October 13, 2010

NOTICE OF MEETING
Graduate Education Council

To: Members of Graduate Education Council
From: Jane Alderdice, Secretary, Graduate Education Council

This is your notice of the Graduate Education Council meeting on October 19, 2010, in the Council Chamber of the Galbraith Building, Room 202, 35 St. George Street.

If you have any questions or comments about the attached agenda, or wish to send regrets, contact Mr. Anil Purandaré, SGS Governance Officer, at 416 946-3427 or sgs.governanceofficer@utoronto.ca. If you would like to discuss any aspect of Council business, I would be pleased to hear from you at jane.alderdice@utoronto.ca.

[SIGNED]
AGENDA
Graduate Education Council

Tuesday, October 19, 2010
3:10 p.m. – 6:00 p.m.
The Council Chamber, Galbraith Building
Room 202, 35 St. George Street

Refreshments will be served

Regrets only to Anil Purandaré, SGS Governance Officer: 416-946-3427 or sgs.governanceofficer@utoronto.ca

1 Minutes of the Graduate Education Council Meeting of May 18, 2010
   (Documentation attached)

2 Business Arising from the Minutes

3 Dean’s Remarks & Orientation

4 Report of the Vice-Dean, Programs

5 Report of the Vice-Dean, Students

6 a) SGS Constitution and b) By-law Revision
   (Documentation attached)

7 Admissions & Programs (A & P) Committee: 2010-11 Membership
   (Documentation attached)

8 Admission & Program Requirement Changes: Information, PhD
   (Documentation attached)

9 Program Requirement Changes: Management, MBA (EMBA option)
   (Documentation attached)

10 Other Business
11 For Information:
(Documentation attached)

11.1 GEC Fall 2010 By-Election Report
11.2 Graduate Academic Appeals Board (GAAB) 2009-10 Annual Report
11.3 GEC 2009-10 Annual Report on Approvals under Delegated Authority
11.4 GEC Membership List (Revised) and Meeting Schedule
GRADUATE EDUCATION COUNCIL
MINUTES OF THE MEETING
of
Tuesday, May 18, 2010, 3:10 p.m. - 6:00 p.m.
held in the Council Chamber, Galbraith Building

The Dean called the meeting to order and welcomed all members and visitors at 3:10 p.m.

MOTION (duly moved and seconded)
THAT the Graduate Education Council meeting of May 18, 2010 will adjourn no later than 5:00 p.m.

The motion was CARRIED.

Approval of the Agenda of the Graduate Education Meeting of May 18, 2010

MOTION (duly moved and seconded)
THAT the agenda of the Graduate Education Council meeting of May 18, 2010 be approved.

The motion was CARRIED.

1 Minutes of the Graduate Education Council Meeting of April 20, 2010

The minutes of the April 20, 2010 meeting were distributed with the agenda.

MOTION (duly moved and seconded)
THAT the minutes of the Graduate Education Council meeting of April 20, 2010 be approved.

Seeing no discussion, the Dean called the question.

The motion was CARRIED.

2 Business Arising from the Minutes

2.1 Subsequent Considerations of GEC-approved items

Educational Policy (new collaborative program), master's and doctoral levels
Final approvals are in place for the new collaborative master’s and doctoral program in Educational Policy, which goes into effect September 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (April 23, 2010).
Clinical Biomedical Engineering, MHSc, name change to Clinical Engineering, MHSc

Final approvals are in place for changing the name of the Clinical Biomedical Engineering program to Clinical Engineering; the degree remains the Master of Health Science (MHSc); this effective September 2010. Detailed approvals: final University approval from GEC (January 19, 2010); OCGS (May 6, 2010).

Environmental Science, PhD (new degree program)

Final University approvals are in place for the new Environmental Science PhD program but we are still awaiting OCGS approval. The proposed effective date is September 2010. Detailed approvals: GEC (January 19, 2010), AP&P (March 2, 2010), P&B (March 3, 2010), Academic Board (March 23, 2010), Executive Committee of Governing Council (March 25, 2010); final approvals from Governing Council (April 8, 2010) and OCGS (pending).

The Department of Physical and Environmental Sciences at the University of Toronto Scarborough is established de facto as a graduate unit. The interim chair (for May and June) of the new graduate unit is Professor Don Cormack; a search is pending for the graduate chair.

Law, Global Professional Master of Laws (GPLLM) (new degree program)

Final approvals are still awaited for the Global Professional Master of Laws (GPLLM) program; the proposed effective date is September 2011. Detailed approvals: final University approval from GEC (April 20, 2010); AP&P (May 11, 2010), P&B (May 5, 2010), Academic Board (pending); final approvals from Governing Council (pending) and OCGS (pending).

2.2 Other Business

There was no other business.

3 Dean’s Remarks

3.1 Invitation to Reception

The Dean invited all present to a reception after the meeting to celebrate the work done this year.

3.2 Quality Assurance Framework

Executive heads of Ontario universities have approved the QA Framework. The requirement to review degrees has been removed, which is a significant change from previous versions of the proposal. SGS welcomes this change, as it was difficult to see a benefit, for example, to reviewing all PhDs together as opposed to reviewing individual PhD programs.

The next year will see changes to the governance processes. GEC may be asked to approve some new programs as programs going forward in the fall for OCGS approval will continue to go through the current process which requires GEC approval. Once the new Quality Council process comes into effect, new programs will not come to GEC.

3.3 SGS Constitution and Bylaw Revisions

Significant revisions to Constitution and by-laws, resulting from changes in quality assurance and governance procedures and other factors, should be ready for a fall meeting. The changes to quality assurance also have implications for all Faculty constitutions. There is pressure for GEC to consider this early in the fall so that various Faculty constitutions can be changed accordingly.
3.4 **Flexible-Time PhD Guidelines**
Guidelines for flexible-time PhD students are in the final stages of development and should come to GEC for information in the near future.

3.5 **Graduate Transcript Option**
SGS is pleased to advise GEC that the new optional graduate-only transcript will be available to graduate students very soon.

3.6 **Degree Level Expectations (DLE)**
SGS has heard of no call for any change or other commentary about the current general descriptions of DLEs; therefore, there is no intention at this time to revise them, especially since review of degrees will not be part of the new Quality Assurance Framework proposal.

3.7 **Changes to the Policies, Procedures and Regulations on Admissions for Degree & Diploma Programs**
An SGS numbered memo was sent May 11, 2010 on this topic (also available on the SGS website). There were very few substantive changes; most changes merely increase transparency and clarity.

3.8 **Governor General's Gold Medals Reception**
All members are invited to attend the reception which will be June 1st from 4:00 to 6:00 p.m. at the Faculty Club. The Dean provided RSVP information.

3.9 **University of Toronto at Mississauga: Minor Revision to Name**
On April 21, 2010, the Academic Board approved a minor revision to the alternative name for Erindale College, from “University of Toronto at Mississauga” to “University of Toronto Mississauga”, effective immediately.

3.10 **Library and Archives Canada (LAC) and Digital Acquisitions**
The SGS Director of Student Services recently attended the first Canadian workshop on electronic theses and open repositories held at Carleton University. A wide range of topics was discussed including the decision of LAC to switch to a digital model of thesis acquisition in Canada, expected to be in place in 2014.

As of April 1, 2014, LAC will no longer be contracting with ProQuest for reproduction/digitization services, so if universities wish to continue with ProQuest they will have to make their own arrangements. SGS will enter into discussion with members of the graduate community and the library with regards to our institutional arrangement with ProQuest. It is a good time to begin thinking about the implications of the change.

4 **Report of the Vice-Dean, Programs**
Vice-Dean Liz Smyth made no report.

5 **Report of the Vice-Dean, Students**
Vice-Dean Berry Smith made no report.
6 Graduate Academic Appeals Board (GAAB): Approval of 2010-2011 Membership

The Graduate Academic Appeals Board (GAAB) is a standing committee of Graduate Education Council (GEC). The motion sheet includes details about the various selection processes of its members. GEC approval is final. The Dean called on Vice-Dean Liz Smyth to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the appointments of a Chair, Alternate Chair, four faculty and three student members to serve on the Graduate Academic Appeals Board for the 2010-2011 academic year as follows:

- Chair: Ralph Scane, Faculty of Law (renewed)
- Alternate Chair: Edward Morgan, Faculty of Law (five year term)
- Faculty Members:
  - Reina Bendayan, Division IV (three year term)
  - Eric Hehner, Division III (renewed)
  - Michele Peterson-Badali, Division II (renewed)
  - Michael J. Wiley, Division IV (renewed)
- Student Members:
  - Jason Grenier, Division III (renewed) (one year term)
  - Behnam Nowrouz-Kia, Division IV (renewed)
  - Kimberley Radmacher, Division I (renewed)

A member noted that Professor Chris Damaren belongs to the Institute for Aerospace Science and Engineering. The Dean noted that this does not affect the motion itself; SGS will make the correction.

A member noted that some student members were listed on the motion sheet (but after the motion proper) as serving until 2013. Ms. Jane Alderdice, Secretary to GAAB, explained that this was a typographical error; the information will be corrected.

Seeing no further discussion, the Dean called the question.

The motion was **CARRIED**.

7 Program Requirement Changes:

All proposals for program requirement changes that receive final approval at GEC will be sent to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.

7.1 Comparative, International & Development Education, Collaborative Program (CIDE) (master’s and doctoral levels)

The proposal was approved by the OISE Graduate Education Committee (GECO) on January 29, 2010 and the Faculty Council on February 24, 2010. GEC approval is final. The Dean called on Vice-Dean Smyth to present the motion.

**MOTION (duly moved and seconded)**

THAT Graduate Education Council approve the proposal of the Ontario Institute for Studies in Education to change the program requirements of the collaborative master’s and doctoral program in Comparative, International and Development Education by specifying five as the minimum number of seminars in which students must participate (students are already required to participate regularly in the seminar series), effective September 2010.
The motion was CARRIED.

7.2 Mechanical and Industrial Engineering, MASc, PhD

SGS Vice-Dean Liz Smyth approved the format of the seminar offering as a pilot case. Professor Chris Damaren, the Vice-Dean, Graduate, of the Faculty of Engineering, approved the proposal on behalf of the Faculty Council. GEC approval is final. The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)

THAT Graduate Education Council approve the proposal of the Faculty of Applied Science and Engineering to change the program requirements of the MASc and PhD in the Mechanical and Industrial Engineering (MIE) program as follows:

- Add a requirement that MASc students in their first year of study attend at least 70% of seminars that are part of the MIE Seminar Series; students who complete the requirement will receive credit for SRM 3333Y Master’s Seminar Series.
- Add a requirement that PhD students in their first and second years of study attend at least 70% of seminars that are part of the MIE Seminar Series; students who complete the requirement will receive credit for SRD 4444Y Doctoral Seminar Series.
- This change is effective September 2010.

Professor Chris Damaren was available to speak to the item.
A member noted that the proposal considered under item 7.1 had initially used “attendance” as a requirement, but this had been changed at the OISE Graduate Education Committee to “participation”. It had been changed because it was thought there is a U of T policy that says students cannot be compelled to attend; the member asked whether this would apply to the present proposal. Professor Damaren answered that the present proposal had originally been formulated as a course, but SGS had advised against offering a course with a graded credit where the only requirement was attendance. The proposal had then been reformulated as a credit/no-credit seminar. The member asked whether this meant it was possible to allow attendance-only requirements for these types of seminars, but not courses, and whether the proposal considered under item 7.1 could have been similarly formulated. Vice-Dean Smyth replied that SGS was concerned to maintain separation between those seminars in which there is a participation requirement versus those with only an attendance requirement, while finding a way to show both types of requirements on a student’s academic record. The present proposal is a pilot to see if this specific scheme can work. There is much variation in seminar offerings across the University; the goal is to develop language and academic record notations that are more meaningful. The Dean added that some programs which had had seminar proposals previously approved might consider further changes as the new language and notations are developed.

It was asked whether the intention was that the assignment of credit or no-credit would be part of the program requirements. Ms. Heather Kelly, the SGS Director of Student Services, replied that this was the case. Currently, there is extreme variety around seminars. Some may or may not count towards degree requirements; some may receive a credit/no-credit value while others may receive a letter grade. Under the scheme being piloted with this proposal, these types of seminars are program requirements, but do not carry course weight, i.e., they are 0 FCE.

A guest noted that questions around the definition of seminars had arisen at the Faculty of Medicine, and asked whether this was something that would be added to the Calendar. The Dean replied that providing definitions for seminars was one of many refinements planned for the Calendar.

A member asked what would happen if a student did not complete this requirement. Professor Damaren replied that the student would fail to complete program requirements, just as they would in the case of any other requirement.

Seeing no further discussion, the Dean called the question.

The motion was CARRIED.

8 Beyond time limit for the PhD: a proposal to replace lapsed status

A preliminary draft was discussed at the Committee on Student Matters on April 22, 2010. Based on the feedback from that committee, the proposal was rewritten and further discussed at the Committee on Program Matters on May 4, 2010. It was discussed by the Provost’s Advisory Group on May 10, 2010. It was circulated to the Council of Graduate Deans and to the Graduate Students’ Union office on May 11, 2010 for feedback. GEC approval is final.

Members received Calendar regulation text distributed at the beginning of the meeting. The Dean asked the members if they wanted time to review the text; none indicated that they did. The Dean called on Vice-Dean Smyth to present the motion.

MOTION (duly moved and seconded)

THAT Graduate Education Council adopt the proposal to replace lapsed status for PhD students who are beyond the time limit for the degree, including the adjustments to the SGS regulations – see attached – effective September 2010.
A member noted that it was proposed that students who were granted an extension after not registering for a period of time would be expected to pay retroactive fees for the period when they had not been registered; the member asked how this would affect students who went on leave. The Dean answered that taking leave “stops the clock” and thus there would be no fees due for the period of the leave.

A member asked whether students who had had long lapses would be permitted to opt in. The Dean replied that there was pressure to grandparent students, as is usually done for students registered before new regulations. However, after opting in, students would have to fit within the new framework; thus, students who were already beyond ten years would not be eligible to opt in, whereas students who were within the ten-year limit would be eligible but would need to pay retroactive fees. Heather Kelly further clarified that any lapsed student (such as those already beyond ten years) could apply for reinstatement under the current rules, but that reinstatement is not automatic—it has always been and would continue to be at the discretion of the graduate unit. SGS can help with guidelines regarding reinstatement.

A member noted that the revised regulation did not apply for flexible-time PhDs, and asked why the existing rules continued to apply to these. The Dean replied that there was nothing preventing flexible-time PhDs from being included in the revised regulations in the future. Flexible-time PhDs pay full-time fees in the first four years, and pay part-time fees thereafter. SGS looks forward to allowing them through future revisions to be included.

A member noted that the number of extensions is fixed, and asked what would happen to students who exhaust their possible extensions. The Dean replied that after four extensions, a student’s opportunity to complete the program would end.

A member asked whether there was any possibility of relaxing the number of leaves of absence where life events made things difficult for students. Vice-Dean Smyth suggested that the issues around this were similar to those around flexible-time students and would be considered in future.

A member asked what the rationale was for choosing four years as the maximum additional years to complete a PhD, noting that students should be encouraged to complete their degrees as soon as possible and that they could take leaves of absence if needed. Heather Kelly replied that this issue had arisen and had been discussed at the committee meetings. There are significant differences between disciplines as to what length constitutes a PhD; there were both suggestions of extensions shorter than, and longer than, four years. Four years seemed like the best compromise, especially given that the maximum is now fixed. The Dean added that under the proposed rules, students have to apply for extensions; they are not granted automatically. If a student’s extension is not warranted, then it may be refused. The major change with this proposal is that there will now be a fixed end point to the opportunity to complete a degree; SGS is wary of setting the limit too early.

A member suggested that more clarity was needed about what happens when a student reaches the limit. The Dean reiterated that there is no provision for reinstatement beyond the limit. If the Calendar needs to be clearer, SGS will make it so. Another member thought that it should be specified more clearly that extensions are not automatically approved either at the graduate unit level or at the SGS level and that failure to approve the extension would result in termination. This would increase pressure on supervisors to be accountable.

A member asked how difficult it would be for a student nearing the ten-year limit to obtain a leave of absence. The Dean replied that students could still do so; the grounds for leave are set out in the Calendar but can be revisited.

A member asked whether revised rules applicable to master’s students were being contemplated. Vice-Dean Smyth replied that she hoped to see similar revised rules for master’s programs, professional doctoral programs, and flexible-time doctoral programs next year.
A member expressed his desire to see more regular involvement by supervisors in a student’s progress described somewhere in the proposal or elsewhere in the Calendar. Heather Kelly replied that SGS would like graduate units to clarify what constitutes Good Standing in each program so that students can better meet expectations. She suggested that these concerns might again be discussed at the Committee on Student Matters where they have been discussed before. The Dean added that clarification of supervisory relationships is something that needs ongoing attention, and that this is an issue of concern at universities across the continent.

A member asked whether there is any provision for students who have completed all aspects of their programs save for scheduling the Final Oral Examination, but were near the ten-year limit. Vice-Dean Smyth replied that this would be one of the issues looked at when implementing the revised rules; one consideration would be how close to the ten-year limit a student was and whether a student would be able to submit the thesis in a timely fashion.

A member asked whether fees for a student who completed their program during an extension, would be based on the proposed pro-rated fees. Heather Kelly replied that this was the case, and that a new fee schedule prorated to 50% PhD fees would be used for students on extensions.

A member asked whether there was anything in the current or proposed rules explaining how much access students on extension would have to departmental resources. The Dean replied that, under the current rules, lapsed students often retain access informally and that students in some cases are treated differently even within the same graduate unit. The proposed revisions would legitimize student access to resources and students would be considered fully registered. This would include use of library materials, ethics reviews, and access to the department. All of this would be straightforward and consistent.

Seeing no further discussion, the Dean called the question.

The motion was **CARRIED**.

9 **Other Business**

A member asked for an update on the changes to the Doctoral Thesis Completion Grant. The Dean replied that the changes were proceeding well; drafts of documentation such as applications and guidelines are expected to be provided to graduate units within a week or so. Nothing is foreseen to prevent this from moving on smoothly.

10 **For Information:**

10.1 **Academic Board: Spring 2010 Election Report, SGS Divisions III & IV Representative**

Professor Jeffrey Rosenthal (Statistics) was elected to fill the SGS Division III and IV seat on Academic Board for a three year term. The report contains more details.

10.2 **SGS Graduate Education Council: Spring 2010 Election Report**

Of sixteen vacant seats in the GEC Spring 2010 election, twelve were filled by acclamation and two by election. A detailed breakdown is available in the report which will also be available on the website soon. A by-election will be held in the fall to fill the remaining two vacant seats (one faculty seat and one student seat, both in SGS Division I).

10.3 **SGS Audit of Student Files 2009-2010 Report**

There was no discussion.
10.4 SGS Award Report
There was no discussion.

11 Closing Remarks and Adjournment

11.1 Closing Remarks
In the future, GEC will continue to play an important role in graduate education, but will be more focussed on graduate education policy than on program governance. The program governance work will continue with the Committee on Academic Policy and Programs (AP&P) in a revised role next year as the University works to separate policy from governance work. However, a few new program proposals may be coming before GEC in the fall as the existing OCGS appraisal process draws to a close.

The Dean thanked everyone for their work on Council this year. He extended best wishes to those whose terms were ending. He looks forward to continuing GEC work with many members who will be returning in the fall. He expressed his best wishes to everyone for a good summer and invited them to stay for the reception.

11.2 Adjournment
The meeting adjourned at 4:15 p.m.
Appendix to the Minutes

UNIVERSITY OF TORONTO

Record of Attendance

GRADUATE EDUCATION COUNCIL

May 18, 2010

Present (Voting & Non-voting Members)

Corman, Brian (Chair)
Bina, Bardia
Bondy, Susan
Campbell, Elizabeth
Campbell, Malcolm
Capotorto, Arianna
Damaren, Chris
Daniere, Amrita
De Nil, Luc
Grenier, Jason
Keil, Charlie
Keith, Alison
Klinger, Christopher
Litvack, Andrea
Liu, Hugh
Martin, Peter
McKenzie, Christine
Mount, Howard
Papangelakis, Vladimiro
Pirraglia, Daniela
Roach, Lisa
Smyth, Liz
St-Amour, Michelle
Stemac, Lana
Stiles, David
Sztainbok, Iliana
Wong, Bernard

In Attendance (Guests & SGS Staff)

Francisco, Jennifer
Harshman-Best, Kristen
Hurlihey, Victoria
Kelly, Heather
Makarovska, Vesna
Niyozov, Sarfaraz
Rutchinski, Steve
Yee-Sloan, Lily

Absent

Julian, Stephen
Smith, Berry
Tannock, Rosemary

Alderdice, Jane (Secretary to Council)
Purandaré, Anil (Assistant to Secretary)
MOTION
Graduate Education Council
Tuesday, October 19, 2010

ITEM 6a
Proposal to amend the Constitution of the School of Graduate Studies
School of Graduate Studies

MOTION
THAT Graduate Education Council approve the proposal of the School of Graduate Studies to recommend to Academic Board that the Constitution of the School of Graduate Studies be amended as attached, effective January 1, 2011.

