February 13, 2008

MEMORANDUM AND NOTICE OF MEETING
To: Members of Graduate Education Council
From: Jane Alderdice, Secretary, Graduate Education Council

I am advising members of the following notice of meeting and agenda. Please note that the meeting will take place in the Galbraith Council Chambers. If you have any questions or comments about this agenda or comments in general, you may contact Ms. Adrienne Teo, SGS Governance Officer, at 416-946-3427 or sgs.governanceofficer@utoronto.ca. If you would like to discuss Council matters in general, I would be pleased to hear from you at jane.alderdice@utoronto.ca.

Notice of Meeting
Graduate Education Council
Tuesday, February 19, 2008
3:00 p.m. - 6:00 p.m.

The Council Chambers
Room 202, Galbraith Building
35 St. George Street

AGENDA

1. Minutes of the Graduate Education Council meeting of January 22, 2008  
   (Documentation attached)

2. Business Arising from the Minutes

3. Dean’s Remarks

4. Report of the Vice-Dean, Program Matters

5. Report of the Vice-Dean, Student Matters
6. Proposal from the Factor-Inwentash Faculty of Social Work for a Graduate Diploma (OCGS Type 3) and a Master of Social Work Field in Social Service Administration
   (Documentation attached)

7. Program and Admission Requirement Change
   (Documentation attached)
   7.1. Social Work, M.S.W., changes associated with introduction of a new field

8. Centre for International Studies: Proposal to Disestablish Within SGS
   (Documentation attached)

9. New Hood: Master of Finance (M.F.) Degree
   (Documentation attached)

10. Other Business

11. For Information
   (Documentation attached)
   11.1. Working Group on Interdisciplinarity in Graduate Education: Membership and Mandate

Regrets only to Ms. Adrienne Teo, SGS Governance Officer, at 946-3427; e-mail: sgs.governanceofficer@utoronto.ca
The meeting was called to order at 3:00 p.m. Dean Susan Pfeiffer welcomed Graduate Education Council members and visitors. The Dean noted that the February meeting will occur during Reading Week and encouraged members to attend to review major business.

The Dean called for a motion to adjourn no later than 5:00 p.m.

**MOTION (duly moved and seconded)**

THAT the meeting of the Graduate Education Council will adjourn no later than 5:00 p.m.

The motion is CARRIED.

**Approval of the Agenda of the Graduate Education Council Meeting of January 22, 2008**

**MOTION (duly moved and seconded)**

THAT the agenda of the Graduate Education Council meeting of January 22, 2008 be approved.

The motion is CARRIED.

1. **Minutes of the Graduate Education Council Meeting of November 20, 2007**

The minutes of the November 20, 2007 meeting were circulated with the agenda.

**MOTION (duly moved and seconded)**

THAT the minutes of the November 20, 2007 School of Graduate Education Council meeting be approved.

Professor Liu noted that he was present at the November meeting. The attendance sheet will be revised accordingly.

The motion was CARRIED.
2. **Business Arising from the Minutes**

2.1 **Subsequent Considerations of GEC-approved items**

The proposal for a Master of Health Informatics Degree Program was approved by the Academic Policy and Programs Committee on January 8, 2008 and the Planning and Budget Committee on January 9, 2008. The OCGS appraisal is ongoing.

The proposal for a Master of Health Sciences Degree Program in Medical Radiation Sciences was approved by the Academic Policy and Programs Committee on January 8, 2008 and the Planning and Budget Committee on January 9, 2008. The OCGS appraisal is ongoing.

2.2 **Program name change of the Molecular and Medical Genetics Program to the Molecular Genetics Program**

The proposal to change the program name of the Molecular and Medical Genetics Program to the Molecular Genetics Program was approved by OCGS on January 16, 2008.

2.3 **Master of Science in Ecology and Evolutionary Biology**

As a result of the OCGS appraisal and consultants’ recommendations, the program length for the M.Sc. in Ecology and Evolutionary Biology, originally 12 months, was extended to 16 months. The start date was changed from September 2008 to May 2008.

The program requirements have not changed. The structure changes are being reported to the Graduate Education Council and the Provost’s Office for information.

2.4 **Canadian Graduate and Professional Student Survey (CGPSS)**

The final report will go to the University Affairs Board on January 29, 2008. The report will be posted on the SGS website and the link will be sent to members via email. Generally, responses were positive and helpful. Responses on a department by department basis have already been distributed to departments and Faculty deans.

2.5 **Guidelines on The Graduate Chair in Arts & Science Graduate Units: The Role, Responsibilities and Appointment Procedures**

The Guidelines were circulated at the November meeting of GEC and have been distributed to the deans of UTSc, UTM and St. George. The Guidelines are posted on the SGS webpage related to “Policy and Guidelines” and “Reference Materials for GEC Members”.

The Dean noted that she will be convening four Graduate Chair search committees for the Graduate Departments of Philosophy, English, Chemistry and Psychology after a St. George undergraduate chair is identified. This first step is chaired by the St. George Arts and Science dean. Once the St. George undergraduate chair is known, a three-campus committee to search for a chair of the three-campus doctoral program will be convened by the SGS Dean. One search was conducted in this manner last year.
3. **Dean’s Remarks**

3.1 **Registration Statistics, 2007-08**

The supporting documents were circulated with the agenda package. The Dean invited Ms. Heather Kelly, Director of Student Services, to present the results. Ms. Kelly gave a brief PowerPoint presentation.

A member questioned the proportion of enrolment increase and asked whether international students or double-cohort students accounted for the bulk of the increase. The Dean responded that there are a larger proportion of newly-admitted domestic students than in past years. It was noted that many international students convert to domestic status while completing their programs. Enrolment of international students is at thirteen percent of the overall enrolment. The admitted component of graduate cohort is a small subset so one year’s admissions do not have a great effect on total enrolment proportions.

A member asked if graduation statistics correlate to registration statistics. The Dean noted that graduation statistics in 2007-08 are slightly lower than in 2006-07. Inconsistent completion rates are typical at all universities but an increase in the total number of graduate students is a new phenomenon. In 2007-08 it is expected that there will more graduates compared to 2006-07. Graduation statistics for newly admitted Ph.D. students will be available in four to five years, and in one to two years for newly admitted master’s students.

3.2 **Transfer of Master of Management and Professional Accounting (M.M.P.A.) Program from the Rotman School of Management to the Professional Graduate Programs Centre (PGPC), UT Mississauga**

The supporting documents were circulated with the agenda package. The transfer of the M.M.P.A. program is administrative only and does not require governance approval. The transfer is effective May 1, 2008. The transfer will “facilitate the oversight and development of the M.M.P.A. program”. The Professional Graduate Program Centre (EDU-B) was established during the 2006-07 academic year at the University of Toronto at Mississauga (UTM) in order to house professional graduate programs operating from that campus. We are moving in a direction that was envisioned when that centre was established at UTM.

3.3 **Report on Graduate Education Council Fall 2007 (#2) By-Election Results**

The supporting documentation was circulated with the agenda package. The Dean welcomed newly acclaimed members: Professor Robin Elliot, Professor Jens-Erik Mai, and Professor Hugh Liu.

3.4 **Webpage: Reference Materials for Members**

A printout of the webpage was distributed at the meeting. The page provides a helpful list of links related to quality assessment, governance, and Graduate Education Council meetings.

4. **Report of the Vice-Dean, Programs**
4.1 **Final Oral Exams: pre-approval**

Vice-Dean Cowper noted that the long-awaited system is operational and there are many departments using it. There were initial problems with user IDs, but these have been resolved. Approval letters are now automatically generated. If users require help or have questions related to the process, they can contact Ms. Angelique Plata, Executive Assistant to the Vice-Deans.

4.2 **Reviews: Centres and Institutes**

Vice-Dean Cowper reported that she is chairing reviews for the following: Institute for Life Course and Aging; Mathematical Finance Program; and, Knowledge, Media and Design Institute. Dean Pfeiffer is chairing the review for the Centre for International Studies. A tri-campus task force on academic programs in Drama, Theatre and Performance will meet next week.

All these activities are published in the *Bulletin*. The Vice-Dean invited members to submit any comments to her.

5. **Report of the Vice-Dean, Students**

5.1 **Electronic Thesis Project**

Vice-Dean Berry Smith reported that the system for the submission of electronic theses has now been launched. The website explains the process. SGS recently posted templates for Microsoft Word and Latex programs. The Vice-Dean encouraged students to use templates to assist in formatting their theses.

Mr. Ihor Prociuk of the Information Commons presented a workshop for students on January 17, 2008 - nine Ph.D. students and one master’s student attended. The feedback was positive. A second workshop is planned for January 29. The Vice-Dean encouraged members to inform students that workshops are available, although he noted that help in completing templates will be provided online, so not all students will want the workshops.

5.2 **Grad Room: Phase 2**

Renovation of the lower-level of the GradRoom is complete. Complimentary to the main level that can be used as a lounge area for students, the lower-level is a multi-purpose space. The space can seat up to 40 people with flexible seating arrangements. The space has audiovisual projection facilities, an LCD screen and a surround sound system. Activities such as English Language and Writing Support courses, stand-up events or seated workshops will be offered in the space. The location will also be available to student organizations with appropriate sponsors. Hopefully this versatile site will be useful to a lot of people.

The Vice-Dean invited members to attend the opening on February 1, 2008.

5.3 **Additional Canadian Graduate Scholarships, 2006/07 competition**

Vice-Dean Smith reported that additional funds were injected into the Natural Sciences and Engineering Research Council of Canada (NSERC), Social Sciences and Humanities Research Council of Canada (SSHRC) and Canadian Institute of Health Research (CIHR) Councils.
For NSERC, the University of Toronto submitted 296 applications and received 219 awards. With the additional funds, U of T received 34 more awards, for a total of 253 awards. Also, 21 Post Graduate Scholarships (PGS) were upgraded to Canada Graduate Scholarships (CGS). U of T received slightly fewer than ten percent of the total awards.

Within the SSHRC category of CGSM awards, U of T submitted 81 applications and received 80 awards. The one nominee who did not receive an award was ineligible. There were five “alternates” and all received an award. U of T did not receive any more awards, since the additional funds were distributed to universities that did not receive all of their original awards. For doctoral awards, 197 nominations resulting in 122 awards. Additional funds went to upgrade 35 to CGSD awards.

U of T received 18 CIHR CGSM awards out of 40 nominations, and from the additional funds gained 12 extra awards for a total of 30 out of 40. Dean Smith noted that U of T does not administer the CGSD awards, but it is likely that U of T did receive some additional ones.

The Dean said that the distribution of additional funds provides a context for graduate units whose students suddenly receive more funding.

The injection of increased funds for Canadian Graduate Scholarships is a permanent increase. In the future, there will be more awards in the system, but there will be more graduate students also. The University will continue to lobby vigorously for increased support. The Dean thanked Vice-Dean Smith for his report.

6. Proposal from the Faculty of Medicine for a Collaborative Doctoral Program in Global Health

The proposal was posted on the Graduate Webposting System (GWS) for 28 days. This proposal was approved by the Faculty of Medicine’s Graduate Curriculum Committee at its meeting of November 8, 2007. Discussion regarding the proposal is noted on the motion sheet.

In the package, members received two proposal documents for approval. One is the U of T submission document – this document addresses all aspects of the proposal, from resource issues to academic matters. The second document is the OCGS appraisal brief, Volume I. A few revisions will be made to the documents: there is a typographical error in the U of T submission document header – instead of “Graduate Program Proposal in Global Change”, the header should read “Graduate Program Proposal in Global Health”; references to the “Collaborative Program in Global Change” will be changed to reflect the revised name (“Collaborative Program in the Dynamics of Global Change”); a full list of participating programs will be added to the U of T document, the OCGS brief, and the SGS Calendar entry; and, a minor change to the program requirements in both the U of T document and the OCGS document will be added to say that the list of elective courses is subject to change.

With Graduate Education Council’s approval this item will be reported for information to the Academic Policy and Programs Committee in the annual summary report. GEC approval constitutes final University approval. The proposal will be forwarded to the Ontario Council on Graduate Studies for a standard appraisal (without consultants). The Faculty of Medicine will be the lead Faculty for administrative purposes.
Professor Michael Escobar and Professor Donald Cole were present to speak to the item. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**
THAT Graduate Education Council approve the proposal from the Faculty of Medicine for a Collaborative Doctoral Program in Global Health, commencing September 1, 2008.

Dean Pfeiffer invited Professor Michael Escobar and Professor Donald Cole to speak to the proposal.

Professor Cole said that the proposed Collaborative Program has generated a lot of interest and will assist students with global health research. There are seven programs across several Faculties participating in the program. There are a number of research centres providing additional support. Those who will be working in the program are looking forward to its commencement in September 2008.

Vice-Dean Cowper noted that the proposal was discussed by the Standing Committee on Program Matters.

Vice-Dean Smith asked about the relationship between the Collaborative Program in the Dynamics of Global Change and the Collaborative Program in Global Health. Professor Cole explained that representatives for both Collaborative Programs agreed that the programs are worthy of pursuit and can be complementary to each other. The Faculty of Medicine has indicated is support for both Collaborative Programs. The Collaborative Program in the Dynamics of Global Change explores how processes may impact on global health, and the Collaborative Program in Global Health will investigate ways of conducting global health research and the contexts for doing that research. Some seminars will be jointly sponsored at the Munk Centre for International Studies, with Global Health students able to participate in a two week seminar.

A member questioned if the program will be able to offer financial scholarships to attract students to the program. Professor Cole explained that student funding will be provided by their home department.

A member asked about recruitment initiatives. Professor Cole noted that there has been a slight drop in the number of newly admitted international students. A strategic training initiative is being developed in conjunction with several universities and the Canadian Coalition in International Health Research. Fee structures vary across the country. It is hoped that there is no disincentive for international students to come to U of T.

The Dean called the question.

The motion was **CARRIED**.

7. **Proposal from the Faculty of Arts and Science for a Collaborative Master of Science (M.Sc.) and Master of Applied Science (M.A.Sc.) Program in Optics**
The proposal was posted on the Graduate Webposting System (GWS) for 28 days. This proposal was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. In this package, members are receiving two proposal documents for approval. One is the U of T submission document
– this document addresses all aspects of the proposal, from resource issues to academic matters. The second document is the OCGS appraisal brief, Volume I.

With Graduate Education Council’s approval this item will be reported for information to the Academic Policy and Programs Committee in the annual summary report. GEC approval constitutes final University approval. The proposal will be forwarded to the Ontario Council on Graduate Studies for a standard appraisal (without consultants). The Faculty of Arts and Science will be the lead Faculty for administrative purposes.

Professor Dwayne Miller and Professor Emanuel Istrate were present to speak to the item. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal from the Faculty of Arts and Science for a Collaborative Master of Science (M.Sc.) and Master of Applied Science (M.A.Sc.) program in Optics, commencing September 1, 2008.

Dean Pfeiffer invited Professor Dwayne Miller and Professor Emanuel Istrate to introduce the proposal.

Professor Miller explained that the development of this program is recognition that the “light age” of technology is beginning and the “plastic age” is concluding. The coming generation of technology will certainly be light-based. The program’s aim is to “break down barriers”; twenty faculty members and ten affiliates have agreed to participate in the curriculum. The research unit has already been ranked second in the world next to one in Moscow. The challenge was to create a collaborative program that would be “greater than the sum of its parts” – each department will adhere to their own admission standards and curriculum. The program will offer a course on special topics in optics. It is expected that the program will attract a number of recent visiting scientists every year to participate in these lectures that promote discussion of science as it bridges disciplines. Optics is becoming increasingly important to business. The proposed program will be beneficial for students in the field. The program is pedagogically motivated and will be internationally recognized. There is already considerable interest in the program. Without any promotion or advertising for the program as yet, twenty applications have been received.

The Dean noted that the proposed collaborative program is a Master of Science (M.Sc.) and Master of Applied Science (M.A.Sc.) and asked if the Faculty of Applied Science and Engineering approves of the proposal. Professor Miller replied affirmatively, noting that the Faculty has been very involved.

A member noted that he is a graduate student in an engineering program, and he thinks the proposal is very attractive and personally of interest to him. He asked if a Ph.D. program will be offered soon. Professor Miller remarked that the proposal includes only the M.Sc. and M.A.Sc. and said after a review in five years, a Ph.D. might be considered.

A member asked when the proposal would be approved by the departments. Professor Istrate answered that the proposal has already been approved by all participating departments.
The Dean called the question.

The motion was CARRIED.

8. **Proposal from the Faculty of Arts and Science and the Faculty of Law for a Combined Master of Arts (M.A.) and Juris Doctor (J.D.) Program in English and Law**

The proposal was posted on the GWS for 28 days. This proposal was approved by the Faculty of Law Faculty Council at its meeting of November 21, 2007. It was approved by the Department of English on May 1, 2007. This proposal was discussed by the SGS Committee on Program Matters on January 15, 2008. It was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. Discussion regarding the proposal is noted on the motion sheet.

In this package, members are receiving two proposal documents for approval. One is the U of T submission document – this document addresses all aspects of the proposal, from resource issues to academic matters. The second document is the OCGS appraisal brief, Volume I.

As of last Friday, OCGS has revised its guidelines on combined programs. Combined programs no longer require appraisal and approval by OCGS since it is recognized that each participating program in a combined program already goes through a quality assessment process. Following new procedures, SGS will send a Letter of Intent communicating approval of the proposal by the Graduate Education Council.

With Graduate Education Council’s approval this item will be reported for information to the Academic Policy and Programs Committee in the annual summary report. GEC approval constitutes final University approval. The Faculty of Arts and Science will be the lead Faculty for administrative purposes.

Professor William Robins, Professor Simon Stern and Ms. Bonnie Goldberg were present to speak to the item. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (dually moved and seconded)**

THAT Graduate Education Council approve the proposal from the Faculty of Arts and Science and the Faculty of Law for a Combined Master of Arts (M.A.) and Juris Doctor (J.D.) Program in English and Law, effective September 2008.

Dean Pfeiffer invited Professor William Robins, Professor Simon Stern and Ms. Bonnie Goldberg to introduce to the proposal. Professor Robins said that representatives from the Department of English and the Faculty of Law are excited about the proposal and support its development as a program that recognizes the intellectual synergy between law and literature. There is interest in studying how decisions are shaped by stories, and how different types of discourses are influenced by law and literature. Many students complete their M.A. in English and J.D. in Law separately, and the proposed
combined program allows students to complete the M.A. and J.D. concurrently and in three years instead of four years.

Professor Robins corrected a note on the motion sheet related to discussion at the Faculty of Arts and Science Three Campus Graduate Curriculum Committee. The program will admit five students per year and will have ten to thirteen students in the program in a given year.

A member asked if students in the program will be required to pay full-time or part-time fees. Professor Robins explained that students will pay Law School fees for three years. The cost for students to complete the program will be reduced because they will not have to pay for the additional year that would be required if they completed their J.D. and M.A. consecutively.

A member asked if students in the program will be eligible for SSHRC funding. Professor Robins replied that students are not eligible for SSHRC or OGS scholarships because they would be enrolled in a professional program.

A member noted that, as discussed by the Standing Committee on Program Matters, the title of the program can be interpreted to be an M.A. in Law and the member suggested that the title of the program should be revised. Ms. Goldberg noted that typically the name of the program would be “Combined Juris Doctor (J.D.) and Master of Arts (M.A.) in English”. The motion will be revised accordingly.

A member questioned if the reduction of program length from four years to three years would “water down” components of the curriculum and asked if there will be animosity from students who do not participate in such a shortened program. The member also noted that law students encounter opportunities while in the program that are crucial in advancing their career and questioned if the program will be too onerous to allow students to pursue those. Professor Robins explained that the number of required courses is not reduced. Students who complete the program will be able to think about issues related to Law and English at the same time. After completing three years of law school students are unlikely to do an M.A. The program will help developing lawyers to obtain a set of skills that will be useful.

A member asked if students have been surveyed regarding how they are likely to manage the demands of the program. Ms. Goldberg explained that students have shown interest in the proposed program and that it will not likely be too onerous for them. Additionally, 25 percent of J.D. students enter the program with another graduate degree and thus they are familiar with high demands of graduate programs. The Faculty of Law already offers ten vigorous combined programs that include a few combined M.A. programs. Completing a combined program is an efficient method for students to complete multiple degrees at the same time, rather than completing consecutive degrees and delaying the completion of the bar exam. The program already has two potential students interested in being admitted in 2008-09, and ten students interested in being admitted in 2009-10. Ms. Goldberg noted that there is an extensive review and audit process for programs and adjustments are possible.

A member expressed his support for the program and asked about the plans for departments to collaborate. Professor Stern said that there are plans to offer a seminar series, and there is a general dedication to supporting law and literature at the Faculty of Law.
REVISED MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal from the Faculty of Arts and Science and the Faculty of Law for a Combined Juris Doctor (J.D.) and Master of Arts (M.A.) in English, effective September 2008.

The Dean called the question.

The motion was CARRIED.

9. Program and Admission Requirement Changes

9.1 Chemistry, Ph.D.
The supporting documents were circulated with the agenda package. There was a typographical error on the motion sheet – the motion should read Ph.D. instead of M.A. The proposal was posted on the GWS for 28 days. Although not noted on the motion sheet, this proposal was discussed by the SGS Committee on Program Matters on January 15, 2008.

This proposal was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. Discussion regarding the proposal is noted on the motion sheet. The approval of the Graduate Education Council is final.

Professor Robert Morris was present at Council to answer question should they arise. The Dean called upon Vice-Dean Elizabeth Cowper to present the revised motion.

MOTION (duly moved and seconded)
THAT Graduate Education Council approve the proposal from the Faculty of Arts and Science to change the program requirements in the Ph.D. program in Chemistry. Required core courses for students in the Experimental Physical Chemistry field will no longer be determined by the research director. Students will be required to complete “four half-courses consisting of a combination of two core courses and two other courses”. Changes are effective September 2008.

A member was concerned that the change would not allow for flexibility in the program requirements. Professor Morris explained that the change is in line with standard models for sub-disciplines in chemistry and it will allow students to experience a range of physical science and chemistry courses. There are several professors involved in teaching the core courses.

The Dean called the question.

The motion was CARRIED.

