



ACADEMIC COUNCIL REPORT

SESSION:

Public
 Non-Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Academic Council

DATE: October 22, 2019

FROM: Governance & Nominations Committee

SUBJECT: Amendments to Graduate Studies Committee (GSC) Terms of Reference

COMMITTEE MANDATE:

- Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees.
- As part of the implementation of By-law No. 2, the GNC has been asked to review the Terms of Reference for all of Academic Council’s standing committees.
- The committee is recommending that Academic Council recommend the updated GSC Terms of Reference for approval by the Board of Governors.

BACKGROUND/CONTEXT:

- In order to assist the GNC with its review, the Graduate Studies Committee (GSC) reviewed and proposed revisions to its Terms of Reference.
- The proposed changes were also presented to Academic Council for consultation at the meeting on June 25, 2019. Academic Council did not share any comments on the proposed changes.
- The Report to Academic Council on the Review of GSC Terms of Reference dated May 28, 2019 is also attached for ease of reference.
- An additional change to the GSC Terms of Reference is to include the Secretary of Academic Council (or designate) as an *ex-officio* non-voting member to provide governance advice and to be consistent with the updated Undergraduate Studies Committee Terms of Reference.

MOTION:

That pursuant to the recommendation of the Governance and Nominations Committee, Academic Council hereby recommends the updated Graduate Studies Committee Terms of Reference, as presented, for approval by the Board of Governors.

NEXT STEPS:

1. If recommended by Council, the Terms of Reference will be presented to the Board of Governors for approval on November 28, 2019.

SUPPORTING REFERENCE MATERIALS:

- clean version of updated Terms of Reference for GSC
- Report to Academic Council re Review of Graduate Studies Committee Terms of Reference dated May 28, 2019 & blacklined version of Terms of Reference

GRADUATE STUDIES COMMITTEE

I. MEETING DATES AND TIMES

Meetings shall be held monthly from September to June unless otherwise determined by the Chair.

II. MEMBERSHIP

Ex-officio (non-voting)

- Provost
- Deans
- Librarian
- Office of the Registrar representative
- Centre for Institutional Quality Enhancement representative
- Secretary of Academic Council (or designate)

Ex-officio (voting)

- VP, Research and Innovation
- Graduate Program Directors

School of Graduate and Postdoctoral Studies

- Dean (Chairing, voting only in the event of a tie)
- Associate Dean and Assistant Dean (voting)
- Manager (non-voting)

Students (voting)

- 1 representative from Graduate Student Council
- 1 elected graduate student

Note: at least one of the graduate students must be at the PhD level

Academic Council members (voting)

- 2 members from among elected faculty members of Academic Council who have graduate faculty appointments

III. TERMS OF REFERENCE

The Graduate Studies Committee has the responsibility for the academic quality of graduate studies in each Faculty. It represents Faculty-wide concerns about graduate students to Academic Council, and provides advice to Faculty and Academic Council on issues related to graduate studies. Specifically, the Graduate Studies Committee will:

- a) Maintain the academic standards set by Academic Council
- b) As needed, appoint sub-committees to deal with issues related to graduate studies. These may include, but are not limited to scholarships, policy and regulations, appeals, etc.;

- c) Examine proposals for new graduate degree and diploma programs, major changes to existing programs and to recommend their approval, as appropriate, to Academic Council;
- d) Approve minor program adjustments and changes to individual graduate courses.
- e) In reviewing the proposals under (c) and (d), the committee will:
 - Take responsibility for ensuring the academic quality of the proposal;
 - Look for evidence that the proposal has emerged from unit planning processes and will meet the standards established by relevant external bodies including the Quality Assurance Framework;
 - Encourage, wherever possible, cooperation and consultation among academic units including the promotion of complementary programming; and
 - Flag for Academic Council's attention matters bearing on academic policy.
- f) Approve Final Assessment Reports (FARs) and action plans arising from the cyclical review of graduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year;
- g) Review approved nominations for graduate faculty appointments for supervision and teaching privileges. Make decisions on appeals related to graduate faculty appointments.
- h) Review and recommend for approval graduate student admissions requirements;
- i) Review and recommend for approval graduate program regulations;
- j) Review and recommend for approval graduate scholarship policy;
- k) Review and approve terms of reference for all graduate scholarships, bursaries and other academic awards and prizes and to report its decisions on these matters to Academic Council;
- l) Provide advice to Academic Council on student financial support issues;
- m) Review and recommend for approval student and registrarial policies related to financial support, admission, transfer of credits, etc.;
- n) Render a decision with respect to cases of graduate students' misconduct of research, appeals and any other issues related to unsuccessful completion of a graduate program.
- o) Establish, oversee, and periodically review the graduate academic, admissions, and scholarship procedures, guidelines, and directives; and revise when appropriate; and provide regular updates to Academic Council; and
- p) to review and recommend to Academic Council changes to graduate academic, admissions, and scholarship policy.