See attached documents:
• Cover Sheet
• Summary of Revisions
• SGS Constitution: version showing proposed changes as accepted
• SGS Constitution: version tracking proposed changes

Prior Approvals and Discussion
See attached cover sheet.

Further Governance
The proposal will be sent to the Academic Board of Governing Council for approval, and to the Executive Committee of Governing Council for final approval.
Revised SGS Constitution

1. **Background/Discussion**
   As in the previous two constitutional revisions (*see notes below*), substantial changes have led to the proposed Constitution changes that are hereby presented to the Graduate Education Council for its review and recommendation. Dramatic changes in quality assurance procedures for graduate (and undergraduate) programs are underway in the Province of Ontario and at U of T. These follow from the impending closure of the Ontario Council on Graduate Studies (OCON) (at the end of the academic year 2010-11) and the formation of Ontario’s Quality Council (QC) and Quality Assurance Framework (QAF). Aligning with the QAF, the proposed University of Toronto’s Quality Assurance Process (UTQAP) outlines changes to governance and administrative procedures for new program proposals, major modifications to programs, and minor modifications.

   The proposed changes to the Constitution address new and amended procedures that result from the changes noted above. They also adjust language for graduate faculty memberships in accordance with University appointment policies and procedures and clarify the role of SGS in the process. The language has been developed collaboratively between SGS and the Office of the Vice-Provost, Faculty and Academic Life. In addition, some reformatting and editorial updating have also been incorporated. Proposed changes to the SGS Constitution are listed as a two-page cover document to the revised Constitution, attached. Significant changes are highlighted in yellow.

   *Notes on previous changes to Constitution:* The SGS Constitution was last revised in 2006 and in 1997 before that. The 2006 revisions were associated with the increasing alignment of Faculties (divisions) and the School of Graduate Studies regarding graduate programs, and with changes in administrative structures within the School of Graduate Studies. These changes were made in the context of a work conducted by a “Governance Steering Group”, a committee that reported to a Graduate Education Coordinating Committee. The Coordinating Committee arose from the 2004 University review of the School of Graduate Studies (SGS). The 1997 changes arose from a major restructuring of SGS implemented at that time.

2. **Timing/Critical Path:**
   The draft revised Constitution has been reviewed by the Provost’s office and by the Office of the Governing Council. It was circulated to the members of the Council of Graduate Deans and beyond to include all Faculty Deans for discussion and feedback. Feedback has been positive. In some cases, where changes were suggested, adjustments have been made to the language.

   With a positive recommendation from the Graduate Education Council, the revised Constitution will be reviewed by the Academic Board and by the Executive Committee of Governing Council for final approval. The proposed effective date is January 1, 2011.
October 2010

SCHOOL OF GRADUATE STUDIES CONSTITUTION: Fall 2010 Revisions
(text below in Yellow indicates significant changes)

Summary of revisions:
GENERAL:
Clause 1: Exercise of powers and duties under the U of T Act amended to refer to School of Graduate Studies as well as the Council; words “subject to the approval of Governing Council as required” added as an umbrella clause.
Clause 2: Amendments made to indicate more clearly the range of responsibilities of the School of Graduate Studies.
Clause 3: Items added to “DEFINITIONS” section for ease of reading and clarity.

GRADUATE EDUCATION COUNCIL:
Clause 4.1: Changes proposed to clarify and simplify nomination procedures for elections of members; some detail removed from the Constitution and added to the Rules of Council, By-law #1.
Clause 4.1.f.: GSU President’s position has been eliminated; the GSU now includes several elected commissioners – the commissioner designated for GEC membership is the Academics Commissioner.
Clause 4.2.: Set out Officers of Council, adding the Secretary as a non-voting officer (removed in error from an earlier version of Constitution).
(new) Clause 4.3.c. (replacing old f.): Renumbered clause amended to remove reference to Council responsibility to approve the “requirements to be fulfilled for each graduate degree or diploma”; other responsibilities clarified through revised wording; the proposed wording arises from revised graduate governance procedures in the University, i.e., effective January 1, 2011, divisions (Faculties) with graduate programs will be responsible for approval of minor modifications to graduate programs including admission requirements, graduate courses and other academic assessments or activities, curriculum changes following SGS policies and procedures; new programs require Faculty-level approval and are subject to approval of Academic Board and its committees and Governing Council, as appropriate.
(old) Clause 4.3.d. (original numbering – now removed): Role of SGS Graduate Education Council in establishment of graduate units is removed. Until approximately four or five years ago, SGS Council approved graduate unit establishment, name changes, etc. In recent years, this responsibility is viewed as residing with the Faculties and Governing Council and its committees. Council responsibility for “interdepartmental committees” (i.e. “collaborative program committees”) is removed – these duties fall within collaborative program director responsibilities as defined through SGS guidelines.
(new) Clause 4.3.d (revised): Amended wording related to graduate awards policies to clarify that Council’s responsibilities involve graduate awards within SGS’s jurisdiction.
Clause 4.3.e.: Amended wording about conditions of graduate awards clarifies that Council’s responsibilities involve conditions of awards within SGS’s jurisdiction only.
(old) Clause 4.3.e. (original numbering – now removed): Role of SGS Graduate Education Council in determining the list of graduate departments and extra-departmental units comprising each division moved to Dean’s responsibilities (Clause 5.3.g.)
Clause 4.3.f.: Add clause regarding responsibility of Council to establish policy for approval and membership in the graduate faculty.
Clause 4.4: Add new section regarding meetings of Council with previous language moved to this section.

DEAN:
Clause 5.3.e.: Formalize the role of the SGS Dean in reviewing and confirming the recommendation of appointment for a graduate unit chair/director by a Faculty Dean.
Clause 5.3.f.: Add clause giving SGS Dean the responsibility to appoint Directors of Collaborative Programs, reflecting long-standing practice.
Clause 5.3.g.: Move the authority to determine the list of units in each SGS division from the GEC to the Dean’s responsibilities.
Clause 5.3.h.: Formalize the role of the SGS Dean for the content and production of the SGS Calendar.
Clause 5.3.i.: Identify responsibility of the Dean to implement and oversee maintain graduate faculty membership policy and to recommend changes to the Council
Clause 5.3.j.: Identify responsibility of the Dean to establish procedures for graduate faculty membership and review and approve all memberships to ensure that they are made in accordance with University and SGS policies and procedures.
Clause 5.3.o.: Clarify the Dean’s role in various codes and policies.
Clause 7.2: Change the authority from Council to the Dean regarding any changes to the number of SGS divisions.
Clause 7.3: Similar changes to 7.2
Clause 7.4: Similar changes to 7.2

SGS CENTRES/INSTITUTES REFERENCES:
(old) Clauses 9 & 10: Remove references to SGS Centres and Institutes
(new) Clause 9: Incorporate Chair section with “Powers and Duties of Chairs” section. (see also (old) clause 11 below)

CHAIR OF A GRADUATE UNIT:
Clause 9.2.b. through e.: adjust language for graduate faculty memberships in accordance with University appointment policies and procedures; changes include replacing “approve” graduate faculty membership with “initiate”; change all references to “appointment to graduate faculty” to “membership to graduate faculty” in order to avoid confusion between University appointment procedures and graduate faculty memberships.
Clause 9.2.f.: Change graduate “supervisor” to “advisor/supervisor”
Clause 9.2.g.: Clarifying chair’s responsibility to ensure that courses, admission and program requirements, etc. are duly approved.
Clause 9.2.h.: Insert chair’s responsibility for appropriate approval and accuracy of SGS Calendar content regarding the unit’s graduate program/s.
Clause 9.2.k.: Add language to clarify that Program Directors may be appointed from among the unit’s graduate faculty members in graduate units with multiple graduate programs.
(old) Clause 10: References to SGS Centres and Institutes removed.
(new) Clause 10: Procedural clauses added for Constitutional review and amendment according to standard practice.
(old) Clause 11: Entire section 11 is deleted. The particulars associated with collaborative programs, combined programs, etc. are accommodated through graduate program definitions established by SGS and the Vice-Provost, Grad Ed., and various guidelines, not in the Constitution. Collaborative program director appointments are now covered in the Dean’s responsibilities.
(new) Clause 11: Reference to by-laws and procedures added according to standard practice.

Editorial changes:
Constitution: Regularized, simplified and modernized language is introduced throughout Constitution.
CONSTITUTION OF THE SCHOOL OF GRADUATE STUDIES (revised
October 2010)

1. The School of Graduate Studies and the Graduate Education Council exercise
powers and duties, subject to the approval of Governing Council as required,
under the provisions of the University of Toronto Act, 1971, as amended.

2. The School of Graduate Studies shall consist of a Dean, Vice-Dean/s,
administrative officers and employees, a Graduate Education Council, four
divisions, graduate units, graduate programs, and graduate students.

3. DEFINITIONS
In this Constitution and the accompanying by-laws:
1. “SGS” means the School of Graduate Studies;
2. “Council” means the Graduate Education Council, unless otherwise stated;
3. “Graduate Faculty membership” is defined in section 9.2.c. in this
   Constitution;
4. “administrative staff” means an appointed staff member of the School of
   Graduate Studies or an appointed staff member working in the
   administration of graduate studies in a graduate unit;
5. “graduate students” means those students who are registered in the School
   of Graduate Studies;
6. “graduate unit” means a graduate department or academic unit with
   primary program enrolment responsibilities for graduate students;
7. “Chair” means chair or director of a graduate unit (see 3.6 above) who is
   appointed according to the Policy on Appointment of Academic
   Administrators;
8. “program director” means a program director appointed by the chair of a
   graduate unit to administer a graduate program in a graduate unit
   administering more than one graduate program, with duties as delegated by
   the chair under clause 9.2.k.;
9. “division” means one of the SGS divisions: Division I (Humanities); Division
   II (Social Sciences); Division III (Physical Sciences); and Division IV (Life
   Sciences);
10. “programs” means graduate degree programs and/or diploma programs and
    the curriculum of each including graduate courses and other academic
    assessments or activities approved at the appropriate level of governance;
11. “collaborative programs” means graduate collaborative programs in which
    students must be admitted to, and enrol in, one of the collaborating
    graduate programs in addition to the collaborative program, approved at
    the appropriate level of governance;
12. “combined programs” means graduate combined programs that involve two
    existing degree programs in different disciplines comprising two graduate
    programs or a graduate and an undergraduate program, approved at the
    appropriate level of governance;
13. “courses” means graduate courses which have been approved according to
    SGS policy and procedures (see also 3.14 below);
14. “other academic assessments (or activities)” means graduate program
    requirements other than graduate courses which have been approved
    according to SGS policy and procedures, such as graduate unit
    examinations, language examinations, field work placements, practica, or
    internships (see also 3.13 above);
15. “Faculty” means a University division, e.g. Faculty of Arts and Science, etc.
4. THE GRADUATE EDUCATION COUNCIL

1. Membership of the Council

   **Ex-officio voting Members:**
   a. the President of the University, or designate;
   b. the Vice-President and Provost of the University or designate;
   c. the Dean of SGS;
   d. the Vice-Dean/s of SGS;
   e. the Chief Librarian of the University;
   f. the Academics Commissioner of the Graduate Students’ Union;

   **Elected voting Members, elected under the rules of Council contained in its By-laws:**
   g. five full members (non-Emeritus) of the graduate faculty from each of the four SGS divisions
   h. three graduate students from each of the four SGS divisions
   i. three members of the administrative staff working in graduate studies:
      one SGS administrative staff member; two administrative staff members working in graduate units

   **Non-voting Members:**
   j. members from associated constituencies may be appointed to the Council as non-voting members at the discretion of the Dean.

2. Officers of Council

   a. The Dean shall be chair of the Council.
   b. The secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

3. Council’s Powers, Duties and Responsibilities

   The Council shall:
   a. make rules and regulations for governing its proceedings;
   b. make rules and regulations for the government, direction and management of SGS and the affairs and business thereof;
   c. have authority for the academic policies of SGS, including the degree, diploma, and general regulations, and policies and regulations concerning admission, enrolment, registration, program progress and completion for all graduate programs offered in SGS; and shall establish procedures by which exemptions may be considered as contained in the Council’s By-laws;
   d. establish SGS policy regarding SGS fellowships, scholarships, bursaries, prizes and other awards in SGS, subject to final approvals, as required;
   e. approve, in accordance with the University of Toronto Policy on Student Awards, SGS policy, and University and SGS procedures, the conditions of awards of all SGS fellowships, scholarships, prizes and other awards established in SGS, and shall amend, where necessary, the conditions of award of any fellowships, scholarships, bursaries, prizes or other awards established in SGS, having due regard for the wishes of the donor; approval and amendment of the conditions of these awards is normally delegated from the Council to the SGS Dean;
   f. establish, in accordance with University of Toronto policies and procedures, policy for approval of and membership in the graduate faculty;
   g. consider and report to the Governing Council upon such matters affecting SGS as requested by the Council;
h. have the power to establish, alter, or disband its committees as deemed
necessary and to determine their composition, authority, quorum, and
method of appointment of their members and chairs; Council shall have
the final authority (subject to the approval of Governing Council, as
required), in its decision-making capacity or in its advisory role,
regarding recommendations brought forward by such committees;
i. have a Graduate Academic Appeals Board to deal with and decide upon
all appeals by graduate students in connection with the application of
SGS academic policy and procedures, and those of its constituent units,
subject to an appeal to the Governing Council.

4. Meetings are conducted according to the Rules of Council contained in its
By-laws, and as follows:
   a. Normally at least two regular meetings are held during the academic
      year;
   b. In the absence of the official chair, the Council may appoint a chair pro
tempore from among the members present at the meeting;
   c. The Dean may, and shall if requested in writing by fifteen members of
the Graduate Education Council or the graduate faculty, call a meeting
from time-to-time of Council, subject to notice provisions approved by
the Council as part of its by-laws.

5. THE DEAN
1. The Dean of SGS shall be appointed in accordance with the University of
   Toronto Policy on Appointment of Academic Administrators1.

2. The Dean shall be:
   a. chair of Council;
   b. ex officio a member of all committees of SGS;
   c. ex officio a non-voting member of the councils of other Faculties,
colleges and schools involved in graduate studies and research.

3. The Dean shall:
   a. exercise power under the authority of the Policy on Appointments of
      Academic Administrators2 which states that “the Dean of the Faculty is
      the chief executive officer of the Faculty and reports directly to the
      Vice-President and Provost”;
   b. direct the general policy and regulations of SGS so as to maintain and
      improve the quality of graduate scholarship in the University;
   c. retain responsibility for the overall direction of SGS and, in particular,
      for authority over the budget and other financial matters, although the
      Dean may delegate authority to other academic administrators in SGS;
   d. have ultimate authority for the allocation and management of SGS’s
      resources;
   e. advise the Vice-President and Provost regarding such appointments
      within SGS as the Vice-President and Provost may be authorized to

1 The University of Toronto Policy on Appointment of Academic Administrators applies to the appointment,
term of office, and responsibilities of all SGS deans, chairs of graduate departments, and directors of extra-
departmental units (EDU:A and EDU:B).

2 See footnote #1 above.
make or recommend to the Governing Council, including review and
confirmation of recommendations for graduate unit chairs/directors;
f. appoint the Directors of Graduate Collaborative Programs;
g. determine the list of graduate units comprising each division;
h. be responsible for the content and production of the School of Graduate
Studies calendar, including relevant policies, regulations, and admission
and program requirements for all appropriately-approved graduate
programs offered at the University of Toronto.
i. implement and oversee the policy for graduate faculty membership, and
shall recommend policy changes to the Council, subject to final
University approvals;
j. establish procedures for graduate faculty membership and review and
approve all graduate faculty memberships to ensure that they are in
accordance with University and SGS policies and procedures;
k. advise the Vice-President and Provost regarding such other matters
relating to the operation and welfare of SGS as appropriate, or as the
Vice-President and Provost may request;
l. be responsible for the approval and transmission to Governing Council
of the names of those candidates who have completed the requirements
for each degree;
m. be responsible for the procedures for the review, approval and awarding
of all applications and nominations for SGS fellowships, scholarships,
bursaries, and other graduate student prizes and awards in SGS;
n. appoint examiners to conduct examinations in SGS and to determine
the results of such examinations;
o. be responsible for duties relating to graduate studies and graduate
students in accordance with University policies such as the Code of
Behaviour on Academic Matters, intellectual policies and procedures,
etc.;
p. advise Council of the resource implications of proposed academic policy
decisions;
q. seek the advice of Council on administrative proposals that may have a
significant impact on the academic programs of SGS.

6. THE VICE-DEAN
1. One or more Vice-Deans shall be appointed in accordance with the
University of Toronto Policy on Appointment of Academic Administrators³.

2. A Vice-Dean shall:
a. act on the Dean’s behalf in his/her absence;
b. discharge such duties as may be assigned by the Dean.

7. THE DIVISIONS
1. There shall be four divisions of SGS as follows:
a. Division I — The Humanities
b. Division II — The Social Sciences
c. Division III — The Physical Sciences
d. Division IV — The Life Sciences

³ See footnote #1 above.
2. The Dean may at any time change the number of divisions if the Dean decides that the interests of graduate units and of SGS as a whole will thus be more effectively served.

3. A graduate unit shall normally belong to only one division; graduate programs may, at the request of a graduate unit, be moved from one division to another by the SGS Dean.

4. A graduate unit shall, subject to the approval of the SGS Dean, determine the division to which it shall belong; transfers from one division to another shall require the approval of the SGS Dean. Collaborative Programs belong to only one division for administrative purposes, as approved by the SGS Dean.

8. GRADUATE UNITS
   The powers and duties of each graduate unit are:
   1. to maintain and improve its standards of instruction, research and examination;
   2. to maintain and improve its graduate curriculum subject to governance structures approved by Governing Council, and in accordance with SGS policies and procedures.
   3. to approve:
      a. admission of students to SGS and enrolment in the graduate unit and program conforming to the policies of SGS;
      b. the program of study for each student in the graduate unit and program;
   4. to recommend to SGS exemptions to admission and program requirements for individual students according to established policy and procedures;
   5. to conduct examinations in the graduate unit, to determine the results of such examinations, to report the results of such examinations to SGS, and to recommend to the Dean students eligible for graduate degrees.

9. THE CHAIR OF A GRADUATE UNIT
   1. The chair of each graduate unit shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators.
   2. The chair of each graduate unit, in accordance with SGS and University policy and procedures, and subject to SGS review, shall:
      a. in association with the graduate faculty, maintain and improve the quality of scholarship in the graduate unit;
      b. initiate graduate faculty membership in the graduate unit for:
         i. those of professorial rank, including existing members of teaching staff of the University of Toronto, or those appointed to the University from affiliated institutions, and members of teaching staff holding status-only University appointments, to be Full or Associate Members of the graduate faculty;

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4 See Footnote #1 above.
ii. other appropriate individuals from within or outside the University with a University of Toronto appointment, whether holding professorial rank or not, to be Associate Members of the graduate faculty for continuing or for limited terms; and

iii. retiring Full Members of the graduate faculty to the category of Member Emeritus for a limited term.

c. initiate graduate faculty membership, in one of three categories of membership: Full, Associate and Emeritus.

i. Full Members shall, where required, act as the sole or major supervisor of doctoral and master’s theses and as a member of thesis committees; serve as chair or voting member of final oral examination committees, where such examinations are required by SGS, and perform all duties associated therewith; assume responsibility for the setting and marking of comprehensive (general) examinations; teach, set and mark examinations for graduate courses and give such other direction to graduate students as may be required. Such memberships are normally continuing.

ii. Associate Members shall be permitted to undertake all the duties of a full member but shall not serve as a sole or major supervisor, whether formally or otherwise, of doctoral students nor act as the chair of final doctoral oral examinations. Graduate activities of an Associate Member may be restricted, according to policy and procedures. Such memberships may be continuing or for limited terms.

iii. Members Emeriti shall be permitted to undertake all duties of a Full Member, but shall only take on new master’s or doctoral supervision with the approval of the graduate chair or director. Such memberships are normally for limited terms.

d. remove from graduate faculty membership, those who, through completion of term, retirement, resignation, death, or for any other reason, are no longer eligible for graduate faculty membership in the graduate unit;

e. maintain up-to-date records of graduate faculty memberships according to SGS-established procedures and report all changes to SGS;

f. in accordance with SGS policy and procedures, ensure that every graduate student in the graduate unit has a graduate faculty member who serves as the student’s advisor/supervisor throughout the program;

g. ensure that the graduate unit’s courses, other academic assessments or activities, and admission and program requirements are duly approved;

h. ensure that the content of the graduate unit’s graduate program entry in the SGS Calendar is accurate, and up-to-date;

i. normally call a meeting at least once a year of the members of the graduate unit;

j. in graduate units admitting students, appoint a Full Member of the graduate faculty as graduate coordinator who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair; the chair may fulfill both roles, at the chair’s discretion;
k. in graduate units with more than one graduate program, at the discretion of the chair, for each graduate program appoint a program director from among the unit’s graduate faculty members who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair.