9.2 Curriculum, Teaching and Learning, Second Language Education, M.Ed.
The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. This proposal was reviewed by the SGS Committee on Program Matters on November 6, 2007. This proposal was approved by the Faculty
Council of the Ontario Institute for Studies in Education at its meeting of December 5, 2007. There was no discussion regarding the proposal at the meeting. The approval of the Graduate Education Council is final.

Professor Normand Labrie was present to answer questions. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

THAT the Graduate Education Council approve the proposal from the Ontario Institute for Studies in Education, Department Curriculum, Teaching and Learning, Second Language Education, M.Ed. program to:

a. Divide the CTL 3002Y Methodology and Organization of Second Language Teaching (1.0 FCE) into CTL 3002 Second Language Teaching Methodologies (.5 FCE) and CTL 3003 Planning and Organizing the Second Language Curriculum (.5 FCE)

b. No longer be required to complete either CTL3000H Bilingualism and Multicultural Education or CTL3002Y Methodology and Organization of Second Language Teaching. Instead, students will be required to complete any two of the following four courses: CTL3000H Bilingual and Multicultural Education; CTL3002H Second Language Teaching Methodologies; CTL3003H Planning and Organizing the Second Language Curriculum; or, CTL3010H Second Language Learning.

The number of required courses remains unchanged. Changes are effective September 2008.

There was no discussion regarding this proposal. The Dean called the question. The motion was CARRIED.

**9.3 Drama, M.A., Ph.D.**

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. The proposal was reviewed by the SGS Committee on Program Matters on November 6, 2007. Discussion regarding the proposal is noted on the motion sheet.

Approval of this proposal was given by the SGS Committee on Centre and Institute Programs (CCIP) on January 14, 2008. This proposal was approved by the Faculty Council of the Ontario Institute for Studies in Education at its meeting of December 5, 2007. The approval of the Graduate Education Council is final.

Professor Stephen Johnson was present at Council to answer questions. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

THAT the Graduate Education Council approve the proposal from the School of Graduate Studies, Centre for the Study of Drama, for program
requirement changes to the M.A. and Ph.D. program.

M.A. program:
  a. Add DRA 1003Y Introduction to the Theatre, Drama and Performance Studies to the list of required courses

Ph.D. program:
  b. Split DRA1010Y Theory of Drama (1.0 FCE) into DRA1011H: Traditions of Performance Theory (.5 FCE) and DRA1012H: Twentieth Century Theatre and Performance (.5 FCE)

Changes are effective September 2008.

There was no discussion regarding this proposal. The Dean called the question.

The motion was CARRIED.

9.4 Human Development and Applied Psychology, Child Study and Education, M.A.

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. This proposal was discussed by the SGS Committee on Program Matters on November 6, 2007. This proposal was approved by the Faculty Council of the Ontario Institute for Studies in Education at its meeting of December 5, 2007. Discussion regarding the proposal is noted on the motion sheet. The approval of the Graduate Education Council is final.

The Dean called upon Vice-Dean Elizabeth Cowper to present the motion. Vice-Dean Cowper noted that the degree on the motion sheet should read M.A., not M.Ed.

MOTION (duly moved and seconded)
THAT the Graduate Education Council approve the proposal from the Ontario Institute for Studies in Education, Department of Human Development and Applied Psychology, Child Study and Education to change the requirements of the M.A. program:
  a. HDP 2214H Introduction to Curriculum II: Special Areas be added to the required course menu for second year students
  b. Second-year students will no longer be required to complete HDP 2230H Designing Educational Programs
  c. HDP2210Y Introduction to Curriculum be renamed Introduction to Curriculum I: Core Areas

Changes are effective September 2008.

There was no discussion regarding this proposal. The Dean called the question.

The motion was CARRIED.
9.5. **Italian Studies**

9.5.1. **Italian Studies, M.A. Program**

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. Although not noted on the motion sheet, this proposal was discussed by the SGS Committee on Program Matters on January 15, 2008. This proposal was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. The approval of the Graduate Education Council is final.

Professor Salvatore Bancheri was present at Council to answer questions. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**REVISED MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal from the Faculty of Arts and Science to the admission requirements in the Italian Studies, M.A. program. Admission requirements will be changed from “seven full undergraduate courses (or equivalent) in Italian, including appropriate upper-year full course (or equivalent) in language and three full courses (or equivalent) in three different periods of literature” to “seven full undergraduate courses (or equivalent) in Italian, including the following: 3 full courses or equivalent in Italian literature (students must have at least 0.5 courses in each of three out of four different periods: medieval, Renaissance, 17th-18th centuries, modern) and an appropriate upper year full course or equivalent in language.” Changes are effective September 2008.

There was no discussion regarding this proposal. The Dean called the question.

The motion was **CARRIED.**

9.5.2. **Italian Studies, Ph.D. Program**

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. Although not noted on the motion sheet, this proposal was discussed by the SGS Committee on Program Matters on January 15, 2008. This proposal was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. The approval of the Graduate Education Council is final.

Professor Professor Salvatore Bancheri were present at Council to answer questions. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal from the Faculty of Arts and Science to the admission requirements in the Italian Studies, Ph.D. program. “Applicants with a degree equivalent to a PhD in Italian Studies (e.g., an Italian dottorato di ricerca) cannot be accepted into the PhD program”. Changes are effective September 2008.
There was no discussion regarding this proposal. The Dean called the question. The motion was CARRIED.

9.6. Linguistics, M.A.

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. Although not noted on the motion sheet, this proposal was discussed by the SGS Committee on Program Matters on January 15, 2008. This proposal was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. Discussion regarding the proposal is noted on the motion sheet. The approval of the Graduate Education Council is final.

Professor Diane Massam was present at Council today to answer question should they arise. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

MOTION (duly moved and seconded)

THAT Graduate Education Council approve the proposal from the Faculty of Arts and Science to reduce the language requirement in the Linguistics M.A. and Ph.D. program. The requirement to read professionally in another language other than English is reduced from two to one. Changes are effective September 2008.

Vice-Dean Smith noted that the description regarding language requirements in the motions should be clarified. The Dean noted that the motion will be revised.

REVISED MOTION (duly moved and seconded)

THAT Graduate Education Council approve the proposal from the Faculty of Arts and Science to reduce the language requirement in the Linguistics M.A. program. The requirement to read professionally in two languages other than English is reduced to a requirement to read professionally in one language other than English. In addition, the Ph.D. program requirement is changed from “Language requirements as outlined for the M.A. degree must be satisfied, and other requirements as determined in consultation with the graduate coordinator” to “The language requirements as outlined for the M.A. degree must be satisfied. In addition, there is one more language requirement. Other requirements are determined in consultation with the graduate coordinator.”

The Dean called the question.

The motion was CARRIED.

9.7. Management, Global Executive M.B.A Program

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. The proposal was discussed by the SGS Committee
on Program Matters on November 6, 2007. Discussion regarding the proposal is noted on
the motion sheet. This proposal was approved by the Rotman School Faculty Council on
November 7, 2007. There was no discussion regarding the proposal at the meeting. The
approval of the Graduate Education Council is final.

Professor Beatrix Dart was present at Council to answer questions. The Dean called
upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

**THAT** the Graduate Education Council approve the proposal from the
Rotman School of Management to replace MGT 5402 Managing IT in
Global Organization with MGT 5502 Marketing II as a program
requirement for the Global Executive M.B.A Program. Changes are
effective September 1, 2008.

Vice-Dean Smith noted that MGT 5502 should replace MGT 5501 throughout
the supporting documentation. Professor Dart noted that the documentation will be
revised for consistency.

A member asked if MGT 5501 will continue to be offered or if it will be
removed from the curriculum. Dr. Dart explained that the content of MGT 5502 and
MGT 5501 significantly overlap and thus the two courses will merge and MGT 5501 will
no longer be offered. The proposed change is in line with students’ requests since they
have expressed preferences for marketing, rather than technology oriented courses.

The Dean called the question.

The motion was **CARRIED**.

**9.8. Political Science, M.A.**

The supporting documents were circulated with the agenda package. The proposal
was posted on the GWS for 28 days. Although not noted on the motion sheet, this
proposal was discussed by the SGS Committee on Program Matters on January 15, 2008.
This proposal was approved by the Faculty of Arts and Science Three Campus Graduate
Curriculum Committee at its meeting of January 10, 2008. Discussion regarding the
proposal is noted on the motion sheet. The approval of the Graduate Education Council is
final.

Professor Rebecca Kingston was present at Council to answer questions. The Dean
called upon Vice-Dean Elizabeth Cowper to present the motion.

**MOTION (duly moved and seconded)**

**THAT** Graduate Education Council approve the proposal from the Faculty
of Arts and Science to change admission requirements to the Political
Science, M.A. program.

a. Instead of requiring “five to eight courses in political science”
students must have a “a strong background in political science”
b. Students without an adequate background in political science may
be required to complete “additional undergraduate courses”
instead of supplementary “qualifying work”.

Changes are effective September 1, 2008.

A member was concerned that admission is at the discretion of a committee and asked about minimum standards since students may have similar requests for objective standards. The member questioned if there are specific guidelines that are considered when assessing admission. Professor Kingston explained that the changes provide an opportunity for interdisciplinarity. The proposed change reflects the fact that undergraduate education is becoming less specialized. If a student has an appropriate educational experience, the proposed change will allow discretion regarding admission to the program.

A member asked how students will be able to determine specific admission standards, and requested an example of a suitable applicant. Professor Kingston asked if there is an SGS policy that requires specific standards for admission committees to consider. The Dean noted that it can be difficult to determine objective standards since there are many interpretive elements to assess when reviewing a student’s application. Supplementary information could be provided on a related website that details the variables that are considered by an admission committee such as: completed courses; number of complete courses; and, rigour of completed courses.

A member suggested providing additional information to clarify admission standards. Professor Kingston explained that this might raise ambiguity related to what is considered political science. For example, if a student has completed an undergraduate program in international relations, whether or not they have adequate experience might be questioned. A member said that when admission is based on the discretion of a committee, maintaining standards are difficult when members are constantly changing. The member suggested developing stronger language that will guide admission committees and satisfy students’ expectations.

Vice-Dean Smith commented that it is important to distinguish between approved regulations and advice for incoming students. Departmental practice and clear guidance on admission standards should not be a part of program requirements.

A member asked if students who are required to complete “additional undergraduate courses” after having been admitted to the program but pending successful completion of additional courses, or if students can complete the requirements while registered in the program. Professor Kingston replied that if students have an unrelated degree, it will be suggested that they complete additional work in political science to obtain an appropriate background before applying to M.A. The word “qualifying” is misleading because it suggests that they would be admitted upon completion of requisite courses, but in fact, those students will be placed in the pool with the rest of applicants.

A member suggested that the motion be revised to include “complete undergraduate courses to be considered for M.A. program”. Vice-Dean Cowper noted that “before being considered for admission” should be added to the motion.

A member expressed confusion and asked who is requiring what of whom. The member asked if a student who applies to be in the program will be required to complete certain courses before they can re-apply to the program. The member noted that there is a difference between giving advice and setting a requirement. Thus, he argued, the motion should read “should be encouraged to take additional courses”.


The Dean said that, although it is not ideal, the word “required” is used in the SGS Calendar in this way from time to time.

The Dean called the question.

The motion was CARRIED.

9.9. Women and Gender Studies, M.A.

The supporting documents were circulated with the agenda package. The proposal was posted on the GWS for 28 days. Although not noted on the motion sheet, this proposal was discussed by the SGS Committee on Program Matters on January 15, 2008. This proposal was approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee at its meeting of January 10, 2008. The approval of the Graduate Education Council is final.

Professor Bonnie McElhinny was present at Council to answer questions. The Dean called upon Vice-Dean Elizabeth Cowper to present the motion.

MOTION (duly moved and seconded)

THAT Graduate Education Council approve the proposal from the Faculty of Arts and Science to change program requirements of the Women and Gender Studies, M.A. program. WGS 1006H Practicum in Women and Gender Studies and WGS 1007H Independent Research/Reading in Women and Gender Studies are added to the list of elective courses. Changes are effective September 1, 2008.

There was no discussion regarding this proposal. The Dean called the question.

The motion was CARRIED.

10. Other Business

A member questioned if all proposed new programs are reviewed by the Standing Committee on Program Matters. Vice-Dean Cowper noted that the Standing Committee on Program Matters is the only place where members from across many faculties and units can discuss program matters. The Standing Committee on Program Matters meetings overlap with the four-week posting periods to enable review all major proposals. Discussion is sent via feedback on the Graduate Webposting System. Some proposals were approved by the Faculty of Arts and Science Three Campus Graduate Curriculum Committee before being reviewed by the Standing Committee on Program Matters due to the addition of an extra posting period.

A member stated that there was no feedback provided on the GWS and asked if this is due to the Christmas break. Vice-Dean Cowper stated that there are many “hits” and evidence that the university community is reviewing the proposals. New program proposals tend to receive more hits than new courses.
11. **For Information**

11.1 **Registration Statistics, 2007-08**
The supporting documents were circulated with the agenda package.

11.2 **Report on Graduate Education Council Fall 2007 (#2) By-Election Results**
The supporting documents were circulated with the agenda package.

11.3 **Transfer of Master of Management and Professional Accounting (M.M.P.A.) Program from the Rotman School of Management to the Professional Graduate Programs Centre (PGPC), UT Mississauga**
The supporting documents were circulated with the agenda package.

12. **Adjournment**
The meeting was adjourned at: 4:50 pm.
## Appendix to the Minutes

**UNIVERSITY OF TORONTO**  
**GRADUATE EDUCATION COUNCIL**  
**Record of Attendance**  
**January 22, 2008**

### In attendance:

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Bendayan, Reina</td>
<td>Liu, Hugh</td>
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<td>Brubaker, Marcus</td>
<td>Mai, Jens-Erik</td>
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<td>Burns, Leah</td>
<td>Martin, Peter</td>
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<td>Chapman-Smith, Josie</td>
<td>Mannolson, Morris</td>
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<td>Cowper, Elizabeth</td>
<td>Moore, Scott</td>
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<td>Cozea, Angela</td>
<td>Pfeiffer, Susan (Chair)</td>
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<td>Davis, Karen</td>
<td>Polk, Jennifer</td>
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<td>Dungey, Alison</td>
<td>Salloum, Claire</td>
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<td>Freeman, Graham</td>
<td>Sass-Kortsak, Andrea</td>
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<td>Goring, Daphne</td>
<td>Smith, Berry</td>
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<td>Grenier, Jason</td>
<td>Weedmark, Julie</td>
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<td>Klinger, Christopher</td>
<td>Wylde, Jacqueline</td>
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<td>Kooy, Mary</td>
<td>Alderdice, Jane (Secretary, GE Council)</td>
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<tr>
<td>Labrie, Normand</td>
<td>Teo, Adrienne (Assistant Secretary, GE Council)</td>
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### Visitors:

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<tr>
<th>Name</th>
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<tr>
<td>Bancheri, Salvatore</td>
<td>Miller, Dwayne</td>
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<td>Cole, Donal</td>
<td>Morris, Robert</td>
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<td>Dart, Beatrix</td>
<td>Kelly, Heather</td>
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<td>Escobar, Michael</td>
<td>Kingston, Rebecca</td>
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<td>Goldberg, Bonnie</td>
<td>Steeves, Krista</td>
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<td>Istrate, Emanuel</td>
<td>Stern, Simon</td>
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<td>Johnson, Stephen</td>
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<td>Massam, Diane</td>
<td>Rutchinski, Steve</td>
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<td>McElhinny, Bonnie</td>
<td>Yee, Lily</td>
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Regrets:
Abrams, Peter        Johnston, Gregory
Anderson, Christy   Jones, Charles
Averill, Gage        Labrie, Normand
Brett, Clare         Lawson, Todd
Buchweitz, Ragnar-Olaf McCabe, Brenda
Corts, Kenneth       Moore, Carole
Coleman, John        Naylor, David
Duff, Wendy          Pauly, Peter
Dyer, Charles        Solomon, Steven
Elliot, Robin        Stabile, Mark
Fraser, John         Trubiani, Gina
Gertler, Meric       Young, Paul
Graham, Ian           Zaky, Safwat
Hillan, Edith        Zhou, Xin
Hirst, Graeme        Zhu, Quanyan
Appendix to the Minutes

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Cowper, Elizabeth     Moore, Scott
Cozea, Angela         Pfeiffer, Susan (Chair)
Davis, Karen          Polk, Jennifer
Dungey, Alison        Salloum, Claire
Freeman, Graham       Sass-Kortsak, Andrea
Goring, Daphne        Smith, Berry
Grenier, Jason        Weedmark, Julie
Klinger, Christopher  Wylde, Jacqueline
Kooy, Mary            Alderdice, Jane (Secretary, GE Council)
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Hirst, Graeme  Zhu, Quanyan
Item 6

Proposal from the Factor-Inwentash Faculty of Social Work for a Graduate Diploma (OCGS Type 3) and a new Master of Social Work Field in Social Service Administration

MOTION ( / ) THAT Graduate Education Council approve the proposal from the Factor-Inwentash Faculty of Social Work for an Advanced Diploma in Social Service Administration (OCGS Type 3, U of T category A) proposed to commence September 1, 2008. The Ontario Council on Graduate Studies (OCGS) brief for the proposed Diploma and the proposed new field in Social Service Administration within the Master of Social Work (MSW) program is approved for submission to OCGS.

See supporting documentation attached:
- Governance Form E
- University of Toronto Submission document
- Revised SGS Calendar entry
- OCGS Brief; Volume I

NOTE:
The proposal was posted on the Graduate Webposting System (GWS) for 28 days. This proposal was reviewed by the SGS Committee on Program Matters on January 15, 2008.

The proposal received final approval by the Faculty Council of the Factor-Inwentash Faculty of Social Work on January 29, 2007. There was consultation within the Faculty as the proposal was developed. In response to community input, the name of the program was revised to include the word “Advanced”. There was no discussion at the Faculty Council meeting when the proposal was approved.

The motion includes reference to a new Master of Social Work program field in Social Service Administration. Although a new field does not require approval by University governance, OCGS approval is required via an appraisal with consultants. Therefore, the OCGS brief includes the proposals for both the new Diploma and the new field. The same set of consultants will appraise both the proposed Diploma and new field. GEC approval is required for the program requirement changes associated with the addition of the new MSW field – see next item of business on today’s agenda.

With Graduate Education Council’s approval the proposal for the Advanced Diploma will go to the Academic Policy and Programs Committee for approval, and the OCGS brief will go to the Ontario Council on Graduate Studies for a standard appraisal with consultants.
Extract the University of Toronto “Policy on Diploma and Certificate Programs” (December, 2003)
Diploma programs:
- Requires completion of an undergraduate or graduate degree for admission
- Comprises a coherent sequence of courses
- Provides for a mechanism of assessment of student performance
- Students are registered as University of Toronto students, and receive diplomas at Convocation
- May include courses offered for credit in a graduate degree program, for which credit may be transferred if the student enrolls in the degree program.

Extract from June 2007 OCGS By-laws

20.0 GUIDELINES FOR GRADUATE DIPLOMA PROGRAMS

TYPES OF GRADUATE DIPLOMAS AND THEIR APPRAISAL
Several types of graduate diplomas are awarded by Ontario universities. In 1997, OCGS agreed that distinctions between them needed to be made for appraisal purposes.

20.1 Type 1 graduate diploma: The diploma awarded when a candidate admitted to a master’s program leaves the program after completing a certain proportion of the requirements. Students are not admitted directly to these graduate diplomas. Several MBA programs offer this possibility to students who have successfully completed 10 of the 20 required courses. These do not require separate funding approval, but when new, do require standard appraisal and, thereafter, periodic appraisal. The appraisal for these programs is described below.

20.2 Type 2 graduate diploma: The diploma offered in conjunction with a master’s (or doctoral) degree, the admission to which requires that the candidate be already admitted to the master’s (or doctoral) degree. This represents an additional, usually interdisciplinary, qualification. These do not require separate funding approval, but when new, do require standard appraisal and, thereafter, periodic appraisal. The appraisal for these programs is described below.

20.3 Type 3 graduate diploma: The stand-alone diploma, not additional to a master’s or doctoral degree, and to which students are admitted directly. When new, these require standard appraisal and, thereafter, periodic appraisal. Such programs are appraised according to the Procedures for Standard or Periodic Appraisal (see Section 10 and 11). MTCU funding approval must be sought as for master’s degrees if the university wishes to count the students toward its BIU entitlement.

20.4 Type 4 graduate diploma: The sub-specialization within an existing program. These programs are stand-alone, direct-entry diplomas designed to suit the needs of a particular clientele or market (i.e., not additional to the master’s or doctoral program, as Type 2) developed by a unit already offering a master’s (and sometimes a doctoral) program. Such programs are often offered on a full-cost recovery basis. If the university wishes to count the students towards its BIU entitlement, and if the program is specific rather than generic, MTCU funding approval must be sought.

The appraisal of Type 4 graduate diploma programs is outlined in the section entitled

Guidelines for the Appraisal of Sub-specializations, Section 21.

Approved: OCGS September 19, 1997
ITEM IDENTIFICATION: PROPOSAL FROM THE FACTOR-INWENTASH FACULTY OF SOCIAL WORK FOR A GRADUATE DIPLOMA (OCGS TYPE 3) IN SOCIAL SERVICE ADMINISTRATION

Faculty Affiliation: Factor-Inwentash Faculty of Social Work

Name of Graduate Unit: Social Work

Graduate Program/s proposed or involved in proposal, if any:
Graduate Diploma (OCGS Type 3) entitled Advanced Diploma in Social Service Administration

Brief Summary of Proposal:
In response to an identified need in the social service sector for individuals with the skills and knowledge to lead and manage social service agencies, the Factor-Inwentash Faculty of Social Work is proposing a graduate diploma entitled Advanced Diploma in Social Service Administration (OCGS Type 3). The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations. The diploma will address a recognized need for training in social service management beyond the level of the Master’s training currently offered in social work and thus is geared towards individuals with Master’s degrees currently practicing in the social services field.

The proposed diploma program consists of 2.0 full course equivalents (FCE) (four half core courses), Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations; and two .5 FCE electives or one .5 FCE elective and a major project. Two courses will be offered in each term, providing students with the opportunity to complete the program within one year. All students must complete the Diploma within a maximum five year period.

The diploma program is designed to be accessible to candidates who are working full time and thus will be offered in an executive model of delivery, i.e., courses will be offered in a modular, condensed-timeframe format. Prospective applicants will come from across the spectrum of social services. Projected demand for the diploma program is based on a survey of practicing social workers in 2005/2006.

