AGENDA ITEM: 7iii

TITLE OF ITEM OF BUSINESS: Constitutional Amendments: University College

ACTION:
For Approval

JURISDICTIONAL INFORMATION:

The Governing Council has the authority to establish faculty and college councils and to determine the composition, powers, and duties of those councils under the provisions of the *University of Toronto Act, 1971*, Section 2 (14)(i).

Section 5.2.2 of the Academic Board's terms of reference calls for amended divisional constitutions to be considered by the Board and confirmed by the Executive Committee. Amendments to By-laws are approved by divisional councils.

PREVIOUS ACTION TAKEN:

On October 28, 2010, the Governing Council approved in principle the [*Report of the Task Force on Governance*](#) and the 32 recommendations outlined in the *Report*. Recommendation 15 provides for the re-distribution of and greater delegation of responsibilities. Specifically, the Task Force recommended that, as a guiding principle, transactional matters be delegated to either the lowest appropriate level within governance, or where appropriate, to the administration, with reporting back of decisions to a suitable level of governance.

An Implementation Committee, established by the Governing Council in October 2010 and led by then Vice-Chair Richard Nunn, was charged with overseeing and coordinating implementation of the Task Force's recommendations, ensuring appropriate participation among relevant bodies of governance, administrative offices and the Secretariat.

At the same time, and in line with the work of the Task Force on Governance, the University approved a new policy governing the Approval and Review of Academic Programs and Units (June 24, 2010) and developed the *University of Toronto Quality Assurance Process* (UTQAP) which was approved by the Ontario Universities Council on Quality Assurance on March 31, 2011. The UTQAP reflects the delegation to universities of an important degree of responsibility

PREVIOUS ACTION TAKEN (cont'd)

and authority over the quality of their academic programs. At the same time it provided a new definition of categories of academic change and envisaged the delegation to Faculty Councils of an important degree of authority and responsibility for that academic change.

Together, these two processes culminated in revisions to Board and Committee Terms of Reference and led to Governing Council approval in May 2011 of the re-alignment of responsibilities among the Committee on Academic Policy and Programs, the Planning and Budget Committee, the Academic Board and the divisional councils with respect to academic program review and approval.

In June, 2011, Principals and Deans were advised of the need for amendments to the constitutions of the academic divisions arising from changes to the approval processes for proposals for new academic programs and modification of existing programs. During the summer and early fall, 2011, representatives from the Office of the Governing Council and the Office of the Vice-President and Provost met with divisional representatives to discuss the required constitutional and related by-laws changes as well as the implications for divisional processes. Updated templates for divisional constitutions and by-laws were provided in order to enable greater consistency across the University, and divisional representatives were encouraged to draw freely from the templates when drafting revisions to their documents.

Amendments to the University College Constitution were previously approved by the Academic Board on April 9, 1998 and confirmed by the Executive Committee of the Governing Council on April 21, 1998. In the fall of 2011, the Executive Committee of the College established the process for reviewing the College's Constitution: consultation with faculty, staff, and students, followed by a retreat of the University College Council in November; an Ad Hoc Committee of Council met in January 2012 to write drafts of the Constitution and By-Laws; the drafts were circulated to the College community, discussed by the Executive Committee at several meetings (January 25, February 8, and March 8), and brought to Council for discussion on February 3 and March 16.

The College's proposed constitutional and by-laws revisions were presented to the Provost's Advisory Group on March 26, 2012 and were passed by College Council on April 27, 2012.

HIGHLIGHTS:

All divisions were asked to incorporate into their constitutions provisions for the following powers and duties of Council and this was done in the case of the University College.

- **Academic Programs**
 - Council's responsibility for overseeing academic programs and courses of study that lead to degrees, diplomas, certificates, credit and non-credit courses over which the College has authority.

HIGHLIGHTS (cont'd):

- Council's authority to recommend for approval to the Faculty of Arts and Science proposals for new academic programs, major and minor modifications to existing academic programs, and modification of existing diploma and certificate programs, pursuant to the University's *Policy on Diploma and Certificate Programs*. (Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change.)
- **Academic and Interdisciplinary Units**
Council's responsibility to consider and recommend for approval to the Faculty of Arts and Science proposals concerning academic units and extra-departmental units, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.
- **Review of Academic Programs and Units**
Council's responsibility to consider and discuss a review report of an academic program and/or unit of the College, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*.

Additional amendments to the University College Constitution represent a re-organization and updating of the document in order to follow more closely the constitutional template provided by the Office of the Governing Council to all divisions. In particular, many elements of the previous Constitution concerning the running of meetings, the method of selection for Council members, and the constitution and role of the Executive Committee were moved into a separate By-Laws document. As well, the opportunity was taken to make simple housekeeping and editorial changes.

Other substantive amendments are as follows:

- **Section II – Definitions**

Definitions were revised to allow for membership in the College for graduate students and for undergraduate students in academic programs sponsored by the College. Alumni of the College now include graduates of the major and specialist programs sponsored by the College.
- **Section IV – Council's Specific Powers and Duties**

Clarification of Council's capacity to set its own By-Laws.
- **Section VI – Membership of Council**

An increase of undergraduate student members by two, to allow for representation from College sponsored programs (included in the By-Laws); addition of two at-large staff members, one graduate student member, and one at-large alumni representative; opening up the possibility of Other Academic Appointees as members; addition of all Directors of academic programs sponsored by the College

HIGHLIGHTS (cont'd):

as *ex officio* members; clarification that the President of the University of Toronto is an *ex officio* member; addition of the Dean of the School of Graduate Studies and the Vice-President and Provost as non-voting *ex officio* members; addition of the Director of the University of Toronto Art Centre as an *ex officio* member; removal of the Associate Registrar as an *ex officio* member; removal of the Chair of the University College Committee (now defunct) and the Past President or Vice-President of the University College Alumni Association as *ex officio* members.

The proposed By-Laws introduce democratic means for selecting Graduate Student, Staff, and Teaching Staff (or Other Academic Appointee) members.

- **Section VII – Quorum**

The quorum was changed to one-third of the voting members of Council (from 15) to align with common practice across the University.

- **Section VIII – Officers**

The current practice of having an Emeritus member of University College serve as Speaker was encoded, a revision from the previous Constitution's designation of the Principal as Chair of Council.

- **Section IX – Meetings**

The rules for calling a special meeting were revised to require the Speaker to call such a meeting within 30 days of receiving a request from at least half the members of Council (the previous Constitution allowed for a special meeting when requested by 10 members of Council, but was vague about when this meeting would occur).

- **Section X – By-Laws**

Council's power to establish its own By-Laws is made explicit and a set of preliminary By-Laws has been drafted.

BUDGETARY/FINANCIAL IMPLICATIONS:

N/A

ACTION:

Be It Recommended

THAT, subject to confirmation by the Executive Committee, the amended Constitution of University College, which was approved by University College Council on April 27, 2012, be approved.