

RYERSON POLYTECHNIC UNIVERSITY

AGENDA

ACADEMIC COUNCIL MEETING

Monday, October 4, 1999

5:30 p.m. A light dinner will be served in the Commons, Jorgenson Hall
6:00 p.m. Meeting in The Commons, A-250, Second Floor

1. **President's Report**
2. **The Good of the University**
- Page 4 3. **Minutes of the May 4, 1999 Meeting**
4. **Business arising out of the Minutes**
5. **Correspondence**
6. **Reports of Actions and Recommendations of Departmental and Divisional Councils**
Page 11 Name change for Business, Economics and Decision Support Systems (BEDS)
 - Motion: be it resolved that Academic Council approve the departmental name change from "Business, Economics and Decision Support Systems" to "Economics and Management Science".Name change for Applied Chemical and Biological Sciences.
 - Motion: be it resolved that Academic Council approve the departmental name change from "Department of Applied Chemical and Biological Sciences" to "Department of Chemistry, Biology and Chemical Engineering".
7. **Reports of Committees**
Page 15 Report #F99-1 of the Nominating Committee
 - Motion: to amend the composition for the Appeals Committee from "one administrator from each faculty/division" to "two faculty from each faculty/division".
- Page 39 Report #F99-1 of the Ethics Review Board.
 - Motion: be it resolved that Academic Council approve the policy on the "Ethical Conduct in Research Involving Human Subjects" (which shall replace Policy #51, Ethics Review of Research Involving Human Subjects).
 - Motion: to amend the Academic Council Statutes and Procedures for the Composition and Terms of Reference of the Ethics Review Board. The composition will now read "The Research Ethics Board shall normally consist of six Faculty members (normally including at least one member from each Faculty - Arts, Applied Arts, Business, Community Services, and Engineering and Applied Science) appointed for a three year term (renewable), one community member (three year term, renewable), two

student members (one year term), the Director of Research Services (ex officio), and the Chair of the REB, appointed directly by Academic Council for a three-year term. Membership should reflect the diversity of the Ryerson and wider Toronto communities, and must include both men and women in close to equal numbers. It is desirable that most members have experience in research with human subjects and that this experience be reflective of different styles and types of research. Once graduate programs are in place at Ryerson, one of the student representatives should be a graduate student whenever possible." The Terms of Reference to read "The Research Ethics Board is mandated by Ryerson Polytechnic University to approve, reject, propose modifications to, monitor or terminate any proposed or ongoing research involving human subjects which is conducted within, or by faculty, staff or students of, the University. No research on human subjects shall be undertaken without the prior approval of the REB.

8. New Business

9. Adjournment

RYERSON ACHIEVEMENT REPORT

For the October, 1999 agenda of Academic Council

Ryerson Journalism students claimed almost one-third of the 30 awards presented at the Association for Education in Journalism and Mass Communication (Magazine Division) meeting in New Orleans in August. Among the winners was **Karen Molfat**, whose article in the *Ryerson Magazine* entitled "The Notorious Peggy Wente" won first place in the People and Places category.

A team of Ryerson engineering students went to the heart of the auto industry in the United States and finished second in the Society of Automotive Engineers Supermileage competition. The event, which tests engineering students and their ability to create a vehicle that maximizes gasoline mileage, was held in Michigan in June and featured 14 teams from the U.S. and Canada. The Ryerson team finished second overall with a mile-per-gallon rating of 526.84.

Lynn Cunningham of the magazine stream in the School of Journalism was given a lifetime achievement award at the National Magazine Awards Dinner in June, in recognition of her continuing contributions to the Canadian magazine industry.

Faculty of Community Services Dean **Judith Sandys** was presented the Ontario Community Action Award by Lieutenant-Governor Hilary Weston and Minister of Citizenship, Culture and Recreation Helen Johns. Dean Sandys was one of 15 recipients of the Award, which recognizes outstanding achievements of individuals whose work in the area of disability issues has been innovative and significant.

Hugh Innis was honoured September 22 at the Bernard Betel Centre for Creative Living as a "Living Legacy," a role model who has made strong contributions to older adult society. Prof. Innis has delivered many lectures at the Betel Centre and has a large and loyal following.

Ruth Panofsky of the Department of English recently was awarded a Professional Writers Grant worth \$20,000 by the Canada Council for the Arts. The grant will help fund her current project, a biography of Canadian writer Adele Wiseman.

Ryerson has received a three-year, \$500,000 grant from the J.W. McConnell Family Foundation for a project to explore and expand innovative methods of experiential teaching. The project supports the University's strength: developing excellent practitioners. Prof. **Judy Britnell** of Nursing is the project co-ordinator.

The "Get There, Start Here" marketing campaign by Continuing Education has won another honour, named tops in the Thematic Marketing Materials category by the Canadian Association of University Continuing Education.

Events

President **Claude Lajeunesse** addressed the Canadian Italian Business and Professional Association dinner Sept. 22 at the Toronto Marriott Hotel, on the future of Canadian universities.

Valerie Pringle of Canada AM, and an RTA graduate, returned to her alma mater September 14 to address the Seniors Forum on life as a television anchor.

International rock star Bryan Adams launched his book in aid of breast cancer at Ryerson on September 28. The session included a photography workshop involving Mr. Adams and Ryerson Image Arts and Fashion students.

A one-day orientation session for parents of first-year students attracted 220 parents to campus on a Saturday in August. Organized by the Department of Student Services, the day included campus tours and roundtable discussions facilitated by Ryerson staff and faculty.

Hundreds of students, staff, and faculty attended the Community barbecue September 9. More than \$1,345 was raised for the RyeSAC Community Food Room.

About 40 members of the Ryerson Community marched behind the Ryerson banner at the United Way walk on September 19.

Media Coverage

Ken Grant, director of the new Information Technology Management program, has already made a number of appearances in the media. He was the subject of a lengthy profile in the July issue of *Computing Canada* magazine. He was also quoted in *ComputerWorld* discussing high-tech careers, and he appeared on Citytv's *Live at Five* program September 3 discussing Canadians' fondness for high technology.

Myer Siemiatycki of Politics was quoted in a Canadian Press story on violent crime in Toronto. The story, which looked at perceptions of crime vs. statistics, was carried by newspapers across the country in July.

The awarding of honorary degrees at convocation in June received cross-country coverage. Newspapers that devoted space to the ceremonies included those in Halifax, Moncton, Edmonton, Windsor, Kitchener, Vancouver, St. John's (Nfld.), Charlottetown, among others. Doctorates for Beverly Mascoll and Bev Salmon received extensive coverage in *Share* and *Pride*, the two largest newspapers covering the African-Canadian and Caribbean community in the GTA.

Comments by RTA professor **Matthew Fraser** on the 500-channel universe were reported in Southam newspapers across the country. Mr. Fraser recently published a book, *Free-for-All*, which outlines his opinion on why the digital universe has failed to materialize in the television industry. He also appeared on CBC Newsworld in August discussing the cable industry's efforts to stop the sale of small satellite dishes.

Mustafa Koc of Sociology appeared on a panel discussion on the *Ralph Benmergui Show* on CBC Newsworld June 29, discussing the topic: Who can call themselves Canadian?

Judith Bernhard of ECE appeared on Global TV news July 2 commenting on the trauma experienced by some young children attending summer camp for the first time.

Wendy Cukier of ITM appeared on *ABC World News Tonight* discussing gun laws in the U.S. on June 28th. She was also quoted in the *Washington Post*.

Shuguang Wang of Applied Geography was quoted in a May 10 *Toronto Star* about the impact of Chinese immigrant investment in Canada. Dr. Wang completed a study on Chinese commercial activity in Toronto through the centre for the Study of Commercial Activity.

A report by faculty members **John Shields** and **Mike Burke** of the Ryerson Social Reporting Network, which analyzed employment statistics in Canada, received coverage across the country. The *Toronto Star* and *National Post* carried stories on the report. Dr. Shields was interviewed by Avril Benoit on CBC Radio's *Morningside* and numerous other radio stations. As a result of the publicity, a host of government and other agencies requested copies of the report, including the Ontario Ministry of Finance, the federal Treasury Board Secretariat, Statistics Canada, Human Resources Development Canada, and the Prime Minister's Office.

Colin Mooers of Politics was on CBC National TV September 17 talking about the Reform Party's efforts to win support in Ontario.

Donna Smith, director of Retail Management, appeared on a panel discussion on ROB TV talking about trends in retail on September 13.

Students in Disability Studies and the Dean of the Faculty of Community Services, **Judith Sandys**, were interviewed about the new program on CBC Radio *Metro Morning* and *Ontario Today* August 27.

A report released by the School of Journalism on the racialization of the Toronto news media received extensive press coverage. All four Toronto dailies covered the report, and it was also reported on CBLT TV and other electronic media outlets.

Mary Black, chair of Graphic Communications Management, was listed with a handful of other industry leaders in *PrintAction's* "Who's Who In the Canadian Printing Industry." The paper called her "one of the most influential people in the Canadian print industry."

Minutes of Academic Council

May 4, 1999

Members Present

Alnwick, Keith
Aspevig, Errol
Booth, Marilyn
Cao, Mai H.
Creery, Marion
Cukier, Wendy
Dewson, Michael
Elder, Donald
Finn, Michael
Friesen, Eva
Gelmon, John
Granfield, Diane
Grayson, Linda
Haines, Robert
Harrison, Lynn
Hicks, John
Jakotic, Maria
Kennedy, Diane
Koc, Mustafa
Lajeunesse, Claude
Levine, Ira
MacQuarrie, Don
Maskow, May
Mendelson, Rena
Miller, Michael
Mock, Dennis
Moore Milroy, Beth
Morriss, Marg
Pearce, Judith
Penny, Katherine
Richard, Monique
Rodriguez, Wendy-Ann
Sandys, Judith
Silver, Susan
Sly, Tim
Steele, David
Trubic, Joe
Zaver, Nazmin

Regrets

Heath, Stan
Kapp, Richard
Northwood, Derek
Silnberg, Juri
Virji, Rahim

Absent

Bardecki, Michael
Black, Mary
Ellimoottil, Josh
Glynn, Des
Mason, David
Pille, Peter
Salmons, Elliot
Sharifi, Farrokh
Silver, Colleen
Slopek, Edward
Valade, Craig
Woodley, Melissa
Zamaria, Charles

1. President's Report

The President reported that the Board of Governors had approved the 1999 - 2000 budget which would have revenues of \$138,000,000 million, and a deficit of approximately \$571,000. The President noted that this was the first budget which would be investing in the University as opposed to cutting back. The budget features investments of \$7 million, including \$2.8 million for academic I.T., \$1.5 for infrastructure, and \$1.3 for the new student information system. Thirty percent of the 9.09 percent tuition increase will go toward student bursaries, while the rest will be used to improve quality.

The President then related details of the provincial budget, which had been announced earlier in the day. He noted the provincial budget committed \$742 million to construction of classrooms and labs at universities and colleges. The President indicated that Ryerson would likely get a significant share of the funding, although the actual amount was not yet known. He announced that a new scholarship program would provide 10,000 scholarships of up to \$3,500 a year, for up to four years each. In addition, the government announced an agreement to harmonize the federal and provincial student loan systems. A \$250 million Ontario Innovation Trust has been established to support labs and hospitals in universities. Additional funds for ATOP would also mean that our eligible students would be funded. Consequently, more than 1,000 new students in high demand Engineering and Computer Science programs at Ryerson would be affected.

The President acknowledged the efforts of faculty, staff and students in responding to the recent difficulties of the TTC strike. He particularly noted that the Registrar, Keith Alnwick's efforts and the excellent response plan put into place.

Brad Fortner, has been named Ryersonian of the Year, with Bill Glassman being recognized as Professor of the Year.

The President announced that Gordon Cressy has been appointed as the Vice President, Chief Development Officer. Mr. Cressy will start at Ryerson on August 15, and will meet with the people at Ryerson in the next few months. Jack Radford will remain as Executive Director of Advancement to assist in the transition in continuing his work.

The President also expressed appreciation to Ron Swirsky, who is retiring as head of the University Planning office as of the end of August.

2. The Good of the University

J. Trubic asked what the Administration was trying to do in light of the recent rash of false fire alarms during exams. D. Mock responded that a review of the policy would be undertaken and brought forward to Council in the Fall. He said that the University would take action against people who pulled false alarms in every possible instance. All possible means of surveillance would be investigated, though he noted solutions would likely have a cost for the University.

D. Mock noted there were approximately 85 places in Kerr Hall where an alarm could be pulled so monitoring was a major concern.

J. Gelmon inquired whether the Library would be open additional hours during exams. E. Friesen responded she would look into the issues around changing the hours for the Library during the period prior to exams. J. Gelmon made an inquiry regarding the need for a card for the printer services, noting he felt this was inconvenient. L. Grayson responded that she would look into the matter to see whether the machine cards could be programmed for various amounts.

W.A. Rodriguez made an inquiry regarding individuals being able to obtain information from the Registrar without suitable identification. K. Alnwick responded that while it was true that not all students were asked for identification cards, he noted that not all students in fact had Ryerson identification cards and gave the example of C.E. students. He noted that under normal circumstances, Registration staff balanced the needs for confidentiality with customer service and so would ask for identification depending on what they were requested to provide. While staff might assume that the person before them was who they identified themselves as, there are circumstances in which identification would be requested. He noted that the staff would respond to the community's wishes in this area.

L. Harrison inquired whether Ryerson had a committee working on the issue of technology in the classroom, as well as room suitability for electronic equipment presentations. D. Mock responded that there were three groups presently looking at the issue from various angles, including the Digital Media Project Office, the Learning and Teaching Committee, as well as the laptop computer group. He noted that there were a number of overlapping issues which would be resolved in the near future.

L. Harrison noted that there were also structural difficulties with classrooms where, for example, desks were nailed together. K. Alnwick responded that part of the resolution of the issue involved resources upon which there would need to be discussion in the future.

3. Minutes of the April 6, 1999 Meeting

M. Finn and N. Zaver put forward the motion to approve the Minutes of April 6, 1999. The motion was passed.

4. Business Arising Out of the Minutes

Performance Indicators

A Motion was put forward by J. Sandys that Academic Council resolve into a Committee of the Whole to continue discussion on performance indicators. The Motion was approved.