The Factor-Inwentash Faculty of Social Work has taken advantage of the opportunity offered by the provincial government for graduate growth. The addition of the Diploma program is the final phase of our graduate growth plan. The program is designed to accommodate 20 students and is targeted to begin
with a cohort of 10 students in Fall 2008. Funding of this initiative will be through student tuition and government BIUs. A $15Million donation to the Faculty of Social Work in June of 2007 is allowing for the addition of five new endowed faculty positions and 50 new student scholarships. These resources accommodate increased demand caused by graduate growth and will ensure that the addition of the new program and the addition of more graduate students will not adversely affect other programs in the Faculty.

**Prior Approvals/Actions:**
The proposed program has been presented to the Faculty Council of the Factor-Inwentash Faculty of Social Work on November 20 2007 where it was approved the proposal in principle. The proposal was submitted to the Faculty Council on January 29 2007 where it received final approval.

**Proposed Effective Date:** September 2008

**Contact name:** Cheryl Regehr, Dean

**Submitted by:** Cheryl Regehr, Dean

**Date:** February 2008
UNIVERSITY OF TORONTO

Factor-Inwentash Faculty of Social Work

Proposal for Graduate Diploma (OCGS Type 3):
Advanced Diploma in Social Service Administration

FEBRUARY 2008
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Appendix I Chief Librarian’s Report, University of Toronto
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1 Executive Summary

In response to an identified need in the social service sector for individuals with the skills and knowledge to lead and manage social service agencies, the Factor-Inwentash Faculty of Social Work is proposing a Graduate Diploma in Social Service Administration (OCGS Type 3) entitled “Advanced Diploma in Social Service Administration”. The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations. The diploma will address a recognized need for training in social service management beyond the level of the Master’s training currently offered in social work and thus is geared towards individuals with Master’s degrees currently practicing in the social services field.

The proposed diploma program consists of 2.0 full course equivalents (FCE) (four half core courses), Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations; and two .5 FCE electives or one .5 FCE elective and a major project. Students who enter the program full-time can complete the Diploma in 3 terms over one year. Students who enter the program part-time could complete the program in two years (over six terms.) All students must complete the Diploma within a maximum five year period.

The diploma program is designed to be accessible to candidates who are working full time and thus will be offered in an executive model of delivery, that is, each course will be offered one full day per month. Prospective applicants will come from across the spectrum of social services. Projected demand for the diploma component of the proposed program is based on a survey of practicing social workers in 2005/2006.

The Factor-Inwentash Faculty of Social Work has taken advantage of the opportunity offered by the provincial government for graduate growth. The addition of the Diploma program is the final phase of our graduate growth plan. The program is designed to accommodate 20 students and is targeted to begin with a cohort of 10 students in Fall 2008. Funding of this initiative will be through student tuition and government BIUs. A $15 Million donation to the Faculty of Social Work in June of 2007 is allowing for the addition of five new endowed faculty positions and 50 new student scholarships. These resources accommodate increased demand caused by graduate growth and will ensure that the addition of the new program and the addition of more graduate students will not adversely affect other programs in the Faculty.
2 Academic

2.1 Description and rationale for the proposal

2.1.1 Description of proposed program

The Advanced Diploma in Social Service Administration is a Type 3 graduate diploma and is a stand-alone, direct-entry diploma for people with significant work experience in the social service sector. The proposed curricula are designed to prepare individuals to become managers, supervisors and leaders of small, medium-sized and large social service agencies and small grassroots community based organizations providing effective service to diverse communities.

The diploma program consists of four core half courses: Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations; and two half course electives or one half course elective and a major project. In order to make the diploma program accessible to those working the field, the program will be offered in an executive model; that is, each course will be offered one full-day per month. Students can complete two half courses per term, allowing them to complete the entire program in one year if they wish. The program is designed to accommodate 20 students and is targeted to begin with a cohort of 10 students in Fall 2008.

2.1.2 Rationale for proposal

The not-for profit sector is primarily responsible for the delivery of social services in Canada. Discussions with community leaders in the social service sector have identified a critical need for people who are able to assume leadership roles in the field. In addition, a recent report sponsored by the Wellesley Institute identified a key administrative concern as follows:

“Senior managers are very aware and worried that they cannot replace themselves.
Senior managers reported that frontline staff are reluctant to take on management jobs. Moreover, the agencies do not have the administrative capacity to train the next generation of senior managers.”

Those with training in social work generally have inadequate knowledge of management theory and practice; those with training in management generally have inadequate knowledge of social service delivery and relations with clients and communities. This program proposes to work with community partners to ensure the development of senior managers and administrators with strong knowledge and skills in the management of these social service agencies. Consultations with a group of community advisors and with experts within the University of Toronto has resulted in the development of this program.

There are graduate degrees and diplomas within the University of Toronto that offer learning opportunities related to management and administration, particularly in sectors such as business, health and education. The MBA offered by the Rotman School of Management, for instance, offers education in strategic business management. The MHSc Health Administration degree offered by Health Policy Management and Evaluation and the Combined MHSc Health Administration/Master of Social Work, offer education in management of the health care sector. OISE/UT has programs focused on preparation of school principals and administration of post-secondary institutions. However, managing a large corporation, a hospital, or a school is much different from managing a small social service agency focused on the provision of clinical or advocacy services for a particular target population or a large agency mandated to provide child protection. The proposed program is designed to address an educational gap identified by members of the social service community. Those interested in the Diploma Program would be employed in the GTA region and thus need a program within easy commuting distance, although skills could be easily transported to other jurisdictions. No such program exists in the Toronto area.

2.2 Pedagogical and other academic issues, including expected benefits of the proposed program

The goal of this program proposal is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations. The diploma proposed addresses a recognized need for training in social service management beyond the level of the Master’s training currently offered in social work.

Students in these programs will:

- Develop skills in leadership, governance, stakeholder relations and strategic planning
• Develop skills in recruiting and managing non-profit Boards, developing committee structures, enhancing board-staff relations and ensuring board succession.
• Gain a thorough understanding of financial management including accounting, budgeting and forecasting
• Develop knowledge and skills in human resource management and labour relations: hiring, training, managing performance and working with unions
• Learn to manage service delivery including: developing appropriate organizational structures, annual planning, program development and evaluation, selecting and maintaining management information systems and contracting on behalf of the organization
• Develop knowledge regarding legal aspects of managing social service organizations including labour legislation and regulations, insurance and liability considerations, managing complaint processes and working with legal staff and consultants.

2.3 Projected student demand

The diploma program is designed to be accessible to candidates who are working full time. The courses will be offered in modular format one full day per month. Prospective applicants will come from across the spectrum of social services.

A survey of a component of the target market was conducted in December 2005 and January 2006. A written survey was mailed to 3,124 members of the Ontario Association of Social Workers. 454 responses were received (response rate 14.5%). Respondents were asked, among other questions, whether they would apply for admission to a one year graduate program in social service management, offered at accessible times, based on current estimated tuition costs. Of the 439 who answered that question, 134 (30%) said yes, they would apply, and 64 (14%) said they might apply. These results suggest that if the program were marketed to the much broader potential pool of applicants, there could be a very strong demand for the program relative to the 20 spots that would be available. In addition, community agencies have indicated that in order to develop strong supervisors and leaders, they would be willing to support individuals attending the program both through release time from work and through bursaries to cover or contribute towards tuition.

2.4 Impact on the Department’s and Division’s program of study, including impact on other divisions

The Factor-Inwentash Faculty of Social Work has taken advantage of the opportunity offered by the provincial government for graduate growth. The
addition of the Diploma program is the final phase of our graduate growth plan. Funding of this initiative will be through student tuition and government BIUs. A $15Million donation to the Faculty of Social Work in June of 2007 is allowing for the addition of five new endowed faculty positions and 50 new student scholarships. These resources will allow for increased demand caused by graduate growth.

2.5 Evidence of consultation with other affected divisions

Consultations have been held with several constituencies within the University of Toronto.
- The Rotman School of Management does not see this program as intersecting with their own programs.
- Health Sciences Policy and Evaluation offer the MHSc Health Administration and co-offer the Combined MHSc Health Administration/ Master of Social Work. In discussions with HPME, we see the Advanced Diploma in Social Service Administration as part of a continuum of options for students in health administration. Those candidates with no MSW degree can opt for the Combined MHSc Health Administration/ Master of Social Work. Candidates with an MSW now can opt for an MHSc Health Administration which is more intensive and focuses on health care management or can opt for the Advanced Diploma in Social Service Administration which is offered in an executive model and will focus on the administration of community based agencies in a diverse range of sectors (child welfare, health, mental health, immigrant and refugee services, etc).
- The Department of Management at UT Scarborough offers only undergraduate programs and does not have a graduate component.
- The School of Public Policy and Governance is oriented towards policy rather than administration and thus there is no immediate overlap between this program and programs that they are offering.

In addition, extensive consultations have been held with the community. In September 2005, a series of consultation meetings were held with community leaders.
This group included:
- J. Richard Blickstead, CEO, Wellesley Central Health Corporation
- Kevin Costante, Deputy Minister, Ontario Ministry of Community and Social Services
- John E. Fleming, President and CEO, The Arthritis Society
- Jessica Hill, Deputy Minister, Ontario Ministry of Children and Youth Services
- Frances Lankin, President and CEO, United Way of Greater Toronto
- Bruce Rivers, Executive Director, Child Welfare Secretariat, Ontario Ministry of Children and Youth Services
Subsequently, discussions have been held with funding agencies and employers regarding identified needs for leadership and administration training. As is the practice of the Faculty of Social Work, we will continue to work with community partners in implementing a program that meets their needs.

2.6 Appropriateness of the name and designation of the new program

The name “Advanced Diploma in Social Service Administration” will reflect the emphasis of the program and distinguish the program from management programs in other areas that might be considered human services, such as health and education. The term “Advanced” recognizes that all candidates have a master’s degree prior to entering the Diploma Program.

2.7 Program description and requirements, course titles/numbers, and faculty members

2.7.1 Program description and requirements

**Admission requirements:** Students must have a Master’s level degree in discipline related to social work (i.e. MSW itself or a Master’s degree in a related social services field).

The proposed program is a course-work only diploma. The Diploma in Social Service Administration can be taken in one year (three terms) or on a part-time basis. Candidates are required to take six half courses. 

**Required courses include four new management courses:**

- SWK 4425H Leadership Skills in Social Service Organizations
- SWK 4426H Financial Management of Social Service Organizations
- SWK 4427H Human Resource Management in Social Service Organizations
- SWK 4515H Research and Quality Improvement in Human Service Organizations

plus:

- Two half credit electives
- OR
- One elective half course and a major paper addressing a funding, management or structural challenge in a social service agency.
2.7.2. Course titles/numbers

PROPOSED NEW COURSES

1. **SWK 4425H Leadership Skills in Social Service Organizations.**
   This course focuses on the skills needed by senior managers and administrations to take effective leadership within the organization and outside the organization. It is designed to develop leaders with vision, values and strong skills in stakeholder relations. Key areas covered will include:
   - understanding leadership
   - ethics and leadership
   - working with Boards of Directors/governance
   - stakeholder relations including relations with funders
   - transparency/ public accountability
   - public engagement
   - strategic planning/ social entrepreneurship
   - fundraising strategies for marginalized populations
   - developing alliances/ collaboration
   - core values that determine the shape and function of organizations
   - processes of social exclusion and marginalization
   - achieving diversity among staff and management reflective of the diversity of the agency’s clients
   - creating a physical environment that is accessible to diverse community members
   - culturally competent service delivery

2. **SWK 4426H Financial Management of Social Service Organizations.**
   Leaders of organizations of any size need to be able to understand and manage the finances of the agency. This course is designed to ensure that students acquire comprehensive skills in financial management and can apply those skills to ensure the financial health of their agency. Topics will include:
   - management accounting
   - budgeting and forecasting
   - funding contracts
   - risk management
   - grantsmanship
   - fundraising

3. **SWK 4427H Human Resource Management in Social Service Organizations.**
   The greatest asset of a social service organization is its staff, and the greatest potential liability for such organizations relates to difficulties
in management of staff. Administrators need to know how to attract and keep the best people, and how to protect their organization from liability relating to employment matters. This course will cover key areas in human resource management such as:
- comparison of unionized and non-unionized environments
- hiring: writing job descriptions, attracting diverse candidates, best practices for candidate selection
- orientation, training and development
- performance management
- termination
- volunteer recruitment and management

4. SWK 4515H Research and Quality Improvement in Human Service Organizations.
Senior managers need to know how to structure their organizations to meet organizational goals, how to identify and measure these goals, and how to track process and refine service delivery to meet these goals including responding to changing needs. This course will cover topics such as:
- developing organizational mission and vision statements
- identifying and refining organizational goals through consensus building
- quality assurance and improvement
- annual planning
- change management
- engaging stakeholders
- developing programs through logic models & balanced score cards
- monitoring processes, analysis of data and reporting
- program evaluation and service refinement
- management information systems and outcome reporting
2.7.3 Faculty members

There are 22.5 full-time core professors in the Factor-Inwentash Faculty of Social Work. This complement is to increase to 27.5 by 2010 due to the recent gift allowing for the addition of five new faculty positions. The search for three of these positions is presently underway. This will add to the complement of faculty able to teach in the Social Service Administration program. In addition, the Factor-Inwentash Faculty of Social Work has a strong complement of Status-Only Faculty and Adjunct Faculty that bring extensive practice experience to the classroom. Two faculty members are eligible for retirement in the next five years at age 65. Of those, neither has indicated an intention to retire in the foreseeable future.

Table 1 lists the faculty members who will be involved in the proposed Social Service Administration program.

### TABLE 1
The following list only includes the names of faculty members associated with the proposed Diploma program and the new field. Involvement of those faculty members in other fields is provided for information only.

<table>
<thead>
<tr>
<th>Faculty Name &amp; Rank</th>
<th>Gender</th>
<th>Home Unit</th>
<th>Supervisory Privileges</th>
<th>Field 1</th>
<th>Field 2</th>
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3 Planning and Budget

3.1 Resource implications

3.1.1 Staffing

To meet the teaching needs of the Diploma Program, the cost of providing practitioners with specialist skills in new areas has been budgeted for. These instructors may teach in the diploma program or may replace full-time faculty who will now teach a course in the diploma program instead of the regular MSW program. To assist with the extra administrative load on the Faculty, additional secretarial support will be provided to assist with registration, admissions, and student services.

3.1.2 Space

This program will be offered on days when most Faculty of Social Work students are in their field placements. Therefore existing classroom space can adequately meet all the needs.

3.1.3 Libraries

1. This is the budget unit paying the salary: department, school, research centre or institute, or other.
2. Indicate the level of supervisory privileges held by each faculty member: e.g., full, master’s only, co-supervision only, etc., if applicable to your institution’s regulations or practices.
Existing library resources at the University of Toronto are outstanding and meet the needs of this program. An official report from the Chief Librarian is included as Appendix I.

3.1.4 Computing facilities

No additional computing facilities are required.

3.1.5 Enrolment/admissions

The addition of 20 students into the Diploma program is the final phase of our graduate growth plan.

3.1.6 Revenues/costs

Long range tuition and revenue projections are available in a Budget Statement. The proposed tuition rate is the same fee charged by SGS for Domestic doctoral stream programs. The Office of Planning and Budget has applied this as an interim placeholder, and projected the total fee revenue up to 2012-13. Based on the average socio-economic profile of social workers in the field, (with five or more years of field work), it was felt that this was an appropriate starting rate, with the understanding that students may get some tuition relief if sponsored by their agencies.

Courses will be offered over three sessions. As this is classified as a Type 3 Graduate Diploma, MTCU funding will be requested so the students can be counted towards its BIU entitlement.

There will be periodic reviews of tuition rates, intake numbers and retention rate to ensure that our enrolment and budgetary targets are met.

Apart from the added cost of five additional sessional lecturers or their equivalents, there should be no additional infrastructure costs, as they will be subsumed within the existing framework.

Financial aid

No financial aid from the University will be available to students in the Diploma Program; however, specific agencies may offer financial assistance to their employees.

4 Space and Facilities
4.1 Requirements for physical facilities

The program can be accommodated within existing space.

4.2 Capital projects for approvals

Not applicable.

5 Students

5.1 Student affairs and services

Students in this program will be entitled to all services offered to other students in the Factor-Inwentash Faculty of Social Work

5.2 Student conduct and discipline

Students in this program will be governed by the Code of Ethics for Social Work, the University of Toronto Code of Student Conduct, and all regulations of the School of Graduate Studies and the University of Toronto.

5.3 Financial Support

No financial aid from the University will be available to students in the Diploma Program, however, specific agencies may offer financial assistance to their employees.

5.4 Student registration and information systems

Students will apply to the MSW and to the Diploma through the School of Graduate Studies online application process. Applications will be reviewed in the normal manner by the Faculty of Social Work.
APPENDIX I

January 11, 2008

REPORT ON LIBRARY RESOURCES FOR THE PROPOSED GRADUATE DIPLOMA IN SOCIAL SERVICES ADMINISTRATION

BACKGROUND

The University of Toronto libraries provide a rich resource for the support of graduate study in the field of social services administration. While there is a specific literature that focuses on social services administration which we collect extensively, the research collection in this area is enhanced by its location in a university library system which through its collections and acquisitions policy supports research and teaching in all areas of the sciences, social and behavioural sciences and the humanities. The increasingly cross-disciplinary nature of much of the research in the social sciences means that it is extremely difficult to draw firm boundaries around an area or speciality. Researchers in social services administration draw on literature that is more broadly based and diverse than in the past.

DESCRIPTION OF THE COLLECTION

Monographs

The Library's holdings related to social services administration specifically, and the social sciences more generally, have been built up in a systematic way since 1966 when Dealer Selection Orders were established and librarians employed to monitor the plans and to actively and systematically select research materials that fall outside the plans.

Research material supporting the proposed social services administration program comes from a wide range of subject areas across the social sciences. In the social sciences, as in other areas of the collection, it is the policy of the Library to acquire a single copy of all books published in English that are considered to be of research value. This includes the proceedings of conferences and symposia, technical handbooks and reference tools in addition to research monographs. The cross-disciplinary nature of research in social services administration makes a simple evaluation of the Library’s holdings difficult. However, the 2001 edition of the North American Title Count can be useful in comparing the University of Toronto’s holdings with that of other similar institutions. Books relating directly to social services and social work, including social services administration are classed by the Library of Congress within the call number range HV 1 -4995. In a count of all the books held in this range, the University of Toronto Library ranked ninth of fifty-five libraries.

Books relating broadly to public administration are classed by the Library of Congress throughout the call number range \textit{JF}. The University of Toronto Library ranked eleventh of the fifty-five libraries in this section of the survey.

Books relating directly to public administration in Canada and Latin America are classed by the Library of Congress at \textit{JL}. The University of Toronto Library ranked third of fifty-five libraries.

Books discussing the social sciences are classed by the Library of Congress at \textit{H - HX}. In a count of all the titles in this range, the University of Toronto Library placed seventh of fifty-five libraries.

The currency of the collection is also important. There have been ongoing improvements in the library's ability to get English language materials to the shelves quickly, and at present there is not a backlog for books in the social sciences.

\textbf{Journals}

The journal holdings of the University of Toronto Library are substantial. However, like all North American libraries we are experiencing great difficulty in keeping up with the rising cost of serial subscriptions. During the 1990’s the Library, in consultation with faculty, actually cancelled subscriptions equal in cost to approximately 10\% of the total serials budget. However the situation has improved significantly during the past several years due to the Library’s holdings of electronic journals. At the present time over 33,000 such journals are available to students and staff at the university. Many of these are new to the Library’s holdings.

The most recent statistics compiled by the Library show the total number of journal subscriptions currently held in the Humanities and Social Sciences 13,181; the number held in the sciences is 3,140.3. A check of the ISI journal citation reports (2006) can give some indication of the Library’s holdings as they relate to social services administration. In the subject category Social Work the University of Toronto Library holds subscriptions to twenty-five of the twenty-eight journals listed. Of the twenty-five journals held, twenty-two are available online to all staff and students at the University.

In the subject category \textit{Public Administration} the Library holds twenty-one of the twenty-three journals listed. Twenty of these journals are available online for staff and students. All twenty-one of these journals are available electronically to faculty and students.

\textbf{Electronic Resources}


3 Science Citation Index Journal Citation Reports, 2006. Philadelphia: Institute for Scientific Information, 2007.
Electronic information services at the University of Toronto Library have been evolving since 1987, when the first online catalogue was mounted.4 Within a year the online catalogue was available in all the campus libraries, and dial-in access was introduced with a small number of lines. Abstracts and indexes had been computerised since the early 1970’s and up until the 1980’s were searched by trained intermediaries. Beginning in the late 1980’s CD-ROM’s and networked databases widened the access of electronic databases to the end-user to perform his or her own searches. In 1991 the Library added seven H.W. Wilson periodical index databases to its electronic network. Today the Library offers over 350 periodical index databases through a variety of information systems to all members of the University of Toronto community. Some of these indexes allow users to search and retrieve citations to journal articles and then to display the full text of that article electronically. Specialists in social services administration will find the following databases of interest: Social Services Abstracts; Social Work Abstracts; ASSIA: Applied Social Sciences Abstracts and Index; Child Abuse, Child Welfare, and Adoption; the Campbell Collaboration; CSA Social Sciences Abstracts; Social Sciences Citation Index; SCOPUS; PsycInfo; ISI Conference Proceedings; and Proquest Digital Dissertations.

As mentioned earlier the Library also offers links to 33,000 electronic journals to the University of Toronto community via the Library’s web pages. Some 60% of these journals have the full text of their articles available for viewing, printing, and in some cases emailing, by University of Toronto staff and students.

SUPPORTING COLLECTIONS

Although the main social sciences collection is housed in the Robarts Library, graduate students in social services administration can also make use of social services related materials in the library of the Ontario Institute for Studies in Education.

REFERENCE SERVICES

Given the cross-disciplinary nature of much of the research in the social sciences, and the increasing importance of electronic resources, including the World Wide Web, it is important to recognise that the reference and instructional services offered by the Library play a key role both in making our own collections accessible and in facilitating access to the national and international information networks. The Library is increasingly playing an important role in the linking of teaching and research in the university.

