



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

**SPONSOR:** Louis Charpentier, Secretary of the Governing Council

**CONTACT INFO:** Phone (416-978-2118); E-mail: l.charpentier@utoronto.ca

**DATE:** March 26 for April 19, 2013

**AGENDA ITEM:** 7

**ITEM IDENTIFICATION:**

Minor revision of wording to Terms of Reference of Committee on Academic Policy and Programs (AP&P) Terms of Reference, Section 4.4(b) (iii).

**JURISDICTIONAL INFORMATION:**

The Governing Council has established Boards and Committees and assigned responsibilities among those bodies through their terms of reference. The Governing Council has periodically approved changes in Board and Committee terms of reference to respond to changing circumstances and expectations of governance.

Section 4.4 of the terms of Reference of AP&P “Academic program proposals” delineates specific authority of the Committee on Academic Policy and Programs. It specifies that the Committee: “considers academic program proposals forwarded from divisional councils. Where it considers it appropriate:

(b) The Committee approves proposals for:

- (i) new undergraduate programs within an existing degree, as defined in the University of Toronto Quality Assurance Process, and other than those in (a) above; and the closure of such programs;
- (ii) new graduate diploma programs and undergraduate certificate programs, and the closure of such programs, as required by the University’s *Policy on Diploma and Certificate Programs*; and
- (iii) new collaborative graduate programs and new fields in existing graduate programs, and the closure of such programs.”

**PREVIOUS ACTION TAKEN:**

In 2010-11 the Terms of Reference of the Committee on Academic Policy and Planning were revised in response to the recommendations of the Task Force on Governance and the adoption of the University of Toronto’s Quality Assurance Process (UTQAP). These terms of reference were subsequently updated in September 2011.

**BACKGROUND:**

Section 3 of the Terms of Reference of the Committee on Academic Policy and Planning, “Function”, defines the general responsibilities of the Committee which include ensuring “the excellent quality of academic programs by considering proposals for new academic programs and monitoring reviews of existing programs.” The Committee on Academic Policy and Programs approves or recommends to the Academic Board of the Governing Council for consideration “new academic programs including joint programs with external institutions, and their academic content and requirements, and the closure of academic programs” The definition of new academic programs is identified explicitly as “that contained in the University of Toronto’s Quality Assurance Process (UTQAP), as approved by the Ontario Universities Council on Quality Assurance (the Quality Council)<sup>1</sup>. The revision to the Terms of Reference in September 2011 was to ensure that the definition of new programs would remain current.

The University of Toronto’s Quality Assurance Process as approved in March 31, 2011, reflected provincial norms as they were initially established. As other universities brought forward their Institutional Quality Assurance Processes (IQAP’s) the interpretation of the scope of what was understood as something “new” and therefore requiring Quality Council approval, and what was understood as a “major modification” gradually evolved.

In August 2011, following extensive consultation with the University’s Working Group on Quality Assurance and through them the Deans’ Offices, the University of Toronto took forward to the Quality Council a number of revisions to the UTQAP in the interest of improved clarity and to be consistent with the expectation that it be brought in line with these evolving provincial norms. These changes included redefining the “*creation or deletion of a field within an existing graduate program*” as a major modification.

The revised UTQAP was approved by the Quality Council on September 21, 2012.

In order to ensure that the Terms of Reference of AP&P remain consistent with the definitions of a “new” program contained in the UTQAP, a minor revision to 4.4 (b.) ( iii.) is required . This change consists of the deletion of “new fields in existing graduate programs” from the phrase “...new collaborative graduate programs *and new fields in existing graduate programs*, and the closure of such programs.” In so doing, the creation of a new field in an existing graduate program would be within the scope of the divisional council, consistent with the revised UTQAP and current provincial norms.

**RECOMMENDATION:**

For Information.

---

<sup>1</sup> <http://www.vpacademic.utoronto.ca/Assets/VP+Academic+Digital+Assets/pdf/UTQAP+document.pdf>.