10. Constitutional Review and Amendment
1. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regular meeting to which there has been three days' notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present and voting. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.
2. At periods of not more than ten years, the Dean shall establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

11. By-Laws
1. The procedures of Council and its committees and boards will be set forth in the By-Laws.
2. The By-Laws of Council shall be approved by Council.
3. The By-Laws of the Council may be amended at any meeting of the Council by affirmative vote of two thirds of those members present and voting; notice of the proposed amendment should be provided at the previous regular meeting.
CONSTITUTION OF THE SCHOOL OF GRADUATE STUDIES (revised October 2010)

1. The School of Graduate Studies and the Graduate Education Council exercise powers and duties, subject to the approval of Governing Council as required, under the provisions of the University of Toronto Act, 1971, as amended.

2. The School of Graduate Studies shall consist of a Dean, Vice-Dean/s, administrative officers and employees, a Graduate Education Council, four divisions, graduate units, graduate programs, and graduate students.

3. **DEFINITIONS**

In this Constitution and the accompanying by-laws:

1. “SGS” means the School of Graduate Studies;
2. “Council” means the Graduate Education Council, unless otherwise stated;
3. “Graduate Faculty membership” is defined in section 9.2.c. in this Constitution;
4. “administrative staff” means an appointed staff member of the School of Graduate Studies or an appointed staff member working in the administration of graduate studies in a graduate unit;
5. “graduate students” means those students who are registered in the School of Graduate Studies;
6. “graduate unit” means a graduate department or academic unit with primary program enrolment responsibilities for graduate students;
7. “Chair” means chair or director of a graduate unit (see 3.6 above) who is appointed according to the Policy on Appointment of Academic Administrators;
8. “program director” means a program director appointed by the chair of a graduate unit to administer a graduate program in a graduate unit administering more than one graduate program, with duties as delegated by the chair under clause 9.2.k.;
9. “division” means one of the SGS divisions: Division I (Humanities); Division II (Social Sciences); Division III (Physical Sciences); and Division IV (Life Sciences);
10. “programs” means graduate degree programs and/or diploma programs and the curriculum of each including graduate courses and other academic assessments or activities approved at the appropriate level of governance;
11. “collaborative programs” means graduate programs in which students must be admitted to, and enrol in, one of the collaborating graduate programs in addition to the collaborative program, approved at the appropriate level of governance;
12. “combined programs” means graduate combined programs that involve two existing degree programs in different disciplines comprising two graduate programs or a graduate and an undergraduate program, approved at the appropriate level of governance;
13. “courses” means graduate courses which have been approved according to SGS policy and procedures (see also 3.14 below);
14. “other academic assessments (or activities)” means graduate program requirements other than graduate courses which have been approved according to SGS policy and procedures, such as graduate unit examinations, language examinations, field work placements, practica, or internships (see also 3.13 above);
15. “Faculty” means a University division, e.g. Faculty of Arts and Science, etc.
4. THE GRADUATE EDUCATION COUNCIL

1. Membership of the Council

Ex-officio voting Members:
   a. the President of the University, or designate;
   b. the Vice-President and Provost of the University or designate;
   c. the Dean of SGS;
   d. the Vice-Dean/s of SGS;
   e. the Chief Librarian of the University;
   f. the Academics Commissioner of the Graduate Students’ Union;

   Elected voting Members, elected under the rules of Council contained in its By-laws:
   g. five full members (non-Emeritus) of the graduate faculty from each of the four SGS divisions
   h. three graduate students from each of the four SGS divisions
   i. three members of the administrative staff working in graduate studies: one SGS administrative staff member; two administrative staff members working in graduate units

Non-voting Members:
   j. members from associated constituencies may be appointed to the Council as non-voting members at the discretion of the Dean.

2. Officers of Council
   a. The Dean shall be chair of the Council.
   b. The secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

3. Council’s Powers, Duties and Responsibilities

The Council shall:
   a. make rules and regulations for governing its proceedings;
   b. make rules and regulations for the government, direction and management of SGS and the affairs and business thereof;
   c. have authority for the academic policies of SGS, including the degree, diploma, and general regulations, and policies and regulations concerning admission, enrolment, registration, program progress and completion for all graduate programs offered in SGS; and shall establish procedures by which exemptions may be considered as contained in the Council’s By-laws;
   d. establish SGS policy regarding SGS fellowships, scholarships, bursaries, prizes and other awards in SGS, subject to final approvals, as required;
   e. approve, in accordance with the University of Toronto Policy on Student Awards, SGS policy, and University and SGS procedures, the conditions of awards of all SGS fellowships, scholarships, prizes and other awards established in SGS, and shall amend, where necessary, the conditions of award of any fellowships, scholarships, bursaries, prizes or other awards established in SGS, having due regard for the wishes of the donor; approval and amendment of the conditions of these awards is normally delegated from the Council to the SGS Dean;
   f. establish, in accordance with University of Toronto policies and procedures, policy for approval of and membership in the graduate faculty;
   g. consider and report to the Governing Council upon such matters affecting SGS as requested by the Council;
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h. have the power to establish, alter, or disband its committees as deemed
necessary and to determine their composition, authority, quorum, and
method of appointment of their members and chairs; Council shall have the
final authority (subject to the approval of Governing Council, as
required), in its decision-making capacity or in its advisory role,
regarding recommendations brought forward by such committees;

i. have a Graduate Academic Appeals Board to deal with and decide upon
all appeals by graduate students in connection with the application of
SGS academic policy and procedures, and those of its constituent units,
subject to an appeal to the Governing Council.

4. Meetings are conducted according to the Rules of Council contained in its
By-laws, and as follows:
a. Normally at least two regular meetings are held during the academic
year;
b. In the absence of the official chair, the Council may appoint a chair pro
tempore from among the members present at the meeting;
c. The Dean may, and shall if requested in writing by fifteen members of
the Graduate Education Council or the graduate faculty, call a meeting
from time-to-time of Council, subject to notice provisions approved by
the Council as part of its by-laws.

5. THE DEAN
1. The Dean of SGS shall be appointed in accordance with the University of
Toronto Policy on Appointment of Academic Administrators.1

2. The Dean shall be:
a. chair of Council;
b. ex officio a member of all committees of SGS;
c. ex officio a non-voting member of the councils of other Faculties,
colleges and schools involved in graduate studies and research.

3. The Dean shall:
a. exercise power under the authority of the Policy on Appointments of
Academic Administrators, which states that “the Dean of the Faculty is
the chief executive officer of the Faculty and reports directly to the
Vice-President and Provost”;
b. direct the general policy and regulations of SGS so as to maintain and
improve the quality of graduate scholarship in the University;
c. retain responsibility for the overall direction of SGS and, in particular,
for authority over the budget and other financial matters, although the
Dean may delegate authority to other academic administrators in SGS;
d. have ultimate authority for the allocation and management of SGS’s
resources;
e. advise the Vice-President and Provost regarding such appointments
within SGS as the Vice-President and Provost may be authorized to

1 The University of Toronto Policy on Appointment of Academic Administrators applies to the appointment,
term of office, and responsibilities of all SGS deans, chairs of graduate departments, and directors of extra-
departmental units (EDU:A and EDU:B).

2 See footnote #1 above.
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make or recommend to the Governing Council, including review and confirmation of recommendations for graduate unit chairs/directors;

f. appoint the Directors of Graduate Collaborative Programs;

g. determine the list of graduate units comprising each division;

h. be responsible for the content and production of the School of Graduate Studies calendar, including relevant policies, regulations, and admission and program requirements for all appropriately-approved graduate programs offered at the University of Toronto;

i. implement and oversee the policy for graduate faculty membership, and shall recommend policy changes to the Council, subject to final University approvals;

j. establish procedures for graduate faculty membership and review and approve all graduate faculty memberships to ensure that they are in accordance with University and SGS policies and procedures;

k. advise the Vice-President and Provost regarding such other matters relating to the operation and welfare of SGS as appropriate, or as the Vice-President and Provost may request;

l. be responsible for the approval and transmission to Governing Council of the names of those candidates who have completed the requirements for each degree;

m. be responsible for the procedures for the review, approval and awarding of all applications and nominations for SGS fellowships, scholarships, bursaries, and other graduate student prizes and awards in SGS;

n. appoint examiners to conduct examinations in SGS and to determine the results of such examinations;

o. be responsible for duties relating to graduate studies and graduate students in accordance with University policies such as the Code of Behaviour on Academic Matters, intellectual policies and procedures, etc.;

p. advise Council of the resource implications of proposed academic policy decisions;

q. seek the advice of Council on administrative proposals that may have a significant impact on the academic programs of SGS.

6. THE VICE-DEAN

1. One or more Vice-Deans shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators.

2. A Vice-Dean shall:

a. act on the Dean’s behalf in his/her absence;

b. discharge such duties as may be assigned by the Dean.

7. THE DIVISIONS

1. There shall be four divisions of SGS as follows:

a. Division I — The Humanities

b. Division II — The Social Sciences

c. Division III — The Physical Sciences

d. Division IV — The Life Sciences

3 See footnote #1 above.
2. The Dean may at any time change the number of divisions if the Dean decides that the interests of graduate units and of SGS as a whole will thus be more effectively served.

3. A graduate unit shall normally belong to only one division; graduate programs may, at the request of a graduate unit, be moved from one division to another by the SGS Dean.

4. A graduate unit shall, subject to the approval of the SGS Dean, determine the division to which it shall belong; transfers from one division to another shall require the approval of the SGS Dean. Collaborative Programs belong to only one division for administrative purposes, as approved by the SGS Dean.

8. **GRADUATE UNITS**

The powers and duties of each graduate unit are:

1. to maintain and improve its standards of instruction, research and examination;

2. to maintain and improve its graduate curriculum subject to governance structures approved by Governing Council, and in accordance with SGS policies and procedures;

3. to approve:
   a. admission of students to SGS and enrolment in the graduate unit and program, conforming to the policies of SGS;
   b. the program of study for each student in the graduate unit and program;

4. to recommend to SGS exemptions to admission and program requirements for individual students according to established policy and procedures;

5. to conduct examinations in the graduate unit, to determine the results of such examinations, to report the results of such examinations to SGS, and to recommend to the Dean students eligible for graduate degrees.

9. **THE CHAIR OF A GRADUATE UNIT**

1. The chair of each graduate unit shall be appointed in accordance with the University of Toronto Policy on Appointment of Academic Administrators.

2. The chair of each graduate unit, in accordance with SGS and University policy and procedures, and subject to SGS review, shall:
   a. in association with the graduate faculty, maintain and improve the quality of scholarship in the graduate unit;
   b. initiate graduate faculty membership in the graduate unit for:
      i. those of professorial rank, including existing members of teaching staff of the University of Toronto, or those appointed to the University from affiliated institutions, and members of teaching staff holding status-only University appointments, to be Full or Associate Members of the graduate faculty;

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* See Footnote #1 above.
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ii. other appropriate individuals from within or outside the University
with a University of Toronto appointment, whether holding
professorial rank or not, to be Associate Members of the graduate
faculty for continuing or for limited terms; and
iii. retiring Full Members of the graduate faculty to the category of
Member Emeritus for a limited term.

c. initiate graduate faculty membership in one of three categories of
  membership: Full, Associate and Emeritus.
  i. Full Members shall, where required, act as the sole or major
     supervisor of doctoral and master’s theses and as a member of
     thesis committees; serve as chair or voting member of final oral
     examination committees, where such examinations are required by
     SGS, and perform all duties associated therewith; assume
     responsibility for the setting and marking of comprehensive
     (general) examinations; teach, set and mark examinations for
     graduate courses and give such other direction to graduate
     students as may be required. Such memberships are normally
     continuing.
  ii. Associate Members shall be permitted to undertake all duties of
     a full member but shall not serve as a sole or major supervisor,
     whether formally or otherwise, of doctoral students nor act as the
     chair of final doctoral oral examinations. Graduate activities of an
     Associate Member may be restricted, according to policy and
     procedures. Such memberships may be continuing or for limited
     terms.
  iii. Members Emeriti shall be permitted to undertake all duties of a Full
     Member, but shall only take on new master’s or doctoral
     supervision with the approval of the graduate chair or director.
     Such memberships are normally for limited terms.

d. remove from graduate faculty membership those who, through
   completion of term, retirement, resignation, death, or for any other
   reason, are no longer eligible for graduate faculty membership in the
   graduate unit.

e. maintain up-to-date records of graduate faculty memberships according
   to SGS-established procedures and report all changes to SGS.

f. in accordance with SGS policy and procedures, ensure that every
   graduate student in the graduate unit has a graduate faculty member
   who serves as the student’s advisor/supervisor throughout the
   program;

g. ensure that the graduate unit’s courses, other academic assessments or
   activities, and admission and program requirements are duly approved;

h. ensure that the content of the graduate unit’s graduate program entry
   in the SGS Calendar is accurate, and up-to-date;

i. normally call a meeting at least once a year of the members of the
   graduate unit;

j. in graduate units admitting students, appoint a Full Member of the
   graduate faculty as graduate coordinator who shall be responsible for
   such day-to-day operations of the academic program as may be
   delegated by the chair; the chair may fulfill both roles, at the chair’s
discretion.
k. In graduate units with more than one graduate program, at the discretion of the chair, for each graduate program appoint a program director from among the unit’s graduate faculty members who shall be responsible for such day-to-day operations of the academic program as may be delegated by the chair.

10. Constitutional Review and Amendment

1. The Constitution of the Council may only be amended with the approval of the Council and the Governing Council of the University of Toronto. Voting shall take place at a regular meeting to which there has been three days’ notice of the proposed amendment. An affirmative vote to amend the Constitution is required by two-thirds of the members of the Council present and voting. Following approval of the amendment by Council, the amendment is forwarded to Governing Council for approval.

2. At periods of not more than ten years, the Dean shall establish a review of the Constitution and By-Laws and recommend to Council any changes deemed appropriate.

11. By-Laws

1. The procedures of Council and its committees and boards will be set forth in the By-Laws.

2. The By-Laws of Council shall be approved by Council.

3. The By-Laws of the Council may be amended at any meeting of the Council by affirmative vote of two thirds of those members present and voting; notice of the proposed amendment should be provided at the previous regular meeting.
four elected by all members of the graduate faculty of each division; one Chair or Director from each division to be elected by the Chairs and Directors of each division; candidates for election shall be nominated by two members of the graduate faculty of the division, and election shall be by secret ballot. Membership shall be for staggered periods of three years; retiring members shall not be eligible for immediate re-election.

to be elected by the graduate students of the division; each candidate shall be nominated by two graduate students in the division, and election shall be by secret ballot. Membership shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election for a third year.
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b. shall meet at least three times during the year;

subject to the approval of the Governing Council shall establish graduate departments, extra-departmental units, interdepartmental committees associated graduate programs (as defined in 1

. shall determine the list of graduate departments, and extra-departmental units

as required,

subject to the approval of the Governing Council

and SGS policy and procedures

as required,
the requirements to be fulfilled for each graduate degree or diploma;

shall deal with and decide upon

after the passing of this Constitution to
9. The provisions of section 8 hereof shall also apply, wherever appropriate, to centres and institutes within the School.

10. SGS CENTRES AND INSTITUTES

(2) Whenever determined by Council centres and institutes shall exist within the framework of the School.

Where a centre or institute has its own budget, this may, subject to the approval of the Graduate Education Council, include the provision of a part or the whole of the stipend of the graduate faculty working within it. In such cases it shall be possible for either a centre or institute or a department to propose an appointment or a cross-appointment, at the level of professor, associate professor or assistant professor which shall, upon approval of the appropriate department, centre or institute, be made in accordance with the appropriate university policy on academic appointments, with the stipend of the person appointed to be shared between the centre or institute and the department, as required.
10. POWERS AND DUTIES OF CHAIRS OF GRADUATE UNITS

DEPARTMENTS AND DIRECTORS OF CENTRES AND INSTITUTES

or director

department, centre or institute

of professorial rank, including

serve as a chair of final oral examinations and to carry out one or more of the following: serve as a member of thesis committees and as a voting member of final oral examinations; teach, set and mark examinations for graduate courses; assume responsibility for setting and marking of comprehensive (general) examinations; continue to serve as a sole or major supervisor of doctoral or master’s theses;

in accordance with SGS and University policy

and notify the School of Graduate Studies of these changes annually;

on behalf of the graduate unit,

to be included in the calendar
MOTION

Graduate Education Council
Tuesday, October 19, 2010

ITEM 6b

Proposal to amend the By-laws of the School of Graduate Studies and of Graduate Education Council

School of Graduate Studies

MOTION

THAT Graduate Education Council approve the proposal of the School of Graduate Studies to amend and in some cases repeal the By-laws of the School of Graduate Studies and Graduate Education Council as follows:

- Amend the By-laws of SGS Graduate Education Council (General).
- Amend By-law #1, Rules of the Graduate Education Council, as attached.
- Repeal By-law #2, Committee on Centre and Institute Programs (CCIP).
- Renumber By-law #5, Admissions and Programs Committee (A&P), to By-law #2 and amend it as attached.
- Repeal By-law #3, Standing Committee on Program Matters (CPM).
- Renumber By-law #6, Graduate Academic Appeals Board (GAAB), to By-law #3 and amend it as attached.
- Repeal By-law #4, Standing Committee on Student Matters.
- These changes are effective January 1, 2011.

See attached documents:
- By-laws of the SGS Graduate Education Council (General), amended
- By-law #1: Rules of the SGS Graduate Education Council, amended
- By-law #2: Committee on Centre and Institute Programs (CCIP), repealed
- By-law #2 (formerly #5): Admissions and Programs Committee (A&P), amended
- By-law #3: Standing Committee on Program Matters (CPM), repealed
- By-law #3 (formerly #6): Graduate Academic Appeals Board (GAAB), amended
- By-law #4: Standing Committee on Student Matters (CSM), repealed

Prior Approvals and Discussion

By-law revisions have been discussed within SGS, and have been reviewed by the Office of the Governing Council.

Further Governance

GEC approval is final.
BY-LAWS
of the
School of Graduate Studies
Graduate Education Council

GENERAL

Rules for the Election/Appointment of Members
Appointment of members to Council committees is specified in each by-law.

Term of Office of Committees
The term of office for the Council normally shall be from July 1 to June 30 each academic year.
The term of office for the standing committees of Council shall coincide with the term of Council unless otherwise specified by these by-laws.

General Procedures
The Chair shall conduct the proceedings in conformity with Bourinot’s Rules of Order.

Except in the case of special meetings, notice of motion from an individual shall be forwarded to the Secretary of the Graduate Education Council (GEC) five weeks prior to a meeting of Council in order to have it considered for inclusion on the agenda of the meeting at which it is to be considered. (This does not apply to motions and recommendations to be forthcoming from committees.)

Unless otherwise provided for, all questions that come before Council or a committee shall be decided by a majority of members present and voting. In the case of a tie vote, the chair may cast a deciding vote or redirect the question for further consideration.

Procedural Rules of the Graduate Education Council
The Rules of the Graduate Education Council are defined in By-law #1.

Standing Committees
The following shall be the standing committees of Council:

- By-law #2: Admissions and Programs Committee (A&P)
- By-law #3: Graduate Academic Appeals Board (GAAB)
Distribution of Materials
Normally, documentation for agenda items will be distributed to members not less than three clear business days prior to a meeting. The day of giving notice and the day of the meetings shall not be counted when computing such clear days.

Committee Meetings
Committee meetings shall be held regularly or at the call of the chair.

Agenda and order of Business
The agenda shall set forth the items of business to be discussed at the meeting.

Entry into Force
The by-laws enter into force when enacted by Council.

Amendment to the By-laws
Notice of any motion to enact, amend, or repeal by-laws of the (GEC) shall be given according to the GEC rules for Notice of Motion. A motion to enact, amend, or appeal the by-laws must receive an affirmative vote of not fewer than two thirds of the voting members of the Graduate Education Council present at the meeting.

