

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL

**REPORT NUMBER 167 OF THE COMMITTEE ON
ACADEMIC POLICY AND PROGRAMS**

April 1, 2014

To the Academic Board,
University of Toronto.

Your Committee reports that it met on Tuesday, April 1, 2014 at 4:10 p.m. in the Council Chamber, Simcoe Hall, with the following present:

Professor Douglas McDougall (Chair)
Professor Elizabeth Peter (Vice-Chair)
Professor Sioban Nelson, Vice-Provost,
Academic Programs
Professor Brian Corman, Vice-Provost,
Graduate Education and Dean,
School of Graduate Studies
Professor Paul Kingston
Ms Jessica Ng
Professor Emmanuel Nikiema
Dr. Graeme Norval
Professor Russell Pysklywec
Ms Jennifer Raso
Ms Catherine Riddell

Professor Elizabeth M. Smyth
Professor Markus Stock
Professor Scott Thomas
Professor Steven J. Thorpe
Professor Vincent Tropepe
Professor Sandy Welsh

Secretariat:

Ms Cristina Oke, Acting Secretary
Mr. David Walders, Assistant Secretary of
the Governing Council

Regrets:

Professor Jan Barnsley
Ms Sara Dolcetti
Professor Zhong-Ping Feng
Mr. Andrew Girgis
Mr. Yingxiang Li
Dr. Gary P. Mooney
Ms Daisy Qin
Professor Michael Ratcliffe
Ms Aditi Ratho
Professor Cameron Walter

In Attendance:

Professor William Gough, Member of the Governing Council and Vice-Dean, Graduate Education
and Program Development, University of Toronto Scarborough (UTSC)
Ms Susan Froom, Governor-Elect, President, Association of Part-Time Undergraduate Students
(APUS)

In Attendance (cont'd):

Professor Cristina Amon, Dean, Faculty of Applied Science and Engineering (FASE)
Professor Heather Boon, Interim Dean, Leslie N. Dan Faculty of Pharmacy
Professor Len Brooks, Director, Master of Management & Professional Accounting Program, and
Diploma in Investigative & Forensic Accounting, University of Toronto Mississauga (UTM)
Ms Maria Bystrin, Assistant Dean, Strategic Initiatives and Continuous Professional
Development, Leslie L. Dan Faculty of Pharmacy (Pharm)
Professor David Cameron, Dean, Faculty of Arts and Science (FAS)
Professor Amrita Daniere, Vice-Dean, Graduate, UTM
Ms Justine Garrett, Coordinator, Academic Planning and Reviews, Office of the Vice-Provost,
Academic Programs
Professor Rick Halpern, Dean and Vice-Principal Academic, UTSC
Dr. Jane E. Harrison, Director, Academic Programs and Policy, Office of the
Vice-President and Provost
Professor Tim Harrison, Chair, Department of Near and Middle Eastern Civilizations, FAS
Professor Stephen Julien, Chair, Department of Physics, FAS
Ms Helen Lasthiotakis, Assistant Dean and Director, Office of the Dean, FAS
Professor Farid Najm, Chair, Edward S. Rogers Department of Electrical and Computer
Engineering, FASE
Ms Teresa Nicoletti, Administrative Coordinator, Office of the Dean, FAS
Professor Cathryne Palmer, Director, Department of Radiation Oncology
Dr. Lalitha Raman-Wilms, Associate Dean, Professional Programs, Pharm
Dr. Raymond Reilly, Associate Dean, Research, Pharm
University Professor Keren Rice, Chair, Department of Linguistics, FAS
Dr. Jay Rosenfield, Vice-Dean Undergraduate Education, Faculty of Medicine
Ms Danielle Sandhu, Interim Executive Coordinator, APUS
Professor Mark Schmuckler, Vice-Dean, Undergraduate, UTSC
Professor Grace Skogstad, Chair, Department of Political Science, UTSC
Ms Agnes So, Vice-President University Affairs, Students' Administrative Council (operating as
the University of Toronto Students' Union, UTSU)
Professor Richard Sommer, Dean, John H. Daniels Faculty of Architecture, Landscape, and
Design
Professor André Sorensen, Chair, Department of Human Geography, UTSC
Ms Amanda Stone, Administrative Coordinator - UTSC/Centennial College Joint Programs
Ms Mae-Yu Tan, Acting Coordinator, Academic Planning and Reviews, Office of the Vice-
Provost, Academic Programs
Professor Anne Tourangeau, Associate Dean Academic, Lawrence S. Bloomberg Faculty of
Nursing

ALL ITEMS ARE REPORTED FOR INFORMATION.

