

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 132 OF THE COMMITTEE ON
ACADEMIC POLICY AND PROGRAMS

January 8, 2008

To the Academic Board,
University of Toronto.

Your Committee reports that it met on Tuesday, January 8, 2008 at 4:10 p.m. in the Council Chamber, Simcoe Hall, with the following present:

Professor Andrea Sass-Kortsak (Chair)	Dr. Chris Koenig-Woodyard
Professor Douglas McDougall (Vice-Chair)	Professor Cheryl Regehr
Professor Edith Hillan, Vice-Provost, Academic	Ms Lorenza Sisca
Professor Cheryl Misak, Deputy Provost	Miss Maureen Somerville
Mr. Taufik Al-Sarraj	Professor Suzanne Stevenson
Professor Derek Allen	Dr. Tim McTiernan, Assistant Vice-President, Research
Professor Jan Angus	Professor Susan Pfeiffer, Vice-Provost, Graduate Education and Dean, School of Graduate Studies
Professor Gage Averill	Professor Pekka Sinervo, Vice-Provost, First Entry Programs and Dean, Faculty of Arts and Science
Professor Katherine Berg	Ms Karel Swift, University Registrar
Professor Ragnar Buchweitz	
Ms Tiffany Chow	Mr. Neil Dobbs, Secretary
Professor Elizabeth Cowper	
Professor Robert Gibbs	
Ms Emily Gregor	
Ms Milka Ignjatovic	

Regrets:

Ms Bonnie Goldberg	Professor Audrey Laporte
Mr. James Janeiro	Dr. Stefan Mathias Larson
Professor Yuki Mayumi Johnson	Professor Louise Lemieux-Charles

In Attendance:

Professor Pamela Catton, Past-Member, The Governing Council; Vice-Chair,
Academic Program, Department of Radiation Oncology
Ms Yvette Ali, Director, Professional Programs Office, Woodsworth College
Professor Karen Davis, Graduate Coordinator, Institute of Medical Science
Ms Twylla D. Bird-Gayson, Research Associate and Program Coordinator, Health
Informatics, Department of Health Policy, Management and Evaluation
Professor John Browne, Acting Principal, Woodsworth College
Professor Rhonda Cockerill, Graduate Coordinator, Department of Health Policy,
Management and Evaluation
Ms Nicole Harnett, Director, Medical Radiation Science Graduate Program

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In Attendance (Cont'd)

Professor Wayne Hindmarsh, Dean, Leslie Dan Faculty of Pharmacy
Professor Susan Howson, Vice-Dean, Undergraduate Education and Teaching, Faculty of Arts and Science
Ms Helen Lasthiotakis, Director, Policy and Planning, Office of the Vice-President and Provost
Ms Mette Mai, Administrative Assistant, Office of the Governing Council
Professor John Scherk, Interim Vice-Dean, University of Toronto at Scarborough
Ms Mae-Yu Tan, Assistant Secretary of the Governing Council

ITEMS 7 AND 8 CONTAIN RECOMMENDATIONS TO THE ACADEMIC BOARD. ALL OTHER ITEMS ARE REPORTED FOR INFORMATION.

1. Report of the Previous Meeting

Report 131 (September 10, 2007) was approved.

2. Business Arising from the Report of the Previous Meeting

(a) Item 2, Report of the Previous Meeting – Reviews of Academic Programs and Units

The Chair referred to the statement in Report Number 131 that the Agenda Committee would consider the report of this Committee's (AP&P's) May meeting on reviews of academic units and programs. It would decide whether there were any items requiring the attention of the Academic Board. The Chair reported that the Agenda Committee had decided that there were no items that should be referred to the Academic Board.

(b) Item 5 – Proposal for Master of Science and Doctor of Philosophy Degree Programs in Ecology and Evolutionary Biology

Professor Pfeiffer reported that there had been some modifications to the structure of the Master of Science Degree in Ecology and Evolutionary Biology. Following communications with the Appraisal Committee of the Ontario Council on Graduate Studies (O.C.G.S.), the graduate department had revised its proposed M.Sc. program from twelve months' to sixteen months' duration. The change affected only the period during which students would be registered; it did not affect the proposed content of the degree. The new degree program would commence on May 1, 2008.