ACADEMIC COUNCIL COMMITTEE REPORT

SESSION:

Public
 Non-Public

ACTION REQUESTED:

Decision
 Discussion/Direction
 Information

TO: Academic Council

DATE: May 28, 2019

FROM: Governance & Nominations Committee

SUBJECT: Review of Graduate Studies Committee Terms of Reference

COMMITTEE MANDATE:

- Section 1(a) of the GNC Terms of Reference lists one of the responsibilities of the committee as advising Academic Council on the establishment, terms of reference, composition, membership and retirement of its committees.
- As part of the implementation of By-law No. 2, the GNC has been asked to review the Terms of Reference for all of Academic Council’s standing committees.

BACKGROUND/CONTEXT:

- In order to assist the GNC with its review, the Graduate Studies Committee (GSC) reviewed and proposed revisions to its Terms of Reference.

Recommendations:

Membership

- The 2010 GSC membership list comprises positions that no longer exist at UOIT (e.g. Associate Provost, Research; Graduate Programs Officer; core faculty) and lacks sufficient representation from all program areas. This lack of representation had been remedied by the establishment of a parallel Graduate Program Director committee that held regularly scheduled meetings.

- **Groups:** Consistent with practices observed at other universities, recommended membership is categorized into the following representative groups.
 - Ex-Officio
 - School of Graduate and Postdoctoral Studies
 - Students
 - Elected Faculty members from Academic Council who hold graduate faculty appointments

- **Voting Status:** Voting and non-voting status is indicated as appropriate for the roles of the members.

Notes:

- Ex-officio voting members would consist of all Graduate Program Directors (instead of the current membership of one GPD per Faculty). Currently, items for consultation are posted on the GSC SharePoint site and GPD's who are not committee members are invited to provide feedback or attend the meetings as non-voting members. It was felt that having all GPD's serving as voting members on the committee would allow for better participation and also include a broader representation of voices from Faculties.

- The VP, Research and Innovation, would also be included as a voting member, given the continual close relationship between Graduate Studies and Research.

- Additionally, non-voting ex-officio members deemed to be most relevant to Graduate Studies would be included. This is commonly found at other comparator universities.

- The School of Graduate and Postdoctoral Studies representation would now include the Assistant Dean and Associate Dean as voting members and the Manager as a non-voting member. This also reflects practices at comparator universities.

- Student representation would now include one representative from the Graduate Student Council, in addition to the one elected graduate student. It was decided that both student representatives should be full-time students, as previous experience revealed difficulty in obtaining part-time student engagement.

- Finally, elected faculty members from Academic Council would be included as voting members of the committee; these members are recommended based on the additional value they could provide - broader interest (i.e. of the university as opposed to narrower interest of faculty/program); expertise and experience from having potentially previously served as a Graduate Program Director or an Associate Dean – preference to have representation from North and Downtown campuses

- Some potential drawbacks of having elected faculty members should be noted:
 - Perceived skewing of interests depending on the affiliation of the faculty members
 - Quorum concerns with a larger committee (may be harder to achieve 50%)
 - Equivalent value could be obtained by properly constituted working groups as provided for in the Terms of Reference– appointing sub-committees
 - Scheduling and room size could be an issue
- **Conclusion:** By revising the membership as described above, GSC meetings would include a larger group with familiarity of all graduate disciplines and would contribute to a more effective governance of graduate studies. This revised membership would allow the elimination of the GPDC (Graduate Program Director Committee) meetings that were previously held twice per term, in parallel with the GSC meetings.

Terms of Reference

- Updates to the 2010 Terms of Reference were made in order to reflect current practices. For instance, the appointment of sub-committees was added to the mandate of GSC which reflects previous and ongoing working groups formed to address graduate support budget, scholarship selection committees and GSC governance.
- Other revisions were made to the text of the GSC responsibilities to bring its wording in line with actual activities.

NEXT STEPS:

1. Academic Council's feedback will be communicated to GNC at the meeting on June 18, 2019.
2. The Terms of Reference will be presented to Academic Council for recommendation on June 24, 2019.

SUPPORTING REFERENCE MATERIALS:

- blacklined Terms of Reference for GSC

Item	3.4.4
Approved by	UOIT Academic Council
Last approved	June 2010

GRADUATE STUDIES COMMITTEE

I. MEETING DATES AND TIMES

Meetings ~~shall be scheduled based on specific needs~~ shall be held monthly from September to June unless otherwise determined by the Chair.