The Chair welcomed members and guests to the meeting.

1. Proposal for the Closure of the Undergraduate Certificate, Nurse Practitioner (Primary Health Care), Lawrence S. Bloomberg Faculty of Nursing

The Chair informed members that the Committee on Academic Policy and Programs (AP&P) approved the closure of undergraduate certificate programs where governance approval was required by the University's *Policy on Diploma and Certificate Programs*¹.

Professor Nelson explained that admissions to this certificate program had been closed since 2007-08 and there had been no students registered in the program since 2008-09. The proposal had received approval from the Lawrence S. Bloomberg Faculty of Nursing Council on February 26, 2014.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the proposed closure of the undergraduate certificate, Nurse Practitioner (Primary Health Care), as described in the attached proposal from Lawrence S. Bloomberg Faculty of Nursing dated January 27, 2014, be approved effective immediately.

2. Follow-up Reports on Reviews

The Chair noted that the follow-up reports had been requested by the Committee at previous Review meetings.

a) Department of Italian and its programs (Faculty of Arts & Science)

Professor Nelson explained that a one-year follow-up report regarding faculty complement renewal had been requested at the April 16, 2013 meeting of AP&P. The Department had requested and received approval to search for two positions in 2013-14 - a tenure-stream position in the field of Medieval Literature and Culture and a contractually-limited term appointed position (CLTA), in the field of Italian Cinema and Modern Literature. The Department had identified excellent candidates for both positions and was in the process of hiring.

b) Department of Near and Middle Eastern Civilizations and its programs (Faculty of Arts & Science)

Professor Nelson stated that a one-year follow-up report regarding physical space had been requested at the October 29, 2012 meeting of AP&P. The Faculty of Arts & Science had requested and had received an extension to bring the follow-up report to Cycle 5 rather than Cycle 2, 2013-14. The Department was expanding the 2nd floor meeting space and was developing plans for revising the 3rd floor classroom and office space.

c) Master of Management & Professional Accounting and Diploma in Investigative & Forensic Accounting (University of Toronto Mississauga)

Professor Nelson explained that a one-year follow-up report regarding the programs' structure had been requested at the April 16, 2013 meeting of AP&P. The University of Toronto Mississauga (UTM) had created a Professional Accounting Centre (PAC, an EDU-C) that was based at the Institute for Management & Innovation (IMI). UTM had taken some initial steps to change the Diploma in Investigative & Forensic Accounting (DIFA) Program to a Master in Investigative Forensic Accounting (MIFA).

¹<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppdec022003.pdf>

3. Reviews of Academic Programs and Units, Part II

The Chair reminded members that the Committee had general responsibility for monitoring the quality of education and research activities within the University. Part of this responsibility, outlined in the *Accountability Framework for Cyclical review of Academic Programs and Units*,² was to undertake a comprehensive overview of reviews of academic programs and units, and monitor the results of the reviews and administrative responses. All reviews were brought forward to the Committee for information.

The Chair explained that seventeen reviews were being considered at this meeting. The review of the Faculty of Arts and Science had been commissioned by the Provost and was not a University of Toronto Quality Assurance Process (UTQAP) review. The reviews of the John H. Daniels Faculty of Architecture, Landscape, and Design and its programs, and the Leslie L. Dan Faculty of Pharmacy and its programs had been commissioned by the Provost and were UTQAP reviews. The remaining fourteen external reviews of units and/or programs had been commissioned by Deans and were also UTQAP reviews. The submission to AP&P included a summary of the review and the signed administrative response from the Dean, which highlighted implementation plans guided by reviewer recommendations.

The Chair noted that the Reviews had been distributed among five Reading Groups, and each group had been asked to address three questions:

- 1) Did the summary accurately tell the story of the full review?
- 2) Did the administrative response address all issues identified?
- 3) Were there any questions, comments or substantive issues that the Committee should consider? Was there need to ask that the Vice-Provost, Academic Programs bring forward a follow-up report?