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3. University of Toronto at Mississauga: Major Calendar Changes, 2008-09

Professor Hillan said that the University of Toronto at Mississauga (U.T.M.) proposed the addition of a new specialist program in Geocomputational Science and, because of low enrolment, the deletion of the Specialist and Major programs in European Studies. Professor Averill added that the proposed specialist program in Geocomputational Science built on the strengths of seven faculty members in Geography with at least some focus on this area, as well as faculty in the Department of Mathematical and Computational Sciences. It responded to substantial student interest, and it was expected that the program would provide excellent training to students wishing to proceed to graduate studies or to employment in this area.

A member noted that the European Studies programs had been initiated only in 2004. She asked if there was some means to avoid initiating programs that would not draw sufficient enrolment to continue. Professor Misak replied that the origin of the European Studies programs had been somewhat unusual. They had been initiated at the time of the discontinuation of the programs in German. U.T.M had hoped that the broader programs would attract interest from amongst students who wished to study German and other European languages and to take courses in the Humanities and Social Sciences that focused on Europe.

Professor Averill responded to a number of questions about the proposed program in Geocomputational Science. It was worthwhile to offer the program to only the anticipated enrolment of ten students per year. That enrolment was not atypical for smaller specialist programs. The program would require fourteen courses, fewer than a double major in Geography and Computer Science, and it would be better structured. The program would draw on existing courses and would therefore have no additional cost. It was anticipated that there would be a very good demand in the job market for graduates. The name of the program had been carefully selected to make clear the value of graduates to potential employers. The program, while likely to be very attractive to employers, would at the same time be an excellent academic program. The program was well supported by U.T.M. faculty, including one faculty member who would be its leader.

On motion duly made and seconded,

YOUR COMMITTEE APPROVED

The proposed new specialist program in Geocomputational Science and the program deletions, as described in the 2008-09 submission from the University of Toronto at Mississauga, effective for the academic year 2008-09.

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4. University of Toronto at Scarborough: Major Calendar Changes, 2008-09

Professor Hillan said that the University of Toronto at Scarborough (U.T.S.C.) proposed to offer a new specialist program in Quantitative Analysis, a non-cooperative (non-work-study) version of the existing specialist program in Arts Management, and to offer a new Curatorial Studies stream in the existing specialist program in Art and Culture. There were no proposals to delete programs. The proposals had been approved by the appropriate governance body at the University of Toronto at Scarborough and reviewed by the tri-campus decanal committee.

A member asked about the relationship of the proposed new Curatorial Studies stream to the Doris McCarthy Gallery. Professor Buchweitz said that the Curator/Director of the Gallery would teach in the program. That reflected the general trend in the University to bring the art galleries more fully into its academic programs. There was also a student gallery at U.T.S.C., and co-op students worked in it.

On motion duly made and seconded,

YOUR COMMITTEE APPROVED

The new specialist program in Quantitative Analysis and the major program changes, as described in the submission from the University of Toronto at Scarborough dated December 6, 2007, effective for the May 2008 Summer Session.

5. University of Toronto at Scarborough: Degree Requirements

Professor Hillan said that at the present time, students at the University of Toronto at Scarborough had four options to meet their degree requirements – completion of: a specialist program, two major programs, one major program plus two minor programs and three minor programs. U.T.S.C. proposed to remove the option of completing three minor programs. That action had been taken by the Faculty of Arts and Science on the St. George Campus and the Mississauga Campus some years ago, and the proposal would bring the practices of the three campuses into alignment. The proposal was based on the fact that the completion of studies in three different disciplines made it difficult for students to gain the depth of knowledge that is currently expected for an Honours Degree. Fewer than one percent of current students had chosen this option.

REPORT NUMBER 132 OF THE COMMITTEE ON ACADEMIC POLICY AND PROGRAMS - January 8, 2008**5. University of Toronto at Scarborough: Degree Requirements (Cont'd)**

Professor Buchweitz said that it had been largely an oversight that the three-minor-program option had not been removed at the same time U.T.S.C. had eliminated the three-year degree. It was very difficult for a student to achieve appropriate depth in three disciplines. The Career Centre had advised that some students had taken advantage of the three-minor-program option in order to obtain qualifications to teach in three areas and to keep more employment options open. Students could, however, still meet that objective by enrolment in a major program and two minor programs. Moreover, U.T.S.C. now also offered the Concurrent Teacher Education Program, which enhanced students' employment opportunities. In response to questions, Professor Buchweitz said that it was proposed to make the change effective with the 2009 summer session in order to keep the three-minor option open to students who were currently applying to UTSC with the understanding that the option would be available. Students who had begun their studies prior to the 2009 summer session would continue to have the opportunity to graduate by completing three minor programs.