K. Penny was nominated by the Committee as Chair for Committee of the Whole. (No Minutes were taken during Committee of the Whole.)

R. Mendelson put forward the Motion, seconded by W. Cukier, that the Committee rise and report. K. Penny reported to Council that as a result of the discussions it was noted there should be more clarification on the role of the departments versus the universities within the document. It was clear that the document should be revisited at a future date.

5. Correspondence

A letter was presented from COU by D. Mock. The Vice President indicated the letter was provided for information. He noted the universities and colleges were urged by the Ministry of Education and Training to make transferability among programs and institutions simpler and easier for students. He noted that colleges are trying to achieve degree granting status which has had an impact on the articulation agreements being formulated between colleges and universities. D. Mock indicated that there was a working group comprised of Ron Goldsmith, Keith Alnwick, Judith Sandys, and Irene Devine which would act as a liaison as submissions were being received regarding the curriculum in colleges and universities. He noted there were six specific areas in which there was a high degree of affinity for which they were trying to facilitate articulation agreements. He noted that Ryerson would need to address the residence requirement which presently required that students must complete one half of their degree while at Ryerson. He indicated the GPA Committee would be reviewing this issue and commenting upon it as appropriate. In addition, any official response to these issues must come from Academic Council.

J. Pearce inquired whether the steps for implementing the degree completion accord were viable. D. Mock indicated that the way to progress was to work with the existing programs. J. Pearce also inquired whether the matrix applied to the degree completion programs already in place. D. Mock responded that although there a number already close to meeting this goal that it was necessary for all of them to in fact be successful. He indicated that the colleges' cooperation was needed to work on curriculum issues. J. Sandys expressed concern that in the resolution of these issues that our graduates met the standards necessary for graduate school. D. Mock indicated that it would be up to the University, and not up to the Ministry, to ensure that graduate program standards were met.

6. Reports of Actions and Recommendations of Departmental and Divisional Councils

From Continuing Education

The advanced training designation being given to two non-credit I.T. programs was presented for information.

From Business

The word "option" would be deleted and replaced with the word "major" which would be used for the School of Business Management as well as for the School of Journalism. This would have no impact on curriculum and had been previously passed by Business Council.

7. Reports of Committees

i. *Report # 142 of the Academic Standards Committee*

Part-time Degree Program in Applied Computer Science

D. Mock reviewed the proposal for a part-time degree program in Applied Computer Science. He reviewed the curriculum and admission requirements which had been detailed within the enclosed statement. D. Mock put forward a Motion, seconded by W. Cukier, that Academic Council approve a part-time degree in Applied Computer Science. The Motion was passed.

ii. *Report # 85, The Interim Graduate Council*

R. Mendelson reported on the status of Ryerson's first three graduate programs. She indicated that Communications and Culture has been approved by the Ontario Council on Graduate Studies and will be offered in the Fall of 2000. The Spatial Analysis Program in Environmental Applied Science and Management has been forwarded to OCGS and both could be implemented by Fall 2000. In July of 1999, there will be a School of Graduate Studies. Thus far, 104 faculty have been appointed to the School from 127 applications. There will be another round of appointments to be considered in September.

Motion put forward by R. Mendelson, seconded by J. Sandys, that Academic Council approve the replacement of "co-supervisors of thesis" with "supervisors of master thesis". The Motion was passed.

M. Finn inquired whether there would be supervision for Ph.D. thesis. R. Mendelson indicated they had not yet distinguished or differentiated between a Masters and a Ph.D., and they would be reviewing the issue.

iii. *Report # 87 of the Nominating Committee*

E. Aspevig, Chair of the Nominating Committee, presented the report. E. Aspevig put forward a Motion, seconded by W. Cukier that the nominations of the Nominating Committee be approved. The Motion was passed.

In regards to the Academic Standards Committee, he noted that there were two nominees. The Motion put forward by E. Aspevig, seconded by W. Cukier, that the nominees for the Academic Standards Committee be approved. The Motion was passed.

For PPAC, there were also two nominees, and E. Aspevig put forward a Motion, seconded by W. Cukier, that the nominees be approved. The Motion was passed.

In regards to the Appeals Committee, a correction was noted for M. Bardecki's name which should be spelled "Michal". E. Aspevig put forward a Motion seconded by J. Pearce that the nominees for the Appeals Committee be approved. In addition, E. Aspevig put forward the Motion, seconded by M. Finn, that "be it resolved that Academic Council grant the Nominating Committee authority to fill the remaining vacancies on an interim basis, with notification at Council to occur at the first regular meeting of Council in October, 1999". The Motion was passed.

E. Aspevig put forward a Motion, seconded by M. Koc, that the nominee for the COU colleague be approved. The Motion was passed.

E. Aspevig indicated that in regards to the Course Management Review Committee, that the nominations would be put forward during the New Business section of the agenda.

8. New Business

D. Mock proposed that a Course Management Review Committee be created to review course management policy. He indicated the time was appropriate for review and that there should be a number of recommendations coming forward in terms of guidelines. The Committee would report back to Council in February or March, on an interim basis, and a final report would be due in April. D. Mock put forward a Motion seconded by E. Aspevig to create an adhoc Committee from Academic Council entitled "the Course Management Review Committee". I. Levine noted that there was no Applied Arts representative and that although it did not specifically state within the composition for the adhoc Committee that there should be a representative from each Faculty, he requested that a representative be nominated from Applied Arts. D. Mock indicated that it was his intention to have representatives from key committees at Academic Council due to the nature of the work, in addition there would be two faculty members, two students and one dean. He indicated the issue of adding an additional representative from Applied Arts would be taken under consideration. The Motion was passed.

A Motion was put forward by W. Cukier, seconded by E. Aspevig, that an amendment be made to the composition for the Course Management Review Committee and that the nominations as listed, be approved. This amendment would involve the addition of a representative from the Faculty of Applied Arts. The composition Terms of Reference for the Course Management Review Committee will now state "one faculty member from the community". The Motion was passed.

9. Adjournment

L. Grayson thanked D. Steele for serving as Vice-Chair noting his patience and ability to bring effective closure to meetings.

R. Haines put forward a Motion, seconded by W. Cukier, to adjourn the meeting. The meeting was adjourned.

Received

SEP 20 1999

Ryerson Polytechnic University
Secretary
Academic Council

September 17, 1999

Members of Academic Council
Ryerson Polytechnic University,

I'm writing this letter to request your support of the motion that will be coming before Academic Council requesting a name change for the School of Business Management's Option "Business, Economics and Decision Support Systems" to "Economics and Management Science."

The request for the name change originated from current students and has subsequently been heartily endorsed by the options alumni and involved faculty. The students believe that the proposed name which contains concise references to traditional subject areas of "Business Management" would more meaningfully convey the nature of the option to potential employers and prospective students. This view is not only supported by dealings with outside bodies but in dealings with prospective students. Because of the current name there has been some confusion about the knowledge base and skill sets that our graduates offer. This has been a definite handicap in recruiting students. Fortunately our students do not seem to have had trouble finding relevant employment, but the alumni feel that the unusual name of the option may have hindered their job searches.

Two events have precipitated this initiative at this time. The change of the School's degree designation "Bachelor of Business Management" to the more universal designation of "Bachelor of Commerce" has necessitated a more precise albeit traditional description of the option. There also was some potential for confusion in the focus of our option using its current name and the focus of the new Information Technology program. Our option does not feature the acquisition and dissemination of data but instead focuses on the analytic skills of economics and management science. Since both activities clearly are functions of a decision support process, it is necessary to find a new name which clarifies our goals.

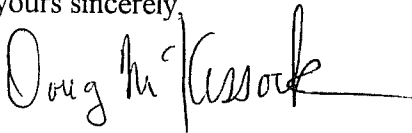
"Economics and Management Science" was not the only name discussed. However, it did receive overwhelming support at all levels of the approval process to date. Although there are not many universities that have in some way combined Economics and Management Science, it does exist, in particular at the graduate level. Both 'traditional' Economics, and Management Science programs have as a curriculum core the development and understanding of mathematical models. The concurrent development of accessible data and powerful software tools has created a significant demand for graduates with these skills, and it is hoped that the new name will help prospective students and prospective employers understand our objectives.

The motion to change the option's name has been thoroughly vetted in the School of

Business Management. The motion to change the option name as indicated has been passed by the QMS Area of the School of Business Management on December 10, 1998; by the Department of Economics on January 12, 1999; by the School of Business Curriculum Committee February 10, 1999; and by the School of Business Management Council April 7, 1999.

If you need more information or clarifications, please don't hesitate to contact me.

yours sincerely,

A handwritten signature in black ink that reads "Doug McKessock". The signature is written in a cursive style with a long horizontal line extending to the right.

Doug McKessock
Program Director, Business, Economics and Decision Support System Option
School of Business Management
6736
dmckesso@acs.ryerson.ca

Memorandum from

DEPARTMENT OF APPLIED CHEMICAL AND BIOLOGICAL SCIENCES
SCHOOL OF CHEMICAL ENGINEERING

Office of the
Vice President, Academic

22 June 1999

To: Dennis R. Mock, VP Academic
From: Robert A. Guerriere, Acting Chair
Re: Name Change of the Department for Submission to Academic Council

Received

AUG - 5 1999

Ryerson Polytechnic University
Secretary
Academic Council

The Department of Applied Chemical and Biological Sciences, School of Chemical Engineering, has been in the process of considering a name change for the Department for a number of years. In the last two years, and during my tenure as Acting Chair, a number of factors justifying a name change became increasingly evident, some of which are listed below:

1. The subtext "School of Chemical Engineering" is often lost, even in important Ryerson documents, and Chemical Engineering students have complained countless times about this omission, in some instances directly to Departmental Council with a strong request for action. This request is almost two years old.
2. The existing name is obviously clumsy, difficult to say, and in some respects academically misleading. Consequently, the identities of our two undergraduate programs suffer significantly. Faculty member affiliation with a particular discipline is confusing and very difficult to articulate on business cards and in other external communication, due to the vagueness of the departmental name.
3. Originally, the phrase "Applied Chemical --- Sciences" was meant to serve a dual purpose in describing the nature of the Chemistry in the Applied Chemistry and Biology Program, while at the same time referring to Chemical Engineering as an Applied Science. Although this latter nomenclature is typical of some universities (eg Toronto), it is not appropriate to the BEng. Degree granted to our Chemical Engineering graduates. The addition "School of Chemical Engineering" was appended later, but never solved the problem adequately, and contributed further to the convoluted nature of the overall name.
4. Historically, before the Chemical Engineering program became known as an accredited program in its own right, the very generalized name of "Applied Chemical and Biological Sciences" was indeed appropriate. In fact it is still believed by some faculty to be an acceptable descriptor for the Applied Chemistry and Biology Program. However given the present distinct dual nature of the Department, a change in name to reflect this reality has become essential.

.../2

After numerous informal discussions over a period of months, on many related topics such as the relevance and efficiency of a desirable name, the arbitrary nature of names, the emotional dimensions of choosing a name, etc., it was decided that a series of focussed discussion meetings would be scheduled for various appropriate groups within the department, and then to come together as a full department for further discussion, and finally to bring a motion for a name change to Departmental Council, a total of seven structured meetings.

The name finally agreed upon and approved unanimously at a Departmental Council meeting held on 21 June 1999 is "Department of Chemistry, Biology and Chemical Engineering". As part of the approved motion the "School of Chemical Engineering" was deleted as redundant. A copy of the Departmental Council Minutes are attached for your information.

Please present this name change to Academic Council for endorsement at your earliest convenience so that we may proceed with all the necessary steps within the Department as soon as possible.

Drs. Turcotte and Northwood have been apprised of the background of this matter and are in full support of the new name.

c: G. Turcotte
D. Northwood
M. Fayed
S. Liss
A. Lohi
M. Cuenca

Enclosure

Approved by the Dean's office



*Dr. S. A. Bector
June 24, 1999*

REPORT #82

of the

NOMINATING COMMITTEE

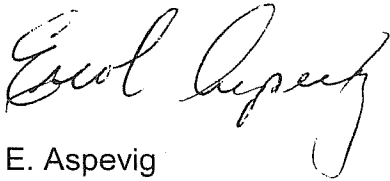
of

ACADEMIC COUNCIL

OCTOBER 1999

In this report, we bring nominations for vacant positions on Academic Council and nominations for positions on the standing committees of Academic Council. Subsequent reports will be presented as the remaining vacancies on the committees are filled.

Respectfully submitted:



E. Aspevig
Chair for the Nominating Committee

Errol Aspevig
Erin George
Robert Haines
Naushad Jamani
Katherine Penny
Peter Pille
Judith Sandys
Chris Stoute
Sandra Tullio-Pow

NOMINATING COMMITTEE REPORT
October 4, 1999

Vacancies on Academic Council

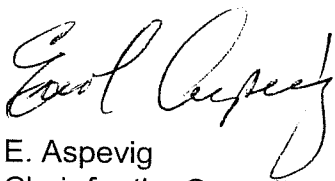
1. Arts

Nominee: Faculty
Jean-Paul Chavy, Chair, French

2. Business

Nominee: Faculty
Alan Kaplan, Business Management

MOTION: that Academic Council approve the names put forward by the Nominating Committee for membership on Academic Council.



E. Aspevig
Chair for the Committee

Errol Aspevig	Dean, Faculty of Arts	(Arts)
Erin George	President, RYESAC	
Robert Haines	Student, Theatre	(A.A.)
Naushad Jamani	Student, AIM	(Bus.)
Katherine Penny	Chair, Hospitality & Tourism Management	(Bus.)
Peter Pille	Faculty, Business Management	(Bus.)
Judith Sandys	Dean, Faculty of Community Services	(C.S.)
Chris Stoute	Faculty, Electrical Engineering	(Eng.)
Sandra Tullio-Pow	Faculty, Fashion	(A.A.)