For each Review, the leader of the Reading Group would be invited to comment on the Review, other members would be invited to comment, and Committee members would be invited to ask questions. The Chair would then indicate whether the Committee had identified any matters that should be brought to the attention of the Agenda Committee or whether a follow-up report to the Committee was necessary.

Professor Nelson commented that the reviews provided an excellent cross-section of academic programs offered by the University. The UTQAP Final Assessment Reports (FARs) were submitted to the Ontario Universities Council on Quality Assurance (the Quality Council) and then made public. She noted that the accreditation processes required by several Faculties were not a substitute for UTQAP reviews.

a) Faculty of Arts and Science

Professor Nelson explained that this non-UTQAP review had been commissioned in connection with the appointment of a new Dean.

The group leader reported that the summary was complete and the administrative response had addressed most of the main issues, although there had been no response to the issue of proliferating structures (EDU's). The group had wondered how common the practice was of offering specialized packages to incoming graduate students, and had suggested that a more holistic approach be taken regarding time to completion of graduate degrees, with Teaching Assistantships and travel being taken into account.

²<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/acaprogunits.pdf>

3. Reviews of Academic Programs and Units, Part II (cont'd)

a) Faculty of Arts and Science (cont'd)

Dean Cameron commented that the review of the Faculty had been a productive process. He noted that there were many different types of units within the Faculty. The number of EDU's had plateaued in recent years, and were contributing to inter-disciplinarity within the Faculty.

Special funding packages for graduate students were offered to encourage the best students to come to the University. Professor Welsh added that funding to top students helped the University compete with other Canadian and American universities.

Professor Welsh noted that supervisory, institutional and funding culture were factors in time to completion. Disciplinary differences also affected time to completion and some units had been considering minor modifications to program requirements as one means of addressing the matter. Compared to international peers, time to completion was much better at the Faculty.

b) John H. Daniels Faculty of Architecture, Landscape, and Design

The group leader reported that the summary had accurately reflected the full review. The group had raised three questions:

- i) Was there an expectation that enrolment in the undergraduate program led to enrolment in the graduate program?
- ii) What was the yield in graduate enrolment?
- iii) Why was there such a contrast in professional opinion between the reviewers and the Faculty?

Dean Sommer explained that the undergraduate degree in Architectural Studies and the graduate programs were free-standing, and perhaps 10% to 20% of the undergraduate students went on to graduate programs in architecture. The yield from the applicant pool was approximately 60% in Architecture, and could be higher in Landscape Architecture. There had been a strong upward trajectory of graduate enrolment over the past number of years.

The University of Toronto Architecture graduate program was 3.5 years in length, and the Landscape Architect graduate program was 3 years, while programs in some other universities were composed of a 4 year undergraduate program plus a 2 year graduate program. This contributed to the external reviewers' different frame of reference and differing views on program structure.

The group requested a follow-up report in one year to address the issues of Faculty reorganization and the cultivation of new faculty engagement in leadership roles.

3. Reviews of Academic Programs and Units, Part II (cont'd)

c) Leslie L. Dan Faculty of Pharmacy and its programs

The group leader reported that the summary accurately reflected the full review. The group had raised two questions:

- i) How would a 'culture of customer service' translate into improvements in learning?
- ii) How would the low grade point average (GPA) and declining number of applicants to the program be addressed?

Dean Boon explained that the Faculty was introducing a new program (Pharm.D.) which required students to spend a large portion of their fourth year in clinical placements. The Faculty had created an office that would interact with students and external stakeholders, building relationships necessary to ensuring program quality.

Dean Boon informed members that the student GPA had been constant for the past few years. While the number of applicants had decreased over several years, it had stabilized recently. The Faculty had introduced mini-interviews as part of the application process and was implementing a full communication plan. Dean Boon also advised that the Faculty was conducting a review of its administrative structure and had retained an external consultant to assist with that process.

The group requested a follow-up report in one year on the reorganization of administrative structures.

d) Faculty of Arts and Science: Department of Physics and its programs

The group leader reported that the summary and the administrative response had addressed all the main issues. There was no need for a follow-up report.