On motion duly made and seconded,:

YOUR COMMITTEE APPROVED

The proposal for the discontinuation of the three-minor program combination for Honours Degree fulfillment at the University of Toronto Scarborough, effective with the 2009 Summer Session.

6. Faculty of Arts and Science, St. George Campus: Major Calendar Changes, 2008-09

Professor Hillan said that the Faculty of Arts and Science on the St. George Campus proposed to offer a substantial number of new programs and to delete several others. One very interesting feature was the proposal to offer new minor programs in Nanoscience and Environmental Biology jointly with the National University of Singapore. Those new programs would enable University of Toronto students to attend classes in Singapore for one semester and Singapore students to attend this University. The proposal was highly consistent with the Faculty's academic plan to link academic programs and research experiences and to provide opportunities for significant international experiences.

Professor Howson said that the large number of new programs and program deletions was the result of several special factors: the exchange with the National University of Singapore; the restructuring of the previous departments of Botany and Zoology; the offering of two new programs by the Centre for Environment; the offering

REPORT NUMBER 132 OF THE COMMITTEE ON ACADEMIC POLICY AND PROGRAMS - January 8, 2008**6. Faculty of Arts and Science, St. George Campus: Major Calendar Changes, 2008-09 (Cont'd)**

of two new programs by teaching staff in the Faculty of Forestry, which wished to expand its undergraduate teaching; the external review of the Commerce program; and the overall process of curricular renewal.

Questions and discussion focused on three matters.

(a) Programs in Forest Biomaterials Science. A member asked whether the Faculty of Arts and Science had a memorandum of agreement with the Faculty of Forestry concerning the proposed new programs to be offered by teaching staff in that Faculty. Professor Howson replied that the two Faculties had reached a clear agreement concerning responsibilities with respect to the programs, but the agreement was not a written one. It was strongly supported by the new Dean of the Faculty of Forestry. Offering the programs had been approved by that Faculty's Council, which had recently proposed to add to its membership the Dean of the Faculty of Arts and Science or the Dean's designate. The proposal had also been approved by the Faculty of Arts and Science Council. The arrangement was very much like that with the Faculty of Medicine, which also offered courses to students in the Faculty of Arts and Science.

(b) Specialist programs in Commerce. A member observed that students in the three proposed specialist programs in Commerce were required to complete a substantial number of required courses in each program: fifteen full-course equivalents in the specialist program in Accounting, twelve in the specialist program in Management and fourteen in the specialist program in Finance and Economics. Students were also required to complete ten courses offered by the Rotman School of Management and ten offered by the Faculty of Arts and Science. Was that combination of requirements an indirect way of increasing the requirements for the B.Com. degree? Professor Howson replied that it was not. The requirement for the completion of ten courses offered by each of the Rotman School and the Faculty of Arts and Science was a distribution requirement, which would be met in part by the required courses. The Arts and Science courses would include the required courses, primarily in Economics, but could also include courses in other Arts and Science disciplines.

(c) Minor program in Nanoscience. A member referred to the proposed new minor program in Nanoscience to be offered jointly by the Department of Chemistry and the National University of Singapore. She asked whether courses in the program would be open to students in the Faculty of Applied Science and Engineering. Professor Howson replied that the courses might be made available if the Faculty of Applied Science and Engineering were to make a proposal to that effect.

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6. Faculty of Arts and Science, St. George Campus: Major Calendar Changes, 2008-09 (Cont'd)

On motion duly made and seconded,

YOUR COMMITTEE APPROVED

The new specialist, major and minor programs, and the program deletions, as described in the 2008-09 submission from the Faculty of Arts and Science, St. George Campus, effective for the academic year 2008-09.

7. School of Graduate Studies / Faculty of Medicine: Master of Health Informatics Degree Program

Professor Hillan said that the proposed Master of Health Informatics program was to be a full-time professional graduate program offered by the Faculty of Medicine's Department of Health Policy, Management and Evaluation in collaboration with the Faculty of Information Studies. It was intended for health-care and computer / information professionals who wished to advance teaching and knowledge about the application of information and communication technologies to improve health care systems. The proposal had been considered and supported by the relevant bodies in the Department and in the Faculty of Medicine, and it had been approved by the Graduate Education Council. Professor Pfeiffer applauded the work of the faculty members who had taken the initiative to develop this program, which would bring to bear a real depth of knowledge and expertise to the area of health informatics. It was very important that the University of Toronto participate in this area, which would be of great benefit to society.