STANDING COMMITTEES OF COUNCIL – GENERAL

(a) The process for the selection of members of Standing Committees of the Graduate Education Council shall be defined in the Terms of Reference of each Standing Committee By-law.
(b) The term of membership of all Standing Committees shall be defined in the Terms of Reference of each Standing Committee By-law.
(c) The Chairs of all Standing Committees who are not otherwise members of Council shall become ex officio members of Council.
(d) The Dean is, ex officio, a member of all Standing Committees.
(e) of the term of membership of all Standing Committees normally shall commence July 1st and end June 30th.
(f) All ex officio members of all committees have voting privileges, unless otherwise noted.
(g) If the position of a Chair of a Standing Committee becomes vacant during the academic year, the Dean of the School of Graduate Studies will normally consult with the former Chair of the Committee, and the Dean will then appoint a new chair who will hold office for the remainder of the term of membership.
(h) Co-option (appointment) of members, with the recommendation of the Standing Committee Chair, is possible for all Standing Committees except the Appeals Board. All co-opted members must be approved by the Dean. Co-opted members shall have voting privileges.

(i) Quorum: Unless otherwise stated, one-third of the members shall constitute a quorum for committees.

(j) The Appeals Board shall always meet in camera. The meetings of the other Standing Committees are open unless otherwise stated.

(k) Sub-committees may be created by Standing Committees on an ad hoc basis whenever a clear need arises. The membership and terms of reference of such sub-committees shall be established by the parent standing committee.

(l) Records of all Standing Committees shall be maintained by the Secretary of the Graduate Education Council.

Revised on May 9, 2006 and approved by the Graduate Education Council on May 23, 2006. The by-laws are in effect commencing July 1, 2006.

Revised and approved by the Graduate Education Council on XXXX. Changes are in effect as of XXXX.
BY-LAW #1
RULES OF THE GRADUATE EDUCATION COUNCIL

CHAIR OF THE GRADUATE EDUCATION COUNCIL:

Chair

1. The Dean of the School shall be Chair of the Graduate Education Council, hereinafter referred to as “Council”. The Dean may designate a person to serve in this capacity in the case of a planned absence from a meeting. Otherwise, in the absence of the Dean, or acting Dean, Council may appoint a Chair pro tempore from among the members present at the meeting.

Membership

1.1 The membership of the Council is assembled according to the SGS Constitution and the following procedures:

Ex-officio voting Members:
  a. the Vice-President and Provost of the University;
  b. the Dean;
  c. the Vice-Dean/s;
  d. the Chief Librarian of the University;
  e. the Academics Commissioner of the Graduate Students’ Union;

Elected voting Members:
  f. five full members (non-Emeritus) of the graduate faculty from each division; four elected by all members of the graduate faculty of each division - candidates shall be nominated by two members of the graduate faculty of the division, and election shall be by secret ballot; one chair from each division to be nominated by one chair in the division and elected by the chairs of the division - election shall be by secret ballot.

Membership shall be for staggered periods of three years; retiring members shall be eligible for immediate re-election for one additional three-year term and, thereafter, are not eligible for immediate re-election.

  g. three graduate students from each division to be elected by the graduate students of the division; each candidate shall be nominated by two graduate students in the division, and election shall be by secret ballot. Membership shall be for
periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

h. three members of the administrative staff working in graduate studies: one SGS administrative staff member to be elected by members of the SGS administrative staff; two administrative staff members working in graduate units to be elected by administrative staff working in graduate units; the SGS candidate/s shall be nominated by two members of the SGS administrative staff. Each of the remaining two candidates shall be nominated by two staff members working in graduate units. Elections shall be by secret ballot. Membership on Council shall be for periods of one year or two years, without necessity in the latter case for re-election for a second year. Nominees are required to indicate whether they are running for one year or two years. Retiring members shall be eligible for re-election up to and including a third year.

Non-voting Members:

i. 14 members from associated constituencies; these may be appointed to the Council as non-voting members at the discretion of the Dean.

j. a secretary (non-voting) appointed by the Dean, from among the SGS senior administrative staff.

MEETINGS OF COUNCIL:

Regular meetings

2. Regular meetings of Council shall be held according to the SGS Constitution (traditionally these have been held on the third or fourth Tuesday of the month at three o'clock in the afternoon). The time allotted for meetings is usually three hours in length, or for a length of time to be determined by the Dean; the meeting may be adjourned on completion of the business on the agenda for that meeting if, earlier than
the end time stated on the agenda, unless Council agrees to extend the time of adjournment as hereinafter provided.

Discretion of the Dean to hold meetings

3. The Dean of the School, at his or her discretion, may cancel regular meetings of Council or vary meeting dates; normally at least two regular meetings are held during the academic year.

Special meetings, how called

4. The Secretary shall call a special meeting of Council when requested to do so by
   4.1 the President, or
   4.2 the Dean, or the Vice-Dean acting on the Dean’s behalf, or
   4.3 written requisition signed by not fewer than fifteen members of Council or the graduate faculty.

   A special meeting called as aforesaid may transact only that business for which it is called and which is set out in the notice of the meeting.

Meetings on a University of Toronto campus unless Chair determines other location

5. Any regular or special meeting of Council shall be held on a campus of the University unless the Chair determines that it should be held elsewhere.

Notice of Meetings

6. Notice of the time and place of any regular or special meeting of Council shall be given by the Secretary to each member thereof and to chairs and directors of graduate departments, centres and institutes not less than three clear business days (in the case of regular meetings) and not less than one clear business day (in the case of special meetings) before the day on which the meeting is held. The day of giving notice and the day of the meetings shall not be counted when computing such clear days.

Notice sufficiently given

7. Any notice of meeting shall be sufficiently given to a member, chair, or director if it is sent through the University mail delivery service, or by electronic mail, or by courier, or by electronic facsimile (FAX).

Roll of members

8. The Secretary shall keep a roll showing the names and addresses for service of notice of all
members. It is the responsibility of members who change their address from that recorded on the roll of members to notify the Secretary in writing of the change.

Meeting not invalidated

9. The failure of the Secretary to give notice to a member or to a chair or director as provided herein shall not invalidate the proceedings of the meeting for which the notice was given or any part thereof.

Content of notice of meeting

10. The notice of any meeting of Council shall set forth the general nature of the business that will come before the meeting. Failure to give notice of any particular item of business shall not invalidate the proceedings of the meeting (or any part thereof) for which the notice was given.

Reconsider, 2/3 majority

11. No matter decided by Council may be considered again within one calendar year of the date of the meeting at which the matter was decided unless a motion for consideration is carried by a two-thirds majority of the members present and voting.

Votes of members

12. Each voting member present, including the Chair, is entitled to one vote, and only the members present may vote on any question.

Questions decided by majority vote

13. All questions that come before Council shall be decided by a majority of the members present and voting unless otherwise expressly provided herein. In the case of an equality of votes, the question shall be deemed to be decided in the negative.

Decisions by resolution, to be recorded

14. The decision of Council upon any matter coming before it shall be made by resolution and shall be recorded in the minutes of Council.

Absence from meetings

15. Any elected member of Council who fails to attend more than two consecutive regular meetings of Council, not having the leave of Council or of the Dean acting on its behalf, shall be deemed to have resigned his or her membership of Council, and the seat shall be declared vacant.
Quorum 16. The quorum required for transaction of business by Council shall be not less than one third of the number of elected members of Council currently serving.

DEBATE IN COUNCIL:

Openness 17. Meetings of Council shall be open to the public except that Council may at any time, by majority vote, move into closed session.

Non-members to withdraw if in closed session 18.1 When Council conducts its proceedings in closed session, all persons who are not members of Council or of its Secretariat shall withdraw from the chamber except such named persons as may be specifically invited to remain by the Chair with the consent of Council.

Confidentiality 18.2 The proceedings of any meeting or part of a meeting of Council, which is conducted in closed session, including the minutes of and other records concerning any such meeting or part thereof, shall be kept in confidence by every member and officer of Council and by any other person invited or permitted to attend any such meeting or part thereof.

Non-member may not participate in debate unless invited 19. A person who is not a member of Council may not participate in debate in any meeting of Council unless such person be invited by the Chair to participate in a specified manner, and any person so invited to participate shall be bound by the rules of order of Council.

RULES OF ORDER:

Authority in matters of order not provided for 20. In matters of order arising at a meeting that are not provided for herein, Bourinot’s Rules of Order, most recent edition, shall govern.

Chair to rule on points of order 21. The Chair shall rule on all points of order. The Chair's ruling may be appealed by any member, and in such case the meeting shall
decide by the majority of the members present and voting, but without amendment and without debate, save that the member making the appeal shall state briefly the grounds therefore; provided that if the Chair considers that a successful appeal from his or her ruling would constitute a suspension of these rules of order, the Chair shall rule that section 45 hereof applies to such appeal, and accordingly such appeal shall be deemed to be defeated if any member supports the ruling under appeal. A ruling by the Chair that section 45 hereof applies to an appeal of a previous ruling shall be conclusive and shall not be subject to further appeal.

Agenda

22. The agenda for each regular meeting shall be prepared by the Dean of the School in consultation with the Secretary and shall set forth the items of business to be discussed at that meeting.

Order of business as on agenda

23. The order of business at a meeting shall be the order set out on the agenda unless varied or added to as hereinafter provided.

Vary order of business

24. A motion to vary the order in which the items on the agenda are to be taken up shall be in order at any time except when another motion is being debated or voted upon. The mover shall briefly indicate reasons why the order should be varied, but otherwise the motion shall not be debatable.

Add to agenda, 2/3 majority

25. A substantive matter not on the agenda may not be introduced at a regular meeting unless the introduction thereof be agreed to by two thirds of the members present and voting. The mover shall briefly indicate reasons why the matter should be introduced, but otherwise the motion shall not be debatable.

Member may give notice of motion at any meeting, to be considered at next meeting

26. At any meeting of Council a member may give notice of a motion to be presented at a subsequent meeting of Council. A motion of which notice is given as aforesaid shall be considered at the regular meeting next following the meeting at which the aforesaid notice of the motion had been given.
27. Any member desiring to speak during a meeting of Council shall signify such intention to the Chair. No member shall speak until he or she has been recognized by the Chair, and when so recognized the member shall address the Chair.

28. The Chair at any time may call to order any member, including the member who is speaking, but otherwise no member shall interrupt any other member. A member called to order by the Chair shall sit down.

29. A member is entitled to speak only once to a motion but at the discretion of the Chair may be permitted to speak again to the same motion.

30. No member or other person invited to address Council shall speak for more than five minutes at one time, except by leave of the majority of the members present and voting, which leave shall be granted or refused without debate.

31. Any member may require the question under discussion to be stated at any time during the debate but not so as to interrupt a speaker.

32. No member shall speak to a question after it has been put to vote by the Chair.

33. All motions, except those for adjournment of the meeting or of a debate, shall be seconded before being debated or put by the Chair. The Chair, at his or her discretion, may require that a motion be put in writing before being debated or put by the Chair.

34.1 After the mover and seconder have spoken to a motion presented to Council for debate, the Chair, at his or her discretion, may allow members to ask questions to obtain information regarding the motion. Such questions shall be directed to the Chair who may request an answer from any member or any person present. During this period of questioning no further motion, except a motion to adjourn the meeting or a motion to
extend the time of the meeting, may be put. The Chair shall determine and declare when the period of questioning is ended and upon such declaration shall call for further formal debate on the motion.

**Question may be permitted for clarification**

34.2 The Chair may permit a member to address a question to a member who has completed speaking in debate upon a motion, for the purpose of obtaining clarification of some matter raised in the address of the member to whom the question is directed.

**Procedural Motions**

35. When a question is under debate, no motion shall be received by the Chair except for one of the following purposes, and the order of precedence of these motions shall be as follows:

- **Not debatable**
  - 35.1 to adjourn the meeting,
  - 35.2 to extend the time of adjournment,
  - 35.3 to adjourn the debate,
  - 35.4 to put the question,
  - 35.5 to withdraw the motion,

- **Debatable**
  - 35.6 to refer or commit,
  - 35.7 to amend,
  - 35.8 to divide.

36. A motion to adjourn the meeting shall always be in order and shall be decided without amendment and without debate.

37. A motion to extend the time of adjournment shall not be debatable.

38. A motion to adjourn the debate shall always be in order and shall be decided without amendment and without debate. The item so adjourned shall appear as of course on the agenda for the next regular meeting.

39. A motion to put the question shall be decided
without amendment and without debate. If the motion to put the question is resolved in the affirmative, the question under debate shall be put forthwith without further amendment and without further debate. If the motion to put the question is not carried, debate on the question shall continue.

Withdraw

40. When a motion has been made and seconded, it shall be disposed of unless, at the request of the mover, it is allowed to be withdrawn. In such case, consent shall be understood if no objection is made to the motion being withdrawn, but if objection is made, the Chair shall put the question "that this motion be withdrawn," which shall be decided without debate. A motion so withdrawn may be placed on the agenda for another meeting of Council before a calendar year has expired.

Refer or commit

41. A motion to refer the question back to the originating party, to a division committee or a special committee, or to commit it to a division committee or a special committee for consideration and report, shall be debatable.

Limit of two amendments on floor

42.1 If two amendments are before the meeting at one time, no motion to amend further shall be in order until one of the amendments has been disposed of. When no further amendments remain to be disposed of, the motion (as amended if amendments be passed) shall be put.

Amendment not to contravene sense of motion

42.2 An amendment which contravenes the sense of the motion to which it is proposed or negates it shall be out of order.

Divide

43. A motion to divide the question under consideration into parts that can be considered and voted on separately may not be introduced while an amendment to the question is being considered. Such motion shall not be debatable, but the mover may briefly explain reasons why the question should be divided.

Voting procedure

44. When a question is put to vote by the Chair, members shall indicate their vote in such
manner as the Chair may direct. The Chair shall declare the result of the vote, and such declaration shall be conclusive.

Suspend rule of rules of order

45. None of the foregoing rules of order contained in sections 23 to 44 inclusive shall be suspended at any meeting if any member present expresses objection to the suspension.

AMENDMENTS AND ENTRY INTO FORCE:

Amendment to by-laws

46.1 Notice of any motion to enact, amend, or repeal the Rules of Council shall be given for a regular meeting of Council at which the motion is to be presented.

46.2 A motion to enact, amend, or repeal the Rules of Council shall be carried by a two-thirds affirmative vote of voting members of Council present at the meeting; notice of the proposed amendment should be provided at the previous regular meeting.

Entry into force

47. The Rules of Council enter into force when enacted by Council. The Rules were originally established on December 14, 1976 and amended April, 1998. This by-law of the Graduate Education Council was created on May 8, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. This by-law is amended and approved by the Graduate Education Council on XXXXX, and is in effect as of XXXX.
Approved by the School of Graduate Studies Council: XXXX
BY-LAW #2: COMMITTEE ON SGS CENTRE AND INSTITUTE PROGRAMS (CCIP)
GRADUATE EDUCATION COUNCIL
School of Graduate Studies
University of Toronto
Page 1

REPEALED
Approved by SGS Graduate Education Council on XXXX, and effective immediately.

BY-LAW #2
COMMITTEE ON SGS CENTRE AND INSTITUTE PROGRAMS (CCIP):

MEMBERSHIP:
The following members have voting privileges, unless otherwise noted:
(a) Chair: SGS Vice-Dean, Programs, ex officio
(b) Directors of each Centre or Institute within the administration of the School of Graduate Studies, ex officio; the Director must oversee a graduate degree, diploma, or collaborative program that enrolls graduate students and operates within his/her Centre or Institute.
(c) 1 Director of a Collaborative Program* that is housed in an SGS Centre/Institute
(d) 2 Graduate Students, from among the elected graduate student members of the Graduate Education Council
(e) 1 SGS Student Service Officer, ex officio
(f) Dean, School of Graduate Studies, ex officio
(g) SGS Director, Quality Assessment and Governance, ex officio (non-voting)
(h) Secretary (non-voting)

APPOINTMENT PROCEDURES AND TERMS OF OFFICE
(a) The Chair will be the Vice-Dean, Programs, and is appointed ex-officio by the Dean.
(b) The Directors of SGS Centres or Institutes will be appointed annually by the Vice-Dean, Programs.
(c) The Director of a Collaborative Program that is housed in an SGS Centre/Institute will be selected from among all such units by the Vice-Dean. The term of office normally will be two years. The appointment will be renewable at the discretion of the Vice-Dean.
(d) The two graduate students shall be elected by and from the elected graduate students of the Graduate Education Council or appointed by the Vice-Dean upon the recommendation of the student members of Council. The student members shall not be registered as students in the same graduate unit. The term of office normally will be two years. The appointment will be renewable at the discretion of the Vice-Dean.
(e) The SGS Student Service Officer will be appointed *ex officio* by the Dean and membership will rotate among the Student Service Officers. The term of office normally will be two years.

(f) The Secretary will be appointed by the SGS Dean and will continue in that office at the discretion of the Dean.

* "Interdepartmental committees" are referred to in the SGS Constitution and include graduate collaborative, combined and joint programs.

**TERMS OF REFERENCE**

In relation to graduate policies, regulations and curriculum matters related to SGS Centres, Institutes, the role of the Committee on Centre and Institute Programs is to safeguard the standards and quality of the graduate programs with regard to admissions, curriculum and evaluation.

(a) Admissions

(i) The Committee will receive and accept on behalf of the SGS Graduate Education Council, reports from each program detailing the extent to which the goals and objectives are being met in the implementation of admission policies.

(ii) The Committee will review and recommend to the Graduate Education Council any changes in the admissions policies, regulations, or practices recommended by Directors of Centres or Institutes or Directors of Collaborative Programs that are housed within SGS Centres/Institutes prior to their implementation.

(b) Curriculum and Evaluation

(It is recognized that the programs under the jurisdiction of this Committee, where applicable, may be subject to the direction of external professional accreditation bodies.)

(i) The Committee will receive and accept on behalf of the Graduate Education Council reports from each program clarifying the extent to which the goals and objectives are being met in the delivery of the courses of study, the program content, the grading and evaluation system and the requirements for graduation.

(ii) The Committee will review and recommend to the Graduate Education Council major changes proposed by the Directors of Centres and Institutes or Directors of Collaborative Programs in the goals and objectives of the programs, the courses of study, the content, the grading and evaluation systems and the requirements for graduation of each program prior to their implementation.

(iii) The Committee will review and recommend to the Graduate Education Council any initiatives or new program proposals as submitted by Directors of SGS Centres or Institutes, and proposals from other
parties for the formation of new graduate programs to be housed in an SGS Centre or Institute.

(iv) The Committee will receive and approve minor curriculum changes, as defined by SGS, to graduate programs in Centres and Institutes and Collaborative Programs that are housed within SGS Centres/Institutes.

Any reports received as in noted in (a) and (b) above may form part of the annual reports to the Graduate Education Council.

QUORUM
Five voting members shall constitute a quorum for the CCIP.

MEETINGS
The Committee on Centre and Institute Programs normally will meet at least two times each academic year.

ENTRY INTO FORCE
Created on May 9, 2006 and approved by the Graduate Education Council on May 23, 2006. The by-law is in effect commencing July 1, 2006.
BY-LAW #2
ADMISSIONS AND PROGRAMS COMMITTEE (A&P Committee)

TERMS OF REFERENCE

1. The SGS Admissions and Programs Committee is a standing committee of the Graduate Education Council.

2. The Committee will have the power to waive or modify in individual student cases the application of:
   a) a General Regulation of the School, where it concerns admissions standards and procedures, registration policies and procedures, enrolment policies and procedures, and policies on good academic standing and satisfactory academic progress;
   b) a Degree Regulation of the School; or
   c) a program requirement governing a graduate program.

   In addition, the Committee will consider requests from graduate units on other cases requiring exemptions, including, but not limited to:
   a) non-standard admissions;
   b) leaves of absence that do not fall within the provisions of the School’s leave policy;
   c) the School’s deadlines for course extensions;
   d) grade revisions and grade reporting procedures;
   e) the School’s time limits for the completion of program requirements;
   f) the School’s time limits for the completion of degrees; and
   g) posthumous degrees.

The Committee will consider requests for individual student exemptions only when submitted by the Chair or Director or designate of the relevant graduate unit.

3. The Committee will consist of eight members, plus an alternate student member, the secretary or secretaries to the committee (non-voting), and the Director of SGS Student Services (non-voting), as follows (members listed below having voting privileges unless otherwise noted):
   a) SGS Vice-Dean, Students, ex officio (Chair);
   b) SGS Vice-Dean, Programs, ex officio;
   c) 1 Graduate Faculty representative from each of the four divisions of SGS;
d) 1 graduate student representative and 1 alternate student representative;
e) Dean of the School of Graduate Studies, *ex officio*;
g) i. Director of SGS Student Services, *ex officio* (non-voting)
   
Student Service Officers will serve as secretaries to the Committee (non-voting) as required; the Director will assign ‘senior’ secretary duties to one of the Student Service Officers for the purpose of annually establishing the committee and its schedule of meetings and any other general business.