RYERSON POLYTECHNIC UNIVERSITY
ACADEMIC COUNCIL
STANDING AND AD HOC COMMITTEES
1999/2000

ACADEMIC AWARDS AND CEREMONIALS COMMITTEE

TERMS OF REFERENCE

The Committee shall recommend to Council policies and procedures respecting:

- (a) awarding fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievement
- (b) the ceremonies associated with the awarding of certificates, diplomas and degrees
- (c) honorary doctoral degrees.

The following policies and procedures shall apply to the nomination of candidates for honorary doctoral degrees:

The Committee shall encourage the submission of nominations for honorary doctoral degrees by members of the Academic Council, faculty, students, alumni and administrative personnel.

Nominations shall be made only to the Committee and shall wherever possible include appropriate basic information to assist the Committee in its evaluation of proposals. The Committee shall feel free to ask for additional information on candidates from the nominator.

The Committee shall consider nominations for honorary doctoral degrees in camera before reporting its decisions to the Academic Council.

The following policies and procedures shall apply to the selection of recipients of an honorary doctorate:

If a nominee declines the invitation or is unable to be present at the Convocation concerned, the President shall approach the next nominee selected by the Committee.

The University shall be under no obligation to award an honorary doctorate in any year; normally not more than one honorary degree will be awarded at a convocation, although a second single degree may be awarded in exceptional circumstances.

The following policy and procedure will apply to decisions on eligibility of candidates for certificates, diplomas or degrees. The Committee will review lists of potential graduands submitted to it by the Registrar, and decide their eligibility for these earned academic awards on behalf of Academic Council.

COMPOSITION

Thirteen (13) members to include: the President, two representatives of each Faculty/Division, one of whom shall be a dean or chair.

MEMBERSHIP

CONTINUING

Claude Lajeunesse (Chair)	President	
Iris MacGregor-Bannerman	Faculty, Theatre	(A.A.)
Marilynn Booth	Dean, Continuing Education	(C.E.)
Amy Casey	Associate Director, Administration	(C.E.)
Derek Northwood	Dean, Faculty of Eng. & App. Sci.	(Eng.)
Katherine Penny	Director, Hospitality	(Bus.)
Wayne Petrozzi	Faculty, Politics	(Arts)
Susan Silver	Director, Social Work	(C.S.)
Tim Sly	Faculty, Occupational & Public Health	(C.S.)
Al Wargo	Chair, History	(Arts)
Gosha Zywno	Faculty, Electrical Eng.	(Eng.)

NOMINEES

Mary McCrae	Director, Fashion	(A.A.)
Danelle Martin	Student, Hospitality & Tourism	(Bus.)

MOTION: that Academic Council amend the composition of the Academic Awards and Ceremonials Committee to add the Registrar as an ex-officio member.

ACADEMIC STANDARDS COMMITTEE

TERMS OF REFERENCE

To recommend to the Council on all academic matters referred to it and to summarize its activities in an Annual Report.

A further responsibility of the A.S.C. shall be to work with the departments to encourage and promote:

- a) a continuing and critical self-evaluation process in terms of individual, departmental and institutional goals, and
- b) an annual review of the program of study in relation to their objectives and the changing needs of society, and
- c) an annual review of the individual courses in terms of content, presentation, student evaluation and other factors which bear directly on the standards.

COMPOSITION

Seventeen (17) members to include: the Vice President, Academic, Registrar as members representative of ex-officio, faculty, students and alumni on Council. Membership shall not be limited to members of Academic Council.

MEMBERSHIP

CONTINUING

Dennis Mock (Chair)	Vice President, Academic	(ex-officio)
Keith Alnwick	Registrar	(ex-officio)
Marta Braun	Faculty, Film & Photo	(A.A.)
Susan Cody	Faculty, Bus. & Tech. Comm.	(A.A.)
Ron Goldsmith	Faculty, Applied Geography	(Arts)
Kathleen Kellett-Betsos	Faculty, French	(Arts)
Barbara Kelsey	Faculty, AIM	(Bus.)
James Li	Faculty, Civil Engineering	(Eng.)
Donald McKay	Faculty, Early Childhood Education	(C.S.)
Dave Mason	Faculty, Math., Physics & Comp. Sci.	(Eng.)
Ronald Pushchak	Faculty, Occupational & Public Health	(C.S.)
Brian Rabinowicz	Faculty, Psychology	(Arts)
Deirdre Taylor	Faculty, Business Management	(Bus.)
Mehmet Zeytinoglu	Chair, Electrical Engineering	(Eng.)
Ethan Zon	Student, AIM	(Bus.)
Nazmin Zaver	President, CESAR	

NOMINEE

Naushad Jamani	Student, AIM	(Bus.)
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ADMISSIONS COMMITTEE

TERMS OF REFERENCE

1. To examine the changing patterns of education in the Ontario high schools.
2. To examine recent trends in Ontario university admission requirements and the development of the Ontario University Applications Centre.
3. To examine the attitudes and practices of Ryerson departments with respect to admissions and to define if it exists, the University's current policy.
4. To study the possible impact of these trends on Ryerson's future enrolments.
5. To assess, in the light of the above factors, the validity of existing requirements in relation to the programs of study.
6. To prepare for consideration and adoption by Council a series of recommendations outlining a policy and a guide for future operations.

COMPOSITION

Twelve (12) members, one elected from each of the six Faculties/Division of the University, who may or may not be members of Academic Council, three elected from the students of Academic Council, one alumnus, the Registrar or Registrar's appointee and the Vice President, Academic.

MEMBERSHIP

CONTINUING

Keith Alnwick (Chair)	Registrar	(ex-officio)
Amy Casey	Associate Director, Administration	(C.E.)
Jon Keeble	Faculty, RTA	(A.A.)
Dennis Mock	Vice President, Academic	(ex-officio)
Darryl Smith	Faculty, Business Management	(Bus.)
Lesley Young-Lewis	Faculty, Nursing	(C.S.)

NOMINEES

Michal Bardecki	Faculty, Geography	(Arts)
Mathew Butko	Alumnus	
Ali Lohi	Faculty, Chemical & Biological Sci.	(Eng.)
Amirmakin Aziz	Student, Industrial Engineering	(Eng.)
Perry ChenSee	Student, Business Management	(Bus.)

VACANCIES

One student from Academic Council

APPEALS COMMITTEE

TERMS OF REFERENCE

To hear academic appeals in accordance with university policy.

COMPOSITION

Nineteen (19) members to include: Director of Student Services or designate; one administrator, one faculty, one student from each Faculty/Division. Membership not limited to members of Council.

MEMBERSHIP

CONTINUING

Rosaria Amato	Student, Nursing	(C.S.)
Perry Chen See	Student, Business Management	(Bus.)
Alice Chu	Faculty, Fashion	(A.A.)
Des Glynn	Program Director	(C.E.)
Anita Krumins	Faculty, Bus. & Tech. Comm.	(A.A.)
Betty Harlow	Faculty, Philosophy	(Arts)
Marilyn Lee	Faculty, Occupational & Public Health	(C.S.)
Chuck Mathies	Assistant Director, Athletics	
Judy Pearce	Faculty, Nursing	(C.S.)
Bob Rinkoff	Faculty, Early Childhood Education	(C.S.)
Juri Silmberg	Faculty, Electrical Engineering	(Eng.)
Paul Stott	Faculty, Math, Physics & Comp. Sci.	(Eng.)

NOMINEES

Andy Charles	Student, Applied Geography	(Arts)
Sharon Frenkel	Student, Theatre	(A.A.)
Alan Kaplan	Faculty, Business Management	(Bus.)
Jo Kornegay	Faculty, Philosophy	(Arts)
Daryl Smith	Faculty, Business Management	(Bus.)

VACANCIES

Two students, not necessarily Academic Council members, from C.E., Eng.

COMMITTEE ON INFORMATION TECHNOLOGY

TERMS OF REFERENCE

The Committee on Information Technology will:

- (a) Frame all academic policy on information technology for consideration by Academic Council;
- (b) Receive input from all interested parties in the University and keep an ongoing watching brief on the development of information technology and its academic implications and usage at Ryerson;
- (c) Report to Academic Council at least once in each academic year.

COMPOSITION

The Information Technology Committee shall consist of fourteen (14) persons, 4 ex-officio and 8 elected by the Academic Council: two programme students, 1 C.E. student, 1 faculty member from each of Arts, Applied Arts, Community Services, Business, Engineering, and 1 representative from C.E. appointed by C.E., the Chief Librarian, 1 rep. from CCS appointed by CCS, the VP, Academic, the VP, Administration, and the Registrar, and shall be chaired by one of its faculty members.

MEMBERSHIP

CONTINUING

Keith Alnwick	Registrar	(ex-officio)
Liping Fang	Faculty, Mechanical Engineering	(Eng.)
Linda Grayson	Vice President, Administration	(ex-officio)
John Hicks	Program Director	(C.E.)
Renee Lemieux	Dir. of Comp. & Comm. Serv.	(ex-officio)
Dennis Mock	Vice President, Academic	(ex-officio)
Murray Pomerance (Chair)	Chair, Sociology	(Arts)

NOMINEES

Erin George	President, RYESAC	
Bob Jackson	Chief Librarian designate	
Naushad Jamani	Student, AIM	(Bus.)
Bernie Murray	Faculty, Fashion	(A.A.)
Jim Tam	Faculty, AIM	(Bus.)

VACANCIES

One faculty from Community Services.
One student from Continuing Education.

INSTRUCTOR COURSE EVALUATION COMMITTEE

TERMS OF REFERENCE

This committee shall be responsible through Academic Council for annually reviewing, and revising when necessary, the (ICE) questionnaire.

COMPOSITION

Twelve (12) members to include: President of RYESAC, Vice-President Faculty and Staff Affairs, an appointee of the President of RYESAC, representative from the Psychology department, representative from the RFA, representative from the CUEW, six additional members to be elected by and from the Academic Council.

MEMBERSHIP

Committee has not been struck pending the outcome of the Joint Committee initiated pursuant to the Collective Agreement.

INTELLECTUAL PROPERTY COMMITTEE

TERMS OF REFERENCE

The committee will implement the policy on ownership of faculty and student work in research projects and receive and review submissions.

COMPOSITION

Fourteen persons, the equivalent of 2 faculty members from the five Faculties of the University; 3 students from Departments, Schools or Faculties particularly affected by a student ownership issue; and 1 member appointed from within ORS.

MEMBERSHIP

CONTINUING

Jean-Paul Chavy	Chair, French	(Arts)
Liping Fang	Faculty, Mechanical Engineering	(Eng.)
Deborah Fels	Faculty, AIM	(Bus.)
Michael Owen	Director, ORS	
Ronald Pushchak	Faculty, Occupational and Public Health	(C.S.)
Sue Wilson	Faculty, Nutrition	(C.S.)

NOMINEES

Kamran Behdinan	Faculty, Mechanical Engineering	(Eng.)
Mary Jo Nicholson	Faculty, Business Management	(Bus.)
Rahim Virji	Student, Industrial Engineering	(Eng.)

VACANCIES

Two faculty from Applied Arts, and one faculty from Arts.
Two students.

LEARNING & TEACHING COMMITTEE

TERMS OF REFERENCE

None.

COMPOSITION

Representatives of each Faculty/Division, a librarian, two from Student Development and Counselling, Director of Student Services, students from each Faculty/Division, the chair or delegate from GREET and the Learning and Teaching Co-ordinator.

MEMBERSHIP

CONTINUING

Rheta Rosen (Chair)	Learning & Teaching Co-ord.	
Marion Creery	Director of Student Services	
William Glassman	Chair, GREET	
Steven Liss	Faculty, Applied Chem. & Bio. Sci.	(Eng.)
Pat Sniderman	Faculty, Business Management	(Bus.)
John Thorpe	Counsellor, Std. Dev. & Counselling	

NOMINEES

Karen Duplisea	Faculty, Theatre	(A.A.)
Josie Gugliemo	Student, Business Management	(Bus.)
David Kerr	Student, RTA	(A.A.)
Don Kinder	Librarian	
Beth Moore-Milroy	Faculty, Urban & Regional Planning	(C.S.)
Leonard Moll	Student, Social Work	(C.S.)
Joanne Naiman	Faculty, Sociology	(Arts)

VACANCIES

One faculty from Continuing Education.
Three students, one from Arts, Engineering, Continuing Education.
One counsellor from Student Development & Counselling.

NOMINATING COMMITTEE

TERMS OF REFERENCE

- a) To provide an effective machinery for the nomination of members of committees of various sorts.
- b) To present formal notice of its lists of nominations to Academic Council meetings. The lists may be included in the agenda of the meetings or may be presented at the appropriate time during the meeting.

COMPOSITION

Nine (9) members to include: 2 deans of Faculties; 4 faculty, of whom not more than one will be a chair or academic director; 3 students/alumni, all from Council.

MEMBERSHIP

CONTINUING

Errol Aspevig (Chair)	Dean, Faculty of Arts	(Arts)
Erin George	President, RYESAC	
Robert Haines	Student, Theatre	(A.A.)
Naushad Jamani	Student, AIM	(Bus.)
Katherine Penny	Chair, Hospitality & Tourism Management	(Bus.)
Peter Pille	Faculty, Business Management	(Bus.)
Judith Sandys	Dean, Faculty of Community Services	(C.S.)
Chris Stoute	Faculty, Electrical Engineering	(Eng.)
Sandra Tullio-Pow	Faculty, Fashion	(A.A.)

PLANNING & PRIORITIES ADVISORY COMMITTEE

TERMS OF REFERENCE

To receive annual planning reports from the Academic and Support Planning Committees in order to:

1. To act on behalf of Academic Council in reviewing the planning reports of the Vice President, Academic, Vice President, Administration and Vice President, Faculty and Staff Affairs.
2. Identify other priority areas and assess the needs of each.
3. Assess and recommend priorities to Academic Council while conforming to the University's Aims and Goals.

COMPOSITION

Seventeen (17) members to include: the President, the Vice President, Academic, the Vice President, Administration, the Vice President, Faculty and Staff Affairs, Director of Finance, Director of Student Services, 1 Dean, 6 faculty members three of whom must be from Council and not more than two of whom are Chairs/Directors, 1 Associate, 3 student members from Council.