II. MEMBERSHIP

- ~~• Dean of Graduate Studies (Chair)~~
- ~~• Associate Provost, Research~~
- ~~• Registrar~~
- ~~• One (1) Graduate Programs Officer~~
- ~~• One (1) core faculty member from each Faculty/School (named by the Faculty Dean; normally, a Graduate Program Director)~~
- ~~• One (1) full-time graduate student~~
- One (1) part-time graduate student

Ex-officio (non-voting)

- Provost
- Deans
- Librarian
- Office of the Registrar representative
- Centre for Institutional Quality Enhancement representative

Ex-officio (voting)

- VP, Research and Innovation
- Graduate Program Directors

School of Graduate and Postdoctoral Studies

- Dean (Chairing, voting only in the event of a tie)
- Associate Dean and Assistant Dean (voting)
- Manager (non-voting)

Students (voting)

- 1 representative from Graduate Student Council
- 1 elected graduate student

Note: at least one of the graduate students must be at the PhD level

Faculty Academic Council members at large (voting)

- 2 members from among elected faculty members of Academic Council who have graduate faculty appointments

III. TERMS OF REFERENCE

The Graduate Studies Committee has the responsibility for the academic quality of graduate studies in each Faculty. It represents Faculty-wide concerns about graduate students to Academic Council, and provides advice to Faculty and Academic Council on issues related to graduate studies. Specifically, the Graduate Studies Committee ~~shall~~will:

- a) Maintain the academic standards set by Academic Council
- b) As needed, appoints sub-committees to deal with issues related to graduate studies. These may include, but are not limited to scholarships, policy and regulations, appeals, etc.;
- ~~c) Review and make recommendations to Academic Council concerning new graduate programs;~~
- ~~c) To examine proposals for new graduate degree and diploma programs, major changes to existing programs and to recommend their approval, as appropriate, to the Executive Committee and then to Academic Council; and~~
- ~~d) Review and make recommendations to Academic Council concerning major changes to graduate programs;~~
- ~~d) To approve minor program adjustments and receive for information changes to individual graduate courses.~~
- ~~e) Receive and review annual reports from the Faculties concerning new graduate courses, course deletions and minor changes to programs;~~
- e) In reviewing the proposals under (c) and (d), the committee will:
 - Takes responsibility for ensuring the academic quality of the proposal;
 - Should look for evidence that the proposal has emerged from unit planning processes and will meet the standards established by relevant external bodies including the Quality Assurance Framework;
 - Should encourage, wherever possible, cooperation and consultation among academic units including the promotion of complementary programming; and
 - Should flag for the Executive Committee's Academic Council's attention matters bearing on academic policy.
- ~~f) To receive and review reports, recommendations and action plans arising out of the cyclical review of graduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year.~~
- ~~f) To approve Final Assessment Reports (FARs) and action plans arising out of the cyclical review of graduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year;~~
- g) Approve nominations from Deans for graduate teaching privileges; Review approved nominations for graduate faculty appointments for supervision and teaching privileges. Make decisions on appeals related to graduate faculty appointments.
- h) Review, monitor and advise on and recommend for approval graduate student admissions and recruitment; requirements;
- i) Review, monitor and advise on recommend for approval graduate program regulations; and changes in program requirements;
- j) Formulate Review and recommend for approval graduate scholarship policy to Academic Council;

- k) Review and approve terms of reference for all graduate scholarships, bursaries and other academic awards and prizes and to report its decisions on these matters to Academic Council;
- ~~k) select individual recipients of graduate awards and prizes where judgment is required in the selection process;~~
- l) Provide advice to Academic Council on student financial support issues;
- m) Review and recommend for approval student and registrarial policies related to financial ~~aid~~support, admission, transfer of credits, etc.;
- n) ~~Deal~~Render a decision with respect to cases of graduate students' misconduct of research, appeals and any other issues related to unsuccessful completion of a graduate program.;
- o) Establish, oversee, and periodically review the graduate academic, admissions, and scholarship procedures, guidelines, and directives; and revise when appropriate; and provide regular updates to Academic Council; and
- p) to review and recommend to Academic Council changes to graduate academic, admissions, and scholarship policy.

- ~~n) Prepare responses to university, provincial, national and international policies that impact on graduate level education;~~
- ~~Carry out Academic Council approved graduate program policies that include but are not limited to approval of external examiners for theses, time extensions and leaves of absence.~~

Approved by Academic Council, March 2006, revised May 2007, June 2010