Five voting members shall be a quorum. Meetings will be chaired by the Vice-Dean, Students. The Vice-Dean, Programs, shall serve as Chair in the absence of the Vice-Dean, Students. Decisions will be made by a majority of those voting members present at the meeting.

4. The four Graduate Faculty representatives, one from each of the four SGS Divisions, shall be appointed by the Council upon the recommendation of the Dean. Faculty representatives will serve for a three-year term. An appointment may be renewed by the Dean for further one-year periods indefinitely.

The graduate student member and alternate shall be appointed by the Dean from among the elected student members of Council, or appointed by the Dean upon the recommendation of the elected student members of Council. The alternate graduate student member will be invited to attend meetings in the absence of the regular graduate student member. The graduate student member (and alternate) will serve for a one-year term. An appointment may be renewed by the Dean for further one-year periods indefinitely.

5. The Committee normally shall meet monthly, as required, but not normally in July or August. The Committee normally shall meet at least once a year.

6. The Committee will grant exemptions to the School’s regulations, as in clause #2 above, only in exceptional cases and only on the recommendation of the Chair or Director of the relevant graduate unit. The onus will be on the graduate unit applying for the exemption to show that waiving or modifying the requirement in the individual student case under consideration would be reasonable in the circumstances, would be in the best interests of the student or applicant concerned, would not give an unfair academic advantage to the student or applicant concerned, and would not undermine the integrity of the School’s regulations or degree requirements.

7. The Committee will decide each case on its merits, in a reasonable and fair manner. An exception to a regulation will be granted only with a majority
affirmative vote of voting members present. Decisions of the Committee, and of any of its sub-committees, shall be final. In cases where new information, which was not reasonably available at the time of the application becomes available following the original decision, a graduate unit may request that the Committee reconsider its decision.

8. The Vice-Dean, Students or the Vice-Dean, Programs may act on behalf of the Committee, and may delegate such authority to an SGS Student Services Officer, as appropriate. A graduate unit may appeal to the full Committee an adverse decision made by the Vice-Dean (or Student Services Officer) acting on behalf of the Committee. Decisions made by the Vice-Dean, including those made by the Student Services Officers, on behalf of the Committee, shall be reported to the Committee at a subsequent meeting of the Committee.

9. Sub-committees of the Committee may be struck, at the discretion of the Chair and Alternate Chair, to review such commonly occurring exemptions as non-standard admissions and deadline extensions, insofar as such sub-committees are able to maintain consistency of decisions as per clause #6 above. A list of sub-committees will be maintained as an appendix to this by-law; the appendix may be updated by the Dean on behalf of the Graduate Education Council. The sub-committee will report annually to the full Committee.

10. The Admissions and Programs Committee, including reports of any sub-committees or delegated decision-making, shall report annually to Council.

ENTRY INTO FORCE

11. The Terms of Reference for the Admissions and Programs Committee enter into force when enacted by Council. Prior to its existence as the Admission and Program Committee, the A&P Committee was preceded by four committees named the “Degree Committees”, one for each SGS Division. The Degree Committees were restructured into one committee that was named the Admissions and Programs Committee at the February 27, 1996 meeting of the SGS Council effective summer 1996. The Terms of Reference of the Admissions and Programs Committee were amended on May 9, 2006 and January 27, 2004. This by-law of the Graduate Education Council was created on May 6, 2006 and approved by the Graduate Education Council on May 23, 2006 and is in effect as of July 1, 2006. The revised by-law was approved by the SGS Graduate Education Council on October 19, 2010 and is in effective immediately.
APPENDIX

The following Sub-Committees to the SGS Admissions and Programs Committee (A&P) have been struck (see clause 9 above):

1. Sub-Committee to review non-standard admissions cases to the Executive MBA Program.
2. Sub-Committee to review requests to continue coursework extensions beyond the School’s deadline.
BY-LAW #3
STANDING COMMITTEE ON PROGRAM MATTERS (CPM)

MEMBERSHIP
The following members have voting privileges, unless otherwise noted:

a) Vice-Dean, Programs (Chair)
b) 6 graduate student members from among the elected graduate student members of the Graduate Education Council; each of the twelve elected student members of the Graduate Education Council shall serve on either the CPM or the Committee on Student Matters for a total of six members on each committee
c) 1 Graduate Coordinator each, *ex officio*, from one quarter of the total number of graduate departments, centres or institutes with proportional representation from each SGS Division
d) Dean, School of Graduate Studies, *ex officio*
e) Secretary (non-voting)
f) Director, SGS Quality Assessment and Governance, *ex officio* (non-voting), or designate
g) Director, SGS Student Services, *ex officio* (non-voting), or designate
h) Director, SGS Information Systems, *ex officio* (non-voting), or designate

APPOINTMENT PROCEDURES AND TERMS OF OFFICE
Terms normally commence July 1 and end June 30.

(a) The Chair will be the Vice-Dean, Programs, and is appointed *ex-officio* by the Dean.

(b) Graduate Students will be selected by the Vice-Dean, Programs, in consultation with the Vice-Dean, Students from among the elected graduate student members of the Graduate Education Council, and will be selected from across all four Divisions. The term of office will be two years, renewable once.

(c) Graduate Coordinators will be selected by the Vice-Dean, Programs, in consultation with the Vice-Dean, Students, and will be selected from across all four Divisions. Graduate Coordinators serving on the Committee on
Program Matters may not serve as members of the Committee on Student Matters concurrently. Membership will rotate so that each unit will sit on each committee for a two year term within an eight year cycle. The term of office will be two years and normally will not be renewable.

(d) The Secretary will be appointed by the SGS Dean; the term of office is at the discretion of the Dean.

TERMS OF REFERENCE

a) The role of the Committee on Program Matters is to review, discuss and to recommend on matters of University-wide graduate policy prior to consideration by the Graduate Education Council.

b) The Committee shall discuss and/or recommend new initiatives and improvements to current practice in graduate education at the University of Toronto.

c) The Committee shall consider matters including, but not limited to, the following areas:
   - Admission and program regulations, policies and procedures
   - New program issues, procedures, etc.
   - Program performance indicators
   - Final oral examinations
   - Matters referred from the Committee on Student Matters

QUORUM

One third of the voting members shall constitute a quorum.

MEETINGS

The Committee on Program Matters normally will meet at least twice each academic year. Notice of Meetings and Agendas will be distributed to all graduate coordinators, and graduate administrators in graduate units, Faculties, and SGS who shall be invited to attend committee meetings; those graduate coordinators who are not members of the CPM may attend as observers; graduate administrators may attend as observers also.

ENTRY INTO FORCE

Created on May 9, 2006 and approved by the Graduate Education Council May 23, 2006. The by-law is in effect commencing July 1, 2006.
BY-LAW #3
GRADUATE ACADEMIC APPEALS BOARD (GAAB)

PREAMBLE
1. The Graduate Academic Appeals Board (hereinafter referred to as "the Board") is a standing committee of the Graduate Education Council of the School of Graduate Studies (hereinafter referred to as "the Council").

REPEAL
2. These Terms of Reference repeal and replace all former terms of reference.

JURISDICTION
3. a. The Board shall hear and determine appeals of students registered in the School of Graduate Studies concerning grades in a course or in a component of a grade in a course, or concerning any other decision with respect to the application of academic regulations and requirements to a student. Except by leave of the Board in exceptional circumstances, an appeal shall not be heard by the Board until all prior levels of academic appeal established for students in the School of Graduate Studies have been completed and determined. EXCEPTION: Appeals related to failure of a final Ph.D. examination or related to termination of registration in a program should be made directly to the SGS Graduate Academic Appeals Board – Step 4(b) (see SGS Calendar entry on Academic Appeals). In some cases, the Chair of GAAB may refer the appeal to the Graduate Department Academic Appeals Committee for prior consideration. The GDAAC will not have the right to overturn a failed Ph.D. examination result or a termination of registration, but may recommend that such a decision be considered further by GAAB.

b. The Board may vacate, reverse, or amend the decision appealed from, and in the case of an appeal of a grade, may order a re-evaluation of the student in such manner and on such terms and conditions as the Board considers appropriate. The Board may recommend to the University that fees of a student be rebated or cancelled in whole or in part, but shall not otherwise recommend or award any monetary or other compensation. The Board shall not award costs of the appeal to or against the University.

c. For the purposes of this section, "student" shall include a person who is no longer enrolled as a student in the School of Graduate Studies, but who was so enrolled at the time of the decision which is being appealed.

d. A decision of the Board shall take effect as if it were a decision of the Council.
COMPOSITION

4. The Board shall be composed of:
   a. The Chair who shall be a member or retired member of the teaching staff of the University, or a person with academic credentials, and who shall be appointed by the Council upon the recommendation of the SGS Dean. Normally the Chair shall be legally qualified.

   b. The Alternate Chair who shall be a member or retired member of the teaching staff of the University, or a person with academic credentials, and shall be appointed by the Council upon the recommendation of the SGS Dean. The Alternate Chair may, but need not be, a faculty member or alternate faculty member who is appointed to the Board to represent a division. Normally the Alternate Chair shall be legally qualified.

   c. Twelve Graduate Faculty members, that is, three members from each of the four SGS Divisions, who shall be members or retired members of the teaching staff of the School of Graduate Studies. The members shall be appointed by the Graduate Education Council, upon the recommendation of the Standing Committee on Student Matters. The Graduate Faculty members shall not be members of the same graduate unit.

   d. Three members, each of whom shall be registered as students within the School of Graduate Studies, who shall be appointed by the Council upon the recommendation of the student members of the Council. The student members shall not be registered as students in the same graduate unit.

5. The membership of the Board shall be reported to the Council annually, for information.

6. a. Where no Chair or Alternate Chair is available to hear and determine an appeal which has been filed, and it appears to the SGS Dean that there is no reasonable likelihood of such person becoming available or being permanently replaced without creating undue delay in the hearing of an appeal, the Dean may appoint *ad hoc* an appropriately-qualified person to act as Chair for the hearing of such appeal.

   b. Where no Graduate Faculty member from a division, or no student member is available to hear and determine an appeal which has been filed, and it appears to the SGS Dean that there is no reasonable likelihood of such person becoming available or being permanently replaced without creating undue delay in the hearing of the appeal, the Dean may appoint *ad hoc* some person from the same constituency as the member who is unavailable, as a member of the Board for the purposes of determining that appeal.

TERM
7.a. The Chair and the Alternate Chair may each hold office for a maximum of five years from the date of their respective appointments. An appointment may be renewed by the SGS Dean for further one-year periods indefinitely.

b. Members representing the teaching staff of the divisions shall each hold office for a maximum of three years from the date of the appointment. An appointment may be renewed for further three-year periods indefinitely.

c. Student members shall each hold office for a period of one year from the date of the appointment. An appointment may be renewed for further one year periods indefinitely.

d. Where, at the expiration of the term of a Chair, Alternate Chair, teaching staff member or student member, that person is a member of a Hearing Panel that has commenced the hearing of an appeal, that person may continue as a member of the Board for the purpose of hearing and determining that appeal, notwithstanding that the person's appointment is not otherwise renewed, and notwithstanding that the person may no longer be eligible to be a member of the Board except for this provision.

SECRETARY

8.a. The SGS Dean shall appoint a member of the administrative staff of the School of Graduate Studies to act as Secretary to the Board. The Secretary shall carry out such functions for the Board as the Chair, with the approval of the Dean, shall designate.

b. If the Secretary is unable to act, the SGS Dean may appoint an Acting Secretary.

INSTITUTION AND HEARING OF APPEALS

9. Except by leave of the Chair or Alternate Chair, an appeal shall be filed with the Board not later than eight weeks after the decision at the immediately prior level of appeal has been communicated to the student.

10.a. After an appeal has been filed with the Board, the Secretary, under the direction of the Chair or the Alternate Chair, shall establish a Hearing Panel to hear and determine the appeal.

b. Subject to Paragraph 13, a Hearing Panel shall consist of:
   i) a chair, who shall be the Chair or the Alternate Chair or a person appointed ad hoc pursuant to Paragraph 6 to act as Chair;
ii) a teaching staff member from each of the divisions of the School of Graduate Studies or a person appointed ad hoc pursuant to Paragraph 6 to act in place of a member and

iii) a student member or a student appointed ad hoc pursuant to Paragraph 6 to act in place of a student member.

11. If, after a Hearing Panel has been constituted to hear and determine an appeal, but before the hearing has commenced, the Panel Chair becomes unable to act, another Panel Chair shall be appointed. The replacing Panel Chair shall be the Chair, the Alternate Chair or a person appointed ad hoc pursuant to Paragraph 6. If a teaching staff or student member of the Hearing Panel becomes unable to act, another member of the Board from the same constituency, or a person appointed ad hoc pursuant to Paragraph 6 shall be appointed.

12. After a Hearing Panel has commenced to hear an appeal, if the Panel Chair becomes unable to act, he or she shall cease to be a member of the panel and shall not take further part in the hearing or determination of the appeal. The other members of the Hearing Panel may either select one of themselves to act as Panel Chair until the appeal is determined, or may terminate the hearing and remit the appeal to be reheard by a reconstituted Hearing Panel.

13. After a Hearing Panel has commenced to hear an appeal, if a member of the Hearing Panel other than the Panel Chair becomes unable to act, he or she shall cease to be a member of that panel, and shall not take further part in the hearing or determination of the appeal. The remaining members of the Hearing Panel shall continue to hear and determine the appeal, so long as at least four members, including the Panel Chair, are present. If there are fewer than four members, including the Panel Chair, able to act, the proceedings before that Hearing Panel shall terminate, and a new Hearing Panel shall be constituted to hear and determine the appeal.

14. The student who is appealing and representatives of the University may attend, present evidence, and submit argument at meetings of the Hearing Panel, except meetings or portions thereof when the panel is deliberating, and may be represented by counsel or other agent. "Entitled Persons", as defined by the Rules of the Board, may attend, present evidence and be represented by counsel or other agents, to the extent permitted by the Panel Chair.

15. The hearing of the appeal shall be open to the public, unless the Hearing Panel decides that the hearing shall be closed. A hearing shall be closed only in circumstances where a hearing to which the Ontario Statutory Powers Procedure Act applies may be closed.
16. Decisions of the Hearing Panel shall be made by a simple majority of the members. The Panel Chair shall not vote except in the case of a tie, but may take part in the deliberations of the Panel. Decisions normally shall be made within eight weeks from the date of receipt of the notice of appeal. Decisions shall be submitted in writing with reasons.

17. A decision of a Hearing Panel shall take effect as a decision of the Board.

POWERS OF THE CHAIR

18. The Chair may determine
   a. that an appeal or some part thereof is outside the jurisdiction of the Board;
   b. that an appeal to the Board has been filed prematurely without completion of all previous steps of the appeal process, if any, and may remit the appeal for determination at the appropriate stage.

   The decision of the Chair shall be final, and shall take effect as a decision of the Board.

19. The Chair shall determine issues of the law of Ontario or of Canada that may arise with respect to an appeal. Where the interpretation of an internal statute, regulation or rule of the University is required in order to determine an appeal, that issue shall be decided by the Hearing Panel.

20. The Chair may determine all interim or interlocutory matters which may arise concerning the hearing of the appeal, and the admissibility of evidence. If the Chair considers it proper, such matter, other than admissibility of evidence, may be referred to the Hearing Panel for determination.

21. The Chair may determine that certain persons are "Entitled Persons", as defined under the rules of the Board, and may direct the Secretary to give such persons notice of the proceedings in an appeal, and give directions as to copies of documents that shall be supplied to those persons and as to the manner and degree of participation of such persons in the hearing of the appeal.

22. Prior to the establishment of a Hearing Panel to hear and determine an appeal, the powers and duties of the Chair shall be exercised by the Chair, or, if the Chair is unavailable to act, or so requests, by the Alternate Chair.

23. After the establishment of a Hearing Panel to hear and determine an appeal, the powers and duties of the Chair with respect to that appeal shall be exercised by the Panel Chair.
RULES

24. The Board may make rules for the institution and conduct of appeals to the Board. Rules and procedures existing at the time this resolution comes into effect shall remain in force until repealed or amended by the Board.

ENTRY INTO FORCE

25. The Terms of Reference for the Graduate Academic Appeals Board enter into force when enacted by Council. The Terms of Reference were originally established by SGS Council at its meeting of May 22, 2001. Prior to its existence as the Graduate Academic Appeals Board, the GAAB was preceded by a committee named “The Applications and Memorials Committee.” The Terms of Reference of the GAAB were amended on January 29, 2002, October 22, 2002, May 25, 2004, and April 26, 2005. This by-law of the Graduate Education Council was originally created on May 9, 2006 and approved by the Graduate Education Council on May 23, 2006. The revised by-law was approved by the Graduate Education Council on October 19, 2010 and is in effect immediately.
Approved by the School of Graduate Studies Council: XXXX
BY-LAW #4: STANDING COMMITTEE ON STUDENT MATTERS (CSM)
GRADUATE EDUCATION COUNCIL
School of Graduate Studies
University of Toronto

REPEALED
Approved by SGS Graduate Education Council on XXXX, and effective immediately.

BY-LAW #4
STANDING COMMITTEE ON STUDENT MATTERS (CSM)

MEMBERSHIP
The following members have voting privileges, unless otherwise noted:
  a) Vice-Dean, Students (Chair)
  b) 6 graduate student members from among the elected graduate student members of the Graduate Education Council; each of the twelve elected student members of the Graduate Education Council shall serve on either the CSM or the Committee on Program Matters for a total of six members on each committee
  c) 1 Graduate Coordinator each, \textit{ex officio}, from one quarter of the total number of graduate departments, centres or institutes with proportional representation from each SGS Division.
  d) Dean, School of Graduate Studies, \textit{ex officio}
  e) Secretary (non-voting)
  f) Director, SGS Quality Assessment and Governance, \textit{ex officio} (non-voting), or designate
  g) Director, SGS Student Services, \textit{ex officio} (non-voting), or designate
  h) Director, SGS Information Systems, \textit{ex officio} (non-voting), or designate

APPOINTMENT PROCEDURES AND TERMS OF OFFICE
Terms normally commence July 1 and end June 30.
  (a) The Chair will be the Vice-Dean, Students, and is appointed \textit{ex-officio} by the Dean.
  (b) Graduate Students will be selected by the Vice-Dean, Students, in consultation with the Vice-Dean, Programs, from among the elected graduate student members of the Graduate Education Council, and will be selected from across all four Divisions. The term of office will be two years, renewable once.
  (c) Graduate Coordinators will be selected by the Vice-Dean, Students, in consultation with the Vice-Dean, Programs, and will be selected from across all four Divisions. Graduate Coordinators serving on the Committee on Student Matters may not serve as members of the Committee on Program Matters concurrently. Membership will rotate so that each unit will sit on each
committee for a two year term within an eight year cycle. The term of office will be two years and normally will not be renewable.

(d) The Secretary will be appointed by the SGS Dean; the term of office is at the discretion of the Dean.

TERMS OF REFERENCE

a) The role of the Committee on Student Matters is to review, discuss and recommend on matters of University-wide graduate regulation or policy prior to consideration by the Graduate Education Council.

b) The Committee shall discuss and/or recommend new initiatives and improvements to current practice in graduate education and the graduate student experience at the University of Toronto.

c) The Committee shall consider matters including, but not limited to, the following areas:
   - Fellowships and bursaries
   - Recruitment, diversity and community
   - Student progress to degree
   - Student experience
   - Matters referred from the Committee on Program Matters

QUORUM
One third of the voting members shall constitute a quorum.

MEETINGS
The Committee on Student Matters normally will meet at least twice each academic year. Notice of Meetings and Agendas will be distributed to all graduate coordinators, and graduate administrators in graduate units, Faculties, and SGS who shall be invited to attend committee meetings; those graduate coordinators who are not members of the CSM may attend as observers; graduate administrators may attend as observers also.