Among the matters that arose in questions and discussion were the following.

(a) Enrolment. A member observed that the initial enrolment would be only twenty students and was expected to increase slowly to forty students. The member anticipated that the demand for training in this area would far exceed the capacity of the program. Professor Cockerill and Ms Bird-Gayson replied that the initial enrolment was limited in part by the capacity of the Department's electronic classroom, but it was anticipated that the enrolment in the program would expand significantly over time to meet demand.

(b) Resources. In response to a question, Professor Cockerill and Ms Bird-Gayson said that the Department of Health Policy, Management and Evaluation had made budgetary provision for the program, assisted by a grant from the Academic Initiatives Fund. The Chair noted that the matter of resource implications would come before the Planning and Budget Committee the next day.

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7. School of Graduate Studies / Faculty of Medicine: Master of Health Informatics Degree Program (Cont'd)

(c) **Practicum.** In response to a question, Professor Cockerill and Ms Bird-Gayson said that they were confident that arrangements could be made for locations for the 600-hour practicum required by the proposed program. The proposal had been developed in cooperation with the teaching hospitals, which would provide some of the practicum sites. Indeed, there were some students in the Master of Health Science program already working in the area of health informatics, and they had been very successful in finding placements.

On motion duly made and seconded,

YOUR COMMITTEE RECOMMENDS

THAT the proposal to establish a Master of Health Informatics (M.H.I.) Degree Program within the Faculty of Medicine be approved, effective September 2008.

8. School of Graduate Studies / Faculty of Medicine: Master of Health Science Degree Program in Medical Radiation Sciences

Professor Hillan said that the Institute of Medical Science, in collaboration with the Department of Radiation Oncology, proposed to offer a two-year, full-time, non-thesis professional master's degree program in Medical Radiation Sciences. The program was targeted at licensed, experienced radiation therapists, and it would allow them to expand their knowledge, skills and judgement to excel as clinicians. The proposed program would require course work, clinical practice and a major research project. The program would be a unique one in an area of high demand, and it was expected to attract applicants from across Canada and perhaps internationally. The proposal had been reviewed and endorsed by the Executive Committee in the Institute of Medical Sciences, the Faculty of Medicine Council and the Graduate Education Council.

In response to questions, Professor Catton said that it had been intended, at the time of the establishment of the undergraduate program in collaboration with the Michener Institute, to develop a graduate program. It would serve people with the undergraduate degree who wished to expand their academic rather than their practical preparation. The proposed graduate program would therefore not involve the Michener Institute. It was intended to meet a real need for experienced radiation therapists with undergraduate degrees and further academic training in research-based medical radiation science. Professor Pfeiffer added that radiation therapy was a very important field in medicine, and she was surprised that there were no other programs in North America for training at the master's degree level. She anticipated that the proposed program would be very well

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8. School of Graduate Studies / Faculty of Medicine: Master of Health Science Degree Program in Medical Radiation Sciences (Cont'd)

received academically and by society generally. It would provide training to a group of professionals who needed and deserved to be able to enhance their training and qualifications.

On motion duly made and seconded,

YOUR COMMITTEE RECOMMENDS

THAT the proposal to establish a Master of Health Science (M.H.Sc.) Degree Program in Medical Radiation Sciences within the Faculty of Medicine be approved, effective September 2008.

9. Leslie Dan Faculty of Pharmacy: Parchment Recognition of Graduation with Honours

Professor Hillan said that the Leslie Dan Faculty of Pharmacy proposed to record on degree parchments the achievement of honours standing for students who earned the required grades. At the present time, that achievement was recorded only on students' transcripts of academic record.

The Chair noted that in the past, proposals to recognize the achievement of honours standing on parchments had been considered by this Committee and recommended to the Academic Board. Because, however, the principle of such recognition had now been firmly established, the Chair would suggest to the Academic Board's Agenda Committee that the Committee's action be deemed to constitute final approval.

A member asked why there were no global criteria allowing such proposals to be implemented automatically. Ms Swift replied that the criteria for honours / distinction / high distinction, as well as the option of recording graduation with honours on parchments, had historically been deemed a matter for each division to decide, subject to governance approval. The Secretary noted that a review of governance was currently underway as part of the *Towards 2030* planning process. He understood that the terms of reference of the Boards and Committees would be reviewed as a part of this process and that Office of the Vice-President and Provost would propose that this particular matter be considered as part of this review.