MEMBERSHIP

CONTINUING

Claude Lajeunesse	President	(ex-officio)
Dennis Mock	Vice President, Academic	(ex-officio)
Linda Grayson	Vice President, Administration	(ex-officio)
Michael Dewson	Vice President, Fac. & Staff Affairs	(ex-officio)
Janice Winton	Executive Director of Finance	(ex-officio)
Marion Creery	Director of Student Services	(ex-officio)
Michael Finn	Faculty, French	(Arts)
Ira Levine	Dean, Faculty of Applied Arts	(A.A.)
Dave Mason	Faculty, Math, Physics & Comp. Sci.	(Eng.)
Judith Pearce	Faculty, Nursing	(C.S.)
Peter Rosstodd	Faculty, Fashion	(A.A.)
Daria Sydor	Faculty, Business Management	(Bus.)
Nazmin Zaver	President, CESAR	

VACANCIES

Two students from Academic Council.
One faculty from C.E.
One associate.

PROCEDURES COMMITTEE

TERMS OF REFERENCE

Undetermined.

COMPOSITION

Four (4) members from Council and the President.

MEMBERSHIP

Not struck pending report of Composition Committee.

STANDING COMMITTEE ON OPEN COLLEGE

TERMS OF REFERENCE

The role of the committee will be to recommend to Academic Council on the credit-worthiness of proposed Open College course offerings.

COMPOSITION

Its composition will be a representative of each Faculty/Division and include the Director of Media Education. It will meet only as required and its membership will change only when necessary.

MEMBERSHIP

Not struck pending report of Composition Committee.

STANDING COMMITTEE ON SCHOLARLY, RESEARCH AND CREATIVE ACTIVITY (SRC)

TERMS OF REFERENCE

A standing committee of Academic Council, known as the SRC Committee, will address broad matters of institutional SRC and will review SRC Policy as required.

Matters to be addressed by the SRC Committee include safety and liability, the role of departments, schools and Faculties with respect to SRC, copyright and trade mark policy, etc.

The Director of the Office of Research Services, or their delegate, will be ex-officio members of the Committee.

COMPOSITION

Fourteen (14) members to include a representative of each Faculty, who may include a chair or dean, 2 students and the Director of ORS, and the Vice President, Academic, ex-officio.

MEMBERSHIP

CONTINUING

Rena Mendelson	Associate Vice President, Academic (Vice President, Academic designate)	
Lynn Harrison	Faculty, Hosp. & Tour. Mgmt.	(Bus.)
Dave Mason	Faculty, Math, Physics & Comp. Sci.	(Eng.)
Michael Murphy	Faculty, RTA	(A.A.)
Michael Owen	Director, ORS	
Tim Sly	Faculty, Occupational & Public Health	(C.S.)

NOMINEES

Juliana Carvalho	Faculty, Math., Physics & Com. Sci.	(Eng.)
Karen Duplisea	Faculty, Theatre	(A.A.)
Alan Kaplan	Faculty, Business Management	(Bus.)
Ruth Panofsky	Faculty, English	(Arts)
Vappu Tyyskä	Faculty, Sociology	(Arts)
Fiona Whittington-Walsh	Student, ECHE	(C.S.)
Susan Wilson	Faculty, Nutrition	(C.S.)

VACANCIES

One student.

STUDENT DISCIPLINE COMMITTEE

TERMS OF REFERENCE

To act on behalf of Academic Council in responding to issues referred to or under Ryerson's Code of Student Conduct.

COMPOSITION

The Student Discipline Committee shall consist of eleven (11) persons elected by the members of the Academic Council, four of whom shall be students, three department/school chairs/directors and four members of faculty. Members of the Committee need not be members of Academic Council.

MEMBERSHIP

CONTINUING

Stalin Bector	Faculty, Electrical Engineering	(Eng.)
Marilynn Booth	Dean, Continuing Education	(C.E.)
Stan Bowen	Director of Faculty Affairs, Bus. Mgmt.	(Bus.)
James Dianda	Chair, Philosophy	(Arts)
Annick Mitchell	Faculty, Interior Design	(A.A.)
Victoria Whitworth	Faculty, Applied Chem. & Bio. Sci.	(Eng.)

NOMINEES

David Day	Faculty, Psychology	(Arts)
Sharon Frenkel	Student, Theatre	(A.A.)
Leonard Moll	Student, Social Work	(C.S.)
Rahim Virji	Student, Industrial Engineering	(Eng.)

VACANCY

One student, not necessarily from Academic Council.

COURSE MANAGEMENT REVIEW

TERMS OF REFERENCE

COMPOSITION

Two representatives from Academic Standards Committee.
Two representatives from Academic Council's Learning and Teaching Committee.
Two faculty from the members of Academic Council.
Two students from the members of Academic Council.
One faculty member (from the community).
One Dean.

MEMBERSHIP

CONTINUING

Erin George	President, RYESAC	
William Glassman	Chair, GREET	
Ron Goldsmith	Faculty, Applied Geography	(Arts)
Judith Pearce	Faculty, Nursing	(C.S.)
Peter Pille	Faculty, ITM	(Bus.)
Rheta Rosen	Learning & Teaching Coordinator	
Judith Sandys	Dean, Community Services	(C.S.)
Nazmin Zaver	President, CESAR	
Mehmet Zeytinoglu	Faculty, Electrical Engineering	(Eng.)

NOMINEES

Bill Vine	Faculty, Interior Design	(A.A.)
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A New Policy for Ethical Conduct in Research Involving Human Subjects

October, 1999

Section One : Ethics Review

A. General Principles

It is both a legal and moral responsibility of institutions such as Ryerson Polytechnic University to take steps to insure that any research carried out involving institutional personnel, resources, information, or students meets basic standards of ethical acceptability. This policy outlines principles and procedures intended to discharge this responsibility, and which supersede the earlier policies passed in 1988.

The guiding thought behind these policies is that the welfare and integrity of the subjects of research is not to be compromised by such participation even in the interests of some greater good the research might tend to accomplish or achieve (and certainly not for any other reason). Any risks to the subjects of research incurred by their participation can only be justified when subjects are fully informed, decisionally capable and free of coercion or manipulation. Moreover, any such risks must be proportional to the potential benefits pursued.

To specify further, research on human subjects must be guided by the overriding ethical principle of *Respect for persons*. That is, people are not to be used as mere means, but must be treated as ends in themselves. Such treatment involves:

a) *according respect to the capacity to choose*. Persons who are capable of making a given decision (i.e. most adults for most decisions) must be fully informed of the nature of their participation (i.e. of reasonably foreseeable potential risks and benefits), must be so informed in an

might benefit more than others.) Further, the ethics review process itself must be fair both in standards and procedures, as well as impartial towards particular proposals and independent of institutional agendas or pressures.

e) *careful attention to any balance of harms and benefits.* While it may appear that the principles governing consent make the evaluation of relative harms and potential benefits the sole province of the potential subject, such a view would overlook the responsibility of researchers to design protocols with an eye to these considerations. This implies a weighing of considerations prior to any request for participation.

When research involves only minimal risk - i.e. risks reasonably foreseen as no greater than those undertaken in the daily lives of subjects - then no further calculation of risks and benefits is necessary. But when risks mount, so must the potential benefits for research to be justified. Hence, scientific validity becomes more important as well, since many potential benefits will turn on this. Where minimal risk is exceeded, the benefits of research (see also 1d, above) must be proportional to the risks incurred. Analogously, the Research Ethics Board should take increased care in its deliberations when risks are greater.

Proviso: Harms/benefits analysis should not be used as a barrier to research on public figures or on institutions just because research findings might have a negative effect on those involved. This does not, however, free researchers of the need to inform subjects of the scope and nature of their investigations.

Consultative Nature of the Ethics Review Process

To work well, the process of ethics review should involve collaboration and consultation between the REB and researchers. While the REB must be careful not to compromise its

impartiality, ongoing discussion and clarification of issues and requirements, and open consultation should be the norm. Rather than being seen as a remote body passing judgment on prospective researchers, the REB should make itself accessible to researchers who, in turn, should approach the Board as a collaborator in pursuit of better research.

B. Scope: What research needs ethics review?

a) All research involving living human subjects and conducted by, Ryerson faculty, staff or students, or using any of these as a subject pool, is subject to these policies and to review by the Research Ethics Board. Student projects, when done as part of course requirements, are delegated by the REB to Departmental committees for review (see below, this section). Theses and research projects which are not assignments for course credit must be reviewed by the REB.

b) All research involving human remains, cadavers, tissues, embryos or biological fluids is subject to review by the REB .

“Research” is taken to refer to any “systematic investigation to establish facts, principles or generalizable knowledge.” “Human subjects” is not meant to include research into public policy issues, public figures or their public views and actions, or the writing of modern history and literary/artistic criticism of public works or performances where this does not include direct interviews. Such research only requires ethics review if the subject is approached directly for interviews or for access to private papers, and then only to ensure that such approaches are conducted according to professional protocols.

Quality assurance studies, performance reviews or testing within normal educational requirements is not subject to REB review. *Student class assignments*, when involving human subjects, are subject to all the provisos of this policy (see section D, below).

Please note: The opinion of the REB should be sought (typically beginning through consultation with the chair) when there is doubt about the applicability of this policy to a given project.

C. Composition and Authority of the Research Ethics Board

Authority

The Research Ethics Board is mandated by Ryerson Polytechnic University to approve, reject, propose modifications to, monitor or terminate any proposed or ongoing research involving human subjects which is conducted within, or by faculty, staff or students of, the University. No research on human subjects shall be undertaken without the prior approval of the REB.

Composition

The Research Ethics Board shall normally consist of six Faculty members (normally including at least one member from each Faculty - Arts, Applied Arts, Business, Community Services, and Engineering and Applied Science) appointed for a three year term (renewable), one community member (three year term, renewable), two student members (one year term), the Director of Research Services (*ex officio*), and the Chair of the REB, appointed directly by Academic Council for a three-year term. Membership should reflect the diversity of the Ryerson and wider Toronto communities, and *must* include both men and women in close to equal numbers. It is desirable that most members have experience in research with human subjects and that this experience be reflective of different styles and types of research. Once graduate programs are in place at Ryerson, one of the student representatives should be a graduate student whenever possible.

D. Review Procedures and Policies

The Research Ethics Board shall have regular meetings, and no less than three meetings per year. Minutes shall be kept regarding the deliberations at these meetings. The Ryerson community shall be informed of the times of the meetings and of the need to submit protocols in time for consideration by the REB. The REB is also authorized to conduct business outside of such meetings when a need to do so is established by a researcher and it is practicable by other means (eg. e-mail consultation). (Examples of such situations might be that a researcher becomes informed of a deadline for a funder late in the day, or perhaps that some body within Ryerson faces a deadline for research that they were unaware of.) Any business dealt with by such means must still be brought before the larger REB as information at the first possible meeting, and the REB may further specify how such deliberations are to be conducted and/or note concerns at that time.

Research protocols are to be presented to the REB, *prior to the research being started*, on a standard form (available through, and submitted to, the Office of Research Services [ORS]) with accompanying documentation. Inadequate documentation may lead to deferral of REB consideration. The ORS will provide administrative support to the REB, including storage of records, dissemination of minutes, agendas, etc., and receipt of annual and final reports.

A quorum shall be seven members (including the Chair, but not including the Director of ORS). Decisions of the REB are by majority vote, though it is expected that this consideration shall need to be invoked only rarely when consensus cannot be reached. All dissenting opinions shall be recorded. Negative decisions by the REB shall be supported with clearly stated reasons and shall allow a researcher the opportunity of making reply and/or suggesting amendments

before being made final.

One useful role of REB is the education of faculty and staff. This may involve workshops or other special events, as well as consultations prior to submission of a protocol for review. This role also includes the making of suggestions regarding ways to improve research, some of which may extend beyond questions of ethics to matters of methodology. Such suggestions are to be distinguished clearly from any conditions required of approved research.

The REB will normally require as a condition of approval submission of a final report upon project completion.

Conflict of Interest

If the REB is reviewing research in which a member of the REB has a personal interest in the research under review which might tend to influence his/her assessment of the ethical issues at stake, conflict of interest principles require that the member not be present when the REB is discussing or making its decision. The REB member should disclose and explain the conflict of interest. In general, REB members should raise any apparent or potential conflicts for consideration by the Board when they are unsure. The term "conflict of interest" is interpreted broadly here as referring to any relationship or position which might tend to compromise a Board member's impartial judgment.

Researchers, too, need to be sensitive to issues of conflict of interest and the REB has a duty to identify and seek clarification where they perceive such conflicts. Research investigators may be asked to discuss apparent conflicts and have the right to hear the evidence of conflict and to offer a rebuttal if they so desire.

Appeals

Researchers have the right to request, and REBs have an obligation to provide, reconsideration of decisions affecting a research project. When such reconsideration is not desired by either party, or leads to an impasse, appeal may be made by the researcher to the Standing Appeals Sub-Committee of the Scholarly, Research and Creative Activity Committee of Academic Council, who shall hear such appeals in a timely manner.

Review of Ongoing Research

Ongoing research (i.e. usually longer than one year) shall be subject to continuing ethics review. This will normally involve at least an annual status report to the REB, but the REB is encouraged to develop a specific process and standards in conjunction with the primary investigator as appropriate to each project..

Research in other jurisdictions

Research to be performed outside the jurisdiction or country of the institution which employs the researcher shall undergo prospective ethics review both (a) by the REB within the researcher's institution; and (b) by the appropriate REB, where such exists, which has authority in the country or jurisdiction where the research is to be done.

Student Research Projects

Research done by students at Ryerson as part of a course assignment or thesis must accord with the principles and procedures of this policy. The REB designates authority to review student projects the committees established for this purpose by each Faculty. The main reasons for this are to enable a review that is timely and to regulate the volume of proposals the main REB considers. The same policy areas and considerations apply, however. So do all requirements

herein governing the need for maintaining accurate and adequate records of meetings (including the nature of the decisions reached) and the need for procedures to fair in nature. The REB is happy to be consulted about issues encountered by such committees in the course of reviewing student proposals, and will serve as the body of appeal for student proposals. Such committees may from time to time feel the need for additional expertise regarding a given research matter. Before involving others in such a role they should discuss their need with the REB chair in order to insure the appropriateness of the expertise sought.