Reference services offered at the Robarts Library include help in searching the collection, the verification of citations, training in the use of databases and electronic journals, the searching of online and print union list files to locate materials not available on campus, and the handling of interlibrary loans. For some locations it is now possible to process transactions electronically thereby decreasing the time required to fill requests.

BUDGET AND COMMITMENT

The strength of the Library’s financial commitment to purchasing material over the next five to seven years depends upon University policy and government funding. To date it has been the University of Toronto’s stated policy to protect, as far as possible, the Library’s acquisitions budget from rising costs and to maintain this protected status. This present financial policy allows the Library to maintain its current purchasing levels for publications relevant to social services administration and ensures continued support for the programme.

Prepared by:

Social Sciences Book Selector

Submitted by: Carole Moore
Chief Librarian
SOCIAL WORK (Extract from SGS Calendar)

Introduction
The Faculty of Social Work offers the following professional/academic programs of study leading to:

1. **Master of Social Work (M.S.W.)** degree and a post-master's program leading
2. **Combined Juris Doctor and Master of Social Work (J.D/M.S.W.)**
3. **Combined Master of Health Science and Master of Social Work (M.H.Sc./M.S.W.)**
4. **Graduate Advanced Diploma in Social Service Administration** to a
5. **Doctor of Philosophy (Ph.D.)** degree.

The M.S.W. program is fully accredited as a professional program by the Canadian Association of Schools of Social Work (CASSW).

The Faculty of Social Work at the University of Toronto, through interdisciplinary knowledge building and education for practice in social work and social welfare, promotes social justice and equity. The Faculty of Social Work provides leadership for excellence in:

- the development and testing of new knowledge that will have an impact on social policy and social work practice at all levels;
- social work education that will prepare graduates for ethical, competent, innovative and effective social work practice;
- the development of social policy and social work practice at all levels;
- maintaining an academic environment and promoting social work practice grounded in social justice and equal opportunity for all groups in society irrespective of gender, ethnic origin, race, native heritage, language, religious beliefs, class, sexual orientation, disability, age, culture, or any other forms of diversity.

The Faculty of Social Work is distinguished by its special emphasis on the integration of research and practice; by its partnerships with community agencies; by its identification of special themes, which are responsive to societal needs to guide it in setting priorities; and by its governing structure that brings together teaching faculty, field instructors, students, alumni, the profession, the administration, and the University as partners in the realization of the Faculty's mission.
Social Work practice encompasses all levels of practice (with individuals, families, groups, communities, organizations, and policy); the Faculty of Social Work is committed to the interdependence and effectiveness of these levels of practice as contributing to social justice and social change. For further details, visit the Faculty Web site.

**Interdisciplinary Programs**

The Faculty of Social Work offers two types of interdisciplinary programs: combined degree programs and collaborative programs.

**Application and Admission**

All students are admitted to the Faculty of Social Work under the general regulations and in accordance with the requirements listed below. Enrolment in the Faculty of Social Work entails adherence to the standards of professional behaviour for the Social Work profession set forth in the Social Work Code of Ethics of the Canadian Association of Social Workers.

Initial admission enquiries should be made directly to the Faculty of Social Work. The application deadline for the M.S.W. program and for the Graduate Advanced Diploma in Social Service Administration is December 15. The application deadline for the Ph.D. program is February 1. The Faculty of Social Work does not guarantee the admission of all applicants who meet its minimum requirements.

**Degree of Master of Social Work**

**Streams**

The Faculty of Social Work offers two streams in the Master of Social Work Program.

1. Students with a four-year bachelor’s degree from a recognized university will normally complete the program in two years of full-time study.

2. Students entering with a B.S.W. degree from a recognized university will be given advanced standing and will normally complete the program in one year of full-time study or two years of part-time study. All students are expected to graduate with an advanced level of knowledge and professional competence in a chosen area of social work practice.

**Goals**
To prepare graduates:

1 for ethical, innovative, and effective social work practice in a diverse society;

2 to work actively to promote social justice, make professional decisions, and perform professional functions that are informed by an understanding of the political context of practice;

3 for competent practice which integrates theory and research;

4 capable of integrating practice and policy;

5 who have a generic foundation of core social work knowledge, values and skills, applicable to all fields and methods of practice; and

6 for practice in specialized areas, defined by student interest, faculty expertise, and demand from the field.

Objectives

1 To prepare students for professional practice according to the accreditation standards of CASSW.

2 To prepare students for social work practice interventions based on research evidence.

3 To prepare students for specialized practice in four-five identified areas:
   a children and their families,
   b diversity and social justice,
   c mental health and health,
   d social service administration
   ed social work in gerontology.

4 To strengthen our partnerships with social work agencies in areas of particular interest to the Faculty for the purposes of enriching our curriculum and of producing graduates with the requisite skills to function in those agencies.
To encourage interdisciplinary linkages.

**Admission Requirements**

1 Applicants to the **two-year M.S.W. Full-time Program** normally shall hold an appropriate four-year University of Toronto bachelor's degree, or its equivalent from a recognized university, and normally shall have achieved a mid-B average in the final year of full-time study (or equivalent).

2 Applicants to the **M.S.W. Program with Advanced Standing** shall have graduated with a Bachelor of Social Work (B.S.W.) degree from a recognized university, and normally shall have achieved a mid-B average in the final year of full-time study (or equivalent).

3 Applicants to the **Graduate Advanced Diploma in Social Service Administration** require a M.S.W. or Master's degree in a related social service field and have at least 5 years experience in social services.

4 All applicants must have completed satisfactorily at least three full courses, or their equivalent, in the social sciences to include a half-credit course in research methodology, preferably in the social sciences. A grade less than mid-B in the required half-credit course in research methodology will lessen the applicant's probability of admission.

5 Experience (voluntary or paid) in the social services and knowledge of critical social issues are recommended. Suitability for professional practice will also be considered.

6 Applicants must show evidence of facility in the English language (see SGS General Regulations).

7 Applicants to the **M.S.W. Program with Advanced Standing** (students entering with a B.S.W. degree) must indicate on the M.S.W. Program Application Form:
   a an area of specialization,
   b a preference for full-time or part-time studies.
Note: Due to space limitations, applicants holding the minimum admission requirements are not guaranteed admission. The Faculty reserves the right to select qualified applicants to the program. All admission decisions are final.

Program Requirements

Two-Year M.S.W. Full-time Program
(for students entering with a B.A. or B.Sc. or equivalent)

1 Degree requirements are normally completed within two calendar years. The maximum time limit for completing M.S.W. degree requirements is four years from the date of first registration in the program.

2 The program of study consists of the equivalent of 17 half-credit courses, except in the Gerontology specialization where the requirement is 18 half-credit courses.

Note: Students who elect to do a thesis carry an additional half-credit course. All students enrolled in the Social Work and Gerontology specialization will automatically be enrolled in the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.

a Students take 12 required half-credit courses and a minimum of 2 half-credit course electives over the two-year program. In the Gerontology specialization, students take 13 required half-credit courses and two half-credit course electives.

b The practica requirement is equivalent to three half-credit courses. The first year practicum offered in the winter session (January-May) of the first year is equivalent to a half-credit course; the second year practicum (September-April) is equivalent to two half-credit courses and must be in the student’s area of specialization.

c Students who have been approved to complete a thesis in place of the two half-credit course electives take an additional half-credit research methods course (SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK 6308H Designing and Implementing Quantitative Social Work Research). The thesis requirement is equivalent to two half-credit courses. This option is open to a limited number of students, and is subject to faculty availability.

3 Students are required to be on campus regularly, that is, reside close enough to participate fully in the university activities associated with the program. Residence and full-time are defined in the SGS General Regulations.
Program of Study

Two-Year M.S.W. Full-time Program
(for students entering with a B.A. or B.Sc. or equivalent)

The total course load for the Two-Year M.S.W. Full-time Program is equivalent to 17 half-credit courses; for the Gerontology specialization it is 18 half-credit courses.

Year One
Total Course Load: Equivalent to 9 Half Credit Courses

SWK 4102H Social Policy and Social Welfare in the Canadian Context
SWK 4103H Elements of Social Work Practice
SWK 4105H Social Work Practice Laboratory
SWK 4107H Foundations of Social Work: Knowledge, Theory and Values that Inform Practice
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses.)
SWK 4602H Social Work Practice with Groups
SWK 4605H Social Work Practice with Individuals and Families
SWK 4654H Social Work Practice in Organizations and Communities
SWK 4701H Social Work Practicum I

Year Two
Students choose one of four specializations. Two-year stream students must declare their specializations by mid-February of the first year.

1 Children and Their Families
2 Diversity and Social Justice
3 Mental Health and Health
4 Social Work in Gerontology
Social Service Administration (available only for students who have at least 5 years experience in social services)
5 Social Work in Gerontology

The first three-four specializations have four required half-credit courses, two elective half-credit courses, and a full-year credit practicum. The Gerontology specialization has five required half-credit courses, two elective half-credit courses, and a full-year practicum.

Specialization: Children and their Families
Total Course Load: Equivalent to 8 Half-Credit Courses

SWK 4514H Research for Practice with Children and their Families
SWK 4608H Social Work Practice with Families
SWK 4620H Social Work Practice with Children and Adolescents
SWK 4625H Contemporary Issues in Working with Children and their Families
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Diversity and Social Justice
Total Course Load: Equivalent to 8 Half-Credit Courses

SWK 4304H Globalization and Trans-nationalization: Social Work Responses Locally and Globally
SWK 4306H Process of Social Exclusion, Marginalization, and Resistance
SWK 4512H Creating Knowledge to Inform Critical Practice
SWK 4606H Diversity, Access, and Equity in Social Work Practice
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Mental Health and Health
Total Course Load: Equivalent to 8 Half Credit Courses

SWK 4412H The Context of Mental Health and Health Practice
SWK 4511H Practice-Based Research in Mental Health and Health

Students can then elect to take one of three choices:

1 SWK 4622H Social Work Practice in Health
and
SWK 4604H Social Work Practice in Mental Health

2 SWK 4622H Social Work Practice in Health
followed by
SWK 4632H Advanced Social Work Practice in Health

3 SWK 4604H Social Work Practice in Mental Health
followed by
SWK4631H Advanced Social Work Practice in Mental Health
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

**Specialization: Social Service Administration**
**Total Course Load: Equivalent to 8 Half-Credit Courses**

- SWK 4425H Leadership Skills in Social Service Organizations
- SWK 4426H Financial Management of Social Service Organizations
- SWK 4427H Human Resource Management in Social Service Organizations
- SWK 4515H Research and Quality Improvement in Human Service Organizations
- SWK 4702Y Social Work Practicum II (full-credit)
  Two elective half-credit courses

Specialization: Social Work in Gerontology
Total Course Load: Equivalent to 9 Half-Credit Courses

- AGE 2000H Principles of Aging
- SWK 4513H Knowledge Building in Social Work
- SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
- SWK 4618H Special Issues in Gerontological Social Work
- SWK 4702Y Social Work Practicum II (full-credit)
  Two elective half-credit courses

**M.S.W. Thesis (Optional)**

M.S.W. Thesis Option: for students enrolled in Children and their Families, Diversity and Social Justice, and Mental Health and Health Specializations II-Specializations except Gerontology
Total Course Load: Equivalent to 9 Half-Credit Courses

The M.S.W. thesis (equivalent to two half-credit courses) provides actual hands-on research experience. The thesis must be an independent piece of research. The major purpose of the thesis is to enable students to develop and apply research skills within the context of social work practice and to write a graduate thesis of publishable quality. The number of students permitted to exercise this option is subject to faculty availability. Students who have been approved to undertake a thesis must complete SWK6307H Designing and Implementing
Qualitative Social Work Research or SWK6308H Designing and Implementing Quantitative Social Work Research in addition to the required courses in the selected specialization, but are exempted from taking the two elective half-credit courses. Students in the thesis option who have at least two years of prior full-time social work experience (or equivalent) are eligible to substitute two elective half-credit courses for the full-credit SWK 4702Y Social Work Practicum II.

M.S.W. Thesis Option: Gerontology Specialization
Total Course Load: Equivalent to 9 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing
Thesis (equivalent to two half-credit courses)

Program Requirements
M.S.W. Program with Advanced Standing
(for students entering with a B.S.W. degree)

1 Students may complete the degree program either full-time or part-time. Students enrolling in the program part-time must meet the same degree requirements and complete the same number of credits as the full-time students, although the structure and sequencing of their individual programs of study may vary.

2 Full-time students normally complete the program over three academic sessions (September to June). Part-time students normally complete requirements within six academic sessions. The maximum time limit for completing degree requirements is four years from the date of first registration in the program.

3 The program of study consists of an equivalent of nine half-credit courses; ten half-credit courses in the Gerontology specialization. All students enrolled in the Social Work and Gerontology specialization will automatically be enrolled in the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.
a Students in the Children and their Families, Diversity and Social Justice, and Mental Health and Health specializations must take five required half-credit courses and a minimum of two elective half-credit courses; students in the Social Service Administration specialization take six required half-credit courses and a minimum of one elective half-credit course; and students enrolled in the Social Work in Gerontology specialization take the equivalent of six required half-credits and two elective half-credit courses to complete M.S.W. Program requirements.

b A practicum is required, equivalent to two half-credit courses. The practicum (which is unpaid) must be in the student’s area of specialization. For students enrolled in the full-time program, the practicum is completed from September to April. For students enrolled in the part-time program the practicum is designed to commence as a 16-week block starting in April in the Greater Toronto Area. Exceptions to a block summer practicum must be negotiated in advance with the Practicum Office.

c Students who have been approved to complete a thesis in place of the two elective half-credit courses take one additional half-credit research methods course (SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK 6308H Designing and Implementing Quantitative Social Work Research). Students choosing this option may require additional time to complete their programs. This option is open to a limited number of students and is subject to faculty availability.

Program of Study

M.S.W. Program with Advanced Standing
(for students entering with a B.S.W. degree)

1 The M.S.W. Program with Advanced Standing is designed for students with a B.S.W. degree. It aims to prepare students with an advanced level of knowledge and professional competence in a chosen area of social work practice. The program combines the dual purposes of graduate education and professional training. It is believed that a rigorous academic education supports competent and ethical professional practice at an advanced level.

2 Students choose one of four-five specializations. Advanced standing students will declare their specializations on the M.S.W. Application form by December 15.
   a Children and Their Families
   b Diversity and Social Justice
   c Mental Health and Health
   d Social Service Administration (available only for students who have at least 5 years
The first three-four specializations have five required half-credit courses, two elective half-credit courses, and a full-year practicum. The Gerontology specialization has six required half-credit course equivalents, two elective half-credit courses, and a full-year practicum.

A variety of educational approaches are used to deliver curriculum content and to provide stimulating and integrative learning experiences. Students participate in regularly scheduled classes in a variety of formats (lectures, group discussions, seminars, etc.), a field-based practicum, and research projects.

**Courses of Instruction**

Students complete one of the following four specializations:

**Specialization: Children and their Families**

**Total Course Load: Equivalent to 9 Half-Credit Courses**

- SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
- SWK 4514H Research for Practice with Children and their Families
- SWK 4608H Social Work Practice with Families
- SWK 4620H Social Work Practice with Children and Adolescents
- SWK 4625H Contemporary Issues in Working with Children and their Families
- SWK 4702Y Social Work Practicum II (full-credit)
- Two elective half-credit courses

**Specialization: Diversity and Social Justice**

**Total Course Load: Equivalent to 9 Half-Credit Courses**

- SWK 4304H Globalization and Trans-nationalization: Social Work Responses Locally and Globally
- SWK 4306H Process of Social Exclusion, Marginalization, and Resistance
- SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
- SWK 4512H Creating Knowledge to inform Critical Practice
SWK 4606H Diversity, Access, and Equity in Social Work Practice
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Mental Health and Health
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4412H The Context of Mental Health and Health Practice
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4511H Practice-Based Research in Mental Health and Health

Students can then elect to take one of three choices:
1. SWK 4622H Social Work Practice in Health
   and
   SWK 4604H Social Work Practice in Mental Health
2. SWK 4622H Social Work Practice in Health
   followed by
   SWK 4632H Advanced Social Work Practice in Health
3. SWK 4604H Social Work Practice in Mental Health
   followed by
   SWK 4631H Advanced Social Work Practice in Mental Health

SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Service Administration
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4102H Social Policy and Social Welfare in the Canadian Context
SWK 4425H Leadership Skills in Social Service Organizations
SWK 4426H Financial Management of Social Service Organizations
SWK 4427H Human Resource Management in Social Service Organizations
SWK 4510H Research for Evidence-Based Social Work Practice
SWK 4515H Research and Quality Improvement in Human Service Organizations
SWK 4702Y Social Work Practicum II (full-credit)
One elective half-credit course

Specialization: Social Work in Gerontology
Total Course Load: Equivalent to 10 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing

M.S.W. Thesis (Optional)

M.S.W. Thesis Option: for students enrolled in all Specializations except Gerontology, Children and their Families; Diversity and Social Justice; and Mental Health and Health Specializations

Total Course Load: Equivalent to 10 Half-Credit Courses

The M.S.W. thesis (equivalent to two half-credit courses) provides actual hands-on research experience. The thesis must be an independent piece of research. The major purpose of the thesis is to enable students to develop and apply research skills within the context of social work practice and to write a graduate thesis. See thesis manual (www.socialwork.utoronto.ca) for detailed information. The number of students permitted to exercise this option is subject to faculty availability. Students who have been approved to undertake a thesis must complete SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK6308H Designing and Implementing Quantitative Social Work Research in addition to the required courses in the selected specialization, but are exempted from taking the two elective half-credit courses.

Students in the thesis option who have at least two years of prior full-time social work
experience (or equivalent) are eligible to substitute two elective half-credit courses for the full-credit SWK 4702Y Social Work Practicum II. Workplace supervision must have been undertaken with a M.S.W. or equivalent supervisor. Requests for substitution must be reviewed and approved by the Faculty Assessment Committee.

M.S.W. Thesis Option: Gerontology Specialization
Total Course Load: Equivalent to 10 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing
Thesis (equivalent to two half-credit courses)

Elective Courses
Courses are offered in various areas of social work practice. The choice of electives in any given year is contingent on available faculty resources. Not every course is given in any one year. Please consult the Faculty, admissions application materials, or the Faculty Web site www.socialwork.utoronto.ca.

AGE 2000H Principles of Aging
JPX 1001H Parenting: Multidisciplinary Perspectives/Staff
JFS 1460H Community-Based Natural Resource Management
JPW 2118H Philosophical Foundations of Women's Studies
JTH 3000H Coordinating Seminar in Ethnic and Pluralism Studies
PAS 3700H Multidisciplinary Aspects of Addiction Studies/M. J. Ashley, Staff
SWK 4210H Promoting Empowerment: Working at the Margins/Staff
SWK 4403H Women and Social Policy in Canada/S. Neysmith
SWK 4417H Adolescence: Social Work Challenges and the Role of Social Work/Staff
SWK 4418H Introduction to Jewish Perspectives on Caring/E.S. Lightman
SWK 4420H Human Rights and Social Justice/Staff
SWK 4422H Social Housing and Homelessness/J. D. Hulchanski
SWK 4506H Applied Quantitative Data Analysis/Staff
SWK 4603H Advanced Social Work Practice with Groups/Staff (Prerequisite: SWK 4602H or equivalent)
SWK 4609H Sexuality, Sexual Diversity and Social Work Practice/Staff
SWK 4610H Advanced Social Work Practice with Couples/M. C. Bogo, R. J. MacFadden
SWK 4613H Social Work Practice with the Aged/Staff
SWK 4616H Drug Dependencies: Interventive Approaches/Staff
SWK 4619H Family Mediation: Theory and Practice/H. H. Irving, A. Litvack
SWK 4621H Integrative Child and Adolescent Therapy: Theory and Practice/A. Caspary
SWK 4623H Violence in Families: Multilevel Intervention in Interdisciplinary Practice/Staff
SWK 4624H Feminist Social Work Practice/Staff
SWK 4630H Intersecting Narratives: Self, Culture, Institutions/A. Chambon
SWK 4658H Social Work with Immigrants and Refugees/Staff
SWK 4662H Social Policy Analysis/E. Lightman
SWK 4664H Administrative/Managerial Practice in Social Work/P. L. McDonald, C. Regehr
SWK 4667H Information Technology in Professional Social Work Practice/R. MacFadden
SWK 4668H Welfare of Children: Policy and Practice/Staff

Special Studies
Special Studies courses are designed to provide seminars or tutorials under the direction of a faculty member. The focus is on a topic of particular interest to the student which is not included in available courses.

SWK 4801H Special Studies I
SWK 4802H Special Studies II
SWK 4803H Special Studies III
SWK 4804H Special Studies IV

GRADUATE ADVANCED DIPLOMA IN SOCIAL SERVICE ADMINISTRATION
The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations.
Admission Requirements
Applicants will follow admission requirements stipulated by the School of Graduate Studies at the University and by the Faculty of Social Work. Applicants must have a M.S.W. or Master’s degree in a related social service field and have at least 5 years experience in social services.

Program Requirements
The diploma program will be designed to be accessible to candidates who are working full-time. Courses will be offered in modular format one full day per month. Diploma requirements can be completed in one year (3 terms) or on a part-time basis normally within two years (6 terms). All students must complete the Diploma Program within a maximum five year period.

Program of Study
Total Course Load: Equivalent to 6 Half-Courses

   SWK 4425H Leadership Skills in Social Service Organizations
   SWK 4426H Financial Management of Social Service Organizations
   SWK 4427H Human Resource Management in Social Service Organizations
   SWK 4515H Research and Quality Improvement in Human Service Organizations
   Two half-course electives given in conjunction with the M.S.W. curriculum
   OR
   One elective half-course and a major paper addressing a funding, management or structural challenge in a social service agency.
Ontario Council on Graduate Studies

Brief for the Standard Appraisal of the

Proposal for Graduate Diploma (GradDip Type 3): Advanced Diploma in Social Service Administration and Master of Social Work Field in Social Service Administration

In the

Factor-Inwentash Faculty of Social Work

UNIVERSITY OF TORONTO

Submitted to OCGS in February 2008

VOLUME I: The Program

Acknowledgement: This template was inspired from a document prepared by the School of Graduate Studies and Research, University of Ottawa. NB: This template was constructed largely to meet the needs of research master’s and doctoral programs. Adjustments must be made to describe specific programs, however, basic information on faculty, resources, program and outcomes is common to all programs. The template should be used in conjunction with OCGS By-laws, and Procedures Governing Appraisals.
# THE PROGRAM

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Executive Summary

In response to an identified need in the social service sector for individuals with the skills and knowledge to lead and manage social service agencies, the Factor-Inwentash Faculty of Social Work is proposing a Graduate Diploma in Social Service Administration (OCGS Type 3) entitled “Advanced Diploma in Social Service Administration” and a new specialization within the MSW in Social Service Administration. The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations. The combined programs will address a recognized need for training in social service management beyond the level of the Master’s training currently offered in social work and thus is geared towards individuals with Master’s degrees currently practicing in the social services field.