ENTRY INTO FORCE
Created on May 9, 2006 and approved by the Graduate Education Council on May 23, 2006. The by-law is in effect commencing July 1, 2006.
MOTION
Graduate Education Council
Tuesday, October 19, 2010

ITEM 7
Proposal to approve appointments to the Admissions and Programs Committee (A&P) for the 2010-2011 academic year:

MOTION
That Graduate Education Council approve the following appointments of divisional members to the Admissions and Programs Committee:

Division I: Professor Pascal Michelucci, Department of French Language and Literature (three year term effective Sept 1, 2010 to Aug. 31, 2013)

Division II: Professor Grace Skogstad, Department of Political Science (three year term effective Sept. 1, 2010 to Aug. 31, 2013)

Division III: Professor Markus Bussmann, Department of Mechanical and Industrial Engineering (three year term effective Sept. 1, 2010 to Aug. 31, 2013)

Division IV Professor Linda Wilson-Pauwels, Institute of Medical Science (renewed for a one year term effective Sept. 1, 2010 to Aug. 31, 2011)

About the Admissions and Programs Committee (A&P):
The Admissions and Programs Committee is a standing committee of Graduate Education Council and is governed by a by-law. The Committee has the power to waive, or modify in individual students cases, the application of an SGS regulation concerning admissions, registration, or enrolment. It also considers petitions from graduate units on exemption from cases of non-standard admissions, leaves of absence, course extension deadlines, grading, program completion time limits, and posthumous degrees. The Committee is chaired by the Vice-Dean, Students.

The membership of A&P consists of the SGS Vice-Dean, Students (ex officio), the SGS Vice-Dean, Programs (ex officio), one graduate faculty representative from each SGS division, one graduate student and one alternate, the Dean of SGS (ex officio), and the Director of SGS Student Services (ex officio).

Further Governance
GEC approval is final.
MOTION

Graduate Education Council
Tuesday, October 19, 2010

ITEM 8

Proposal to change the **admission and program requirements** for the following program:

**Information, PhD**

Faculty of Information

MOTION

THAT Graduate Education Council approve the proposal of the Faculty of Information to change the **admission requirements** of the PhD in the Information program as follows:

- Remove the requirement of a bachelor’s degree or equivalent.
- Increase the admission requirements from an average of at least B+ to an average of at least A- in a master’s degree or equivalent.
- Remove the admission requirement that previously required the major subject for doctoral study to be supported by relevant courses taken at the master’s level including appropriate courses in research methods and statistics.
- Add a statement of research interest as a requirement.
- These changes are effective September 2011.

MOTION

THAT Graduate Education Council approve the proposal of the Faculty of Information to change the **program requirements** of the PhD in the Information program as follows:

- Add courses INF 3007Y: *Colloquium I* and INF 3008Y: *Colloquium II* as required courses. This replaces the currently unweighted requirement to participate in the Colloquium Series of the Faculty and other research events.
- Replace the requirement of 1.0 FCE in a minor subject with a requirement to complete 1.5 FCE elective courses.
• Replace the requirement of a Determination of Research Readiness (written and oral) with the requirement to pass a qualifying exam.
• Add a requirement to present and defend a thesis research proposal.
• Remove reading knowledge of a language other than English as a possible requirement.
• As a result of the above changes, overall requirements increase from 3.0 FCE to 6.0 FCE.
• These changes are effective September 2011.

See attached documents:
  • SGS Governance Form A
  • Calendar Entry

Prior Approvals and Discussion
The proposal was approved by the Faculty of Information Programs Committee on June 7, 2010 and by its Faculty Council on September 17, 2010.

Further Governance
GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.
Faculty Affiliation:
Faculty of Information

Name of Graduate Unit:
Information

Graduate Program/s involved in proposal, if any:
Information, PhD

Brief Summary of Proposed Change:
Admission requirements are increased from an average of B+ to an average of A- in a master’s program, or equivalent. A requirement for a Statement of Research Interest is added.

Current course requirements (INF 3004Y and INF 3005Y) are replaced by a three term sequence in Research in Information (INF 3001H: Foundations, INF 3002H: Contemporary Issues, and INF 3003H: Frameworks and Methods), INF 3007Y and INF 3008Y (Colloquium I and II), and INF 3006Y: Thesis Proposal Preparation, a three term supervised independent study course. The requirement of two courses in a minor area is replaced by a requirement for three elective courses.

The candidacy requirement of a Determination of Research Readiness is replaced by the requirement to pass a qualifying exam and to present and defend a thesis research proposal.

Rationale:
The information field has broadened in scope and become more interdisciplinary in nature in the past decade. The proposed curriculum changes reflect this and create a structure for attaining and demonstrating a working familiarity with the breadth of a highly interdisciplinary field, while also supporting innovative research that extends a quickly evolving field.

Admission requirements are changed to reflect a higher standard regarding previous graduate work, and to emphasize the importance of a statement of research interest in the admissions process.

The Research in Information courses and the electives will distribute intellectual exchange and encouragement across the Faculty and the University. They will help students to place their work within a broad historical scope of scholarship, while encouraging cutting edge, cross-disciplinary, synthetic research. The thesis proposal prep course will help students integrate perhaps disparate paradigms and disciplines into a novel, feasible, and useful research project.

The Colloquium courses and the qualifying exam are intended to promote the evolution of the field of information, to help students place themselves and their work within that field, and to provide experience and training in scholarly practice.

Together these changes will focus and clarify the process of performing doctoral research, reduce time to completion and withdrawal rates, open possibilities for advancing the discipline of information itself, and prepare students for a career of scholarly practice.
Prior Approvals/Actions and Comments:

Current PhD students were represented on the committees and working groups developing the proposal. Questions and comments have been exhaustive and have included discussion of how the structure content and timing of the new program will result in reduced time to completion and enhance preparation for research careers.

Circulation of discussion drafts to faculty and current PhD students:

- November 2008
- May 2009
- September 2009
- January 2010
- April 2010
- May 2010

June 2 2010 Approval by PhD Program Subcommittee of Programs Committee, Faculty of Information
June 7 2010 Approval by Programs Committee, Faculty of Information

Proposed Effective Date:

09 2011
Month Year

Financial and/or Planning Implications:
None

Chair/Director Name and Contact Information:
David Phillips, Chair PhD Program

Faculty Dean Name and Contact Information:
Joan Cherry, Associate Dean Academic – Faculty of Information

Date: June 14, 2010
2010/2011 SGS Calendar entry

Information

Faculty Affiliation

Information

Degree Programs Offered

Information – MI, Combined JD/MI, Concurrent Registration Option (MI/MMSt)

Information Studies – PhD

Museum Studies – MMSt, Concurrent Registration Option (MMSt/MI)

Degree Programs

Information Studies

Doctor of Philosophy

Minimum Admission Requirements

- Average of at least A- in a master’s degree program, or equivalent. Equivalency is normally determined by the number of courses and/or credits taken. Applicants holding an MLS or other master’s degree earned in 2 or 3 sessions, or by completing 5.0 to 7.5 full-course equivalents (FCE), will normally be required to take additional courses in the MI program.
- Admission is limited to graduates of high intellectual ability who have an interest in research. Evaluation of applicants is based on academic records, a statement of research interest and three academic letters of reference. A personal interview may be requested.
- Applicants whose first language is not English should consult the English Language Facility section of the Faculty’s calendar.
- Admission procedures are described in the General Regulations section of this calendar.
- Doctoral students are admitted in September. Meeting the minimum requirements of the Faculty of Information and of SGS does not guarantee admission.

Program Requirements

PhD students come to advanced research in information from different backgrounds and with different areas of interest. Therefore the curriculum both fosters a common conversation about the field of Information, and supports the development of individual (even idiosyncratic) research projects. The focus of the program is to enable the student to achieve competence in order to carry out the research and writing of an original thesis in Information.

To enter Candidacy, students must:

- complete the following 6.0 FCE:
  - INF 3001H Research in Information: Foundations
  - INF 3002H Research in Information: Contemporary Issues
  - INF 3003H Research in Information: Frameworks and Methods
  - INF 3006Y Thesis Proposal Preparation
  - INF 3007Y Colloquium I
  - INF 3008Y Colloquium II
  - complete 1.5 FCE in elective courses
- pass a qualifying exam
- present and defend a thesis research proposal
- complete a thesis and pass a Final Oral Examination
- Other courses appropriate for the student’s research may also be required

Comment [ASP1]: Deletion of “University of Toronto” is an editorial change requiring no governance.

Deleted: Average of at least B+ in a four-year University of Toronto bachelor’s degree program, or its equivalent, and an a

Deleted: B+

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Deleted: - The major subject for doctoral study proposed by the applicant must be supported by relevant courses taken at the master’s level, including appropriate courses in research methods and statistics; an applicant may be required to take make-up courses to obtain this support.

Deleted: - Since PhD students have different backgrounds and areas of interest, programs are developed on an individual basis. The focus of each program enables the student to achieve satisfactory standards of competence in major and minor areas of study in order to carry out the research and writing of the thesis. The program of study developed by the student in conjunction with the faculty advisor must be approved by the Faculty of Information Committee on Standing and by SGS.

- In Phase 1, students are required to complete:
  - a major subject (1.0 FCE): INF 3004Y Advanced Topics in Information Studies
  - a minor subject (1.0 FCE): INF 3005Y Advanced Seminar in Research Methodologies
  - a Determination of Research Readiness (written and oral), after completing the requirements of the major and minor subjects, and before developing a proposal for the dissertation research.
Full-time PhD Program

All requirements must be completed within six years from first enrolment. PhD students must be regularly registered in SGS during each year of the program.

Flexible-time PhD Program

The flexible-time PhD program is intended for practicing professionals whose employment is related to their intended field of research interest. The flexible-time PhD differs from the full-time PhD only in design and delivery, not in requirements. Students must ensure that they have adequate time on campus to attend classes and to fulfill the academic requirements for an advanced research degree. Students must spend at least two full-time sessions on campus. All degree requirements must be completed within eight years of first enrolment in the program.

Normal Program Length – 4 years (full-time PhD); 6 years (flexible-time PhD)

Course List

INF 3001H Research in Information: Foundations
INF 3002H Research in Information: Contemporary Issues
INF 3003H Research in Information: Frameworks and Methods
INF 3006Y Thesis Proposal Preparation
INF 3007Y Colloquium I
INF 3008Y Colloquium II
[...]

Students are expected to participate in the Colloquium Series of the Faculty and in other research events.

In Phase 2 students focus on the choice and development of the thesis topic and research for the thesis. A final oral examination is required.

Reading knowledge of a language other than English may be required.

Degree requirements are designed to

INF 3004Y Advanced Topics in Information Studies
INF 3005Y Advanced Seminar in Research Methodologies
MOTION
Graduate Education Council
Tuesday, October 19, 2010

ITEM 9

Proposal to change the program requirements for the following program:
Management, MBA (Executive MBA option)
Rotman School of Management

MOTION
THAT Graduate Education Council approve the proposal of the Rotman School of Management to change the program requirements of the MBA (Executive MBA option) in the Management program by replacing MGT 5010H, Industry Analysis Project, with MGT 5291, Foundations of Integrative Thinking, as a required course, effective September 2010.

See attached documents:
- SGS Governance Form A
- Calendar Entry

Prior Approvals and Discussion
The proposal was approved by the Rotman School of Management Executive Committee on January 20, 2010 and by its Faculty Council on February 10, 2010. All affected students were informed of and agreed to the proposed retroactive change.

Further Governance
GEC approval is final. It will be sent for information to the Academic Policy and Programs Committee of Academic Board in SGS’s annual report.
Governance Form A: General
2009-2010

Faculty Affiliation:
Rotman School of Management

Name of Graduate Unit:
Management

Graduate Program/s involved in proposal, if any:
Management, MBA (Executive MBA option (EMBA))

Brief Summary of Proposed Change:
1. Retire course MGT 5010 Industry Analysis Project and replace it with
2. New course “Foundations of Integrative Thinking” (see separate Form C)

Rationale:
1. MGT 5010 Industry Analysis Project is currently listed in the EMBA curriculum as a .5 course. Students feel strongly that they have substantial work experience within their own company and industry, and throughout the program year receive exposure to topics in industry analysis in courses such as Strategy, Marketing and Quantitative Analysis. The additional Industry Analysis course is therefore considered rather redundant and provides significant overlap with concepts taught in the two strategy courses. We therefore propose to retire the course Industry Analysis Project (MGT 5010).

2. In its place, we would like to offer a new course MGT 5291 Foundations of Integrative Thinking to the students. This course is currently taught in our 2-year and 3-year MBA program, but missing in the Executive MBA program. (MGT 1291 Foundations of Integrative Thinking).

Prior Approvals/Actions and Comments:
Approved by:
Rotman Executive Committee (January 20, 2010)
Faculty Council (February 10, 2010)

Proposed Effective Date:
09 2010
Month Year

Financial and/or Planning Implications:
No substantial impact

Chair/Director Name and Contact Information:
Beatrix Dart
Associate Dean
Rotman School of Management

Faculty Dean Name and Contact Information:
Professor Peter Pauly
Vice Dean
Rotman School of Management

Date: June 14, 2010
Management

Faculty Affiliation
Management

Degree Programs Offered
Management – MBA, Combined BASc/MBA, Combined JD/MBA, PhD
Executive Master of Business Administration – MBA
Omnium Global Executive Master of Business Administration – MBA
Finance - MF

Degree Programs
Management

Executive Master of Business Administration

Minimum Admission Requirements
- Applicants are considered under the general regulations of the School of Graduate Studies.
- Admission is restricted to applicants with significant professional work or managerial experience.
- Applicants must obtain either a satisfactory score for the Executive MBA Diagnostic Tool (EDT), the Graduate Management Admission Test (GMAT) [www.mba.com] or the Graduate Record Examination (GRE) (General). Test results are valid for five years. For further details, refer to the Web site or contact the program office.
- Please note special program fees apply for this program.

Program Requirements
- Within this 13-month program:
  - Students complete 23 courses with an accumulated credit weighting of 11.25.
  - One or more of the course(s) may be substituted by course(s) offered in the regular MBA program at the discretion of the Academic Director.
  - The Executive MBA is offered on Fridays and Saturdays every other week, plus four week-long residential modules and study periods.
  - With the permission of the Associate Dean and EMBA Program Director, students may participate in a School-approved international exchange program for one course.

Normal Program Length – 13 months

Courses for the EMBA
First Session
- RSM 5001H Strategy 1
- RSM 5003H Personal Leadership 1
- RSM 5005H The Business Environment 1
- RSM 5012H Special Topics in Strategic Management
- RSM 5101H Economics 1
- RSM 5201H Accounting 1
- RSM 5301H Finance 1
- RSM 5401H Business Operations
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
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<tbody>
<tr>
<td>RSM 5501H</td>
<td>Marketing 1</td>
</tr>
<tr>
<td>RSM 5601H</td>
<td>Organizational Leadership 1</td>
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<tr>
<td>RSM 5801H</td>
<td>Quantitative Reasoning for Management</td>
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<tr>
<td></td>
<td><strong>Second Session</strong></td>
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<tr>
<td>RSM 5002H</td>
<td>Strategy 2</td>
</tr>
<tr>
<td>RSM 5004H</td>
<td>Personal Leadership 2</td>
</tr>
<tr>
<td>RSM 5006H</td>
<td>The Business Environment 2</td>
</tr>
<tr>
<td>RSM 5007H</td>
<td>International Business</td>
</tr>
<tr>
<td>RSM 5009H</td>
<td>Topics in Strategic Management</td>
</tr>
<tr>
<td>RSM 5291H</td>
<td>Foundations of Integrative Thinking</td>
</tr>
<tr>
<td>RSM 5002H</td>
<td>Marketing 2</td>
</tr>
<tr>
<td>RSM 5004H</td>
<td>Organizational Leadership 2</td>
</tr>
<tr>
<td>RSM 5006H</td>
<td>The Business Environment 2</td>
</tr>
<tr>
<td>RSM 5007H</td>
<td>International Business</td>
</tr>
<tr>
<td>RSM 5009H</td>
<td>Topics in Strategic Management</td>
</tr>
<tr>
<td>RSM 5011H</td>
<td>Capstone Project - The Responsible Leader</td>
</tr>
<tr>
<td>RSM 5102H</td>
<td>Economics 2</td>
</tr>
<tr>
<td>RSM 5202H</td>
<td>Accounting 2</td>
</tr>
<tr>
<td>RSM 5302H</td>
<td>Finance 2</td>
</tr>
<tr>
<td>RSM 5502H</td>
<td>Marketing 2</td>
</tr>
<tr>
<td>RSM 5602H</td>
<td>Organizational Leadership 2</td>
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</tbody>
</table>

*Deleted: RSM 5010H Industry Analysis Project*
FOR INFORMATION
Graduate Education Council
Tuesday, October 19, 2010

ITEM 11.1

GEC Fall 2010 By-Election Report

See attached documents:
• GEC: Fall 2010 By-election Report
GEC: Fall 2010 By-election Report

There were two positions on Graduate Education Council open for election in the fall 2010 by-election. A call for nominations was made in September. Nominations closed on September 21, 2010. Two nominations were received, one for each available position. No balloting was required.

Faculty Constituencies

<table>
<thead>
<tr>
<th>Division</th>
<th>Nominations</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—Humanities</td>
<td>Donna Orwin, acclaimed</td>
<td>Slavic Languages &amp; Literatures</td>
</tr>
</tbody>
</table>

Student Constituencies

<table>
<thead>
<tr>
<th>Division</th>
<th>Nominations</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1—Humanities</td>
<td>Adleen Crapo, acclaimed (two-year term)</td>
<td>Comparative Literature</td>
</tr>
</tbody>
</table>

Administrative Staff Constituencies

(no positions available in this by-election)

Terms of office:
Faculty serve a three year, non-renewable term of office.
Students and administrative staff have the option of a one or two year term of office, to a maximum of three consecutive years.

Election Committee:
The Election Committee consisted of Ms. Jane Alderdice, Secretary of Graduate Education Council and Chief Returning Officer for this by-election; Mr. Anil Purandaré, SGS Governance Officer; Professor David Williams (Biochemistry), Division IV faculty member of GEC; and Mr. Bryan Gopaul (Theory and Policy Studies in Education), Division II student member of GEC. The Election Committee reviewed the acclamations by e-mail on October 12 and 13, 2010.

No vacant seats remain following this election. The next regular GEC election will take place in the spring of 2011.
FOR INFORMATION
Graduate Education Council
Tuesday, October 19, 2010

ITEM 11.2

Graduate Academic Appeals Board Report 2009-10

See attached documents:
  • Graduate Academic Appeals Board Report 2009-10
The cases listed below are formal appeals initiated in 2009-10. The Secretary of the Graduate Academic Appeals Board (GAAB) ensures that the graduate unit, student, GAAB Chair and members of the Board receive all filed documentation, including the statement from the student, response from the graduate unit, and any subsequent filings by either the student or graduate unit, determined as admissible by the Chair. The Secretary schedules the appeal hearing, ensuring a full quorum of GAAB members for the hearing panels, takes notes of the appeal hearing, and distributes the Chair’s written final decision to all parties.

The Secretary of GAAB also fields inquiries via e-mail, telephone or in person. Generally, inquiries are in the range of approximately a dozen per year. Consultation often includes both student and graduate unit, and only some of these become formal appeals. The SGS Vice-Dean, Students, may serve as informal mediator in some cases.

On a yearly basis, the Secretary ensures that the Board positions are filled, that is, that the Board is composed of a Chair and an alternate Chair, together with three faculty members from each academic division and three graduate students. Membership is renewed annually.