Section Two : Substantive Ethical Issues and Requirements

A. Free and Informed Consent

Research governed by this Policy may begin only if : (1) prospective subjects, or authorized third parties, have been given the opportunity to give free and informed consent about participation, and (2) their free and informed consent has been given and is maintained throughout their participation in the research. This places an onus on researchers to ongoingly inform subjects of what is happening, especially (but not only) the risks and benefits involved in participation and any changes in these. Certain exceptions are noted below in this section..

Evidence of free and informed consent by the subject or authorized third party should ordinarily be obtained in writing. Where written consent is culturally unacceptable, or where there are good reasons for not recording consent in writing, the procedures used to seek free and informed consent shall be documented.

The REB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent set forth above, or waive the requirement to obtain informed consent, provided that the REB finds and documents that:

- i. The research involves no more than minimal risk to the subjects;
- ii. The waiver or alteration is unlikely to adversely affect the rights and welfare of the subjects;
- iii. The research could not practicably be carried out without the waiver or alteration;
- iv. Whenever possible and appropriate, the subjects will be provided with additional pertinent information after participation; and
- v. The waived or altered consent does not involve a therapeutic intervention.

In studies including randomization and blinding in clinical trials, neither the research subjects nor those responsible for their care know which treatment the subjects are receiving before the project commences. Such research is not regarded as a waiver or alteration of the requirements for consent if subjects are informed of the probability of being randomly assigned to one arm of the study or another.

Free and informed consent must be voluntarily given, without manipulation, undue influence or coercion. This is as true regarding any decision to withdraw participation as it regarding the initial decision to participate.

REB review is normally required for research involving naturalistic observation. However, research involving observation of participants in, for example, political rallies, demonstrations or public meetings, should not require REB review since it can be expected that the participants are seeking, or at least are fully aware of the likelihood of, public visibility.

Researchers shall provide, to prospective subjects or authorized third parties, full and frank disclosure of all information relevant to free and informed consent. The standard of

relevance shall be the known or reasonably foreseeable interests of the subject. Throughout the free and informed consent process, the researcher must ensure that prospective subjects are given adequate opportunities to discuss and contemplate their participation. At the commencement of the consent process, researchers or their qualified designated representatives shall provide prospective subjects with the following:

- a. Information that the individual is being invited to participate in a research project;
- b. A comprehensible statement of the research purpose, the identity of the researcher, the expected duration and nature of participation, and a description of research procedures which is stated as simply and clearly as possible (i.e. in vocabulary and syntax appropriate to a maximum grade eight level of reading);
- c. A comprehensible description of reasonably foreseeable harms and benefits that may arise from research participation, as well as the likely consequences of non-action, particularly in research related to treatment, or where invasive methodologies are involved, or where there is a potential for physical or psychological harm;
- d. An assurance that prospective subjects are free not to participate, have the right to withdraw at any time without prejudice to pre-existing entitlements, and will be given continuing and meaningful opportunities for deciding whether or not to continue to participate; and
- e. The possibility of commercialization of research findings, and the presence of any apparent or actual or potential conflict of interest on the part of researchers, their institutions or sponsors.

In light of (b) and (c), REBs may require researchers to provide:

1. An assurance that new information will be provided to the subjects in a timely manner whenever such information is relevant to a subject's decision to continue or withdraw from participation;
2. The identity of the qualified designated representative who can explain scientific or scholarly aspects of the research;
3. Information on the appropriate resources outside the research team to contact regarding possible ethical issues in the research (usually including the REB);
4. An indication as to who will have access to information collected on the identity of subjects, and descriptions of how confidentiality will be protected, and anticipated uses of data;
5. An explanation of the responsibilities of the subject;
6. Information on the circumstances under which the researcher may terminate the subject's participation in the research;
7. Information on any costs, payments, reimbursement for expenses or compensation for injury;
8. In the case of randomised trials, the probability of assignment to each option;
9. For research on biomedical or health care procedures, including health care interventions; information about (a) foregoing alternative procedures that might be advantageous to the subject, (b) which aspects of the research involve the use of procedures that are not generally recognized or accepted; and, particularly in trials of therapeutic interventions, the care provided if the potential subject decides not to consent

to participation in the study;

10. The ways in which the research results will be published, and how the subjects will be debriefed (where appropriate), or could become, informed of the results of the research.

Consent with subjects of diminished decisional capacity (including those legally incompetent to decide regarding research participation)

Researchers working with people of diminished decisional capacity must: a) ongoingly be sensitive to expressions of assent and dissent from such subjects whether or not these constitute legal decisions (see below); and b) must be alert to situations where a surrogate consent, though legal, may involve conflict of interest or otherwise fail to be in the best interests of person with diminished capacity.

Subject to applicable legal requirements (which in some jurisdictions are more stringent than the following), individuals who are not legally competent to decide regarding their own participation in research shall only be asked to become research subjects when: a) the research question can only be addressed using the identified group(s); and b) free and informed consent will be obtained from their authorized representative(s); and c) the research does not expose them to more than minimal risks without the potential for direct benefits for them.

For research involving decisionally incapable individuals, the REB shall ensure that, as a minimum, the following conditions are met:

a) The researcher shall show how the free and informed consent will be sought from the authorized third party, and how the subjects' best interests will be protected;

b) The authorized third party may not be the researcher or any other member of the research team;

c) The continued free and informed consent of an appropriately authorized third party will be required to continue the participation of a legally incompetent subject in research, so long as the subject remains incompetent;

d) When a subject who was entered into a research project through third-party authorization becomes competent during the project, his or her informed consent shall be sought as a condition of continuing participation.

Where free and informed consent has been obtained from an authorized third party, and in those circumstances where the decisionally incapable individual understands to some significant degree the nature and consequences of the research, the researcher shall seek to ascertain the wishes of the individual concerning participation. The potential subject's dissent will preclude his or her participation except, perhaps, in cases where research is also a form of treatment. In such cases the REB is to be informed in advance of a process for addressing dissent. In all other cases dissent will be sufficient to exclude a subject. Where those of diminished decisional and/or verbal abilities (including children) are involved, researchers have an obligation to be cognizant of non-verbal signs of non-assent such as "body language" (a child may be reluctant to disappoint an adult).

Subject to all applicable legislative and regulatory requirements, research involving emergency health situations shall be conducted only if it addresses the emergency needs of individuals involved, and then only in accordance with criteria established in advance of such research by the REB. The REB may allow research that involves health emergencies to be carried out without the free and informed consent of the subject or of his or her authorized third party if ALL of the following apply:

- a) A serious threat to the prospective subject requires immediate intervention; and
- b) Either no standard efficacious care exists or the research offers a real possibility of direct benefit to the subject in comparison with standard care; and
- c) Either the risk of harm is not greater than that involved in standard efficacious care, or it is clearly justified by the direct benefits to the subject; and
- d) The prospective subject is unconscious or lacks capacity to understand risks, methods and purposes of the research; and
- e) Third-party authorization cannot be secured in sufficient time, despite diligent and documented efforts to do so; and
- f) No relevant prior directive by the subject is known to exist such that dissent will preclude his or her participation.

When a previously incapacitated subject regains capacity, or when an authorized third party is found, free and informed consent shall be sought promptly for continuation in the project/treatment/procedure and for subsequent examinations or tests related to the study.

Further, researchers must be sensitive to the fact that capacity may grow or diminish and, where there is doubt a person is incapable, should refer that person for an assessment of capacity.

B. Privacy and Confidentiality

Researchers who intend to interview a human subject to secure identifiable personal information shall secure REB approval for the interview procedure used and shall ensure the free and informed consent of the interview subject. As indicated in REB approval is not

required for access to publicly available information or materials, including archival documents and records of public interviews or performances.

Subject to the above, researchers shall secure REB approval for obtaining identifiable personal information about subjects. Approval for such research shall include such considerations as:

- a) The type of data to be collected;
- b) The purpose for which the data will be used;
- c) Limits on the use, disclosure, and retention of the data;
- d) Appropriate safeguards for security and confidentiality;
- e) Any modes of observation (e.g., photographs or videos) or access to information (e.g., sound recordings) in the research that allow identification of particular subjects;
- f) Any anticipated secondary uses of identifiable data from the research;
- g) Any anticipated linkage of data gathered in the research with other data about subjects, whether those data are contained in public or personal records; and
- h) Provisions for confidentiality of data resulting from the research.

If identifying information is involved, REB approval shall be sought for secondary uses of data. Researchers may gain access to identifying information if they have demonstrated to the satisfaction of the REB that:

- a) Identifying information is essential to the research; and
- b) They will take appropriate measures to protect the privacy of the individuals, to ensure the confidentiality of the data, and to minimize harms to subjects;
- c) Individuals, to whom the data refer, have not objected to secondary use.

The REB may also require that a researcher's access to secondary use of data involving identifying information be dependent on:

- a) The informed consent of those who contributed data or of authorized third parties; or
- b) An appropriate strategy for informing the subjects; or
- c) Consultation with representatives of those who contributed data.

Researchers who wish to contact individuals to whom data refer shall seek the authorization of the REB prior to contact.

The implications of approved data linkage in which research subjects may be identifiable shall be approved by the REB.

C. Conflict of interest

Researchers and REB members shall disclose actual, perceived or potential conflicts of interest to the REB. The REB should develop mechanisms to address and resolve conflicts of interest, keeping in mind that preserving the impartiality of the REB is the paramount consideration here.

D. Inclusion in research

a) Where research is designed to survey a number of living research subjects because of their involvement in generic activities (e.g., in many areas of health research or in some social science research such as studies of child poverty or of access to legal clinics) that are not specific to particular identifiable groups, researchers shall not exclude prospective or actual research subjects on the basis of such attributes as culture, religion, race, mental or physical disability,

b) This article is not intended to preclude research focused on a single living individual (such as in a biography) or on a group of individuals who share a specific characteristic (as in a study of an identifiable group of painters who happen to be all of one sex, ethnic/cultural origin, or religion, or of a religious order which is restricted to one sex).

Women shall not automatically be excluded from research solely on the basis of sex or reproductive capacity.

Subject to the provisions above, those who are not competent to consent for themselves shall not be automatically excluded from research which is potentially beneficial to them as individuals, or to the group that they represent.

E. Research on Student Populations

Students represent a tempting pool of potential subjects for academic researchers for obvious reasons. First, they are an accessible population of subjects. Second, they can often be representative of wider populations in many ways (except, usually, age). However, students also are a vulnerable population in certain ways. Students typically understand educational institutions, their policies, procedures and personnel, less well than faculty members. More importantly, students have little power over faculty while faculty may assess students in for course grades, recommendations regarding graduate schools, hiring as research assistants, and even give job references. In a situation with such differences in power there is an increased risk of subtle coercion or inappropriate influence. Therefore, it is the responsibility of researchers using students as research subjects to do what is reasonably possible to minimize such influence on the decisions of students to participate or not as subjects in a given protocol.

Students who are being asked in class time to participate in a research project (whether in

class time or not) must, like any research subject, be informed of the nature, purposes, and risks involved in participation. In addition, they must be assured that their participation is wholly voluntary, and that should choose not to participate that choice will in no way affect their academic standing or assessment. This must not only be said (or written), but also must be expressed in a way that encourages students to believe it - and of course, it must also be true. If the REB becomes aware of evidence that attempts to "persuade" subjects have been made it must investigate, and may take action from attempts to clarify with a researcher what is and is not legitimate in this area all the way to refusal or revocation of approval of a protocol.

When the instructor is also a researcher, research conducted on students in class time has the greatest potential to be subtly coercive. Hence, generally the person directly administering the research should be someone other than the instructor, and every effort should be made for it to be someone who is *not* in a position of power relative to the student population (eg. a program director).

Researchers who propose to use student populations must also take reasonable steps to ensure that particular student groups are not being overused as research subjects. Again, in most other contexts a person's consent or refusals would be sufficient to ensure against this possibility. But the power imbalances in educational settings make it necessary for researchers and REBs to give additional thought to such matters rather than simply assuming that consent is free and uncoerced.

Finally, student awards and prizes may not use or cite a student's participation in research as a subject as a criterion or basis for such award.

F. Other issues

Research in areas and of certain types has not traditionally been undertaken at Ryerson, yet is covered by several sections of the Tri-Council Policy Statement, and therefore lies somewhat outside Ryerson's institutional experience. At this time, therefore, sections 7-10 of the Tri-Council statement are affirmed as guidelines for the decisions of the REB should research in the following areas be undertaken at Ryerson: clinical trials, human genetic research, research on human tissue or involving gametes, fetuses or embryos. The expectation is that the REB will pay close attention to the appropriateness of guidelines and recommend to Academic Council any improvements greater experience may reveal as desirable. The Tri-Council statement also includes a discussion of the general principles in play for research involving aboriginal groups which should be consulted by prospective researchers.

Articles from the Tri-Council Guidelines.

Article 7.1

Phase I non-therapeutic clinical trials shall undergo both stringent review and continuous monitoring by an REB independent of the clinical trials sponsor.

Article 7.2

In combined Phase I/II clinical trials, researchers and REBs shall carefully examine the integrity of the free and informed consent process. Where appropriate, the REB may require an independent monitoring process.

Article 7.3

REBs shall examine the budgets of clinical trials to assure that ethical duties concerning conflict of interest are respected.

Article 7.4

The use of placebo controls in clinical trials is generally unacceptable when standard therapies or interventions are available for a particular patient population.

Article 8.1

The genetics researcher shall seek free and informed consent from the individual and report results to that individual if the individual so desires.

Article 8.2

The researcher and the REB shall ensure that the results of genetic testing and genetic counselling records are protected from access by third parties, unless free and informed consent is given by the subject. Family information in databanks shall be coded so as to remove the possibility of identification of subjects within the bank itself.

Article 8.3

Researchers and genetic counsellors involving families and groups in genetic research studies shall reveal potential harms to the REB and outline how such harms will be dealt with as part of the research project.

Article 8.4

Genetics researchers and the REB shall ensure that the research protocol makes provision for access to genetic counselling for the subjects, where appropriate.