The group asked a question regarding the access to resources for large classes. Professor Julien replied that, for demonstrations to the classes held in Convocation Hall, materials had to be transported from the Physics Department located on St. George Street. Professor Welsh added that the Faculty was examining large courses to determine the improvements that could be made in course delivery.

e) Faculty of Arts and Science: Department of Earth Sciences, and its programs

The group leader reported that the summary and the administrative response had addressed all the main issues. There was no need for a follow-up report.

The group asked for clarification of the Department's plans to reach out to other units, in addition to making cross-appointments. Professor Pysklywec replied that the Department was increasing its collaboration with other units at the University, including the John H. Daniels Faculty of Architecture, Landscape, and Design, the School of the Environment, and the Department of Anthropology.

The group also asked about the impact on time to completion of students doing field work during the summer before their formal entry into the graduate program. Professor Pysklywec explained that research in the discipline was subject to the vagaries of the weather. Students faced a challenge in obtaining sufficient data for analysis in a short period of time, and they appreciated the opportunity to begin data collection earlier in the program.

3. Reviews of Academic Programs and Units, Part II (cont'd)**f) Faculty of Arts and Science: Department of Linguistics and its programs**

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group had no questions and no follow-up report was requested.

g) Faculty of Arts and Science: Department of Mathematics and its programs

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group asked about the relationship of the Department with cognate departments and teaching outside the Department. Professor Welsh replied that the Faculty had been working for some time in developing a new structure of inter-divisional teaching. She also confirmed that the searches approved in 2013-14 were underway. The group had no questions and no follow-up report was requested.

It was noted that graduate students were teaching large lectures in foundational mathematics courses. Professor Welsh clarified that the graduate students were teaching sections of first-year courses.

h) University of Toronto Scarborough (UTSC) Journalism Joint Program with Centennial College

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group asked how the review panel had been chosen and whether the Dean had approved the panel. Professor Nelson commented that, in general, the college system was not covered under the UTQAP. The review of the joint Journalism Program had brought together two different processes. The University attempted to find the best reviewers for the programs from the strongest peer institutions on a case by case basis.

Professor Halpern explained that the UTSC and Centennial College worked closely together on the joint programs. They shared physical space and a staff member. He noted that the program was applied journalism, not academic journalism, therefore reviewers had been sought who were familiar with applied journalism and with collaborative programs. The reviewers had been chosen by the UTSC and Centennial College and had been approved by the Provost's Office.

The group asked for clarification about an issue addressed in the review report – the formation of student associations within the program. Professor Halpern replied that the UTSC Dean of Student Affairs had responsibility for funding student groups, and he noted that departments and students were encouraged to undertake such initiatives. The Chairs of the Department/School responsible for the joint program were welcome to contact the Dean and Vice-Principal, Academic and the Dean of Student Affairs to request funding for the creation of a student group.

The group noted that both the past and present reviews had referred to the lack of defined learning outcomes for the program. Professor Halpern explained that additional tenure-stream faculty were being hired for the program and they would be involved with identifying learning outcomes.

The group requested a follow-up report in one year on the development of learning outcomes for the program.

3. Reviews of Academic Programs and Units, Part II (cont'd)

i) UTSC New Media Joint Program with Centennial College

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group noted that there was no year-long capstone course that the reviewers had recommended and asked whether a capstone course would have access to support such as Teaching Assistants.

Professor Halpern explained that the New Media Joint Program mapped on to the existing UTSC media program which provided synergy between the two programs. At the UTSC, almost all courses were half units, due to the trimester system. Full-year courses presented challenges for students on co-operative placements, and, for pedagogical reasons, a full-year capstone course was not being planned. Professor Halpern noted that the Arts, Culture and Media Department had been in existence for only two years and more time was needed to clarify the program's degree level expectations.

The group requested a follow-up report in one year on learning outcomes and the integration of the teaching schedule between the UTSC and Centennial College.

j) UTSC Paramedicine Joint Program with Centennial College

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group asked if there was a dedicated advisor for students. Professor Halpern replied that the campus had recently hired Ms Stone as the student advisor to the various Centennial-UTSC programs. She was very knowledgeable about both the UTSC and Centennial program requirements. UTSC would take further steps to raise awareness among students of her presence.