The proposed diploma program consists of 2.0 full course equivalents (FCE) (four half core courses), Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations; and two .5 FCE electives or one .5 FCE elective and a major project. The proposed new MSW field in Social Service Administration follows the format of the four existing fields in the MSW program incorporating courses on Social Service Administration.

The programs are designed to be accessible to candidates who are working full time and thus will be offered in an executive model of delivery, that is, each course will be offered one full day per month. Prospective applicants will come from across the spectrum of social services. Projected demand for the proposed program is based on a survey of practicing social workers in 2005/2006.

The Factor-Inwentash Faculty of Social Work has taken advantage of the opportunity offered by the provincial government for graduate growth. The addition of the Diploma program is the final phase of our graduate growth plan. The program is designed to accommodate 20 students and is targeted to begin with a cohort of 10 students in Fall 2008. Funding of this initiative will be through student tuition and government BIUs. A $15Million donation to the Faculty of Social Work in June of 2007 is allowing for the addition of five new endowed faculty positions and 50 new student scholarships. These resources accommodate increased demand caused by graduate growth and will ensure that the addition of the new program and the addition of more graduate students will not adversely affect other programs in the Faculty.
1 INTRODUCTION

1.1 Brief listing of programs

The Faculty of Social Work offers a professional/academic program of study leading to a Master of Social Work (M.S.W.) degree and a post-master's program leading to a Doctor of Philosophy (Ph.D.) degree. The programs were appraised in March 2004 by the Ontario Council of Graduate Schools and were judged to be of “Good Quality”. At that time two fields were approved at the PhD level: Practice, Theory and Research; and Policy Analysis. Four fields were approved at the MSW level: Children and their Families; Health and Mental Health; Marginalized Populations; and Gerontology. The M.S.W. Program is fully accredited as a professional program by the Canadian Association of Schools of Social Work.

At this time, the Factor-Inwentash Faculty of Social Work is proposing a new field within the MSW program entitled Social Service Administration. In addition, we are proposing Type 3 graduate diploma entitled Advanced Diploma in Social Service Administration which would be a stand-alone, direct-entry diploma for people with a master’s degree and significant work experience in the social service sector. The proposed curricula are designed to prepare individuals to become managers, supervisors and leaders of small, medium-sized and large social service agencies and small grassroots community based organizations providing effective service to diverse communities.

Diploma Program – Advanced Diploma in Social Service Administration

The diploma program will consist of 4 core half courses: Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations and two half course electives or one half course elective and a major project. In order to make the diploma program accessible to those working the field, the program will be offered in an executive model, that is, each course will be offered one full-day per month. Students can complete 2 half courses per term, allowing them to complete the entire program in 1 year if they wish. The program is designed to accommodate 20 students and is targeted to begin with a cohort of 10 students in Fall 2008.

New MSW field in Social Service Administration

The newly proposed field in Social Service Administration in the MSW program will follow the structure of the four existing fields, Gerontology, Health and Mental Health, Marginalized Populations, and Children and their Families. Students may enter a one year advanced standing program if they have a Bachelor of Social Work Degree or may enter a two year Master’s program if they have an undergraduate

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degree in another field. Students in this field will take the same four half courses as those in the diploma: Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations. They will then take other courses in the program as specified in Section 4.2

1.2 Objectives of the programs

The not-for profit sector is primarily responsible for the delivery of social services in Canada. Discussions with community leaders in the social service sector have identified a critical need for people who are able to assume leadership roles in the field. In addition, a recent report sponsored by the Wellesley Institute identified a key administrative concern as follows:

“Senior managers are very aware and worried that they cannot replace themselves. Senior managers reported that frontline staff are reluctant to take on management jobs. Moreover, the agencies do not have the administrative capacity to train the next generation of senior managers.”

Those with training in social work generally have inadequate knowledge of management theory and practice, those with training in management generally have inadequate knowledge of social service delivery and relations with clients and communities. This program proposes to work with community partners to ensure the development of senior managers and administrators with strong knowledge and skills in the management of these social service agencies. Consultations with a group of community advisors and with experts within the University of Toronto has resulted in the development of this program.

There are graduate and post-graduate degrees, diplomas and certificates within the University of Toronto that offer learning opportunities related to managing and administration, particularly in sectors such as business, health and education. The MBA and the Master of Management Innovation (MMI) offered by Rotman for instance, offer education in strategic business management. The MHSc degree offered by Health Policy Management and Evaluation and the joint MHSc/MSW program offer education in management of the health care sector. OISE/UT has programs focused on Principal preparation and administration of post-secondary institutions. However, managing a large corporation, a hospital, or a school is very

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different from managing a social service agency such as a small organization focused on the provision of clinical or advocacy services for a particular target population or a large agency mandated to provide child protection. The proposed program options described below are designed to address an educational gap identified by members of the social service community.

The goal of this program proposal is to provide students with a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations. The diploma proposed addresses a recognized need for training in social service management beyond the level of the Master’s training currently offered in social work.

Students in these programs will:

- Develop skills in leadership, governance, stakeholder relations and strategic planning
- Develop skills in recruiting and managing non-profit Boards, developing committee structures, enhancing board-staff relations and ensuring board succession
- Gain a thorough understanding of financial management including accounting, budgeting and forecasting
- Develop knowledge and skills in human resource management and labour relations: hiring, training, managing performance and working with unions
- Learn to manage service delivery including: developing appropriate organizational structures, annual planning, program development and evaluation, selecting and maintaining management information systems and contracting on behalf of the organization
- Develop knowledge regarding legal aspects of managing social service organizations including labour legislation and regulations, insurance and liability considerations, managing complaint processes and working with legal staff and consultants.

1.3 Method used for the self-study as well as the preparation of the brief, including faculty and student input and involvement

Consultations have been held with several constituencies within the University of Toronto.
- The Rotman School of Business does not see this program as intersecting with their own programs.
- Health Sciences Policy and Evaluation offer the MHSc Health Administration and co-offer the Combined MHSc Health Administration/ Master of Social Work. In
discussions with HPME, we see the Advanced Diploma in Social Service Administration as part of a continuum of options for students in health administration. Those candidates with no MSW degree can opt for the Combined MHSc Health Administration/ Master of Social Work. Candidates with an MSW now can opt for an MHSc Health Administration which is more intensive and focuses on health care management or can opt for the Advanced Diploma in Social Service Administration which is offered in an executive model and will focus on the administration of community based agencies in a diverse range of sectors (child welfare, health, mental health, immigrant and refugee services, etc).

- The Department of Management at UT Scarborough offers only undergraduate programs and does not have a graduate component.
- The School of Public Policy and Governance does not include public administration as part of its mandate and thus there is no immediate overlap between this program and programs that they are offering.

In addition, extensive consultations have been held with the community. In September 2005, a series of consultation meetings were held with community leaders.

This group included:
- J. Richard Blickstead, CEO, Wellesley Central Health Corporation
- Kevin Costante, Deputy Minister, Ontario Ministry of Community and Social Services
- John E. Fleming, President and CEO, The Arthritis Society
- Jessica Hill, Deputy Minister, Ontario Ministry of Children and Youth Services
- Frances Lankin, President and CEO, United Way of Greater Toronto
- Bruce Rivers, Executive Director, Child Welfare Secretariat, Ontario Ministry of Children and Youth Services

Subsequently, discussions have been held with funding agencies and employers regarding identified needs for leadership and administration training. As is the practice of the Faculty of Social Work, we will continue to work with community partners in implementing a program that meets their needs.

1.4 Fields in the programs

As noted above, the PhD program has two fields: Practice, Theory and Research; and Policy Analysis. The MSW has four fields: Children and their Families; Health and Mental Health; Marginalized Populations; and Gerontology. At this time, the Factor-Inwentash Faculty of Social Work is proposing a new field within the MSW program entitled Social Service Administration, and a graduate diploma program entitled Advanced Diploma in Social Service Administration.

02/12/2008
1.5 **Review concerns expressed in previous appraisal and actions taken**

There were no concerns expressed in the previous appraisal.

1.6 **Special matters and innovative features**

The MSW program is fully accredited by the Canadian Association of Schools of Social Work. The proposed MSW field in Social Service Administration and the proposed Advanced Diploma in Social Service Administration are unique in Ontario.

2 **THE FACULTY**

2.1 **List of faculty by field**

There are 22.5 full-time core professors in the Factor-Inwentash Faculty of Social Work. This complement is to increase to 27.5 by 2010 due to the recent gift allowing for the addition of five new faculty positions. The search for three of these positions is presently underway, and this will add to the complement of faculty able to teach in the Social Service Administration program. In addition, the Factor-Inwentash Faculty of Social Work has a strong complement of Status-Only Faculty and Adjunct Faculty that bring extensive practice experience to the classroom.

Table 1 lists the faculty members who will be involved in the proposed Social Service Administration program. Two of these professors are eligible to retire within the next five years at the age of 65, neither has expressed an intention to retire. The Faculty will fill these positions should they become vacant.

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**TABLE 1**

N.B.: The intent of this Table is to establish the strength and the degree of involvement of the faculty complement participating in each field of the program.

02/12/2008
graduate program and whose CVs are provided in Volume II of the Brief. This is an important element in the assessment of program quality.

The following list only includes the names of faculty members associated with the proposed Diploma program and the proposed field. Involvement of those faculty members in other fields is provided for information only.

<table>
<thead>
<tr>
<th>Faculty Name &amp; Rank</th>
<th>M/F</th>
<th>Home Unit</th>
<th>Supervisory Privileges</th>
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<th>2</th>
<th>3</th>
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</tbody>
</table>

1. This is the budget unit paying the salary: department, school, research centre or institute, or other.
2. Indicate the level of supervisory privileges held by each faculty member: e.g., full, master=s only, co-supervision only, etc., if applicable to your institution=s regulations or practices.

Category 1: tenured or tenure-track core faculty members whose graduate involvement is exclusively in the graduate program under review. For this purpose the master=s and doctoral streams of a program are considered as a single program. Membership in the graduate program, not the home unit, is the defining issue.

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**Category 2:** non-tenure-track core faculty members whose graduate involvement is exclusively in the graduate program under review.

**Category 3:** tenured or tenure-track core faculty members who are involved in teaching and/or supervision in other graduate program(s) in addition to being a core member of the graduate program under review.

**Category 4:** non-tenured or tenure-track core faculty members who are involved in teaching and/or supervision in other graduate program(s) in addition to being a core member of the graduate program under review.

**Category 5:** other core faculty: this category may include emeritus professors with supervisory privileges and persons appointed from government laboratories or industry as adjunct professors. Please explain who would fall into this category at your institution.

**Category 6:** non-core faculty who participate in the teaching of graduate courses.

2.2 **External operating research funding** - for past seven years by source.

N/A - New program

2.3 **Graduate supervision** - Completed, and current, supervisorships of master's, doctoral, and post-doctoral students, by faculty member

N/A – No thesis option in these proposed programs

2.4 **Current teaching assignments** - (graduate and undergraduate), showing the number of courses taught by each faculty member
TABLE 4

<table>
<thead>
<tr>
<th>Faculty Member 2</th>
<th>Rank</th>
<th>Undergraduate</th>
<th>Graduate 3</th>
<th>Course Identifiers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ernie Lightman</td>
<td>Full</td>
<td></td>
<td>3</td>
<td>SWK4102H F – 2 sections, SWK4662H F</td>
<td></td>
</tr>
<tr>
<td>Robert MacFadden</td>
<td>Full</td>
<td></td>
<td>2</td>
<td>SWK4610H F, SWK4514H S</td>
<td>Acting Associate Dean July-Dec 2007</td>
</tr>
<tr>
<td>Cheryl Regehr</td>
<td>Full</td>
<td></td>
<td>1</td>
<td>SWK4604H S</td>
<td>Dean</td>
</tr>
<tr>
<td>Wes Shera</td>
<td>Full</td>
<td></td>
<td>0</td>
<td></td>
<td>On sabbatical</td>
</tr>
<tr>
<td>Deborah Goodman</td>
<td>Assistant Professor</td>
<td></td>
<td>1</td>
<td>SWK4514H S</td>
<td></td>
</tr>
<tr>
<td>Karima Kanani</td>
<td>Adjunct Lecturer</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Heung Lecturer</td>
<td>Adjunct Lecturer</td>
<td></td>
<td>1</td>
<td>SWK 4664</td>
<td></td>
</tr>
<tr>
<td>Bruce Rivers Lecturer</td>
<td>Adjunct Lecturer</td>
<td></td>
<td>1</td>
<td>SWK4668</td>
<td></td>
</tr>
</tbody>
</table>

1. Provide separate tables for each of the three years preceding the appraisal.
2. Follow same categories as in Table1.
3. Distinguish between graduate courses that form part of the graduate program under review and graduate courses that form part of other graduate programs.
4. Explain course value in note appended to Table, i.e., 3 credits means 3 contact hours per week for one term.
<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Rank</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Course Identifiers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ernie Lightman</td>
<td>Full</td>
<td></td>
<td>4</td>
<td>SWK4102H F - 2 sections, SWK 4105H F, SWK 4662H F</td>
<td></td>
</tr>
<tr>
<td>Robert MacFadden</td>
<td>Full</td>
<td></td>
<td>3</td>
<td>SWK 4610H F, SWK 4514H S</td>
<td>Director of Continuing Education</td>
</tr>
<tr>
<td>Cheryl Regehr</td>
<td>Full</td>
<td></td>
<td>1</td>
<td>SWK 4604H S</td>
<td>Acting Dean/Dean</td>
</tr>
<tr>
<td>Wes Shera</td>
<td>Full</td>
<td></td>
<td>4</td>
<td>SWK 4654H S, SWK 4602H S, SWK 4412H F, SWK 4664H S</td>
<td></td>
</tr>
<tr>
<td>Deborah Goodman</td>
<td>Assistant Professor</td>
<td></td>
<td>1</td>
<td>SWK 4514H S</td>
<td></td>
</tr>
<tr>
<td>Karima Kanani</td>
<td>Adjunct Lecturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Heung Lecturer</td>
<td>Adjunct Lecturer</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bruce Rivers Lecturer</td>
<td>Adjunct Lecturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Member</td>
<td>Rank</td>
<td>Undergraduate</td>
<td>Graduate</td>
<td>Course Identifiers</td>
<td>Comments</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>----------</td>
<td>-------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Ernie Lightman</td>
<td>Full</td>
<td></td>
<td>3</td>
<td>SWK4662H F, SWK4102H F - 2 sections</td>
<td></td>
</tr>
<tr>
<td>Robert MacFadden</td>
<td>Full</td>
<td></td>
<td>4</td>
<td>SWK4610H F, SWK4514H</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SWK4605H S, SWK4620H F</td>
<td></td>
</tr>
<tr>
<td>Cheryl Regehr</td>
<td>Full</td>
<td></td>
<td>2</td>
<td>SWK4511H F, SWK6307H F</td>
<td>Director of Research</td>
</tr>
<tr>
<td>Wes Shera</td>
<td>Full</td>
<td></td>
<td>4</td>
<td>SWK 4412H F, SWK 4664H S, SWK 4654H F, SWK 4602HS</td>
<td></td>
</tr>
<tr>
<td>Deborah Goodman</td>
<td>Assistant Professor</td>
<td></td>
<td>1</td>
<td>SWK 4514H S</td>
<td></td>
</tr>
<tr>
<td>Karima Kanani</td>
<td>Adjunct Lecturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paul Heung</td>
<td>Adjunct Lecturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruce Rivers</td>
<td>Adjunct Lecturer</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A normal course assignment in the Factor-Inwentash Faculty of Social Work is four half courses. One half course is three contact hours per week for 13 weeks. Many courses in the Faculty of Social Work are taught by Adjunct and Status-Only Professors who are experts in the field of practice.

### 2.5 Commitment of faculty members from other graduate programs and/or from other institutions
Explain the commitment to the program under review of faculty members from other graduate programs.

None
3 PHYSICAL AND FINANCIAL RESOURCES

3.1 Library resources

Existing library resources at the University of Toronto are outstanding and meet the needs of this program.

Appendix I provides a statement from the University’s Chief Librarian regarding the Discipline Assessment for the Proposed Graduate Diploma in Social Services Administration. This report includes data for the financial support of the collection over the past seven years.

3.2 Laboratory facilities -

Not applicable to this program

3.3 Computer facilities

All faculty and graduate students are provided with an account at the University. This account gives them access to electronic mail facilities, internet, statistical software packages. There are over 50 microcomputers currently available to the faculty and students on the premises of the Factor-Inwentash Faculty of Social Work. In addition, all floors are wired for wireless access.

3.4 Space

The Factor-Inwentash Faculty of Social Work is located at 246 Bloor Street West at the north end of the St. George campus. The building was renovated 10 years ago to provide improved teaching and research space. The Faculty occupies five and one half floors of a seven story building, with over 20,000 net assignable square feet dedicated to classrooms, meeting rooms, offices and student space. The architects took special effort to design the physical facilities in a way that would create a social climate appropriate to social work. The building is fully accessible to persons with disabilities.

Plans are underway to expand the space used by the Faculty to include one additional floor. The proposed diploma will be offered at the Factor-Inwentash Faculty of Social Work at 246 Bloor Street West on days when most Faculty of Social Work students are in their field placements. Therefore existing classroom
space can adequately meet all the needs.

3.5 Financial support of graduate students

No financial aid from the University will be available to students in the Diploma Program, however, specific agencies may offer financial assistance to their employees.

The University of Toronto does not provide guaranteed funding to professional Master’s level students. However, students in the Administration Specialization of the MSW will be eligible for the same financial awards as all other MSW students including access to the Factor-Inwentash Scholarships providing that they meet the criteria of academic excellence and need.

4 PROGRAM REGULATIONS AND COURSES

4.1 The intellectual development and the educational experience of the student.

Through its continuing close involvement with more than 400 voluntary community groups, agencies and organizations, the Faculty maintains strong and active links with and a visible presence in our diverse community. Through individual faculty members and students and through our Research Institute, the Faculty is engaging in education and research initiatives with a wide range of diverse and marginalized groups. Students in the Advanced Diploma in Social Service Administration will have the opportunity to collaborate with these agencies in their studies and the students in the Social Service Administration Specialization will have a wide variety of practicum opportunities available as a result of these strong connections.

With a tradition of leadership in international cooperation in research and scholarship, the Faculty of Social Work has led the way in promoting partnerships and alliances across international boundaries. Greater interdependence of issues makes scholarly exchange and international cooperation more important than ever in creating new knowledge and effective solutions. Our faculty members have been involved in collaborative projects in Israel, Hong Kong, Japan and China, and they have made significant contributions to professional and academic knowledge in this field. The Faculty presently has institutional partnerships with Tsinghua and Shandong Universities in China and large scale projects in China to promote the development of social services and social work education. More recently the Faculty of Social Work established a partnership with Haifa University which is opening new opportunities for international collaboration in research and education.
including student exchanges. These international partnerships can enhance the learning of all students. Students in the Social Service Administration Specialization of the MSW can apply for international placements if they choose.

The Factor-Inwentash Faculty of Social Work is home to the Centre for Applied Social Research and the Research Institute for Evidence-Based Social Work, and the Centre of Excellence for Child Welfare. All the research centres provide opportunities for students to engage in collaborative work with faculty members around issues of social service administration and program planning and development. Students in the Advanced Diploma in Social Service Administration and the Social Service Administration Specialization within the Faculty will have the opportunity to work with faculty and staff members in these centres and to use the research conducted in these centres to improve their work as administrators and managers and to develop quality evidenced-based social service programs.

The Centre of Excellence for Child Welfare - The CECW is dedicated to contributing expertise to enhance academic knowledge, clinical research, policy development, and the implementation and evaluation of effective services. It is also our mandate to bridge the gaps between policy and practice, and to amalgamate research from the French, English, Aboriginal and non-Aboriginal communities. To this effect, the CECW encourages collaborative projects that integrate child maltreatment prevention and interventions that span the areas of health care, education, justice, and recreation. The CECW’s activities are guided by the principle that all children living in Canada are entitled to a life free from violence and neglect. It is our belief that the best way to prevent maltreatment, and to intervene on behalf of children and their families, is to seek evidence-based improvements to the child and family services that are supported and sustained by effective public policies.

The Centre for Applied Social Research (CASR) - The Centre for Applied Social Research (CASR) was established in 1994 to carry out applied social research related to the effectiveness of social work practices, programs and policies. CASR develops innovative, original research strategies in targeted areas in order to evaluate social policies and the efficacy of social work interventions in a variety of social service contexts. It also supports collaborative, inter-disciplinary research opportunities for faculty and graduate students and provides advanced training, education and research opportunities for students and practitioners.

The Research Institute for Evidence-Based Social Work - The Institute builds on the research and practice strengths of the Faculty by supporting research centres, collaborative research partnerships, systematic reviews and specific strategies for the dissemination of knowledge. The Institute is supports initiatives that build on the research and practice strengths of the Faculty. The first initiative of the Institute,
The Welfare of Children has as its community partners: child protection organizations, children's mental health centres, children's hospitals, and government ministries responsible for the needs of children. The Institute has recently signed a memorandum of agreement with the Campbell Collaboration to become the Canadian Campbell partner and a Canadian hub for systematic reviews of the research literature in the social science interventions.

4.2 Program regulations.

Admission

*Advanced Diploma in Social Service Administration*

**Admission requirements:** Students must have a Master’s level degree in discipline related to social work (ie. The MSW itself or a Master’s degree in a related social services field).