Article 8.5

Gene alteration (including "gene therapy") that involves human germ-line cells or human embryos is not ethically acceptable. Gene alteration for therapeutic purposes and involving human somatic cells may be considered for approval.

Article 8.6

Though the banking of genetic material is expected to yield benefits, it may also pose potential harms to individuals, their families and the groups to which they may belong. Accordingly, researchers who propose research involving the banking of genetic material have a duty to satisfy the REB and prospective research subjects that they have addressed the associated ethical issues, including confidentiality, privacy, storage, use of the data and results, withdrawal by the subject, and future contact of subjects, families and groups.

Article 8.7

At the outset of a research project, the researcher shall discuss with the REB and the research subject the possibility and/or probability that the genetic material and the information derived from its use may have potential commercial uses.

Article 9.1

Researchers shall obtain free and informed consent from the individual whose gametes are to be used in research.

Article 9.2

In research, it is not ethical to use in research ova or sperm that have been obtained through commercial transactions, including exchange for service.

Article 9.3

It is not ethically acceptable to create, or intend to create, hybrid individuals by such means as mixing human and animal gametes, or transferring somatic or germ cell nuclei between cells of humans and other species.

Article 9.4

It is not ethically acceptable to create human embryos specifically for research purposes.

However, in those cases where human embryos are created for reproductive purposes, and subsequently are no longer required for such purposes, research involving human embryos may be considered to be ethically acceptable, but only if all of the following apply:

a. The ova and sperm from which they were formed are obtained in accordance with Articles 9.1 and 9.2;

b. The research does not involve the genetic alteration of human gametes or embryos;

c. Embryos exposed to manipulations not directed specifically to their ongoing normal development will not be transferred for continuing pregnancy; and

d. Research involving human embryos takes place only during the first 14 days after their formation by combination of the gametes.

Article 9.5

It is not ethically acceptable to undertake research that involves ectogenesis, cloning human beings by any means including somatic cell nuclear transfer, formation of animal/human hybrids, or the transfer of embryos between humans and other species.

Article 10.1

Research proposing the collection and use of human tissues requires ethics review by an REB.

Amongst other things, the researcher shall demonstrate the following to the REB:

a. That the collection and use of human tissues for research purposes shall be undertaken with the free and informed consent of competent donors;

b. In the case of incompetent donors, free and informed consent shall be by an authorized third party;

c. In the case of deceased donors, free and informed consent shall be expressed in a prior directive or through the exercise of free and informed consent by an authorized third party.

Article 10.2

For the purpose of obtaining free and informed consent, researchers who seek to collect human tissue for research shall, as a minimum, provide potential donors or authorized third parties information about:

- a. The purpose of the research;
- b. The type and amount of tissue to be taken, as well as the location where the tissue is to be taken;
- c. The manner in which tissue will be taken, the safety and invasiveness of acquisition, and the duration and conditions of preservation;
- d. The potential uses for the tissue including any commercial uses;
- e. The safeguards to protect the individual's privacy and confidentiality;
- f. Identifying information attached to specific tissue, and its potential traceability; and
- g. How the use of the tissue could affect privacy.

Article 10.3

appendix 2

- a. When identification is possible, researchers shall seek to obtain free

and informed consent from individuals, or from their authorized third parties, for the use of their previously collected tissue. The provisions of Article 10.2 also apply here.

b. When collected tissue has been provided by persons who are not individually identifiable (anonymous and anonymized tissue), and when there are no potential harms to them, there is no need to seek donors' permission to use their tissue for research purposes, unless applicable law so requires.

ETHICS REVIEW BOARD

TERMS OF REFERENCE

[See attached under "authority".]

COMPOSITION

[See attached under "composition".]

MEMBERSHIP

CONTINUING

Bob Rinkoff (Chair)	Faculty, Early Childhood Education	(C.S.)
Andrew Hunter	Faculty, Philosophy	(Arts)
Don MacQuarrie	Faculty, Theatre	(A.A.)
Roy Morley	Faculty, Business Management	(Bus.)
Michael Owen	Director of Research Services	(ex-officio)
Judith Waalen	Faculty, Psychology	(Arts)
Victoria Whitworth	Faculty, Applied Chemistry & Biology	(Eng.)
Sue Williams	Director, Nursing	(C.S.)

VACANCIES

Two students.

One community member.

MEMO

To: All Members of Academic Council
From: Kathleen M.J. Kwan
Subject: 1999/2000 ACADEMIC COUNCIL MEETINGS
Date: September 23, 1999

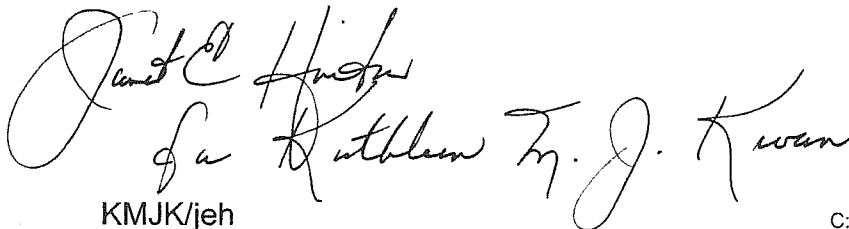
Please find enclosed the materials for the first meeting of Academic Council for 1999/2000. Included with the October 4 meeting materials is the following:

- a schedule of meeting dates for Academic Council, 1999/2000, including agenda deadlines;
- the Academic Council membership list;
- the Statute and Procedures of Academic Council;
- Ryerson's governing statute; and
- background information on Academic Council.

Please note that the process of filling the membership for Academic Council's sub-committees is ongoing, and hence a more complete report will be submitted by the Nominating Committee subsequent to the October meeting. If you have any questions regarding committee membership please feel free to contact me at (416) 979-5011 or k4kwan@acs.ryerson.ca.

In the meantime I would like to extend a warm welcome to those members who are new to Academic Council. I hope you will find the experience very rewarding. For those members of Academic Council who are returning, a heartfelt greeting is sent - your experience will be invaluable to enable Academic Council to undertake its multitude of responsibilities.

I look forward to meeting each of you, and please feel free to contact me if you have any questions or concerns. Our office is located on the 12th floor of Jorgenson Hall.


KMJK/jeh

ACADEMIC COUNCIL

RYERSON POLYTECHNIC UNIVERSITY

RYERSON POLYTECHNIC UNIVERSITY

ACADEMIC COUNCIL

SCHEDULE OF MEETINGS

AND

DEADLINES

1999 - 2000

AGENDA DEADLINES

MEETING DATES

Monday, September 20, 1999 *

Monday, October 4, 1999 *

Tuesday, October 19, 1999

Tuesday, November 2, 1999

Tuesday, November 23, 1999

Tuesday, December 7, 1999

Tuesday, December 21, 1999

Tuesday, January 11, 2000

Tuesday, January 18, 2000

Tuesday, February 1, 2000

Tuesday, February 22, 2000

Tuesday, March 7, 2000

Tuesday, March 21, 2000

Tuesday, April 4, 2000

Tuesday, April 18, 2000

Tuesday, May 2, 2000

* **The first meeting has been moved a day ahead to Monday.**

PLEASE NOTE:

Agenda deadlines must be enforced. Please have the agenda item in the Office of the Secretary of Academic Council (Room 1221, Jorgenson Hall) by the agenda deadline. If you have any questions, please contact the Secretary at ext. 5011.

**ACADEMIC COUNCIL MEMBERSHIP
1999-2000**

EX-OFFICIO MEMBERS

- | | | |
|-----|-------------------|--------------------------------------------------|
| 1. | John Craig Eaton | Chancellor |
| 2. | Claude Lajeunesse | President & Vice-Chancellor |
| 3. | Dennis Mock | Vice President, Academic |
| 4. | Linda Grayson | Vice President, Administration & Student Affairs |
| 5. | Michael Dewson | Vice President, Faculty Affairs |
| 6. | Rena Mendelson | Associate Vice President, Academic |
| 7. | Ira Levine | Dean of Applied Arts |
| 8. | Errol Aspevig | Dean of Arts |
| 9. | <i>TBA</i> | Dean of Business |
| 10. | Judith Sandys | Dean of Community Services |
| 11. | Marilynn Booth | Dean of Continuing Education |
| 12. | Derek Northwood | Dean of Engineering and Applied Science |
| 13. | Keith Alnwick | Registrar |
| 14. | Eva Friesen | Acting Chief Librarian |

ASSOCIATES (NON-VOTING)

- | | | |
|-----|-----------------|----------------------------------|
| 15. | Marion Creery | Director of Student Services |
| 16. | Diane Granfield | Professional Associate Librarian |

**ACADEMIC COUNCIL MEMBERSHIP
1999 - 2000**

FACULTY MEMBERS

<u>MEMBERS</u>	<u>YEAR</u>	<u>TERM</u>	<u>DEPARTMENT</u>
<u>APPLIED ARTS FACULTY</u>			
Charles Zamaria	(2)	(1)	RTA
Sandra Tullio-Pow	(1)	(1)	Fashion
Karen Duplisea	(1)	(1)	Theatre
Edward Slopek	(2)	(1)	Image Arts
Mary McCrae	(1) Chair Rep.	(1)	Fashion
<u>ARTS FACULTY</u>			
Michal Bardecki	(2)	(1)	Geography
David Day	(1)	(1)	Psychology & Sociology
Michael Finn	(1)	(2)	English & French
Jean-Paul Chavy	(1) Chair Rep.	(1)	French & Spanish
Leo Michelis	(1)	(1)	Economics & Geography
<u>BUSINESS FACULTY</u>			
Lynn Harrison	(2)	(2)	Hosp. & Tourism Mgmt.
Katherine Penny	(2) Chair Rep.	(1)	Hosp. & Tourism Mgmt.
Peter Pille	(2)	(1)	ITM
Pat Morrison	(1)	(1)	Business Management
Alan Kaplan	(1)	(1)	Business Management
<u>COMMUNITY SERVICES FACULTY</u>			
Beth Moore Milroy	(2) Chair Rep.	(1)	Urban & Regional Planning
Judy Pearce	(1)	(2)	Nursing
Monique Richard	(2)	(1)	ECE
Susan Silver	(2)	(1)	Social Work
Tim Sly	(2)	(1)	Environmental Health
<u>ENGINEERING AND APPLIED SCIENCE FACULTY</u>			
Michael Miller	(1) Chair Rep.	(2)	Arch./Landscape
David Mason	(2)	(1)	Math & Physics
Juliana Carvalho	(1)	(1)	Math & Physics
Juri Silmberg	(2)	(1)	Electrical Eng.
Kamran Behdinin	(1)	(1)	Mechanical Eng.
<u>CONTINUING EDUCATION DIVISION</u>			
Desmond Glynn	(2)	(1)	Continuing Education
John Hicks	(2)	(1)	Continuing Education
<i>3 vacancies</i>			
<u>C.U.P.E</u>			
Don Elder	(2)	(1)	C.U.P.E./RTA

**ACADEMIC COUNCIL MEMBERSHIP
1999 - 2000**

STUDENT MEMBERS

(STUDENT MEMBERS SERVE A ONE YEAR TERM ONLY)

APPLIED ARTS FACULTY

Robert Haines
Sharon Frenkel
Peter Tretter

DEPARTMENT

Theatre
Theatre
Theatre

ARTS/COMMUNITY SERVICES FACULTIES

Linda Sculac
Rosaria Amato
Leonard Moll

Geography
Nursing
Social Work

BUSINESS FACULTY

Perry Chen See
Naushad Jamani
Ethan Zon

Business Management
AIM
AIM

ENGINEERING AND APPLIED SCIENCE FACULTY

Amirmakin Aziz
Mark Gunaratnam
Rahim Virji

Industrial Eng.
Applied Chemical & Biological Sc.
Industrial Eng.

C.E. STUDENT REPRESENTATIVE

Kishor Pillai

EX-OFFICIO STUDENTS

Erin George
Nazmin Zaver

President, RYESAC
President, CESAR

ALUMNI

4 vacancies

Revised September, 1997

RYERSON POLYTECHNIC UNIVERSITY

ACADEMIC COUNCIL

STATUTES AND PROCEDURES

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Duties of Committees

1. COMPOSITION OF ACADEMIC COUNCIL

1.1 EX-OFFICIO

The Chancellor, the President (who shall be the Chair of the Council), the Vice-Presidents and the Deans, and the Chief Librarian and Registrar.

1.2 ACADEMIC ADMINISTRATORS

One Chair elected from each Faculty of the University, save and except the Division of Continuing Education, by the Chairs of the Departments/and Schools of the respective Faculties.

1.3 FACULTY REPRESENTATIVES

Four regular faculty representatives from each Faculty of the University, save and except the Division of Continuing Education, who shall be elected by the full-time faculty members of the respective Departments/and Schools in each Faculty for a term of two years. Faculty from the C.E. Division shall be set at a total of 5, one to be elected by and from the faculty of each of the Applied Arts, Arts, Business, Community Services and Engineering and Applied Science Faculties. The President of the C.U.E.W. shall be deemed an elected faculty member of Council provided that he/she has received a sessional appointment for two terms of the academic year.

1.4 STUDENT AND ALUMNI REPRESENTATIVES

- 1.4.1 For purposes of candidate and voter eligibility students are defined as persons who are registered as such in a program or course of study at the University that leads to a degree, diploma or certificate of the University.
- 1.4.2 Three student representatives from each Faculty of the University, save and except the Arts and Community Services Faculties and the Continuing Education Division, each of whom shall be elected for a term of one year.
- 1.4.3 Three student representatives from the Arts and Community Services Faculties of the University, each of whom shall be elected for a term of one year.
- 1.4.4 The President of RYESAC and the President of CESAR. For purposes of these positions, the elections of the Presidents of RYESAC and CESAR shall constitute an election to these positions, provided that each person so elected is registered as a student in a program or course of study at the University that leads to a degree, diploma or certificate of the University.

1.4.5 One representative from those students of the University enrolled in a course of Continuing Education leading to a certificate, diploma or degree, which representative shall be enrolled at the time of election in any course of Continuing Education leading to a certificate, diploma or degree of the University.