The group also asked about the curriculum and whether the learning outcomes were in line with those of UTSC specialist programs. Professor Halpern replied that the program was heavily prescribed and the curriculum fit a set of course objectives which did not provide a lot of flexibility in terms of curriculum design.

The group requested a follow-up report in one year on the development of learning outcomes and the requirements of the UTSC specialist programs.

k) Faculty of Applied Science and Engineering, Department of Mechanical and Industrial Engineering, and its programs

The group leader reported that the summary had addressed all of the main issues. The group had asked the Dean to speak to issues raised around Teaching Assistants. Professor Amon replied that the Faculty offered training for Teaching Assistants and would work to make TA opportunities more widely available.

3. Reviews of Academic Programs and Units, Part II (cont'd)

k) Faculty of Applied Science and Engineering, Department of Mechanical and Industrial Engineering, and its programs (cont'd)

The group asked whether the Faculty had any concerns regarding the quality of international Master of Engineering (M.Eng.) students. Professor Amon replied that the Faculty's concerns were mainly due to students' English language challenges. English communication courses and a foundational program were available to international M. Eng. students. There was a possibility of increasing the number of international students through arrangements with international universities to allow students to come to the University as fourth-year exchange students and possibly receive conditional admission to the M.Eng. program. Professor Amon also noted that, over the past two years, the Faculty had addressed the concern of not offering sufficient courses for the professional program.

The group did not request a follow-up report.

l) Faculty of Applied Science and Engineering, Edward S. Rogers Department of Electrical and Computer Engineering and its programs

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group asked for clarification of the recommendations concerning increased alumni connection and connection with industry. Professor Najm replied that the Department had been strengthening its alumni relations and had established an active Alumni Advisory Board. Networking sessions for fourth year students had been implemented, and industry representatives were invited regularly to visit the Department.

The group did not request a follow up-report.

m) Faculty of Medicine, Medical Radiation Sciences Joint Program with the Michener Institute

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group had no questions and no follow-up report was requested.

n) UTSC Programs in the Department of Anthropology

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group had no questions and no follow-up report was requested.

o) UTSC Programs in the Department of Human Geography

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group asked for examples of enhanced service learning. Professor Halpern replied that, over a short period of time, the Department had greatly strengthened its service learning opportunities. He explained that the reviewers had praised the Department for its progress in that area and had encouraged it to continue. Professor Sorenson added that service

3. Reviews of Academic Programs and Units, Part II (cont'd)**o) UTSC Programs in the Department of Human Geography (cont'd)**

learning was an important component of the Department's programs it had developed strong placements for its students. Other initiatives, such as workshop-style courses would allow students to continue to engage with the community.

The group did not request a follow-up report.

p) UTSC Programs in the Department of Political Science

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group asked what initiatives were being used to increase research opportunities. Professor Halpern replied that an overarching goal at the UTSC was to enable more students to take advantage of research opportunities, either through courses or co-curricular experiences. Professor Skogstad explained that two initiatives were currently underway. One was the return of a summer scholars program that allowed students to conduct their own supervised research while receiving a stipend from the Dean's Office. The second was the exploration of offering a year-long directed research course rather than a 12 – 13 week course.

The group did not request a follow-up report.

q) UTSC Programs in the Department of Sociology

The group leader reported that the summary and the administrative response had addressed all of the main issues. The group had no questions and no follow-up report was requested.

The Chair reminded members that consideration of the reviews was one of the most important functions of the Committee. He thanked Ms Harrison, Ms Garrett and Ms Tan for assembling the Review Compendium.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and the items approved.

4. Report of the Previous Meeting: Report 166 – February 25, 2014

Report Number 166 of the meeting of February 25, 2014 was approved.

5. Business Arising from the Report of the Previous Meeting

There was no business arising from the Report of the previous meeting.

6. Date of Next Meeting – Tuesday, May 13, 2014 at 4:10 p.m.

7. Reports of the Administrative Assessors

There were no reports from the Administrative Assessors.

8. Other Business

There were no items of other business.

The meeting adjourned at 5:50 p.m.

Acting Secretary

Chair

April 23, 2014