Program requirements: The proposed program is a course work-only diploma. The Diploma in Social Service Administration can be taken in one year (three terms) or on a part-time basis. Candidates are required to take six half courses. *Required courses include four new management courses:*

- SWK 4425H Leadership Skills in Social Service Organizations
- SWK 4426H Financial Management of Social Service Organizations
- SWK 4427H Human Resource Management in Social Service Organizations
- SWK 4515H Research and Quality Improvement in Human Service Organizations

*plus:*

- Two half course electives

OR

- One elective half course and a major paper addressing a funding, management or structural challenge in a social service agency.

*MSW Field in Social Service Administration:

**Admission requirements:** Students in the MSW Social Service Administration field will follow admission requirements stipulated by the School of Graduate Studies at the University and by the Faculty of Social Work. If admitted to the program, they can elect to take the Social Service Administration field.

Program requirements: The proposed new MSW field in Social Service Administration follows the format of the four existing specializations in the MSW program. It is a two-year program including a common first-year curriculum that all

02/12/2008
MSW students are required to take.

The first year curriculum will include
- SWK 4510H Research for Evidence-Based Social Work Practice, and
- SWK 4102H Social Policy and Social Welfare in the Canadian Context.

The second year curriculum will include the four core management courses:
- SWK 4425H Leadership Skills in Social Service Organizations
- SWK 4426H Financial Management of Social Service Organizations
- SWK 4427H Human Resource Management in Social Service Organizations
- SWK 4515H Research and Quality Improvement in Human Service Organizations

plus
- two electives from a list of selected relevant graduate courses across multiple disciplines, or other courses with the approval of the program Coordinator, and
- a practicum in administration

An Advanced Standing MSW Specialization in Social Work Administration will be offered in the same format as the existing Advanced Standing specializations. Students will be required to take:
- SWK 4425H Leadership Skills in Social Service Organizations
- SWK 4426H Financial Management of Social Service Organizations
- SWK 4427H Human Resource Management in Social Service Organizations
- SWK 4515H Research and Quality Improvement in Human Service Organizations
- SWK 4510H Research for Evidence-Based Social Work Practice
- SWK 4102H Social Policy and Social Welfare in the Canadian Context
- one elective from a list of selected relevant graduate courses across multiple disciplines, or other courses with the approval of the program Coordinator, and
- a practicum in administration

<table>
<thead>
<tr>
<th>MSW –Administration Field</th>
<th>MSW –Administration Field</th>
<th>Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Year Program</td>
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</table>

02/12/2008
<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>1 Year Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9 required half courses, including:</strong></td>
<td><strong>4 required half courses:</strong></td>
<td><strong>6 required half courses:</strong></td>
</tr>
<tr>
<td>SWK 4510H Research for Evidence-Based Social Work Practice</td>
<td>SWK 4425H Leadership Skills in Social Service Organizations</td>
<td>SWK 4510H Research for Evidence-Based Social Work Practice</td>
</tr>
<tr>
<td>SWK 4102H Social Policy and Social Welfare in the Canadian Context</td>
<td>SWK 4426H Financial Management of Social Service Organizations</td>
<td>SWK 4425H Leadership Skills in Social Service Organizations</td>
</tr>
<tr>
<td>SWK 4427H Human Resource Management in Social Service Organizations</td>
<td>SWK 4515H Research and Quality Improvement in Human Service Organizations</td>
<td>SWK 4426H Financial Management of Social Service Organizations</td>
</tr>
<tr>
<td>Practicum in Administration (1 full credit)</td>
<td>Practicum in Administration (1 full credit)</td>
<td>SWK 4427H Human Resource Management in Social Service Organizations</td>
</tr>
<tr>
<td>2 half course electives</td>
<td>1 half course elective</td>
<td>SWK 4515H Research and Quality Improvement in Human Service Organizations</td>
</tr>
</tbody>
</table>

**Progress reports**

02/12/2008
Student progress will be tracked by successful completion of course work.

**Thesis evaluation procedures**

There is no thesis option in the diploma or this field of the MSW.

**Language requirements**

There is no language requirement other than English.

**Distance delivery**

Courses will be delivered on campus.

4.3 **Part-time studies**

*Advanced Diploma in Social Service Administration*

The diploma program (part-time) is designed to be accessible to candidates who are working full-time. Courses will be offered in modular format one full day per month. Diploma requirements can be completed full-time in one year (3 terms) or within two years (6 terms) on a part-time basis. All students must complete the Diploma Program within a maximum five year period.

*MSW Field in Social Service Administration*

Students who are admitted under part-time status to complete the M.S.W. One Year Program with Advanced Standing in the Social Work Administration Field would take the equivalent of nine half course credits over a twenty-four month period (this would include 5 required half courses and 1 half course elective plus a practicum equivalent to one full-course credit.)

Required courses would be given in 8 hour modular block structures, 4 times per session (September, January and May) typically on Saturdays for a total of 32 contact hours per course.

Elective courses would be taken with M.S.W. students in the other M.S.W. specializations, depending on student’s personal schedules and course availability. Elective courses are offered during the day and evenings throughout the academic year (September, January and May).

Students will normally undertake the practicum (SWK4702Y) Social Practicum II in
Administration in a block practicum for 560 hours (the same hours as other students in the M.S.W. program). The Practicum Office would develop contractual agreements with selected agencies.

Students are admitted as full-time or part-time students. They cannot change to full-time or part-time status after being admitted.

Timetables will be planned to allow part-time student to take courses with full-time students in the Social Work Administration field.

Required courses will be scheduled to allow a student to complete requirements within a 6 session period if a student completes the equivalent of 2 half courses per session.

Course requirements will be taught by 4 full-time faculty, 1 Assistant Professor, Status-Only and 1 Adjunct Lecturer and are part of their normal workload.

4.4 Total graduate courses listed and level:

See section 4.2 above.

4.5 Collateral and supporting departments –

None

5 OUTCOMES

5.1 Enrolment and graduations
Not applicable – this is a new program

5.2 Employment - initial employment (or status) of students graduating over the past seven years

Not applicable – this is a new program

5.3 Publications
Publication will not be an expectation of this professional program.

5.4 Projected graduate intake and enrolments - (FT; PT)

TABLE 14

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FULL-TIME</th>
<th>PART-TIME</th>
<th>TOTAL ENROLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intake</td>
<td>Enrolments</td>
<td>Intake</td>
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</tr>
<tr>
<td>2013/14</td>
<td>10 10</td>
<td>2 5</td>
<td>12</td>
</tr>
</tbody>
</table>

[This table needs to be revised to reflect ongoing enrolment numbers. The Enrolments columns for master’s and diploma students should be completed, taking into account that students in the two-year MSW program will continue to be enrolled in the second year. Since most Diploma students will be enrolled part-time, you should indicate if you are showing expectations for ongoing enrolment for part-time students; if you have a clear idea of expected full-time enrolment #’s, you could show them also in brackets, for example.]
SOCIAL WORK (Extract from SGS Calendar)

Introduction
The Faculty of Social Work offers the following professional/academic programs of study leading to a

(1) Master of Social Work (M.S.W.)
(2) Combined Juris Doctor and Master of Social Work (J.D/M.S.W.)
(3) Combined Master of Health Science and Master of Social Work (M.H.Sc./M.S.W.)
(4) Graduate Diploma in Social Service Administration
(5) Doctor of Philosophy (Ph.D.)

The M.S.W. program is fully accredited as a professional program by the Canadian Association of Schools of Social Work (CASSW).

The Faculty of Social Work at the University of Toronto, through interdisciplinary knowledge building and education for practice in social work and social welfare, promotes social justice and equity. The Faculty of Social Work provides leadership for excellence in:

- the development and testing of new knowledge that will have an impact on social policy and social work practice at all levels;
- social work education that will prepare graduates for ethical, competent, innovative and effective social work practice;
- the development of social policy and social work practice at all levels;
- maintaining an academic environment and promoting social work practice grounded in social justice and equal opportunity for all groups in society irrespective of gender, ethnic origin, race, native heritage, language, religious beliefs, class, sexual orientation, disability, age, culture, or any other forms of diversity.
The Faculty of Social Work is distinguished by its special emphasis on the integration of research and practice; by its partnerships with community agencies; by its identification of special themes, which are responsive to societal needs to guide it in setting priorities; and by its governing structure that brings together teaching faculty, field instructors, students, alumni, the profession, the administration, and the University as partners in the realization of the Faculty's mission.

Social Work practice encompasses all levels of practice (with individuals, families, groups, communities, organizations, and policy); the Faculty of Social Work is committed to the interdependence and effectiveness of these levels of practice as contributing to social justice and social change. For further details, visit the Faculty Web site.

Interdisciplinary Programs
The Faculty of Social Work offers two types of interdisciplinary programs: combined degree programs and collaborative programs.

Application and Admission
All students are admitted to the Faculty of Social Work under the general regulations and in accordance with the requirements listed below. Enrolment in the Faculty of Social Work entails adherence to the standards of professional behaviour for the Social Work profession set forth in the Social Work Code of Ethics of the Canadian Association of Social Workers.

Initial admission enquiries should be made directly to the Faculty of Social Work. The application deadline for the M.S.W. program and for the Graduate Diploma in Social Service Administration is December 1. The application deadline for the Ph.D. program
is February 1. The Faculty of Social Work does not guarantee the admission of all applicants who meet its minimum requirements.

Degree of Master of Social Work

Streams
The Faculty of Social Work offers two streams in the Master of Social Work Program.

1. Students with a four-year bachelor's degree from a recognized university will normally complete the program in two years of full-time study.

2. Students entering with a B.S.W. degree from a recognized university will be given advanced standing and will normally complete the program in one year of full-time study or two years of part-time study. All students are expected to graduate with an advanced level of knowledge and professional competence in a chosen area of social work practice.

Goals

To prepare graduates:

1. for ethical, innovative, and effective social work practice in a diverse society;

2. to work actively to promote social justice, make professional decisions, and perform professional functions that are informed by an understanding of the political context of practice;

3. for competent practice which integrates theory and research;

4. capable of integrating practice and policy;

5. who have a generic foundation of core social work knowledge, values and skills, applicable to all fields and methods of practice; and

6. for practice in specialized areas, defined by student interest, faculty expertise, and demand from the field.
Objectives

1. To prepare students for professional practice according to the accreditation standards of CASSW.

2. To prepare students for social work practice interventions based on research evidence.

3. To prepare students for specialized practice in five identified areas:
   a) children and their families,
   b) diversity and social justice,
   c) mental health and health,
   d) social service administration
   e) social work in gerontology.

4. To strengthen our partnerships with social work agencies in areas of particular interest to the Faculty for the purposes of enriching our curriculum and of producing graduates with the requisite skills to function in those agencies.

5. To encourage interdisciplinary linkages.

Admission Requirements

1. Applicants to the **two-year M.S.W. Full-time Program** normally shall hold an appropriate four-year University of Toronto bachelor's degree, or its equivalent from a recognized university, and normally shall have achieved a mid-B average in the final year of full-time study (or equivalent).

2. Applicants to the **M.S.W. Program with Advanced Standing** shall have graduated with a Bachelor of Social Work (B.S.W.) degree from a recognized university, and normally shall have achieved a mid-B average in the final year of full-time study (or equivalent).

3. All applicants must have completed satisfactorily at least three full courses, or their equivalent, in the social sciences to include a half-credit course in research methodology, preferably in the social sciences. A grade less than mid-B in the
required half-credit course in research methodology will lessen the applicant's probability of admission.

4. Experience (voluntary or paid) in the social services and knowledge of critical social issues are recommended. Suitability for professional practice will also be considered.

5. Applicants must show evidence of facility in the English language (see SGS General Regulations).

6. Applicants to the M.S.W. Program with Advanced Standing (students entering with a B.S.W. degree) must indicate on the M.S.W. Program Application Form:
   a. an area of specialization,
   b. a preference for full-time or part-time studies.

Note: Due to space limitations, applicants holding the minimum admission requirements are not guaranteed admission. The Faculty reserves the right to select qualified applicants to the program. All admission decisions are final.

Program Requirements

Two-Year M.S.W. Full-time Program
(for students entering with a B.A. or B.Sc. or equivalent)

1. Degree requirements are normally completed within two calendar years. The maximum time limit for completing M.S.W. degree requirements is four years from the date of first registration in the program.

2. The program of study consists of the equivalent of 17 half-credit courses, except in the Gerontology specialization where the requirement is 18 half-credit courses.

Note: Students who elect to do a thesis carry an additional half-credit course. All students enrolled in the Social Work and Gerontology specialization will automatically be enrolled in the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.

a) Students take 12 required half-credit courses and a minimum of 2 half-credit course electives over the two-year program. In the Gerontology specialization, students take 13 required half-credit courses and two half-credit course electives.
b) The practica requirement is equivalent to three half-credit courses. The first year practicum offered in the winter session (January-May) of the first year is equivalent to a half-credit course; the second year practicum (September-April) is equivalent to two half-credit courses and must be in the student's area of specialization.

c) Students who have been approved to complete a thesis in place of the two half-credit course electives take an additional half-credit research methods course (SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK 6308H Designing and Implementing Quantitative Social Work Research). The thesis requirement is equivalent to two half-credit courses. This option is open to a limited number of students, and is subject to faculty availability.

3. Students are required to be on campus regularly, that is, reside close enough to participate fully in the university activities associated with the program. Residence and full-time are defined in the SGS General Regulations.

Program of Study

Two-Year M.S.W. Full-time Program
(for students entering with a B.A. or B.Sc. or equivalent)

The total course load for the Two-Year M.S.W. Full-time Program is equivalent to 17 half-credit courses; for the Gerontology specialization it is 18 half-credit courses.

Year One

Total Course Load: Equivalent to 9 Half Credit Courses

SWK 4102H Social Policy and Social Welfare in the Canadian Context
SWK 4103H Elements of Social Work Practice
SWK 4105H Social Work Practice Laboratory
SWK 4107H Foundations of Social Work: Knowledge, Theory and Values that Inform Practice
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses.)
SWK 4602H Social Work Practice with Groups
SWK 4605H Social Work Practice with Individuals and Families
SWK 4654H Social Work Practice in Organizations and Communities
SWK 4701H Social Work Practicum I

Year Two
Students choose one of five specializations. Two-year stream students must declare their specializations by mid-February of the first year.

1. Children and Their Families
2. Diversity and Social Justice
3. Mental Health and Health
4. Social Service Administration (available only for students who have at least 5 years experience in social services)
5. Social Work in Gerontology

The first four specializations have four required half-credit courses, two elective half-credit courses, and a full-credit practicum. The Gerontology specialization has five required half-credit courses, two elective half-credit courses, and a full-year practicum.

Specialization: Children and their Families
Total Course Load: Equivalent to 8 Half-Credit Courses

SWK 4514H Research for Practice with Children and their Families
SWK 4608H Social Work Practice with Families
SWK 4620H Social Work Practice with Children and Adolescents
SWK 4625H Contemporary Issues in Working with Children and their Families
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Diversity and Social Justice
Total Course Load: Equivalent to 8 Half-Credit Courses

02/12/2008
SWK 4304H Globalization and Trans-nationalization: Social Work Responses Locally and Globally
SWK 4306H Process of Social Exclusion, Marginalization, and Resistance
SWK 4512H Creating Knowledge to Inform Critical Practice
SWK 4606H Diversity, Access, and Equity in Social Work Practice
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Mental Health and Health
Total Course Load: Equivalent to 8 Half Credit Courses

SWK 4412H The Context of Mental Health and Health Practice
SWK 4511H Practice-Based Research in Mental Health and Health

Students can then elect to take one of three choices:

1. SWK 4622H Social Work Practice in Health and SWK 4604H Social Work Practice in Mental Health

2. SWK 4622H Social Work Practice in Health followed by SWK 4632H Advanced Social Work Practice in Health

3. SWK 4604H Social Work Practice in Mental Health followed by SWK4631H Advanced Social Work Practice in Mental Health

SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Service Administration
Total Course Load: Equivalent to 8 Half-Credit Courses
SWK 4425H Leadership Skills in Social Service Organizations
SWK 4426H Financial Management of Social Service Organizations
SWK 4427H Human Resource Management in Social Service Organizations
SWK 4515H Research and Quality Improvement in Human Service Organizations
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Work in Gerontology
Total Course Load: Equivalent to 9 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

M.S.W. Thesis (Optional)
M.S.W. Thesis Option: for students enrolled in Children and their Families, Diversity and Social Justice, and Mental Health and Health Specializations Total Course Load: Equivalent to 9 Half-Credit Courses

The M.S.W. thesis (equivalent to two half-credit courses) provides actual hands-on research experience. The thesis must be an independent piece of research. The major purpose of the thesis is to enable students to develop and apply research skills within the context of social work practice and to write a graduate thesis of publishable quality. The number of students permitted to exercise this option is subject to faculty availability. Students who have been approved to undertake a thesis must complete SWK6307H Designing and Implementing Qualitative Social Work Research or SWK6308H Designing and Implementing Quantitative Social Work Research in addition to the required courses in the selected specialization, but are exempted from taking the two elective half-credit courses.
Students in the thesis option who have at least two years of prior full-time social work
experience (or equivalent) are eligible to substitute two elective half-credit courses for the full-credit SWK 4702Y Social Work Practicum II.

M.S.W. Thesis Option: Gerontology Specialization
Total Course Load: Equivalent to 9 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing
Thesis (equivalent to two half-credit courses)

Program Requirements

**M.S.W. Program with Advanced Standing**
*(for students entering with a B.S.W. degree)*

1. Students may complete the degree program either full-time or part-time. Students enrolling in the program part-time must meet the same degree requirements and complete the same number of credits as the full-time students, although the structure and sequencing of their individual programs of study may vary.

2. Full-time students normally complete the program over three academic sessions (September to June). Part-time students normally complete requirements within six academic sessions. The maximum time limit for completing degree requirements is four years from the date of first registration in the program.

3. The program of study consists of an equivalent of nine half-credit courses; ten half-credit courses in the Gerontology specialization. All students enrolled in the Social Work and Gerontology specialization will automatically be enrolled in the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.
a) students in the Children and their Families, Diversity and Social Justice, and Mental Health and Health specializations must take five required half-credit courses and a minimum of two elective half-credit courses; students in the Social Service Administration specialization take six required half-credit courses and a minimum of one elective half-credit course; and students enrolled in the Social Work in Gerontology specialization take the equivalent of six required half-credits and two elective half-credit courses to complete M.S.W. Program requirements,

b) A practicum is required, equivalent to two half-credit courses. The practicum (which is unpaid) must be in the student's area of specialization. For students enrolled in the full-time program, the practicum is completed from September to April. For students enrolled in the part-time program the practicum is designed to commence as a 16-week block starting in April in the Greater Toronto Area. Exceptions to a block summer practicum must be negotiated in advance with the Practicum Office.

c) Students who have been approved to complete a thesis in place of the two elective half-credit courses take one additional half-credit research methods course (SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK 6308H Designing and Implementing Quantitative Social Work Research). Students choosing this option may require additional time to complete their programs. This option is open to a limited number of students and is subject to faculty availability.

Program of Study

M.S.W. Program with Advanced Standing
(for students entering with a B.S.W. degree)

1. The M.S.W. Program with Advanced Standing is designed for students with a B.S.W. degree. It aims to prepare students with an advanced level of knowledge and professional competence in a chosen area of social work practice. The program combines the dual purposes of graduate education and professional training. It is

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believed that a rigorous academic education supports competent and ethical professional practice at an advanced level.

2. Students choose one of five specializations. Advanced standing students will declare their specializations on the M.S.W. Application form by December 1.
   a. Children and Their Families
   b. Diversity and Social Justice
   c. Mental Health and Health
   d. Social Service Administration (available only for students who have at least 5 years experience in social services)
   e. Social Work in Gerontology

The first four specializations have five required half-credit courses, two elective half-credit courses, and a full-year practicum. The Gerontology specialization has six required half-credit course equivalents, two elective half-credit courses, and a full-year practicum.

3. A variety of educational approaches are used to deliver curriculum content and to provide stimulating and integrative learning experiences. Students participate in regularly scheduled classes in a variety of formats (lectures, group discussions, seminars, etc.), a field-based practicum, and research projects.

**Courses of Instruction**

Students complete one of the following four specializations:

**Specialization: Children and their Families**

Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)

SWK 4514H Research for Practice with Children and their Families

SWK 4608H Social Work Practice with Families

SWK 4620H Social Work Practice with Children and Adolescents

SWK 4625H Contemporary Issues in Working with Children and their Families
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Diversity and Social Justice
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4304H Globalization and Trans-nationalization: Social Work Responses Locally and Globally
SWK 4306H Process of Social Exclusion, Marginalization, and Resistance
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4512H Creating Knowledge to inform Critical Practice
SWK 4606H Diversity, Access, and Equity in Social Work Practice
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Mental Health and Health
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4412H The Context of Mental Health and Health Practice
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4511H Practice-Based Research in Mental Health and Health

Students can then elect to take one of three choices:

1. SWK 4622H Social Work Practice in Health and SWK 4604H Social Work Practice in Mental Health
2. SWK 4622H Social Work Practice in Health followed by SWK 4632H Advanced Social Work Practice in Health
3. SWK 4604H Social Work Practice in Mental Health followed by SWK4631H Advanced Social Work Practice in Mental Health

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SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Service Administration
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4102H Social Policy and Social Welfare in the Canadian Context
SWK 4425H Leadership Skills in Social Service Organizations
SWK 4426H Financial Management of Social Service Organizations
SWK 4427H Human Resource Management in Social Service Organizations
SWK 4510H Research for Evidence-Based Social Work Practice
SWK 4515H Research and Quality Improvement in Human Service Organizations
SWK 4702Y Social Work Practicum II (full-credit)
One elective half-credit course

Specialization: Social Work in Gerontology
Total Course Load: Equivalent to 10 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing

M.S.W. Thesis (Optional)
M.S.W. Thesis Option: for students enrolled in Children and their Families; Diversity and Social Justice; and Mental Health and Health Specializations

02/12/2008
Total Course Load: Equivalent to 10 Half-Credit Courses

The M.S.W. thesis (equivalent to two half-credit courses) provides actual hands-on research experience. The thesis must be an independent piece of research. The major purpose of the thesis is to enable students to develop and apply research skills within the context of social work practice and to write a graduate thesis. See thesis manual (www.socialwork.utoronto.ca) for detailed information. The number of students permitted to exercise this option is subject to faculty availability. Students who have been approved to undertake a thesis must complete SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK6308H Designing and Implementing Quantitative Social Work Research in addition to the required courses in the selected specialization, but are exempted from taking the two elective half-credit courses.