### FORMAL APPEALS
(Cases initiated during July 1, 2009 – June 30, 2010)

<table>
<thead>
<tr>
<th>Case</th>
<th>Basis of Appeal</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Master’s Students (Total: 2)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Appeal of FZ Grade</td>
<td>Dismissed (appeal to GCAAC)</td>
</tr>
<tr>
<td>Health Policy, Management &amp; Evaluation</td>
<td>Appeal of termination from Master’s program</td>
<td>Termination vacated</td>
</tr>
<tr>
<td><strong>Doctoral Students (Total: 7)</strong></td>
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</tr>
<tr>
<td>Exercise Sciences</td>
<td>Appeal of termination from PhD program</td>
<td>Termination vacated</td>
</tr>
<tr>
<td>Economics</td>
<td>Appeal of termination from PhD program</td>
<td>Termination vacated</td>
</tr>
<tr>
<td>Economics</td>
<td>Appeal of termination from PhD program</td>
<td>Appeal dismissed</td>
</tr>
<tr>
<td>Case</td>
<td>Basis of Appeal</td>
<td>Outcome</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>Appeal of termination from PhD program</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Economics</td>
<td>Appeal of FZ Grade</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Economics</td>
<td>Appeal of FZ Grade</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

October 19, 2010
ITEM 11.3

Graduate Education Council Annual Report on Approvals under Delegated Authority

See attached documents:

- Graduate Education Council Annual Report on Approvals under Delegated Authority 2009-10
<table>
<thead>
<tr>
<th>Type</th>
<th>Faculty</th>
<th>Graduate Unit</th>
<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Programs: 6</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>New Program</td>
<td>Arts &amp; Science</td>
<td>Computer Science, Dept. of</td>
<td>Applied Computing</td>
<td>Degree</td>
<td>MScAC</td>
<td>Applied Computing, Master of Science in, MScAC</td>
<td>2009-05-19</td>
<td>2009-09-15</td>
<td>Approved</td>
</tr>
<tr>
<td>New Program</td>
<td>Law</td>
<td>Law</td>
<td>Global Professional Master of Law</td>
<td>Degree</td>
<td>GPLLM</td>
<td>Law, GPLLM</td>
<td>2010-04-20</td>
<td>2010-05-11</td>
<td>Approved</td>
</tr>
<tr>
<td>New Program</td>
<td>Law + Arts &amp; Science</td>
<td>Law + Munk Centre</td>
<td>Law and Global Affairs Combined Program</td>
<td>Combined</td>
<td>JD + MGA</td>
<td>A new Combined program in Law, JD, and Global Affairs, MGA</td>
<td>2010-02-23</td>
<td>Info</td>
<td></td>
</tr>
<tr>
<td>New Program</td>
<td>Medicine (Lead)</td>
<td>NIA</td>
<td>Developmental Biology</td>
<td>Collaborative</td>
<td>master's level</td>
<td>Add the master's level to the existing Collaborative program in Developmental Biology (currently doctoral-level only)</td>
<td>2010-01-19</td>
<td>Info</td>
<td></td>
</tr>
<tr>
<td>New Program</td>
<td>OISE (Lead)</td>
<td>NIA</td>
<td>Educational Policy</td>
<td>Collaborative</td>
<td>master's &amp; doctoral levels</td>
<td>A new Collaborative master's and doctoral program in Educational Policy.</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>New Program</td>
<td>University of Toronto Scarborough (UTSC)</td>
<td>Department of Physical &amp; Environmental Science</td>
<td>Environmental Science</td>
<td>Degree</td>
<td>PhD</td>
<td>A new program leading to a PhD in Environmental Science.</td>
<td>2010-01-19</td>
<td>2010-03-02</td>
<td>Approved</td>
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<tr>
<td>Program Closures: 2</td>
<td></td>
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<tr>
<td>Cessation of admission leading to closure</td>
<td>OISE (Lead)</td>
<td>NIA</td>
<td>Developmental Science</td>
<td>Collaborative</td>
<td>master's and doctoral levels</td>
<td>Cease admission to the Developmental Science Collaborative Program (master's &amp; doctoral levels).</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>New Diplomas: 1</td>
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<tr>
<td>New Diploma</td>
<td>Nursing</td>
<td>Nursing</td>
<td>Nursing (Nurse Practitioner field)</td>
<td>Diploma</td>
<td>GDipNPAC</td>
<td>A new graduate diploma program in Nursing Science: Anesthesia Care (two diplomas offered, OCGS Type 2 Concurrent to Master of Nursing, and OCGS Type 4 Post Master of Nursing).</td>
<td>2009-11-17</td>
<td>2010-01-12</td>
<td>Approved</td>
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<tr>
<td>Program Name Changes: 1</td>
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<tr>
<td>Program Name Change</td>
<td>Applied Science &amp; Engineering</td>
<td>Biomaterials &amp; Biomedical Engineering, Institute of (IBBME)</td>
<td>Clinical Biomedical Engineering / Clinical Engineering</td>
<td>Degree</td>
<td>MHSc</td>
<td>Change the name of the program from &quot;Clinical Biomedical Engineering&quot; to &quot;Clinical Engineering&quot;.</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>Degree Name Changes: 1</td>
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<tr>
<td>Degree Name Change</td>
<td>Medicine</td>
<td>Public Health, Dalla Lana School of,</td>
<td>Public Health Sciences</td>
<td>Degree</td>
<td>MHSc</td>
<td>Change the name and short form of the degree in the Public Health Sciences program from &quot;Master of Health Science&quot; (MHSc) to &quot;Master of Public Health&quot; (MPH).</td>
<td>2009-05-19</td>
<td>2009-09-15</td>
<td>Approved</td>
</tr>
<tr>
<td>New Program Options: 5</td>
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<tr>
<td>New Program Option</td>
<td>Information</td>
<td>Information, Grad. Dept. of</td>
<td>Information; Museum Studies</td>
<td>Degree</td>
<td>MI; MMSit</td>
<td>Information, MI and Museum Studies, MMSit (Concurrent Registration Option)</td>
<td>2009-11-17</td>
<td>Info</td>
<td></td>
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</tbody>
</table>
## Part I: Presented by Type of change

<table>
<thead>
<tr>
<th>Type</th>
<th>Faculty</th>
<th>Graduate Unit</th>
<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Program Option</td>
<td>Medicine</td>
<td>Public Health, Dalla Lana School of, Public Health Sciences</td>
<td>Public Health Sciences</td>
<td>Degree</td>
<td>MPH</td>
<td>Public Health Sciences, MPH (Community Nutrition Field)</td>
<td>2010-02-23</td>
<td>Info</td>
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<tr>
<td>New Program Option</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Degree</td>
<td>PhD</td>
<td>Add a flexible-time option to the Music program (PhD Music Education field only)</td>
<td>2010-02-23</td>
<td>Info</td>
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<td>New Program Option</td>
<td>OISE</td>
<td>Adult Education &amp; Counselling Psychology, Dept. of</td>
<td>Counselling Psychology</td>
<td>Degree</td>
<td>MA</td>
<td>Counselling Psychology, MA, new part-time option</td>
<td>2010-03-16</td>
<td>Info</td>
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<td>New Program Option</td>
<td>OISE</td>
<td>Adult Education &amp; Counselling Psychology, Dept. of</td>
<td>Counselling Psychology</td>
<td>Degree</td>
<td>PhD</td>
<td>Counselling Psychology, PhD, new flexible-time option</td>
<td>2010-03-16</td>
<td>Info</td>
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<tr>
<td>New Program Option</td>
<td>OISE</td>
<td>Adult Education &amp; Counselling Psychology, Dept. of</td>
<td>Public Health Sciences</td>
<td>Degree</td>
<td>MPH</td>
<td>Health Informatics program, new hood for Master of Health Informatics (MHI) degree</td>
<td>2010-03-16</td>
<td>Info</td>
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<tr>
<td>New Program Option</td>
<td>OISE</td>
<td>Adult Education &amp; Counselling Psychology, Dept. of</td>
<td>Public Health Sciences</td>
<td>Degree</td>
<td>MHSc</td>
<td>Assign use of the hood for the Master of Health Science (MHSc) to the Master of Public Health (MPH)</td>
<td>2009-05-19</td>
<td>N/A</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Classics, Dept. of Classics</td>
<td>Classics</td>
<td>Degree</td>
<td>MA</td>
<td>Broader the admission requirements and ease the language requirements while ensuring adequate preparation.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Classics, Dept. of Classics</td>
<td>Classics</td>
<td>Degree</td>
<td>PhD</td>
<td>Broader the admission requirements.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Drama, Graduate Centre for Study of Drama</td>
<td>Drama</td>
<td>Degree</td>
<td>PhD</td>
<td>Drama, PhD (five-year option)</td>
<td>2010-02-23</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>East Asian Studies, Dept. of East Asian Studies</td>
<td>East Asian Studies</td>
<td>Degree</td>
<td>MA</td>
<td>Broader the admission requirements.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Environment, Centre for Environmental Science</td>
<td>Environmental Science</td>
<td>Degree</td>
<td>MEnvSc</td>
<td>Environmental Science, MEnvSc</td>
<td>2010-03-16</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Management</td>
<td>Management, Rotman School of Management</td>
<td>Management</td>
<td>Degree</td>
<td>MBA</td>
<td>Management, MBA (including EMBA and GEMBA options and BASc/MBA)</td>
<td>2010-02-23</td>
<td>Info</td>
<td></td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Medicine</td>
<td>Health Policy, Management &amp; Evaluation, Dept. of Health Policy, Management &amp; Evaluation</td>
<td>Health Policy, Management and Evaluation, PHD (Clinical Epidemiology &amp; Health Care Research Field)</td>
<td>Degree</td>
<td>PhD</td>
<td>Health Policy, Management and Evaluation, PHD (Clinical Epidemiology &amp; Health Care Research Field)</td>
<td>2010-02-23</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>OISE</td>
<td>Curriculum, Teaching &amp; Learning, Dept. of Curriculum, Teaching &amp; Learning</td>
<td>Curriculum, Teaching &amp; Learning</td>
<td>Degree</td>
<td>PhD</td>
<td>Curriculum, Teaching &amp; Learning, PhD, Flexible-time option</td>
<td>2010-04-20</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>OISE</td>
<td>Curriculum, Teaching &amp; Learning, Dept. of Second Language Education</td>
<td>Second Language Education</td>
<td>Degree</td>
<td>PhD</td>
<td>Second Language Education, PhD, Flexible-Time option</td>
<td>2010-04-20</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>OISE</td>
<td>Sociology &amp; Equity Studies in Education, Dept. of Sociology in Education</td>
<td>Sociology in Education</td>
<td>Degree</td>
<td>MA, MEd, EdD, PhD</td>
<td>Sociology in Education, MA, MEd, EdD, PhD</td>
<td>2010-01-19</td>
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**Hoods: 2**

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<tr>
<th>Hood</th>
<th>Faculty</th>
<th>Graduate Unit</th>
<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hood</td>
<td>Medicine</td>
<td>Medical Policy, Management &amp; Evaluation, Dept. of Health Informatics</td>
<td>Health Informatics</td>
<td>Degree</td>
<td>MHI</td>
<td>Health Informatics program, new hood for Master of Health Informatics (MHI) degree</td>
<td>2010-03-16</td>
<td>N/A</td>
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<tr>
<td>Hood</td>
<td>Medicine</td>
<td>Public Health, Dalla Lana School of, Public Health Sciences</td>
<td>Public Health Sciences</td>
<td>Degree</td>
<td>MHSc</td>
<td>Assign use of the hood for the Master of Health Science (MHSc) to the Master of Public Health (MPH)</td>
<td>2009-05-19</td>
<td>N/A</td>
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**Admission Requirement Changes: 11**

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<th>Admission Requirement Changes</th>
<th>Faculty</th>
<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Classics, Dept. of Classics</td>
<td>Classics</td>
<td>Degree</td>
<td>MA</td>
<td>Broader the admission requirements and ease the language requirements while ensuring adequate preparation.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Classics, Dept. of Classics</td>
<td>Classics</td>
<td>Degree</td>
<td>PhD</td>
<td>Broader the admission requirements.</td>
<td>2009-11-17</td>
<td>Info</td>
</tr>
<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Drama, Graduate Centre for Study of Drama</td>
<td>Drama</td>
<td>Degree</td>
<td>PhD</td>
<td>Drama, PhD (five-year option)</td>
<td>2010-02-23</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>East Asian Studies, Dept. of East Asian Studies</td>
<td>East Asian Studies</td>
<td>Degree</td>
<td>MA</td>
<td>Broader the admission requirements.</td>
<td>2009-11-17</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Arts &amp; Science</td>
<td>Environment, Centre for Environmental Science</td>
<td>Environmental Science</td>
<td>Degree</td>
<td>MEnvSc</td>
<td>Environmental Science, MEnvSc</td>
<td>2010-03-16</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Management</td>
<td>Management, Rotman School of Management</td>
<td>Management</td>
<td>Degree</td>
<td>MBA</td>
<td>Management, MBA (including EMBA and GEMBA options and BASc/MBA)</td>
<td>2010-02-23</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>Medicine</td>
<td>Health Policy, Management &amp; Evaluation, Dept. of Health Policy, Management &amp; Evaluation</td>
<td>Health Policy, Management and Evaluation, PHD (Clinical Epidemiology &amp; Health Care Research Field)</td>
<td>Degree</td>
<td>PhD</td>
<td>Health Policy, Management and Evaluation, PHD (Clinical Epidemiology &amp; Health Care Research Field)</td>
<td>2010-02-23</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>OISE</td>
<td>Curriculum, Teaching &amp; Learning, Dept. of Curriculum, Teaching &amp; Learning</td>
<td>Curriculum, Teaching &amp; Learning</td>
<td>Degree</td>
<td>PhD</td>
<td>Curriculum, Teaching &amp; Learning, PhD, Flexible-time option</td>
<td>2010-04-20</td>
<td>Info</td>
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<tr>
<td>Admission Requirement Changes</td>
<td>OISE</td>
<td>Curriculum, Teaching &amp; Learning, Dept. of Second Language Education</td>
<td>Second Language Education</td>
<td>Degree</td>
<td>PhD</td>
<td>Second Language Education, PhD, Flexible-Time option</td>
<td>2010-04-20</td>
<td>Info</td>
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<td>Admission Requirement Changes</td>
<td>OISE</td>
<td>Sociology &amp; Equity Studies in Education, Dept. of Sociology in Education</td>
<td>Sociology in Education</td>
<td>Degree</td>
<td>MA, MEd, EdD, PhD</td>
<td>Sociology in Education, MA, MEd, EdD, PhD</td>
<td>2010-01-19</td>
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## Program Requirement Changes: 36

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<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
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</thead>
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<tr>
<td>Admission Requirement Changes</td>
<td>Social Work</td>
<td>Social Work</td>
<td>Social Work</td>
<td>Degree</td>
<td>MSW</td>
<td>Social Work, MSW (Social Service Administration Field), and Advanced Diploma in Social Service Administration</td>
<td>2010-02-23</td>
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### Arts & Science

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<th>Chemistry, Dept. of Chemistry</th>
<th>Chemistry</th>
<th>Degree</th>
<th>PhD</th>
<th>Chemistry, PhD (Analytical Chemistry Field)</th>
<th>2010-02-23</th>
<th>info</th>
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</thead>
<tbody>
<tr>
<td>Classics, Dept. of Classics</td>
<td>Classics</td>
<td>Classics</td>
<td>Degree</td>
<td>MA</td>
<td>A number of changes to make paths through the program more flexible.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Classics, Dept. of Classics</td>
<td>Classics</td>
<td>Classics</td>
<td>Degree</td>
<td>PhD</td>
<td>A number of changes to streamline the program while giving it greater breadth, depth, and clarity.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Comparative Literature, Centre for Comparative Literature</td>
<td>Comparative Literature</td>
<td>Degree</td>
<td>MA, PhD</td>
<td>Comparative Literature, MA, PhD</td>
<td>2010-04-20</td>
<td>Info</td>
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<tr>
<td>English, Dept. of English</td>
<td>English</td>
<td>Degree</td>
<td>PhD</td>
<td>English, PhD</td>
<td>2010-02-23</td>
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<tr>
<td>English, Dept. of English</td>
<td>English</td>
<td>Degree</td>
<td>PhD</td>
<td>English, PhD</td>
<td>2010-04-20</td>
<td>Info</td>
<td></td>
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<tr>
<td>Art, Dept. of History of Art</td>
<td>History of Art</td>
<td>Degree</td>
<td>PhD</td>
<td>Reconfigure the comprehensive examination as a three-part exam, making current practice in the department official.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Philosophy, Dept. of Philosophy</td>
<td>Philosophy</td>
<td>Degree</td>
<td>PhD</td>
<td>Philosophy, PhD</td>
<td>2010-04-20</td>
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<tr>
<td>Political Science, Dept. of Political Science</td>
<td>Political Science</td>
<td>Degree</td>
<td>MA</td>
<td>Update and clarify requirements to reflect current practice.</td>
<td>2010-02-23</td>
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<tr>
<td>Statistics, Dept. of Statistics</td>
<td>Statistics</td>
<td>Degree</td>
<td>PhD</td>
<td>Statistics, PhD</td>
<td>2010-02-23</td>
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<tr>
<td>Statistics, Dept. of Statistics</td>
<td>Statistics</td>
<td>Degree</td>
<td>MS</td>
<td>Statistics, MS</td>
<td>2010-02-23</td>
<td>info</td>
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<tr>
<td>Visual Studies</td>
<td>Visual Studies</td>
<td>Degree</td>
<td>MVS</td>
<td>Visual Studies, MVS</td>
<td>2010-02-23</td>
<td>info</td>
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### Arts & Science (Lead)

<p>| Program Requirement Changes | Ancient &amp; Medieval Philosophy | Collaborative doctoral level | Ancient &amp; Medieval Philosophy (CP, doctoral level) | 2010-04-20 | Info |</p>
<table>
<thead>
<tr>
<th>Type</th>
<th>Faculty</th>
<th>Graduate Unit</th>
<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
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<tbody>
<tr>
<td>Program Requirement Changes</td>
<td>Arts &amp; Science (Lead)</td>
<td>N/A</td>
<td>Book History &amp; Print Culture</td>
<td>Collaborative</td>
<td>master's &amp; doctoral levels</td>
<td>Collaborative program in Book History and Print Culture, master's &amp; doctoral levels</td>
<td>2010-02-23</td>
<td>info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Arts &amp; Science (Lead)</td>
<td>N/A</td>
<td>Environmental Studies</td>
<td>Collaborative</td>
<td>master's level</td>
<td>Environmental Studies Collaborative Program, Master's level</td>
<td>2010-02-23</td>
<td>info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Arts &amp; Science (Lead)</td>
<td>N/A</td>
<td>Jewish Studies</td>
<td>Collaborative</td>
<td>doctoral level</td>
<td>Jewish Studies (CP, doctoral level)</td>
<td>2010-04-20</td>
<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Law + Arts &amp; Science</td>
<td>Law + English</td>
<td>Law and English Combined Program</td>
<td>Combined</td>
<td>JD + MA</td>
<td>Law &amp; English (combined program), JD/MA</td>
<td>2010-02-23</td>
<td>info</td>
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<td>Program Requirement Changes</td>
<td>Management</td>
<td>Management, Rotman School of</td>
<td>Management (GEMBA option)</td>
<td>Degree</td>
<td>MBA</td>
<td>Lengthen the program from 16 months to 18 months and make it more flexible by removing the specific list of international locations</td>
<td>2009-11-17</td>
<td>Info</td>
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<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Biochemistry, Dept. of</td>
<td>Biochemistry</td>
<td>Degree</td>
<td>MSc, PhD</td>
<td>Broaden the choices available in the list of required courses.</td>
<td>2009-05-19</td>
<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Medical Science, Inst. of</td>
<td>Biomedical Communications</td>
<td>Degree</td>
<td>MScBMC</td>
<td>Ease campus travel requirements by replacing required course LMP 1012H with MSC 2018H.</td>
<td>2009-11-17</td>
<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Health Policy, Management &amp; Evaluation, Dept. of</td>
<td>Health Informatics</td>
<td>Degree</td>
<td>MHI</td>
<td>Health Informatics, MHI</td>
<td>2010-01-19</td>
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<td>Program Requirement Changes</td>
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<td>Health Policy, Management &amp; Evaluation, Dept. of</td>
<td>Health Policy, Management &amp; Evaluation</td>
<td>Degree</td>
<td>MSc</td>
<td>Health Policy, Management &amp; Evaluation, MSc (health technology assessment &amp; management field)</td>
<td>2010-02-23</td>
<td>info</td>
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<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Health Policy, Management &amp; Evaluation, Dept. of</td>
<td>Health Policy, Management &amp; Evaluation</td>
<td>Degree</td>
<td>PhD</td>
<td>Health Policy, Management &amp; Evaluation, PhD (clinical epidemiology and health care research field)</td>
<td>2010-04-20</td>
<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Health Policy, Management &amp; Evaluation, Dept. of</td>
<td>Management of Innovation</td>
<td>Degree</td>
<td>MMI</td>
<td>Management of Innovation, MMI</td>
<td>2010-02-23</td>
<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Occupational Science &amp; Occupational Therapy, Dept. of</td>
<td>Occupational Science &amp; Occupational Therapy</td>
<td>Degree</td>
<td>MScOT</td>
<td>Add CCT 1100H as a required course; the overall number of required courses increases from 17.5 to 18 as a result.</td>
<td>2009-05-19</td>
<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Physiology, Dept. of</td>
<td>Physiology</td>
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<td>MSc, PhD</td>
<td>Physiology, MSc, PhD</td>
<td>2010-03-16</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine</td>
<td>Rehabilitation Science, Graduate Dept. of</td>
<td>Rehabilitation Science</td>
<td>Degree</td>
<td>PhD</td>
<td>Ease requirements for Practice Science field students by 0.5 FCE.</td>
<td>2009-05-19</td>
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<td>Type</td>
<td>Faculty</td>
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<td>Program Type</td>
<td>Degree or Level</td>
<td>Detail</td>
<td>GEC Approved Date</td>
<td>AP &amp; P Date</td>
<td>AP &amp; P Status</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine (Lead)</td>
<td>N/A</td>
<td>Neuroscience</td>
<td>Collaborative</td>
<td>doctoral level</td>
<td>Neuroscience (CP, doctoral level)</td>
<td>2010-01-19</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Medicine (Lead)</td>
<td>N/A</td>
<td>Neuroscience</td>
<td>Collaborative</td>
<td>master's &amp; doctoral levels</td>
<td>Clarify lecture series attendance requirement for master's and doctoral students. Increase number of required poster days for doctoral students from one to two.</td>
<td>2009-11-17</td>
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<td>Program Requirement Changes</td>
<td>Music</td>
<td>Music</td>
<td>Music Performance</td>
<td>Degree</td>
<td>MMus</td>
<td>Replace MUS 4600Y with MUS 4513Y as a required course for second-year MMus (Opera) students.</td>
<td>2009-11-17</td>
<td></td>
<td>Info</td>
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<td>Program Requirement Changes</td>
<td>Music</td>
<td>Music</td>
<td>Music</td>
<td>Degree</td>
<td>MA</td>
<td>Music, MA (musicology and ethnomusicology fields)</td>
<td>2010-03-16</td>
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<td>Program Requirement Changes</td>
<td>Nursing</td>
<td>Nursing</td>
<td>Nursing Science</td>
<td>Degree</td>
<td>PhD</td>
<td>Nursing Science, PhD</td>
<td>2010-01-19</td>
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<td>Info</td>
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<tr>
<td>Program Requirement Changes</td>
<td>OISE</td>
<td>Human Development &amp; Applied Psychology, Dept. of School &amp; Clinical Child Psychology</td>
<td>Degree</td>
<td>MA, PhD</td>
<td>School and Clinical Child Psychology, MA, PhD</td>
<td>2010-01-19</td>
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<td>Info</td>
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<td>Program Requirement Changes</td>
<td>OISE</td>
<td>Human Development &amp; Applied Psychology, Dept. of School &amp; Clinical Child Psychology</td>
<td>Degree</td>
<td>PhD</td>
<td>School and Clinical Child Psychology, PhD</td>
<td>2010-01-19</td>
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<td>Program Requirement Changes</td>
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<td>Sociology &amp; Equity Studies in Education, Dept. of Sociology in Education</td>
<td>Degree</td>
<td>MA, MEd, EdD, PhD</td>
<td>Sociology in Education, MA, MEd, EdD, PhD</td>
<td>2010-01-19</td>
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<tr>
<td>Program Requirement Changes</td>
<td>Pharmacy</td>
<td>Pharmaceutical Sciences, Graduate Dept. of Pharmaceutical Sciences</td>
<td>Degree</td>
<td>MSc, PhD</td>
<td>Update and clarify requirements to reflect current practice.</td>
<td>2009-11-17</td>
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**New or Changed Regulation: 3**