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9. Leslie Dan Faculty of Pharmacy: Parchment Recognition of Graduation with Honours (Cont'd)

On motion duly made and seconded,

YOUR COMMITTEE APPROVED

The proposal to recognize on the parchment graduation with honours by students in all degree programs in the Leslie Dan Faculty of Pharmacy, effective June 2008.

10. Woodsworth College: Parchment Recognition of Graduation with Honours

Professor Hillan presented the proposal to record on graduation parchments for two Woodsworth College post-degree certificate programs the completion of the programs with honours. The precedent for recognizing the achievement of honours standing on parchments for graduates of certificate programs had been established with the approval of such recognition for certain certificates in the Faculty of Music.

A member observed that the grade-point average proposed for the recording of honours standing for the Woodsworth College programs was less than that for the Bachelor's degree in the Faculty of Pharmacy. Professor Hillan noted that the Woodsworth programs were post-Bachelors'-degree certificate programs in contrast to the undergraduate degree program in Pharmacy. Ms Swift added that historically the requirements for honours standing had been regarded as a divisional prerogative, subject to appropriate governance approval. A grade-point average of 3.5 represented a standing equivalent to something between a "B+" and an "A-" in the older letter-grade scale. Professor Sinervo added that a grade point average of 3.5 was a rather high one, achieved by only about 16% of graduates in the Faculty of Arts and Science. The very large majority of graduates from that Faculty completed honours programs, but that involved completion of specified program requirements as well as a minimum G.P.A. In the programs now before the Committee, the programs themselves were not structured as "honours" programs, and the achievement to be documented on the parchments dealt only with grades.

On motion duly made and seconded,

YOUR COMMITTEE APPROVED

The proposal to recognize on the parchment graduation with honours by students in the post-degree certificate programs in Teaching English to Speakers of Other Languages and in Human Resources Management, effective June 2008.

REPORT NUMBER 132 OF THE COMMITTEE ON ACADEMIC POLICY AND PROGRAMS - January 8, 2008**11. Reports of the Administrative Assessors****Undergraduate Program Review Audit Committee: Audit of the University of Toronto Review Process**

Professor Hillan recalled that over a decade ago the Council of Ontario Universities (C.O.U.) had established guidelines for a process of periodic reviews of academic programs in the Ontario universities. An Undergraduate Programs Review Audit Committee (UPRAC) had been established, and now operated under the jurisdiction of the Ontario Committee of Academic Vice-Presidents (OCAV), to carry out regular monitoring of the process of periodic reviews. The objective was to ensure that each institution's guidelines and program of reviews was in compliance with the C.O.U. guidelines. The University of Toronto had been audited in 2001 as part of the first round of audits, and the University would undergo a second audit in the current term. The audit team consisted of four individuals: Professor George Fallis, a former Dean of the Faculty of Arts at York University; Professor Emerita Mary Jane Miller, past-Chair of the Department of Dramatic Arts, Brock University; Professor Emeritus Bernard Philogène, former Vice-Rector (Academic and Research) at the University of Ottawa; and Professor Emeritus Patricia Rowe, former Dean of Graduate Studies at the University of Waterloo. The audit team had received a considerable amount of background documentation, including information on all reviews from 2001 forward, a list of all new programs, and copies of policies and procedures for reviews. Professor Hillan acknowledged the excellent work of Ms Helen Lasthiotakis in preparing this documentation. The audit team had selected a sample of reviews for its detailed consideration. Members of the Office of the Vice-President and Provost had held a preliminary meeting with the auditors, who had established dates for a site visit: February 8 and February 9, 2008. The audit team wished to meet with members of the University involved in the development of academic programs and those involved in the review process. They would include: senior academic administrators, representatives of programs, students, and members of relevant Governing Council committees. They might well wish to meet with some members of the Committee on Academic Policy and Programs. Professor Hillan anticipated that the Committee would receive more information at an early date.

12. Dates of Next Meetings

The Chair reminded members that there would be need for an additional meeting on **Tuesday, January 22nd, 2008 at 4:10 p.m.** Agenda items that would require attention would include a proposal to offer a Bachelor of Business Administration degree at the University of Toronto at Mississauga and a proposed redesign of the graduation parchment.

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12. Dates of Next Meetings (Cont'd)

The Chair reminded members that the following regular meeting was scheduled for **Tuesday, February 26, 2008 at 4:10 p.m.**

The meeting adjourned at 5:05 p.m.

Secretary

Chair

January 16, 2008

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