Students in the thesis option who have at least two years of prior full-time social work experience (or equivalent) are eligible to substitute two elective half-credit courses for the full-credit SWK 4702Y Social Work Practicum II. Workplace supervision must have been undertaken with a M.S.W. or equivalent supervisor. Requests for substitution must be reviewed and approved by the Faculty Assessment Committee.

M.S.W. Thesis Option: Gerontology Specialization
Total Course Load: Equivalent to 10 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing
Thesis (equivalent to two half-credit courses)
Elective Courses

Courses are offered in various areas of social work practice. The choice of electives in any given year is contingent on available faculty resources. Not every course is given in any one year. Please consult the Faculty, admissions application materials, or the Faculty Web site www.socialwork.utoronto.ca.

AGE 2000H Principles of Aging
JPX 1001H Parenting: Multidisciplinary Perspectives/Staff
JFS 1460H Community-Based Natural Resource Management
JPW 2118H Philosophical Foundations of Women's Studies
JTH 3000H Coordinating Seminar in Ethnic and Pluralism Studies
PAS 3700H Multidisciplinary Aspects of Addiction Studies/M. J. Ashley, Staff
SWK 4210H Promoting Empowerment: Working at the Margins/Staff
SWK 4403H Women and Social Policy in Canada/S. Neysmith
SWK 4417H Adolescence: Social Work Challenges and the Role of Social Work/Staff
SWK 4418H Introduction to Jewish Perspectives on Caring/E.S. Lightman
SWK 4420H Human Rights and Social Justice/Staff
SWK 4422H Social Housing and Homelessness/J. D. Hulchanski
SWK 4506H Applied Quantitative Data Analysis/Staff
SWK 4603H Advanced Social Work Practice with Groups/Staff (Prerequisite: SWK 4602H or equivalent)
SWK 4609H Sexuality, Sexual Diversity and Social Work Practice/Staff
SWK 4610H Advanced Social Work Practice with Couples/M. C. Bogo, R. J. MacFadden
SWK 4613H Social Work Practice with the Aged/Staff
SWK 4616H Drug Dependencies: Interventive Approaches/Staff
SWK 4619H Family Mediation: Theory and Practice/H. H. Irving, A. Litvack
SWK 4621H Integrative Child and Adolescent Therapy: Theory and Practice/A. Caspary
SWK 4623H Violence in Families: Multilevel Intervention in Interdisciplinary Practice/Staff
SWK 4624H Feminist Social Work Practice/Staff
SWK 4630H Intersecting Narratives: Self, Culture, Institutions/A. Chambon
SWK 4658H Social Work with Immigrants and Refugees/Staff

02/12/2008
SWK 4662H Social Policy Analysis/E. Lightman
SWK 4664H Administrative/Managerial Practice in Social Work/P. L. McDonald, C. Regehr
SWK 4667H Information Technology in Professional Social Work Practice/R. MacFadden
SWK 4668H Welfare of Children: Policy and Practice/Staff

**Special Studies**
Special Studies courses are designed to provide seminars or tutorials under the direction of a faculty member. The focus is on a topic of particular interest to the student which is not included in available courses.
SWK 4801H Special Studies I
SWK 4802H Special Studies II
SWK 4803H Special Studies III
SWK 4804H Special Studies IV

**GRADUATE DIPLOMA IN SOCIAL SERVICE ADMINISTRATION**
The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations.

**Admission Requirements**

Applicants will follow admission requirements stipulated by the School of Graduate Studies at the University and by the Faculty of Social Work. Applicants must have a M.S.W. or Master’s degree in a related social service field and have at least 5 years experience in social services.

**Program Requirements**
The diploma program is designed to be accessible to candidates who are working full-time. Courses will be offered in modular format one full day per month. Diploma requirements can be completed in one year (3 terms) or on a part-time basis normally
within two years (6 terms). All students must complete the Diploma Program within a five year period.

Program of Study

Total Course Load: Equivalent to 6 Half-Courses

SWK 4425H Leadership Skills in Social Service Organizations
SWK 4426H Financial Management of Social Service Organizations
SWK 4427H Human Resource Management in Social Service Organizations
SWK 4515H Research and Quality Improvement in Human Service Organizations
Two half-course electives given in conjunction with the M.S.W. curriculum
OR
One elective half-course and a major paper addressing a funding, management or structural challenge in a social service agency.
APPENDIX I

January 11, 2008

REPORT ON LIBRARY RESOURCES FOR THE
PROPOSED GRADUATE DIPLOMA IN SOCIAL SERVICES ADMINISTRATION

BACKGROUND

The University of Toronto libraries provide a rich resource for the support of graduate study in the field of social services administration. While there is a specific literature that focuses on social services administration which we collect extensively, the research collection in this area is enhanced by its location in a university library system which through its collections and acquisitions policy supports research and teaching in all areas of the sciences, social and behavioural sciences and the humanities. The increasingly cross-disciplinary nature of much of the research in the social sciences means that it is extremely difficult to draw firm boundaries around an area or speciality. Researchers in social services administration draw on literature that is more broadly based and diverse than in the past.

DESCRIPTION OF THE COLLECTION

Monographs

The Library's holdings related to social services administration specifically, and the social sciences more generally, have been built up in a systematic way since 1966 when Dealer Selection Orders were established and librarians employed to monitor the plans and to actively and systematically select research materials that fall outside the plans.

Research material supporting the proposed social services administration program comes from a wide range of subject areas across the social sciences. In the social sciences, as in other areas of the collection, it is the policy of the Library to acquire a single copy of all books published in English that are considered to be of research value. This includes the proceedings of conferences and symposia, technical handbooks and reference tools in addition to research monographs. The cross-disciplinary nature of research in social services administration makes
a simple evaluation of the Library’s holdings difficult. However, the 2001 edition of the North American Title Count can be useful in comparing the University of Toronto’s holdings with that of other similar institutions. Books relating directly to social services and social work, including social services administration are classed by the Library of Congress within the call number range HV 1 -4995. In a count of all the books held in this range, the University of Toronto Library ranked ninth of fifty-five libraries.

Books relating broadly to public administration are classed by the Library of Congress throughout the call number range JF. The University of Toronto Library ranked eleventh of the fifty-five libraries in this section of the survey.

Books relating directly to public administration in Canada and Latin America are classed by the Library of Congress at JL. The University of Toronto Library ranked third of fifty-five libraries.

Books discussing the social sciences are classed by the Library of Congress at H - HX. In a count of all the titles in this range, the University of Toronto Library placed seventh of fifty-five libraries.

The currency of the collection is also important. There have been ongoing improvements in the library's ability to get English language materials to the shelves quickly, and at present there is not a backlog for books in the social sciences.

**Journals**

The journal holdings of the University of Toronto Library are substantial. However, like all North American libraries we are experiencing great difficulty in keeping up with the rising cost of serial subscriptions. During the 1990’s the Library, in consultation with faculty, actually cancelled subscriptions equal in cost to approximately 10% of the total serials budget. However the situation has improved significantly during the past several years due to the Library’s holdings of electronic journals. At the present time over 33,000 such journals are available to students and staff at the university. Many of these are new to the Library’s holdings.

The most recent statistics compiled by the Library show the total number of journal subscriptions currently held in the Humanities and Social Sciences 13,181; the number held in the sciences is 3,140.3 A check of the ISI journal citation reports (2006) can give some


3 Science Citation Index Journal Citation Reports, 2006. Philadelphia: Institute for Scientific Information, 2007.
indication of the Library’s holdings as they relate to social services administration. In the subject category Social Work the University of Toronto Library holds subscriptions to twenty-five of the twenty-eight journals listed. Of the twenty-five journals held, twenty-two are available online to all staff and students at the University.

In the subject category Public Administration the Library holds twenty-one of the twenty-three journals listed. Twenty of these journals are available online for staff and students. All twenty-one of these journals are available electronically to faculty and students.

Electronic Resources

Electronic information services at the University of Toronto Library have been evolving since 1987, when the first online catalogue was mounted.4 Within a year the online catalogue was available in all the campus libraries, and dial-in access was introduced with a small number of lines. Abstracts and indexes had been computerised since the early 1970’s and up until the 1980’s were searched by trained intermediaries. Beginning in the late 1980’s CD-ROM’s and networked databases widened the access of electronic databases to the end-user to perform his or her own searches. In 1991 the Library added seven H.W. Wilson periodical index databases to its electronic network. Today the Library offers over 350 periodical index databases through a variety of information systems to all members of the University of Toronto community. Some of these indexes allow users to search and retrieve citations to journal articles and then to display the full text of that article electronically. Specialists in social services administration will find the following databases of interest: Social Services Abstracts; Social Work Abstracts; ASSIA: Applied Social Sciences Abstracts and Index; Child Abuse, Child Welfare, and Adoption; the Campbell Collaboration; CSA Social Sciences Abstracts; Social Sciences Citation Index; SCOPUS; PsycInfo; ISI Conference Proceedings; and Proquest Digital Dissertations.

As mentioned earlier the Library also offers links to 33,000 electronic journals to the University of Toronto community via the Library’s web pages. Some 60% of these journals have the full text of their articles available for viewing, printing, and in some cases emailing, by University of Toronto staff and students.

SUPPORTING COLLECTIONS

Although the main social sciences collection is housed in the Robarts Library, graduate students in social services administration can also make use of social services related materials in the library of the Ontario Institute for Studies in Education.

REFERENCE SERVICES

Given the cross-disciplinary nature of much of the research in the social sciences, and the increasing importance of electronic resources, including the World Wide Web, it is important to recognise that the reference and instructional services offered by the Library play a key role both in making our own collections accessible and in facilitating access to the national and international information networks. The Library is increasingly playing an important role in the linking of teaching and research in the university.

Reference services offered at the Robarts Library include help in searching the collection, the verification of citations, training in the use of databases and electronic journals, the searching of online and print union list files to locate materials not available on campus, and the handling of interlibrary loans. For some locations it is now possible to process transactions electronically thereby decreasing the time required to fill requests.

BUDGET AND COMMITMENT

The strength of the Library’s financial commitment to purchasing material over the next five to seven years depends upon University policy and government funding. To date it has been the University of Toronto’s stated policy to protect, as far as possible, the Library’s acquisitions budget from rising costs and to maintain this protected status. This present financial policy allows the Library to maintain its current purchasing levels for publications relevant to social services administration and ensures continued support for the programme.

Prepared by:

Social Sciences Book Selector

Submitted by: Carole Moore  
Chief Librarian
MOTION
Graduate Education Council
Tuesday, February 19, 2008

Item 7.1

Admission and Program Requirement Changes: Social Work, M.S.W. Program

MOTION (     /    ) THAT Graduate Education Council approve the proposal from the Factor-Inwentash Faculty of Social Work for admission and program changes associated with the introduction of a new field in Social Service Administration within the Master of Social Work (M.S.W.) program. Changes are effective September 2008.

See supporting documentation attached:
Governance Form A
Revised SGS Calendar Entry

NOTE:
The proposal was posted on the Graduate Webposting System (GWS) for 28 days. This proposal was reviewed by the SGS Committee on Program Matters on January 15, 2008.

This proposal was approved by the Factor-Inwentash Faculty of Social Work Council on January 29, 2007.

The Graduate Education Council approval is required for admission and program changes associated with the introduction of a new graduate degree program field (specialization), although approval for a new field in itself is not required. The proposed new field will be an addition to the existing four fields in the Master of Social Work program:

1) Social Work in Health and Mental Health;
2) Social Work with Children and Their Families;
3) Gerontology; and
4) Social Work with Marginalized (diverse) Populations.

The approval of the Graduate Education Council is final. The proposal will be included in an annual report to the Academic Policy and Programs Committee for information.
ITEM IDENTIFICATION: PROPOSAL FROM THE FACTOR-INWENTASH FACULTY OF SOCIAL WORK FOR A GRADUATE DIPLOMA (OCGS TYPE 3) IN SOCIAL SERVICE ADMINISTRATION

Faculty Affiliation: Factor-Inwentash Faculty of Social Work

Name of Graduate Unit: Social Work

Graduate Program/s proposed or involved in proposal, if any:
Graduate Diploma (OCGS Type 3) entitled Advanced Diploma in Social Service Administration

Brief Summary of Proposal:
In response to an identified need in the social service sector for individuals with the skills and knowledge to lead and manage social service agencies, the Factor-Inwentash Faculty of Social Work is proposing a graduate diploma entitled Advanced Diploma in Social Service Administration (OCGS Type 3). The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations. The diploma will address a recognized need for training in social service management beyond the level of the Master’s training currently offered in social work and thus is geared towards individuals with Master’s degrees currently practicing in the social services field.

The proposed diploma program consists of 2.0 full course equivalents (FCE) (four half core courses), Leadership Skills in Social Service Organizations; Financial Management of Social Service Organizations; Human Resource Management in Social Service Organizations; Research and Quality Improvement in Human Service Organizations; and two .5 FCE electives or one .5 FCE elective and a major project. Two courses will be offered in each term, providing students with the opportunity to complete the program within one year. All students must complete the Diploma within a maximum five year period.

The diploma program is designed to be accessible to candidates who are working full time and thus will be offered in an executive model of delivery, i.e., courses will be offered in a modular, condensed-timeframe format. Prospective applicants will come from across the spectrum of social services. Projected demand for the diploma program is based on a survey of practicing social workers in 2005/2006.

The Factor-Inwentash Faculty of Social Work has taken advantage of the opportunity offered by the provincial government for graduate growth. The addition of the Diploma program is the final phase of our graduate growth plan. The program is designed to accommodate 20 students and is targeted to begin
with a cohort of 10 students in Fall 2008. Funding of this initiative will be through student tuition and government BIUs. A $15 Million donation to the Faculty of Social Work in June of 2007 is allowing for the addition of five new endowed faculty positions and 50 new student scholarships. These resources accommodate increased demand caused by graduate growth and will ensure that the addition of the new program and the addition of more graduate students will not adversely affect other programs in the Faculty.

Prior Approvals/Actions:
The proposed program has been presented to the Faculty Council of the Faculty of Social Work on November 20 2007 where it was approved the proposal in principle. The proposal was submitted to the Faculty Council on January 29 2007 where it received final approval.

Proposed Effective Date: September 2008

Contact name: Cheryl Regehr, Dean

Submitted by: Cheryl Regehr, Dean

Date: February 2008
SOCIAL WORK (Extract from SGS Calendar)

Introduction
The Faculty of Social Work offers the following professional/academic programs of study leading to:

(1) Master of Social Work (M.S.W.) degree and a post-master’s program leading
(2) Combined Juris Doctor and Master of Social Work (J.D/M.S.W.)
(3) Combined Master of Health Science and Master of Social Work (M.H.Sc./M.S.W.)
(4) Graduate Advanced Diploma in Social Service Administration to a
(5) Doctor of Philosophy (Ph.D.) degree.

The M.S.W. program is fully accredited as a professional program by the Canadian Association of Schools of Social Work (CASSW).

The Faculty of Social Work at the University of Toronto, through interdisciplinary knowledge building and education for practice in social work and social welfare, promotes social justice and equity. The Faculty of Social Work provides leadership for excellence in:
- the development and testing of new knowledge that will have an impact on social policy and social work practice at all levels;
- social work education that will prepare graduates for ethical, competent, innovative and effective social work practice;
- the development of social policy and social work practice at all levels;
- maintaining an academic environment and promoting social work practice grounded in social justice and equal opportunity for all groups in society irrespective of gender, ethnic origin, race, native heritage, language, religious beliefs, class, sexual orientation, disability, age, culture, or any other forms of diversity.

The Faculty of Social Work is distinguished by its special emphasis on the integration of research and practice; by its partnerships with community agencies; by its special emphasis on the integration of research and practice; by its identification of special themes, which are responsive to societal needs to guide it in setting priorities; and by its governing structure that brings together teaching faculty, field instructors, students, alumni, the profession, the administration, and the University as partners in the realization of the Faculty’s mission.
Social Work practice encompasses all levels of practice (with individuals, families, groups, communities, organizations, and policy); the Faculty of Social Work is committed to the interdependence and effectiveness of these levels of practice as contributing to social justice and social change. For further details, visit the Faculty Web site.

**Interdisciplinary Programs**
The Faculty of Social Work offers two types of interdisciplinary programs: combined degree programs and collaborative programs.

**Application and Admission**
All students are admitted to the Faculty of Social Work under the general regulations and in accordance with the requirements listed below. Enrolment in the Faculty of Social Work entails adherence to the standards of professional behaviour for the Social Work profession set forth in the Social Work Code of Ethics of the Canadian Association of Social Workers.

Initial admission enquiries should be made directly to the Faculty of Social Work. The application deadline for the M.S.W. program and for the Graduate Advanced Diploma in Social Service Administration is December 15. The application deadline for the Ph.D. program is February 1. The Faculty of Social Work does not guarantee the admission of all applicants who meet its minimum requirements.

**Degree of Master of Social Work**

**Streams**
The Faculty of Social Work offers two streams in the Master of Social Work Program.

1. Students with a four-year bachelor's degree from a recognized university will normally complete the program in two years of full-time study.

2. Students entering with a B.S.W. degree from a recognized university will be given advanced standing and will normally complete the program in one year of full-time study or two years of part-time study. All students are expected to graduate with an advanced level of knowledge and professional competence in a chosen area of social work practice.

**Goals**
To prepare graduates:

1 for ethical, innovative, and effective social work practice in a diverse society;

2 to work actively to promote social justice, make professional decisions, and perform professional functions that are informed by an understanding of the political context of practice;

3 for competent practice which integrates theory and research;

4 capable of integrating practice and policy;

5 who have a generic foundation of core social work knowledge, values and skills, applicable to all fields and methods of practice; and

6 for practice in specialized areas, defined by student interest, faculty expertise, and demand from the field.

Objectives

1 To prepare students for professional practice according to the accreditation standards of CASSW.

2 To prepare students for social work practice interventions based on research evidence.

3 To prepare students for specialized practice in four-five identified areas:
   a children and their families,
   b diversity and social justice,
   c mental health and health,
   d social service administration
   ed social work in gerontology.

4 To strengthen our partnerships with social work agencies in areas of particular interest to the Faculty for the purposes of enriching our curriculum and of producing graduates with the requisite skills to function in those agencies.
To encourage interdisciplinary linkages.

**Admission Requirements**

1. Applicants to the **two-year M.S.W. Full-time Program** normally shall hold an appropriate four-year University of Toronto bachelor's degree, or its equivalent from a recognized university, and normally shall have achieved a mid-B average in the final year of full-time study (or equivalent).

2. Applicants to the **M.S.W. Program with Advanced Standing** shall have graduated with a Bachelor of Social Work (B.S.W.) degree from a recognized university, and normally shall have achieved a mid-B average in the final year of full-time study (or equivalent).

3. Applicants to the **Graduate Advanced Diploma in Social Service Administration** require a M.S.W. or Master's degree in a related social service field and have at least 5 years experience in social services.

4. All applicants must have completed satisfactorily at least three full courses, or their equivalent, in the social sciences to include a half-credit course in research methodology, preferably in the social sciences. A grade less than mid-B in the required half-credit course in research methodology will lessen the applicant's probability of admission.

5. Experience (voluntary or paid) in the social services and knowledge of critical social issues are recommended. Suitability for professional practice will also be considered.

6. Applicants must show evidence of facility in the English language (see SGS General Regulations).

7. Applicants to the **M.S.W. Program with Advanced Standing** (students entering with a B.S.W. degree) must indicate on the M.S.W. Program Application Form:
   a. an area of specialization,
   b. a preference for full-time or part-time studies.
Note: Due to space limitations, applicants holding the minimum admission requirements are not guaranteed admission. The Faculty reserves the right to select qualified applicants to the program. All admission decisions are final.

Program Requirements

Two-Year M.S.W. Full-time Program
(for students entering with a B.A. or B.Sc. or equivalent)

1. Degree requirements are normally completed within two calendar years. The maximum time limit for completing M.S.W. degree requirements is four years from the date of first registration in the program.

2. The program of study consists of the equivalent of 17 half-credit courses, except in the Gerontology specialization where the requirement is 18 half-credit courses.

   Note: Students who elect to do a thesis carry an additional half-credit course. All students enrolled in the Social Work and Gerontology specialization will automatically be enrolled in the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.

   a. Students take 12 required half-credit courses and a minimum of 2 half-credit course electives over the two-year program. In the Gerontology specialization, students take 13 required half-credit courses and two half-credit course electives.

   b. The practica requirement is equivalent to three half-credit courses. The first year practicum offered in the winter session (January-May) of the first year is equivalent to a half-credit course; the second year practicum (September-April) is equivalent to two half-credit courses and must be in the student's area of specialization.

   c. Students who have been approved to complete a thesis in place of the two half-credit course electives take an additional half-credit research methods course (SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK 6308H Designing and Implementing Quantitative Social Work Research). The thesis requirement is equivalent to two half-credit courses. This option is open to a limited number of students, and is subject to faculty availability.

3. Students are required to be on campus regularly, that is, reside close enough to participate fully in the university activities associated with the program. Residence and full-time are defined in the SGS General Regulations.
Program of Study

Two-Year M.S.W. Full-time Program
(for students entering with a B.A. or B.Sc. or equivalent)

The total course load for the Two-Year M.S.W. Full-time Program is equivalent to 17 half-credit courses; for the Gerontology specialization it is 18 half-credit courses.

Year One
Total Course Load: Equivalent to 9 Half Credit Courses

SWK 4102H Social Policy and Social Welfare in the Canadian Context
SWK 4103H Elements of Social Work Practice
SWK 4105H Social Work Practice Laboratory
SWK 4107H Foundations of Social Work: Knowledge, Theory and Values that Inform Practice
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses.)
SWK 4602H Social Work Practice with Groups
SWK 4605H Social Work Practice with Individuals and Families
SWK 4654H Social Work Practice in Organizations and Communities
SWK 4701H Social Work Practicum I

Year Two
Students choose one of four specializations. Two-year stream students must declare their specializations by mid-February of the first year.
1 Children and Their Families
2 Diversity and Social Justice
3 Mental Health and Health
4 Social Work in Gerontology
5 Social Work in Gerontology Social Service Administration (available only for students who have at least 5 years experience in social services)

The first three specializations have four required half-credit courses, two elective half-credit courses, and a full-year-credit practicum. The Gerontology specialization has five required half-credit courses, two elective half-credit courses, and a full-year practicum.