1.4.6 Four representatives from the Alumni Association who respectively shall be drawn from and elected by the members of the Alumni Association, in each of the Applied Arts, Arts and Community Services (combined), Business and Engineering and Applied Science Faculties for a term of two years, such representatives to be eligible to hold office shall have obtained at least one certificate, diploma or degree offered by the University, and to no longer be registered as students.

1.5 ASSOCIATES

Director of Student Services
Director of Media Education
Professional Associate Librarian

1.6 REVISION OF COMPOSITION

The composition of Academic Council shall be reviewed triennially by a Composition Committee of Academic Council. The Composition Committee shall report its recommendation to the first regular meeting of each third session for ratification. The recommendations of the Composition Committee shall be in accordance with the provisions of the Ryerson Polytechnic University Act, 1977, that Academic Council shall be composed of the Chancellor, the President, the Vice-Presidents, the Deans, and the Chief Librarian and Registrar who shall be ex-officio members; and such other members, not exceeding fifty in number, composed of persons elected by secret ballot, by the teaching faculty from among themselves, by the students from among themselves, and by the alumni from among themselves.

1.7 LIST OF MEMBERS

The Secretary of Academic Council shall have a list of members of Standing Committees printed for all members of Council by the second meeting of each session, and shall distribute amendments to it as membership changes at any time.

1.8 STANDING COMMITTEES

- 1.8.1 There shall be the following Standing Committees of Academic Council with the membership defined herein and duties defined from time to time by resolution of Academic Council. Such duties shall be included in these Statutes as an Appendix for each committee for which they are defined. There may be some Standing Committees whose duties are not formally defined in the Statutes.

1.8.1.1 ACADEMIC AWARDS AND CEREMONIALS COMMITTEE

Thirteen (13) members to include: the President, two representatives of each Faculty/Division, one of whom shall be a dean or chair.

1.8.1.2 ACADEMIC STANDARDS COMMITTEE

Seventeen (17) members to include: the Vice President, Academic, Registrar as members representative of ex-officio, faculty, students and alumni on Council. Membership shall not be limited to members of Academic Council.

1.8.1.3 ADMISSIONS COMMITTEE

Twelve (12) members, one elected from each of the six Faculties/Division of the University, who may or may not be members of Academic Council, three elected from the students of Academic Council, one alumnus, the Registrar or Registrar's appointee and the Vice President, Academic.

1.8.1.4 AGENDA COMMITTEE

Four (4) members elected by and from Academic Council, and the Vice President, Academic.

1.8.1.5 APPEALS COMMITTEE

Nineteen (19) members to include: Director of Student Services or designate; one administrator, one faculty, one student from each Faculty/Division. Membership not limited to members of Council.

1.8.1.6 COMPOSITION COMMITTEE

Five (5) members from Council and the President.

1.8.1.7 COMMITTEE ON INFORMATION TECHNOLOGY

The Information Technology Committee shall consist of fourteen (14) persons, 4 ex-officio and 8 elected by the Academic Council: two programme students, 1 C.E. student, 1 faculty member from each of Arts, Applied Arts, Community Services, Business, Engineering, and 1 representative from C.E. appointed by C.E., the Chief Librarian, 1 rep. from CCS appointed by CCS, the VP, Academic, the VP, Administration, and the Registrar, and shall be chaired by one of its faculty members.

1.8.1.8 ETHICS REVIEW BOARD

This Board will consist of the equivalent of two members and one student from each Faculty or Division within Ryerson, chosen where possible from faculty and students having an interest in or actually involved in research, especially in research involving human subjects. The Nominating Committee may from time to time replace members who retire from the Board or who go on leave. The Board will elect one of its members as chair, that person to supervise all Ethics Review Committees.

1.8.1.9 INSTRUCTOR COURSE EVALUATION COMMITTEE

Twelve (12) members to include: President of RYESAC, Vice-President Faculty and Staff Affairs, an appointee of the President of RYESAC, representative from the Psychology department, representative from the RFA, representative from the CUEW, six additional members to be elected by and from the Academic Council.

1.8.1.10 INTELLECTUAL PROPERTY COMMITTEE

Fourteen persons, the equivalent of 2 faculty members from the five Faculties of the University; 3 students from Departments, Schools or Faculties particularly affected by a student ownership issue; and 1 member appointed from within ORS.

1.8.1.11 LEARNING AND TEACHING COMMITTEE

Representatives of each Faculty/Division, a librarian, two from Student Development and Counselling, Director of Student Services, students from each Faculty/Division, the chair or delegate from GREET and the Learning and Teaching Co-ordinator.

1.8.1.12 NOMINATING COMMITTEE

Nine (9) members to include: 2 deans of Faculties; 4 faculty, of whom not more than one will be a chair or academic director; 3 students/alumni, all from Council.

1.8.1.13 PLANNING AND PRIORITIES ADVISORY COMMITTEE

Seventeen (17) members to include: the President, the Vice President, Academic, the Vice President, Administration, the Vice President, Faculty and Staff Affairs, Director of Finance, Director of Student Services, 1 Dean, 6 faculty members three of whom must be from Council and not more than two of whom are Chairs/Directors, 1 Associate, 3 student members from Council.

1.8.1.14 PROCEDURES COMMITTEE

Four (4) members from Council and the President.

1.8.1.15 STANDING COMMITTEE ON OPEN COLLEGE

Its composition will be a representative of each Faculty/Division and include the Director of Media Education. It will meet only as required and its membership will change only when necessary.

1.8.1.16 STANDING COMMITTEE ON SCHOLARLY, RESEARCH AND CREATIVE ACTIVITY

Fourteen (14) members to include a representative of each Faculty, who may include a chair or dean, 2 students and the Director of ORS, and the Vice President, Academic, ex-officio.

1.8.1.17 STUDENT DISCIPLINE COMMITTEE

The Student Discipline Committee shall consist of eleven (11) persons elected by the members of the Academic Council, four of whom shall be students, three department/school chairs/directors and four members of faculty. Members of the Committee need not be members of Academic Council.

1.8.2 MEMBERSHIP

- 1.8.2.1 Committee members shall be nominated by the Nominating Committee (Section 1.8.2.3) at the regular May meeting of each year, if possible.

- 1.8.2.3 The list submitted by the Nominating Committee shall be subject to additions from the floor during the meeting at which it is received, or to additions by mail during a limited period set by motion from the floor during the meeting.
- 1.8.2.4 If the number of nominations exceeds the number of members specified herein for any committee an election shall be held according to the procedures set out in Section 7.2.
- 1.8.2.5 At the first meeting of all standing committees for which ex-officio chairship is not provided by these Statutes, an election of a Chair shall be held from among those committee members who are also members of Academic Council.

1.9 AD HOC COMMITTEES

Ad Hoc committees may be formed for limited terms by motions at Academic Council meetings. The membership shall be determined by the rules applied to Standing Committees, specifically, Sections 1.8.2.3 and 1.8.2.4 herein. At the first meeting of all Ad Hoc committees an election of a Chair shall be held, normally from among those members who are also members of Academic Council.

1.10 JOINT COMMITTEES WITH THE BOARD OF GOVERNORS

Joint Committees may be formed with the Board of Governors. Such committees shall have their names, duties and (if defined) term of appointment defined as an appendix to the Statutes for the duration of their term. The membership shall be determined by the rules applied to Standing Committees specifically in Sections 1.8.2.3 and 1.8.2.4 herein.

2 OFFICERS OF ACADEMIC COUNCIL

2.1 SECRETARY

the President of the University shall appoint a permanent Secretary of Academic Council.

2.1.1 The duties of the Secretary shall be:

- 2.1.1.1 To issue Agenda for all meetings of Academic Council and its committees, one week in advance of such meetings.
- 2.1.1.2 To have charge of all books and records of Academic Council and its committees.
- 2.1.1.3 To prepare and issue to all members, Minutes of every meeting of Academic Council, and Minutes from meetings of committees of Academic Council.
- 2.1.1.4 To conduct correspondence in the name of Academic Council.
- 2.1.1.5 To conduct all elections for officers, membership of committees and other matters to be decided by vote.

2.2 CHAIR

The President of the University shall be ex-officio Chair of Council.

2.2.1 The duties of the Chair shall be:

- 2.2.1.1 To open the meeting.
- 2.2.1.2 To decide and announce the business and the order in which it is to be acted upon.
- 2.2.1.3 To state and put the question, and to announce the result of the vote.
- 2.2.1.4 To enforce rules of order.
- 2.2.1.5 To break a tie vote.
- 2.2.1.6 To call another member to the Chair when it is necessary to enter Committee of the Whole or for meetings which the President cannot attend.

2.3 VICE CHAIR

At the first regular meeting of each session, the members of Academic Council shall elect from among themselves a Vice Chair for that session.

2.3.1 The duty of the Vice Chair shall be to act as Chair of Council if the President is unable to attend a meeting.

3. MEETINGS AND PROCEDURES

3.1 SESSION

The Academic Council session shall extend from 1 July each year to 30 June of the following year.

3.2 REGULAR MEETINGS

Regular meetings shall be held on the first Tuesday of each month from October to May, inclusive, except where the Secretary in consultation with the Chair determines that circumstances warrant a change from the normal schedule. A schedule of dates of these regular meetings shall normally be published by the Secretary before 21 September each year and distributed to the Academic Council members at that time.

3.3 SPECIAL MEETINGS

A special meeting may be called by the Chair, the President, the Vice President, Academic, or by any 20 members writing a requisition to the Secretary. Only such business as is specified in the notice of the meeting may be transacted at the special meeting. A special meeting requires at least seven (7) days notice. A motion for a special meeting, duly seconded and carried, may be enacted at any meeting, regular or special, of Academic Council.

3.4 QUORUM AT START

A quorum of any meeting from 1 October to 31 May shall be one-half of the members. The quorum for a special meeting from 1 June to 30 September shall be 20 members. Any motion carried at such a special meeting must be ratified at the next regular meeting.

3.5 CALLING QUORUM

If during any meeting the number should drop below a quorum, business shall not be interrupted nor the passage or rejection of any motion questioned at subsequent meetings, unless a member calls attention to the fact while the meeting is proceeding. At such a call by any member, the Secretary shall call the roll as in Section 2.6. Attention to a quorum may be called only after a lapse of at least 15 minutes if the roll call should prove a quorum is present.

3.6 STARTING TIME

Every meeting shall begin at 6:00 p.m. If after a lapse of 30 minutes the Chair decides there is still not a quorum, the Secretary shall call the roll call. If the members present do not constitute a quorum, the Council shall adjourn until the next meeting.

3.7 STOPPING TIME

Every meeting of Academic Council shall adjourn no later than 11:00 p.m., except by the affirmative vote of two-thirds of those present and voting to extend for a specific period of time.

3.8 VISITOR ADMISSION

Admissions of a visitor to Academic Council meetings shall be permitted on a first-come first-seated basis after Academic Council members have been seated, to the seating capacity of the chambers. A visitor may address Academic Council if invited by the Chair subject to the approval of the majority of members present, but may not vote on any matter.

3.9 PROCEDURES

The Chair or substitute shall conduct the meeting in conformity with the Statutes and Procedures of Academic Council, and in all cases not provided for herein, the practice of Robert's Rules of Order shall govern.

4. AGENDA

4.1 The Agenda of each meeting shall contain, after the time and place of the meeting in this order:

4.1.1 President's Report

- 4.1.2 The Good of the University
- 4.1.3 Business Carried Forward From Previous Meeting.
- 4.1.4 Minutes of the Previous Meeting.
- 4.1.5 Business Arising out of the Minutes.
- 4.1.6 Correspondence.
- 4.1.7 Reports of Actions and Recommendations of Departmental and Divisional Councils.
- 4.1.8 Reports of Committees.
- 4.1.9 New Business.
- 4.1.10 Adjournment.

5. DEBATES AND VOTES

5.1 RECOGNITION

A member or visitor who wishes to speak shall raise their hand, await recognition by the Chair and then stand and address the Chair.

5.2 CALLS TO ORDER

If the Chair calls to order the member or visitor, the member or visitor shall sit down. At the discretion of the Chair, the member or visitor may be permitted to stand and make an explanation. The Chair shall decide the point of order, subject to appeal to Academic Council whose decision shall be final and made without debate.

5.3 CHALLENGING THE CHAIR

Any other ruling by the Chair shall be subject to a motion to challenge a ruling of the Chair. If the motion to challenge is seconded, the challenge shall be decided in the affirmative only by two-thirds majority vote of members present, and the vote shall be final and made without debate.

5.4 SPEAKING TO THE QUESTION

A member or visitor shall restrict remarks to the question in debate (except during Question Period - Section 4) or to a point of order. Except for the mover of the main motion, no member or visitor shall speak more than once to a question, unless in explanation when asked a question or except by leave of a majority of the members present. No member or visitor shall address Academic Council for more than ten minutes at one time.

5.5 READING THE QUESTION

Any member may require the question under discussion to be read at any time during its debate. The Secretary shall also read the question immediately before a vote is taken.

5.6 CHAIR'S VOTE

The Chair may vote in the case of a tie vote.

5.7 VOTE COUNT

Questions shall be decided by a show of hands unless any member requests that the yeas and nays be recorded.

5.8 MAJORITIES

Questions shall be decided by a simple majority of those present and voting, except those specified in these Statutes and Procedures as requiring a two-thirds majority. Motions which shall require a two-thirds majority of the members present, whether voting or abstaining, are:

- 5.8.1 A challenge of a ruling by the Chair on matters other than an appeal of a Call To Order (order to sit down).
- 5.8.2 A motion to extend sitting beyond 11:00 p.m.
- 5.8.3 A motion to revise or augment the Agenda for the meeting.
- 5.8.4 Reconsideration of a matter during the same session.
- 5.8.5 Any matter a simple majority designates as a major question. The motion to designate a major question shall be decided without debate.
- 5.8.6 A motion to amend Academic Council Statutes and Procedures.

5.9 RECONSIDERATION

No matter, once decided, can be reconsidered until the next session of Academic Council (see Section 3.1) except by vote of two-thirds of the members present at a meeting and providing notice of intent to move reconsideration has been distributed with the Agenda of the meeting.