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<th>All</th>
<th>All</th>
<th>All</th>
<th>All</th>
<th>All</th>
<th>New Policy on Graduate Courses and Other Activities</th>
<th>2010-03-16</th>
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<tbody>
<tr>
<td>New or Changed Regulation</td>
<td>All</td>
<td>All</td>
<td>Degree</td>
<td>PhD</td>
<td>Changes to Degree Regulation, PhD, Final Oral Examination (FOE)</td>
<td>2010-03-16</td>
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<tr>
<td>New or Changed Regulation</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>All</td>
<td>Changes to regulation on admissions and degrees</td>
<td>2010-03-16</td>
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### Total Number of Items: 68 (some items are repeated under more than one Faculty)

#### Applied Science & Engineering: 2

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<th>Graduate Unit</th>
<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Science &amp; Engineering</td>
<td>Biomaterial &amp; Biomedical Engineering, Institute of (IBBME)</td>
<td>Clinical Biomedical Engineering / Clinical Engineering</td>
<td>Program Name Change</td>
<td>Degree</td>
<td>MHSic</td>
<td>Change the name of the program from “Clinical Biomedical Engineering” to “Clinical Engineering”</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>Applied Science &amp; Engineering</td>
<td>Electrical &amp; Computer Engineering, Dept. of</td>
<td>Telecommunications</td>
<td>Program Closure</td>
<td>Degree</td>
<td>MEngTel</td>
<td>Close the Master of Engineering in Telecommunications, MEngTel, program</td>
<td>2009-05-19</td>
<td>2009-09-15</td>
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#### Arts & Science: 24

<table>
<thead>
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<th>Program</th>
<th>Program Type</th>
<th>Degree or Level</th>
<th>Detail</th>
<th>GEC Approved Date</th>
<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Science</td>
<td>Art, Dept. of</td>
<td>History of Art</td>
<td>Program Requirement Changes</td>
<td>Degree</td>
<td>PhD</td>
<td>Reconfigure the comprehensive examination as a three-part exam, making current practice in the department official</td>
<td>2009-11-17</td>
<td>Info</td>
</tr>
<tr>
<td>Arts &amp; Science</td>
<td>Art, Dept. of</td>
<td>Visual Studies</td>
<td>Program Requirement Changes</td>
<td>Degree</td>
<td>MVS</td>
<td>Visual Studies, MVS</td>
<td>2010-02-23</td>
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<td>Degree</td>
<td>PhD</td>
<td>Chemistry, PhD (Analytical Chemistry Field)</td>
<td>2010-02-23</td>
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<td>Admission Requirement Changes</td>
<td>Degree</td>
<td>MA</td>
<td>Broaden the admission requirements and ease the language requirements while ensuring adequate preparation.</td>
<td>2009-11-17</td>
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<td>Degree</td>
<td>PhD</td>
<td>Broaden the admission requirements.</td>
<td>2009-11-17</td>
<td>Info</td>
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<td>A number of changes to make paths through the program more flexible.</td>
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<td>PhD</td>
<td>A number of changes to streamline the program while giving itgreater breadth, depth, and clarity.</td>
<td>2009-11-17</td>
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<td>2010-04-20</td>
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<td>2010-02-23</td>
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<td>2010-04-20</td>
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<td>2010-02-23</td>
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**Information: 1**

- Information: 1
  - Information, Grad. Dept. of Information, Museum Studies, New Program Option Degree MI, MMSit Information, MI and Museum Studies, MMSit (Concurrent Registration Option) 2009-11-17 Info

**Law: 3**

- Law: 3
  - Law, Global Professional Master of Law New Program Degree GPLLM Law GPLLM 2010-04-20 2010-05-11 Approved
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<td>Law + Arts &amp; Science</td>
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<td>2010-02-23</td>
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<td>Lengthen the program from 16 months to 18 months and make it more flexible by removing the specific list of international locations</td>
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<td>Broaden the choices available in the list of required courses.</td>
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<td>Hood</td>
<td>Degree</td>
<td>MHI</td>
<td>Health Informatics program, new hood for Master of Health Informatics (MHI) degree</td>
<td>2010-03-16</td>
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<td>Degree</td>
<td>MHI</td>
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<td>2010-01-19</td>
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<td>Health Policy, Management and Evaluation, PhD (Clinical Epidemiology &amp; Health Care Research Field)</td>
<td>2010-02-23</td>
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<td>MSc</td>
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<td>2010-02-23</td>
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<td>MScBMC</td>
<td>Ease campus travel requirements by replacing required course LMP 1012H with MSC 2018H.</td>
<td>2009-11-17</td>
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<td>Add OCT 1100H as a required course, the overall number of required courses increases from 17.5 to 18 as a result.</td>
<td>2009-05-19</td>
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<td>2010-03-16</td>
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<td>Detail</td>
<td>GEC Approved Date</td>
<td>AP &amp; P Date</td>
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<td>Public Health Sciences</td>
<td>Degree Name Change</td>
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<td>MHSc</td>
<td>Change the name and short form of the degree in the Public Health Sciences program from “Master of Health Science” (MHSc) to “Master of Public Health” (MPH).</td>
<td>2009-05-19</td>
<td>2009-09-15</td>
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<td>Degree</td>
<td>MPH</td>
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<td>2010-02-23</td>
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<td>Assign use of the hood for the Master of Health Science (MHSc) to the Master of Public Health (MPH).</td>
<td>2009-05-19</td>
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<td>Ease requirements for Practice Science field students by 0.5 FCE.</td>
<td>2009-05-19</td>
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<td>New Program</td>
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<td>master's level</td>
<td>Add the master's level to the existing Collaborative program in Developmental Biology (currently doctoral-level only).</td>
<td>2010-01-19</td>
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<tr>
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<td>master's &amp; doctoral levels</td>
<td>Clarify lecture series attendance requirement for master's and doctoral students. Increase number of required poster days for doctoral students from one to two.</td>
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### Music: 3

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<th>AP &amp; P Status</th>
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<td>New Program Option</td>
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<td>Add a flexible-time option to the Music program (PhD Music Education field only)</td>
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<td>MA</td>
<td>Music, MA (musicology and ethnomusicology fields)</td>
<td>2010-03-16</td>
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<td>Music</td>
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<td>Music Performance</td>
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<td>Degree</td>
<td>MMus</td>
<td>Replace MUS 4620Y with MUS 4513Y as a required course for second-year MMus (Opera) students.</td>
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### N/A: 3

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<td>Changes to Degree Regulation, PhD, Final Oral Examination (FOE)</td>
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### Nursing: 2

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<th>AP &amp; P Date</th>
<th>AP &amp; P Status</th>
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<td>A new graduate diploma program in Nursing Science: Anesthesia Care (two diplomas offered: OCGS Type 2 Concurrent to Master of Nursing, and OCGS Type 4 Post Master of Nursing).</td>
<td>2009-11-17</td>
<td>2010-01-12</td>
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<td>Program Requirement Changes</td>
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<td>Nursing Science, PhD</td>
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### OISE: 10
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<th>AP &amp; P Date</th>
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<td>Option</td>
<td>Degree</td>
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<tr>
<td>OISE</td>
<td>Curriculum, Teaching &amp; Learning, Dept. of</td>
<td>Curriculum, Teaching &amp; Learning</td>
<td>Admission Requirement Changes</td>
<td></td>
<td>Degree</td>
<td>PhD</td>
<td>Curriculum, Teaching &amp; Learning, PhD, Flexible-time option</td>
<td>2010-04-20</td>
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<td>Second Language Education</td>
<td>Admission Requirement Changes</td>
<td></td>
<td>Degree</td>
<td>PhD</td>
<td>Second Language Education, PhD, Flexible-Time option</td>
<td>2010-04-20</td>
<td>Info</td>
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<td>OISE</td>
<td>Human Development &amp; Applied Psychology, Dept. of</td>
<td>School &amp; Clinical Child Psychology</td>
<td>Program Requirement Changes</td>
<td></td>
<td>Degree</td>
<td>MA, PhD</td>
<td>School and Clinical Child Psychology, MA, PhD</td>
<td>2010-01-19</td>
<td>Info</td>
</tr>
<tr>
<td>OISE</td>
<td>Human Development &amp; Applied Psychology, Dept. of</td>
<td>School &amp; Clinical Child Psychology</td>
<td>Program Requirement Changes</td>
<td></td>
<td>Degree</td>
<td>PhD</td>
<td>School and Clinical Child Psychology, PhD</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>OISE</td>
<td>Sociology &amp; Equity Studies in Education, Dept. of</td>
<td>Sociology in Education</td>
<td>Admission Requirement Changes</td>
<td></td>
<td>Degree</td>
<td>MA, MEd, EdD, PhD</td>
<td>Sociology in Education, MA, MEd, EdD, PhD</td>
<td>2010-01-19</td>
<td>Info</td>
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<td>OISE</td>
<td>Sociology &amp; Equity Studies in Education, Dept. of</td>
<td>Sociology in Education</td>
<td>Program Requirement Changes</td>
<td></td>
<td>Degree</td>
<td>MA, MEd, EdD, PhD</td>
<td>Sociology in Education, MA, MEd, EdD, PhD</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>OISE (Lead)</td>
<td>N/A</td>
<td>Developmental Science</td>
<td>Cessation of admission leading to closure</td>
<td>Collaborative</td>
<td></td>
<td>master’s and doctoral levels</td>
<td>Cease admission to the Developmental Science Collaborative Program (master’s &amp; doctoral levels).</td>
<td>2010-01-19</td>
<td>Info</td>
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<tr>
<td>OISE (Lead)</td>
<td>N/A</td>
<td>Educational Policy</td>
<td>New Program</td>
<td>Collaborative</td>
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<td>master’s &amp; doctoral levels</td>
<td>A new Collaborative master’s and doctoral program in Educational Policy.</td>
<td>2010-01-19</td>
<td>Info</td>
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</table>

**Pharmacy: 1**

| Pharmacy | Pharmaceutical Sciences, Graduate Dept. of | Pharmaceutical Sciences | Program Requirement Changes | Degree | MSc, PhD | Update and clarify requirements to reflect current practice. | 2009-11-17 | Info |

**Social Work: 1**

| Social Work | Social Work | Social Work | Admission Requirement Changes | Degree | MSW | Social Work, MSW (Social Service Administration Field), and Advanced Diploma in Social Service Administration | 2010-02-23 | Info |

**University of Toronto Scarorough (UTSC): 1**

| University of Toronto Scarorough (UTSC) | Department of Physical & Environmental Science | Environmental Science | New Program | Degree | PhD | A new program leading to a PhD in Environmental Science. | 2010-01-19 | 2010-03-02 | Approved |
FOR INFORMATION
Graduate Education Council
Tuesday, October 19, 2010

ITEM 11.4

Graduate Education Council Membership List (Revised) and Meeting Schedule

See attached documents:

- GEC Membership List 2010-11 (Revised)
- GEC Schedule of Meetings 2010-11
Graduate Education Council Membership 2010-11 (Revised)

Effective October 19, 2010

### Ex-Officio Members:
- **President:** David Naylor
- **Dean:** Brian Corman (Chair of Council)
- **Vice-Dean, Programs:** Liz Smyth
- **Vice-Dean, Students:** Berry Smith
- **Chief Librarian:** Carole Moore
- **GSU Representative:** Michelle St-Amour (Academics Commissioner)

### Division I – Humanities

<table>
<thead>
<tr>
<th>Faculty Members</th>
<th>Term Ends June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison Keith (Chair)</td>
<td>Classics</td>
</tr>
<tr>
<td>Charlie Keil</td>
<td>History / Cinema Studies Institute</td>
</tr>
<tr>
<td>Gillian MacKay</td>
<td>Music</td>
</tr>
<tr>
<td>John Noyes</td>
<td>German</td>
</tr>
<tr>
<td>Donna Orwin</td>
<td>Slavic Languages &amp; Literatures</td>
</tr>
<tr>
<td><strong>Student Members:</strong></td>
<td></td>
</tr>
<tr>
<td>Adleen Crapo</td>
<td>Comparative Literature</td>
</tr>
<tr>
<td>Cillian O’Hagan</td>
<td>Classics</td>
</tr>
<tr>
<td>David Stiles</td>
<td>History</td>
</tr>
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</table>

### Division II – Social Sciences

<table>
<thead>
<tr>
<th>Faculty Members</th>
<th>Term Ends June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charmaine Williams (Chair)</td>
<td>Social Work</td>
</tr>
<tr>
<td>Elizabeth Campbell</td>
<td>Curriculum, Teaching &amp; Learning</td>
</tr>
<tr>
<td>Andrea Litvack</td>
<td>Social Work</td>
</tr>
<tr>
<td>Enrica Piccardo</td>
<td>Curriculum, Teaching &amp; Learning</td>
</tr>
<tr>
<td>Rosemary Tannock</td>
<td>Human Development &amp; Applied Psychology</td>
</tr>
<tr>
<td><strong>Student Members:</strong></td>
<td></td>
</tr>
<tr>
<td>Bryan Gopaul</td>
<td>Theory &amp; Policy Studies in Education</td>
</tr>
<tr>
<td>Eugenia Tso</td>
<td>Anthropology</td>
</tr>
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### Division III – Physical Sciences

<table>
<thead>
<tr>
<th>Faculty Members</th>
<th>Term Ends June 30</th>
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</thead>
<tbody>
<tr>
<td>Shamim Sheikh (Chair)</td>
<td>Civil Engineering</td>
</tr>
<tr>
<td>Stephen Julian</td>
<td>Physics</td>
</tr>
<tr>
<td>Keith Knight</td>
<td>Statistics</td>
</tr>
<tr>
<td>Vladimir Papangelakis</td>
<td>Chemical Engineering &amp; Applied Chemistry</td>
</tr>
<tr>
<td>Christopher Yip</td>
<td>Biomedical Materials</td>
</tr>
<tr>
<td><strong>Student Members:</strong></td>
<td></td>
</tr>
<tr>
<td>Hanif Bayat Movahed</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Bardha Bina</td>
<td>Mechanical &amp; Industrial Engineering</td>
</tr>
<tr>
<td>Atmini Desai</td>
<td>Chemical Engineering &amp; Applied Chemistry</td>
</tr>
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### Division IV – Life Sciences

<table>
<thead>
<tr>
<th>Faculty Members</th>
<th>Term Ends June 30</th>
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</thead>
<tbody>
<tr>
<td>Luc de Nil (Chair)</td>
<td>Speech-Language Pathology</td>
</tr>
<tr>
<td>Susan Bondy</td>
<td>Public Health Sciences</td>
</tr>
<tr>
<td>Malcolm Campbell</td>
<td>Cell &amp; Systems Biology</td>
</tr>
<tr>
<td>Howard Mount</td>
<td>Institute of Medical Science</td>
</tr>
<tr>
<td>David Williams</td>
<td>Biochemistry</td>
</tr>
<tr>
<td><strong>Student Members:</strong></td>
<td></td>
</tr>
<tr>
<td>Gianna Gaitana</td>
<td>Nursing</td>
</tr>
<tr>
<td>Jenny Mary Joseph</td>
<td>Medical Science</td>
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<tr>
<td>David Piccin</td>
<td>Medical Science</td>
</tr>
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</table>

### Administrative Staff:

<table>
<thead>
<tr>
<th>Term ends June 30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arianna Capotorto</td>
</tr>
<tr>
<td>Pauline Martini</td>
</tr>
<tr>
<td>Daniela Pirraglia</td>
</tr>
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### Schedule of Meetings:

- **October 19, 2010**
- **November 16, 2010**
- **January 18, 2011**
- **February 15, 2011 (reserve)**
- **March 15, 2011**
- **April 19, 2011 (reserve)**
- **May 17, 2011**

(see: www.sgs.utoronto.ca/governance/gec/meetings)
Graduate Education Council  
2010-2011 Schedule of Meetings

<table>
<thead>
<tr>
<th>MEETING MONTH &amp; DEADLINE</th>
<th>Graduate Education Council (Tuesday)</th>
<th>Flows into Governing Council Cycle</th>
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<tbody>
<tr>
<td>OCTOBER</td>
<td>October 19, 2010 3:00 p.m.</td>
<td>2</td>
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<tr>
<td>AGENDA DEADLINE</td>
<td>October 5, 2010</td>
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<tr>
<td>NOVEMBER</td>
<td>November 16, 2010 3:00 p.m.</td>
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<td>AGENDA DEADLINE</td>
<td>November 2, 2010</td>
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<tr>
<td>JANUARY</td>
<td>January 18, 2011 3:00 p.m.</td>
<td>4</td>
</tr>
<tr>
<td>AGENDA DEADLINE</td>
<td>January 4, 2011</td>
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</tr>
<tr>
<td>FEBRUARY (RESERVE)</td>
<td>February 15, 2011 3:00 p.m.</td>
<td>4</td>
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<tr>
<td>AGENDA DEADLINE</td>
<td>February 1, 2011</td>
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</tr>
<tr>
<td>MARCH (TENTATIVE Deadline for print Calendar changes)</td>
<td>March 15, 2011 3:00 p.m.</td>
<td>5</td>
</tr>
<tr>
<td>AGENDA DEADLINE</td>
<td>March 1, 2011</td>
<td></td>
</tr>
<tr>
<td>APRIL (RESERVE)</td>
<td>April 19, 2011 3:00 p.m.</td>
<td>6</td>
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<td>AGENDA DEADLINE</td>
<td>April 5, 2011</td>
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<tr>
<td>MAY</td>
<td>May 17, 2011 3:00 p.m.</td>
<td>1 (following year)</td>
</tr>
<tr>
<td>AGENDA DEADLINE</td>
<td>May 3, 2011</td>
<td></td>
</tr>
</tbody>
</table>

Normal meeting location*: Council Chamber, Galbraith Building (35 St. George Street, Room 202). See exceptions below:

- January and February meetings: Governing Council Chamber, Simcoe Hall (27 King’s College Circle, second floor)

* Please note that the March, April and May locations are tentative.

Please contact Mr. Anil Purandaré, Governance Officer (tel.: 416-946-3427, e-mail: sgs.governanceofficer@utoronto.ca) if you have any questions or concerns.