Specialization: Children and their Families
Total Course Load: Equivalent to 8 Half-Credit Courses

SWK 4514H Research for Practice with Children and their Families
SWK 4608H Social Work Practice with Families
SWK 4620H Social Work Practice with Children and Adolescents
SWK 4625H Contemporary Issues in Working with Children and their Families
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Diversity and Social Justice
Total Course Load: Equivalent to 8 Half-Credit Courses

SWK 4304H Globalization and Trans-nationalization: Social Work Responses Locally and Globally
SWK 4306H Process of Social Exclusion, Marginalization, and Resistance
SWK 4512H Creating Knowledge to Inform Critical Practice
SWK 4606H Diversity, Access, and Equity in Social Work Practice
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Mental Health and Health
Total Course Load: Equivalent to 8 Half Credit Courses

SWK 4412H The Context of Mental Health and Health Practice
SWK 4511H Practice-Based Research in Mental Health and Health

Students can then elect to take one of three choices:

1. SWK 4622H Social Work Practice in Health and
SWK 4604H Social Work Practice in Mental Health
2. SWK 4622H Social Work Practice in Health followed by
SWK 4632H Advanced Social Work Practice in Health
3. SWK 4604H Social Work Practice in Mental Health followed by
SWK 4631H Advanced Social Work Practice in Mental Health
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Service Administration
Total Course Load: Equivalent to 8 Half-Credit Courses

SWK 4425H Leadership Skills in Social Service Organizations
SWK 4426H Financial Management of Social Service Organizations
SWK 4427H Human Resource Management in Social Service Organizations
SWK 4515H Research and Quality Improvement in Human Service Organizations
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Work in Gerontology
Total Course Load: Equivalent to 9 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

M.S.W. Thesis (Optional)

M.S.W. Thesis Option: for students enrolled in Children and their Families, Diversity and Social Justice, and Mental Health and Health Specializations, except Gerontology.
Total Course Load: Equivalent to 9 Half-Credit Courses

The M.S.W. thesis (equivalent to two half-credit courses) provides actual hands-on research experience. The thesis must be an independent piece of research. The major purpose of the thesis is to enable students to develop and apply research skills within the context of social work practice and to write a graduate thesis of publishable quality. The number of students permitted to exercise this option is subject to faculty availability. Students who have been approved to undertake a thesis must complete SWK6307H Designing and Implementing
Qualitative Social Work Research or SWK6308H Designing and Implementing Quantitative Social Work Research in addition to the required courses in the selected specialization, but are exempted from taking the two elective half-credit courses.

Students in the thesis option who have at least two years of prior full-time social work experience (or equivalent) are eligible to substitute two elective half-credit courses for the full-credit SWK 4702Y Social Work Practicum II.

M.S.W. Thesis Option: Gerontology Specialization
Total Course Load: Equivalent to 9 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing
Thesis (equivalent to two half-credit courses)

**Program Requirements**

**M.S.W. Program with Advanced Standing**
*(for students entering with a B.S.W. degree)*

1. Students may complete the degree program either full-time or part-time. Students enrolling in the program part-time must meet the same degree requirements and complete the same number of credits as the full-time students, although the structure and sequencing of their individual programs of study may vary.

2. Full-time students normally complete the program over three academic sessions (September to June). Part-time students normally complete requirements within six academic sessions. The maximum time limit for completing degree requirements is four years from the date of first registration in the program.

3. The program of study consists of an equivalent of nine half-credit courses; ten half-credit courses in the Gerontology specialization. All students enrolled in the Social Work and Gerontology specialization will automatically be enrolled in the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course.
a Students in the Children and their Families, Diversity and Social Justice, and Mental Health and Health specializations must take five required half-credit courses and a minimum of two elective half-credit courses; students in the Social Service Administration specialization take six required half-credit courses and a minimum of one elective half-credit course; and students enrolled in the Social Work in Gerontology specialization take the equivalent of six required half-credits and two elective half-credit courses to complete M.S.W. Program requirements.

b A practicum is required, equivalent to two half-credit courses. The practicum (which is unpaid) must be in the student's area of specialization. For students enrolled in the full-time program, the practicum is completed from September to April. For students enrolled in the part-time program the practicum is designed to commence as a 16-week block starting in April in the Greater Toronto Area. Exceptions to a block summer practicum must be negotiated in advance with the Practicum Office.

c Students who have been approved to complete a thesis in place of the two elective half-credit courses take one additional half-credit research methods course (SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK 6308H Designing and Implementing Quantitative Social Work Research). Students choosing this option may require additional time to complete their programs. This option is open to a limited number of students and is subject to faculty availability.

Program of Study

M.S.W. Program with Advanced Standing
(for students entering with a B.S.W. degree)

1 The M.S.W. Program with Advanced Standing is designed for students with a B.S.W. degree. It aims to prepare students with an advanced level of knowledge and professional competence in a chosen area of social work practice. The program combines the dual purposes of graduate education and professional training. It is believed that a rigorous academic education supports competent and ethical professional practice at an advanced level.

2 Students choose one of four-five specializations. Advanced standing students will declare their specializations on the M.S.W. Application form by December 15.
   a Children and Their Families
   b Diversity and Social Justice
   c Mental Health and Health
   d Social Service Administration (available only for students who have at least 5 years
The first three-four specializations have five required half-credit courses, two elective half-credit courses, and a full-year practicum. The Gerontology specialization has six required half-credit course equivalents, two elective half-credit courses, and a full-year practicum.

3 A variety of educational approaches are used to deliver curriculum content and to provide stimulating and integrative learning experiences. Students participate in regularly scheduled classes in a variety of formats (lectures, group discussions, seminars, etc.), a field-based practicum, and research projects.

**Courses of Instruction**

Students complete one of the following four specializations:

**Specialization: Children and their Families**

**Total Course Load: Equivalent to 9 Half-Credit Courses**

SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)

SWK 4514H Research for Practice with Children and their Families

SWK 4608H Social Work Practice with Families

SWK 4620H Social Work Practice with Children and Adolescents

SWK 4625H Contemporary Issues in Working with Children and their Families

SWK 4702Y Social Work Practicum II (full-credit)

Two elective half-credit courses

**Specialization: Diversity and Social Justice**

**Total Course Load: Equivalent to 9 Half-Credit Courses**

SWK 4304H Globalization and Trans-nationalization: Social Work Responses Locally and Globally

SWK 4306H Process of Social Exclusion, Marginalization, and Resistance

SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)

SWK 4512H Creating Knowledge to inform Critical Practice
SWK 4606H Diversity, Access, and Equity in Social Work Practice
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Mental Health and Health
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4412H The Context of Mental Health and Health Practice
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4511H Practice-Based Research in Mental Health and Health

*Students can then elect to take one of three choices:

1. SWK 4622H Social Work Practice in Health and SWK 4604H Social Work Practice in Mental Health
2. SWK 4622H Social Work Practice in Health followed by SWK 4632H Advanced Social Work Practice in Health
3. SWK 4604H Social Work Practice in Mental Health followed by SWK 4631H Advanced Social Work Practice in Mental Health

SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses

Specialization: Social Service Administration
Total Course Load: Equivalent to 9 Half-Credit Courses

SWK 4102H Social Policy and Social Welfare in the Canadian Context
SWK 4425H Leadership Skills in Social Service Organizations
SWK 4426H Financial Management of Social Service Organizations
SWK 4427H Human Resource Management in Social Service Organizations
SWK 4510H Research for Evidence-Based Social Work Practice
SWK 4515H Research and Quality Improvement in Human Service Organizations
SWK 4702Y Social Work Practicum II (full-credit)
One elective half-credit course

Specialization: Social Work in Gerontology
Total Course Load: Equivalent to 10 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
SWK 4702Y Social Work Practicum II (full-credit)
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing

M.S.W. Thesis (Optional)

M.S.W. Thesis Option: for students enrolled in all Specializations except Gerontology, Children and their Families, Diversity and Social Justice, and Mental Health and Health Specializations

Total Course Load: Equivalent to 10 Half-Credit Courses

The M.S.W. thesis (equivalent to two half-credit courses) provides actual hands-on research experience. The thesis must be an independent piece of research. The major purpose of the thesis is to enable students to develop and apply research skills within the context of social work practice and to write a graduate thesis. See thesis manual (www.socialwork.utoronto.ca) for detailed information. The number of students permitted to exercise this option is subject to faculty availability. Students who have been approved to undertake a thesis must complete SWK 6307H Designing and Implementing Qualitative Social Work Research or SWK6308H Designing and Implementing Quantitative Social Work Research in addition to the required courses in the selected specialization, but are exempted from taking the two elective half-credit courses.

Students in the thesis option who have at least two years of prior full-time social work
experience (or equivalent) are eligible to substitute two elective half-credit courses for the full-credit SWK 4702Y Social Work Practicum II. Workplace supervision must have been undertaken with a M.S.W. or equivalent supervisor. Requests for substitution must be reviewed and approved by the Faculty Assessment Committee.

M.S.W. Thesis Option: Gerontology Specialization
Total Course Load: Equivalent to 10 Half-Credit Courses

AGE 2000H Principles of Aging
SWK 4510H Research for Evidence-Based Social Work Practice (SWK 4510H is a prerequisite for all second year required courses)
SWK 4513H Knowledge Building in Social Work
SWK 4612Y Social Work and Aging: Integrated Policy and Practice (full-credit)
SWK 4618H Special Issues in Gerontological Social Work
Two elective half-credit courses, one of which must be from the Collaborative Program in Aging, Palliative and Supportive Care Across the Life Course listing
Thesis (equivalent to two half-credit courses)

Elective Courses
Courses are offered in various areas of social work practice. The choice of electives in any given year is contingent on available faculty resources. Not every course is given in any one year. Please consult the Faculty, admissions application materials, or the Faculty Web site www.socialwork.utoronto.ca.

AGE 2000H Principles of Aging
JPX 1001H Parenting: Multidisciplinary Perspectives/Staff
JFS 1460H Community-Based Natural Resource Management
JPW 2118H Philosophical Foundations of Women’s Studies
JTH 3000H Coordinating Seminar in Ethnic and Pluralism Studies
PAS 3700H Multidisciplinary Aspects of Addiction Studies/M. J. Ashley, Staff
SWK 4210H Promoting Empowerment: Working at the Margins/Staff
SWK 4403H Women and Social Policy in Canada/S. Neysmith
SWK 4417H Adolescence: Social Work Challenges and the Role of Social Work/Staff
SWK 4418H Introduction to Jewish Perspectives on Caring/E.S. Lightman
SWK 4420H Human Rights and Social Justice/Staff
SWK 4422H Social Housing and Homelessness/J. D. Hulchanski
SWK 4506H Applied Quantitative Data Analysis/Staff
SWK 4603H Advanced Social Work Practice with Groups/Staff (Prerequisite: SWK 4602H or equivalent)
SWK 4609H Sexuality, Sexual Diversity and Social Work Practice/Staff
SWK 4610H Advanced Social Work Practice with Couples/M. C. Bogo, R. J. MacFadden
SWK 4613H Social Work Practice with the Aged/Staff
SWK 4616H Drug Dependencies: Interventive Approaches/Staff
SWK 4619H Family Mediation: Theory and Practice/H. H. Irving, A. Litvack
SWK 4621H Integrative Child and Adolescent Therapy: Theory and Practice/A. Caspary
SWK 4623H Violence in Families: Multilevel Intervention in Interdisciplinary Practice/Staff
SWK 4624H Feminist Social Work Practice/Staff
SWK 4630H Intersecting Narratives: Self, Culture, Institutions/A. Chambon
SWK 4658H Social Work with Immigrants and Refugees/Staff
SWK 4662H Social Policy Analysis/E. Lightman
SWK 4664H Administrative/Managerial Practice in Social Work/P. L. McDonald, C. Regehr
SWK 4667H Information Technology in Professional Social Work Practice/R. MacFadden
SWK 4668H Welfare of Children: Policy and Practice/Staff

Special Studies
Special Studies courses are designed to provide seminars or tutorials under the direction of a faculty member. The focus is on a topic of particular interest to the student which is not included in available courses.

SWK 4801H Special Studies I
SWK 4802H Special Studies II
SWK 4803H Special Studies III
SWK 4804H Special Studies IV

GRADUATE ADVANCED DIPLOMA IN SOCIAL SERVICE ADMINISTRATION
The goal of this program is to provide a rigorous, comprehensive grounding in the key values, skills and knowledge required by administrators, managers and leaders of social service organizations.
**Admission Requirements**

Applicants will follow admission requirements stipulated by the School of Graduate Studies at the University and by the Faculty of Social Work. Applicants must have a M.S.W. or Master’s degree in a related social service field and have at least 5 years experience in social services.

**Program Requirements**

The diploma program will be designed to be accessible to candidates who are working full-time. Courses will be offered in modular format one full day per month. Diploma requirements can be completed in one year (3 terms) or on a part-time basis normally within two years (6 terms). All students must complete the Diploma Program within a maximum five year period.

**Program of Study**

**Total Course Load: Equivalent to 6 Half-Courses**

- SWK 4425H Leadership Skills in Social Service Organizations
- SWK 4426H Financial Management of Social Service Organizations
- SWK 4427H Human Resource Management in Social Service Organizations
- SWK 4515H Research and Quality Improvement in Human Service Organizations
- Two half-course electives given in conjunction with the M.S.W. curriculum
- OR
- One elective half-course and a major paper addressing a funding, management or structural challenge in a social service agency.
MOTION
Graduate Education Council
Tuesday, February 19, 2008

Item 8

Centre for International Studies: Proposal to Disestablish Centre Within SGS

MOTION (     /    ) THAT the Graduate Education Council approve the disestablishment of the Centre for International Studies within the School of Graduate Studies, pending approval by the Faculty of Arts and Science for the transfer of responsibility for the administrative oversight of the Centre to the Faculty of Arts & Science, effective July 1, 2008.

See supporting documentation attached:
• The final report of the Committee for Internal Review of the Centre for International Studies

NOTE:
Graduate Education Council approval is final for the disestablishment of Centre for International Studies within the School of Graduate Studies.
In November 2007, the School of Graduate Studies undertook a review of the Centre for International Studies (CIS). The external review was carried out by Professor Matthew Evangelista, Cornell University, and Professor John Odell, University of Southern California, on January 21 and 22, 2008.

An internal review committee was struck to review the external reviewers’ report, and advise the Dean regarding the next Director for the unit. The committee members were:

Professor Susan Pfeiffer, Dean, SGS and Vice-Provost, Graduate Education (Chair)
Professor Jutta Brunnée, Faculty of Law
Professor Frank Cunningham, Department of Philosophy
Professor Ron Deibert, Centre for International Studies
Professor Susan Howson, Faculty of Arts and Science
Professor Virginia Maclaren, Department of Geography
Professor Karen Mundy, Ontario Institute for Studies in Education
Ms. Mary Albino, Graduate Student, MAIR
Ms. Angelique Plata, SGS (Secretary)

The following documents were provided to all members of the committee:

1. Director’s End-of-Term Report (August 2007)
3. CIS Director’s response to the external report (January 2008)
4. Internal Review Committee Report (May 1999)
5. Proposal for a Graduate Program – Collaborative Doctoral Program in Global Change (October 2007)
6. Periodic Appraisal Brief submitted to OCGS (October 2006)
7. The University’s policy on appointment of academic administrators
8. Guidelines for Review of Academic Programs and Units
9. List of Full and Associate Professors with appointments to the Centre
The terms of reference for the CIS Review Committee are appended to this report.

The committee met on three occasions: January 9, January 31, and February 8, 2008. The first meeting detailed the terms of reference of the committee, including the context of a concurrent committee struck to review the administrative structure of the Munk Centre for International Studies. The second and third meetings were devoted to discussing the external report, possible recommendations, and the opportunities and challenges facing the centre, as they bore on the question of what qualities the committee should be looking for in a new Director. The chair was charged to undertake consultations. Subsequent to those consultations, it was decided that the identification of the next director should be postponed, pending the actions recommended, below.

1. The conclusion of the Committee with regard to the question of the continued existence of the CIS is unequivocally positive. The CIS has made a significant impact on research in international studies, as illustrated by the many achievements outlined in the review documents. One example that is noted by the reviewers is the establishment of the CIS as the editorial home for the journal *International Organization*, the first time that this journal has left the United States. There are many other examples that attest to its international stature and the name recognition it has achieved. Insofar as the University of Toronto wishes to maintain and expand its reputation and impact in areas of international relations, international development studies and global affairs, it will be crucial for the CIS to continue to exist as a focus for research activity in these fields.

Given the impressive track record of the CIS in research and publication, plus its established profile, the committee believes that its name should be retained, unchanged. This point is consequential in the context of possible structural changes to the Munk Centre, the name of which should not include the term “international studies.”

**Recommendation 1:** That the Centre for International Studies continue operations, under its existing name.

2. The Committee endorses a proposition regarding the governance of the CIS that is presented by the director and the reviewers, namely that responsibility for the CIS be moved from the School of Graduate Studies to the Faculty of Arts & Science, St. George campus. All the resources associated with the CIS would accompany this transfer. Following the transfer, the CIS will have access to a full range of administrative support, including Advancement. Placement of the CIS under the same administrative umbrella as the Munk Centre will facilitate planning and management.
Recommendation 2: That the responsibility for administrative oversight of the Centre for International Studies transfer to the Faculty of Arts and Science, St. George campus, effective July 1, 2008.

In making this recommendation at this time, the details of the position of the CIS within the Faculty cannot be fully delineated. This committee envisions that the Director of the CIS will report to the Faculty Dean or the Dean’s designate; the budget and staff of the CIS will remain distinct; its structural position should allow it to secure those resources that are needed to sustain and expand its effectiveness.

This committee anticipates that the new Munk Centre entity will be established as an EDU-B, with a governance structure as described in the report of the Interdisciplinarity Working Group (“Governance and Administration of Extra-Departmental Units” http://www.provost.utoronto.ca/Assets/IDReport_GovAdmin_2007.pdf) That structure will need to acknowledge the engagement of multiple Faculties, as exemplified by the involvement of researchers and graduate students from four Faculties within the CIS.

3. This committee notes that the CIS does not have a broadly constituted internal advisory group. Such a group should be established immediately, both to assist the CIS in the pending transitions and to ensure the engagement of the CIS members from various disciplinary backgrounds and Faculties in matters relating to current and future aspirations of the CIS.

Recommendation 3: That the current director of the Centre for International Studies establish a broadly constituted advisory group, immediately.

The foregoing recommendations require immediate action. Subsequent topics are relevant to the actions of the Director and members of the CIS during the coming years. It is recognized that these possibilities will need to be weighed in the context of other factors, and such actions cannot be mandated.

4. The review committee sees the research and communication activities of CIS as being its core activities. Its established, successful activities, including seminar series, communication initiatives and the hosting of visitors and postdoctoral fellows should be valued, sustained and expanded.

Recommendation 4: That the research activities of the Centre for International Studies be considered its core mission.

5. In its role as a focus for research and research communication, the activities of the CIS should be included within an aggressive advancement initiative focusing on international affairs. Responsibility for advancement should not fall exclusively or primarily to the director of the CIS.
Recommendation 5: That the research activities of Centre for International Studies be made an advancement priority.

6. The formal graduate teaching activities within the CIS appear to be at a crossroad. The collaborative master’s program in International Relations (MAIR) is well established, although of modest size (14 M.A. students in 2006/07). Despite the impressive engagement of the CIS Director and the MAIR program director, various challenges were noted, especially with regard to identifying funds to support the teaching of courses. There appears to be interest in the development of a professional master’s degree in this field. Another relevant development is the establishment of a collaborative doctoral program in Dynamics of Global Change, administered by the Munk Centre, set to begin in fall, 2008.

This committee encourages the Faculty of Arts & Science to give focused consideration to a transition in which the MAIR is replaced by a professional master’s degree program and the opportunity for a collaborative experience at the master’s level is provided by expansion of the Dynamics of Global Change program to include master’s level study.

Recommendation 6: That the formal graduate teaching activities of the Centre for International Studies be removed from that unit.
Item 9

New Hood: Master of Finance (M.F.) Degree

MOTION (     /    ) THAT Graduate Education Council approve a new hood for the Master of Finance (M.F.) Degree

See the attached letter of approval.

NOTE:
It is the responsibility of Graduate Education Council to receive and approve proposed hood designs. If the motion is passed, Council’s approval is final. The approval will be forwarded to the Office of the Governing Council Secretariat for ordering.
For Information

Graduate Education Council
Tuesday, February 19, 2008

Item 10.1

For information only: Working Group on Interdisciplinarity in Graduate Education – Membership and Mandate

Membership List:
Pfeiffer, Susan (Chair): Dean of Graduate Studies and Vice- Provost, Graduate Education
Boler, Megan: Professor, Theory and Policy Studies in Education
Brubaker, Marcus: Graduate Student GEC, Computer Science
Burns, Leah: Graduate Student GEC, Adult Education and Counselling Psychology
Cowper, Elizabeth: Vice-Dean, Programs, SGS/ Professor, Linguistics
Dawe, Nancy: Graduate Student GSU, Music
Dunsey, Alison: Graduate Student GEC, IMS
Dyzenhaus, David: Professor, Law
Liu, Hugh: Professor, Aerospace Science and Engineering
Silverman, Mel: Professor, Medicine
Smith, Berry: Vice-Dean, Students, SGS/ Professor, Cell and Systems Biology
Stephanovich, Ingrid: Professor, Environment/Philosophy
Thomas, Scott: Professor, Physical Education

History: During the 2006-07 academic year, two working groups were charged with developing ‘best practices’ documents for the University of Toronto community, in support of interdisciplinary scholarship and research. I chaired the working group on Governance and Administration of Extra- Departmental Units (see report at http://www.provost.utoronto.ca/Assets/IDReport_GovAdmin_2007.pdf). Vice-Provost Edith Hillan chaired the working group on Fostering Interdisciplinarity (see report at http://www.provost.utoronto.ca/Assets/IDReport_Fostering_2007.pdf). Among the recommendations of the ‘fostering’ group, under the heading of “Supporting Interdisciplinary Teaching and Learning,”

Mandate: Examine ways to encourage and facilitate interdisciplinary programs and teaching at the graduate level. In particular, the working group should consider mechanisms to enable flexibility in course options/substitutions and counseling of students who wish to take courses across different graduate programs.