6. COMMITTEE OF THE WHOLE

- 6.1 When Academic Council resolves to go into Committee of the Whole, the Chair shall appoint a Chair of the Committee who shall preside over its deliberations, decide points of order subject to an appeal to the Chair and report its proceedings to him/her when he/she resumes the Chair.
- 6.2 The rules of Academic Council shall be observed in Committee of the Whole except that:
 - 6.2.1 No motion is required, except to "rise and report".
 - 6.2.2 In a motion to "rise and report" the question shall be decided without seconding and without debate.

7. ELECTIONS

7.1 ELECTIONS TO MEMBERSHIP OF ACADEMIC COUNCIL

- 7.1.1 Elections for membership of Academic Council shall be held as required by Article 1., annually before 31 March. Each successful candidate will commence service as a member at the first regular meeting of the following session. (See Section 3.1).
- 7.1.2 Each elected representative may, if unable to attend any meetings of Academic Council or its committees, appoint an alternate to attend such meetings in the member's place, preferably the candidate who was runner-up in the election. Notice of appointment must be in writing to the Secretary prior to the meeting(s) specified in the notice. Any alternate shall, for the purposes of the meeting(s) in the appointment, be entitled to vote and shall enjoy all the privileges and rights of a member of the Council.
- 7.1.3 Whenever a Department is established or deleted, the Faculty Council shall immediately review the distribution of the four faculty positions in the Faculty to which the Department is added or from which is deleted. The results of this review shall be presented in the form of a recommended

amendment to Article 1. by the Dean of the Faculty concerned for ratification by Academic Council.

- 7.1.4 An elected member of Academic Council ceases to be eligible pursuant to 1.6 above under which the member was elected when the members ceases to hold office which involves membership or the member ceases to be a student, alumnus or member of faculty as defined in the Statutes.
- 7.1.5 A member of Academic Council who fails to attend two consecutive meetings of Council or three in total without notice to the Secretary shall automatically cease to be a Council member. The same rule shall apply to committee service. Notice to the Secretary may be given orally or in writing and shall be recorded in the attendance lists by the notation "regrets". A vacancy so created will be filled in accordance with the provisions of 7.1.6.
- 7.1.6 Where a vacancy occurs for any reason among elected members of Council or Council committees the vacancy shall be filled by Council on the recommendation of the Nominating Committee.

7.2 ELECTIONS TO COMMITTEES AND BOARDS

- 7.2.1.1 The Nominating Committee may be called upon by a motion from the floor, duly seconded and carried by vote, to prepare a list of nominees for any Ad Hoc committee such a motion may call for.
- 7.2.1.2 The Nominating Committee may be called upon by a duly enacted request from the Board of Governors to prepare a list of nominees for a Joint Committee of the Board of Governors and Academic Council.
- 7.2.1.3 Such nominations for Ad Hoc and Joint Committees shall be subject to the same rules set out immediately hereunder and apply to nominations for Standing Committees, and to the rule that additions may be made from the floor or by mail (Section 1.8.2.3).
- 7.2.2 If the number of nominations from the Nominating Committee and additions from the floor during a meeting or by mail (see Section 1.8.2.3) exceeds the number of members specified, the Secretary shall prepare a ballot for the members of Academic Council. The ballot may contain the names of the nominees or it may be blank and the Secretary may inform the members of the nominees by any means the Secretary deems suitable, such as writing them on a chalk board if the ballots are to be marked during a

meeting, and the Secretary will then require the members of Academic Council to write the names of their choice(s) on such blank ballots.

7.2.3 Members of Academic Council shall vote for any number of nominees up to and including the number of vacancies on committees.

8. APPENDICES

APPENDICES 1 DUTIES OF COMMITTEES

APPENDIX A ACADEMIC AWARDS AND CEREMONIALS COMMITTEE

The Committee shall recommend to Council policies and procedures respecting:

- (a) awarding fellowships, scholarships, bursaries, medals, prizes, and other marks of academic achievement
- (b) the ceremonies associated with the awarding of certificates, diplomas and degrees
- (c) honorary doctoral degrees.

The following policies and procedures shall apply to the nomination of candidates for honorary doctoral degrees:

The Committee shall encourage the submission of nominations for honorary doctoral degrees by members of the Academic Council, faculty, students, alumni and administrative personnel.

Nominations shall be made only to the Committee and shall wherever possible include appropriate basic information to assist the Committee in its evaluation of proposals. The Committee shall feel free to ask for additional information on candidates from the nominator.

The Committee shall consider nominations for honorary doctoral degrees in camera before reporting its decisions to the Academic Council.

The following policies and procedures shall apply to the selection of recipients of an honorary doctorate:

If a nominee declines the invitation or is unable to be present at the Convocation concerned, the President shall approach the next nominee selected by the Committee.

The University shall be under no obligation to award an honorary doctorate in any year; normally not more than one honorary degree will be awarded at a convocation, although a second single degree may be awarded in exceptional circumstances.

The following policy and procedure will apply to decisions on eligibility of candidates for certificates, diplomas or degrees. The Committee will review lists of potential graduands submitted to it by the Registrar, and decide their eligibility for these earned academic awards on behalf of Academic Council.

APPENDIX B

ACADEMIC STANDARDS COMMITTEE

To recommend to the Council on all academic matters referred to it and to summarize its activities in an Annual Report.

A further responsibility of the A.S.C. shall be to work with the departments to encourage and promote:

- (a) a continuing and critical self-evaluation process in terms of individual, departmental and institutional goals, and
- (b) an annual review of the program of study in relation to their objectives and the changing needs of society, and
- (c) an annual review of the individual courses in terms of content, presentation, student evaluation and other factors which bear directly on the standards.

APPENDIX C

ADMISSIONS COMMITTEE

1. To examine the changing patterns of education in the Ontario high schools.
2. To examine recent trends in Ontario university admission requirements and the development of the Ontario University Applications Centre.

3. To examine the attitudes and practices of Ryerson departments with respect to admissions and to define if it exists, the University's current policy.
4. To study the possible impact of these trends on Ryerson's future enrolments.
5. To assess, in the light of the above factors, the validity of existing requirements in relation to the programs of study.
6. To prepare for consideration and adoption by Council a series of recommendations outlining a policy and a guide for future operations.

APPENDIX D APPEALS COMMITTEE

To hear academic appeals in accordance with university policy.

APPENDIX E COMMITTEE ON INFORMATION TECHNOLOGY

The Committee on Information Technology will:

- a) Frame all academic policy on information technology for consideration by Academic Council;
- b) Receive input from all interested parties in the University and keep an ongoing watching brief on the development of information technology and its academic implications and usage at Ryerson;
- c) Report to Academic Council at least once in each academic year.

APPENDIX F ETHICS REVIEW BOARD

This Board will consist of the equivalent of two members and one student from each Faculty or Division within Ryerson, chosen where possible from faculty and students having an interest in or actually involved in research, especially in research involving human subjects. The Nominating Committee may from time to time replace members who retire from the Board or who go on leave. The Board will elect one of its members as chair, that person to supervise all Ethics Review Committees.

APPENDIX G INSTRUCTOR COURSE EVALUATION COMMITTEE

This committee shall be responsible through Academic Council for annually reviewing, and revising when necessary, the (ICE) questionnaire.

APPENDIX H INTELLECTUAL PROPERTY COMMITTEE

The committee will implement the policy on ownership of faculty and student work in research projects and receive and review submissions.

APPENDIX I NOMINATING COMMITTEE

- a) To provide an effective machinery for the nomination of members of committees of various sorts.
- b) To present formal notice of its lists of nominations to Academic Council meetings. The lists may be included in the agenda of the meetings or may be presented at the appropriate time during the meeting.

APPENDIX J PLANNING AND PRIORITIES ADVISORY COMMITTEE

To receive annual planning reports from the Academic and Support Planning Committees in order to:

- 1. To act on behalf of Academic Council in reviewing the planning reports of the Vice President, Academic, Vice President, Administration and Vice President, Faculty and Staff Affairs.
- 2. Identify other priority areas and assess the needs of each.
- 3. Assess and recommend priorities to Academic Council while conforming to the University's Aims and Goals.

APPENDIX K STANDING COMMITTEE ON OPEN COLLEGE

The role of the committee will be to recommend to Academic Council on the credit worthiness of proposed Open College course offerings.

APPENDIX L

STANDING COMMITTEE ON SCHOLARLY, RESEARCH AND CREATIVE ACTIVITY

A standing committee of Academic Council, known as the SRC Committee, will address broad matters of institutional SRC and will review SRC policy as required.

Matters to be addressed by the SRC Committee include safety and liability, the role of departments, schools and Faculties with respect to SRC, copyright and trade mark policy, etc.

The Director of the Office of Research Services, or their delegate, will be ex-officio members of the Committee.

APPENDIX M

STUDENT DISCIPLINE COMMITTEE

To act on behalf of Academic Council in responding to issues referred to or under Ryerson's Code of Student Conduct.

Note: This document is a consolidation of texts

An Act to amend The Ryerson Polytechnical Institute Act, 1977
and the University Foundations Act, 1992

Assented to June 1, 1993

The long title of *The Ryerson Polytechnical Institute Act, 1977* (S.O. 1977, c. 47) is repealed and the following substituted:

Ryerson Polytechnic University Act, 1977

INTERPRETATION

1.--(1) In this Act,

- (a) "Academic Council" means the Academic Council of the University;
- (b) "administrative staff" means the full-time employees of the University who are not members of the teaching faculty;
- (c) "alumni" means the persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute or from Ryerson Polytechnic University and who are no longer registered as students; (*amended*)
- (d) "Board" means The Board of Governors of the University;
- (e) "Chancellor" means the Chancellor of Ryerson Polytechnic University. (*new*)
- (f) "Minister" means the Minister of Education and Training;
- (g) "President" means the President of Ryerson Polytechnic University;
- (h) "property" means real and personal property;
- (i) "student" means a person who is registered as such in a program or course of study at the University that leads to a degree, diploma or certificate of the University;
- (j) "teaching faculty" means the full-time employees of the University whose principal duty is the performance of the teaching function or research function of the University, including the employees holding the offices of Dean, Chair or Assistant Chair of a department, or Academic Director; (*amended*)
- (j.1) "University" means Ryerson Polytechnic University; (*new*)

Interpretation

(k) "year" means the membership year of the Board or the Academic Council, as the case may be, and shall be any twelve-month period established by the Board or the Academic Council, respectively, from time to time;

Conflict
R.S.O. 1970, c. 89

(2) In the event of conflict between any provision of this Act and any provision of *The Corporations Act*, the provision of this Act prevails.

GENERAL

University

2.--(1) Ryerson Polytechnical Institute and the Board of Governors of Ryerson Polytechnical Institute are continued under the name Ryerson Polytechnic University. (*amended*)

Corporation

(2) The University is a corporation without share capital composed of the members of the Board of Governors of the University. (*new*)

Objects

3. The objects of the University are:

- (1) The advancement of learning, and the intellectual, social, moral, cultural, spiritual, and physical development of the University's students and employees, and the betterment of society. (*new*)
- (2) The advancement of applied knowledge and research in response to existing and emerging societal needs and in support of the cultural, economic, social, and technological development of Ontario. (*new*)
- (3) The provision of programs of study that provide a balance between theory and application and that prepare students for careers in professional and quasi-professional fields. (*new*)

BOARD OF GOVERNORS

Board of Governors

4.--(1) The Board of Governors of Ryerson Polytechnic University shall be composed of (*amended*)

- (a) the Chancellor, who shall be a member of the Board by virtue of his or her office; (*new*)
- (a.1) the President, who shall be a member of the Board by virtue of his or her office;
- (b) nine members, none of whom is a student or an employee of the University, appointed by the Lieutenant Governor in Council for a term of three years;
- (c) three members, none of whom is an employee of the University, elected by the alumni from among themselves for a term of three years;

- (d) three members elected by the teaching faculty from among themselves for a term of two years;
- (e) two members elected by the administrative staff from among themselves for a term of two years;
- (f) three members elected by the students from among themselves for a term of one year; and
- (g) two members, neither of whom is a student or an employee of the University, appointed by the Board for a term of three years. (*amended*)

(2) The Board shall by by-law determine the manner and procedure of election of its members and shall conduct such elections and determine any dispute as to eligibility to hold office or to vote, and such elections shall be by secret ballot.

Manner of election

(3) No person shall serve as a member of the Board unless he or she is a Canadian citizen or a permanent resident of Canada. (*amended*)

Canadian citizenship

(4) Subject to subsection 5, a member of the Board is eligible for reappointment or re-election, as the case may be, except that no member shall serve for more than two consecutive terms, but on the expiration of one year after having served the second of two consecutive terms, such person may again be eligible for membership on the Board.

Eligibility for reappointment or re-election

Exception

(5) The limit of two consecutive terms referred to in subsection (4) does not include service on the Board for the balance of an unexpired term for a person who becomes a member of the Board under subsection (8). (*amended*)

Membership vacated

(6) A member of the Board ceases to hold office where he or she ceases to be eligible pursuant to,

- (a) subsection 3; or
- (b) clauses *b* to *g* of subsection 1 under which he or she was appointed or elected, as the case may be, except that a student member who graduates during his or her term of office may serve for the remainder of such term.

Absence from meetings

(7) Where, within any year, a member of the Board, not having been granted leave of absence by the Board, attends less than 50 per cent of the regular meetings of such body, the Board may by resolution declare his or her membership vacant.

Filling vacancies

(8) Where a vacancy on the Board occurs before the term of office for which a person was appointed or elected has expired,

- (a) if the vacancy is that of an appointed member, the vacancy may be filled by the same authority which appointed the person whose membership is vacant; and

- (b) if the vacancy is that of an elected member, the Board in its sole discretion shall determine if the vacancy is to be filled and, if so and notwithstanding any other provision of this Act, the manner and procedure for so doing,

and the person filling such vacancy shall hold office for the remainder of the term of the person whose membership is vacant.

Quorum

- (9) A quorum of the Board shall consist of ten members or such greater number as the Board by by-law may determine, and at least one-half of the quorum shall consist of members of the Board appointed or elected under clauses *b*, *c* and *g* of subsection 1.

Chair and Vice-Chair

- (10) The Board shall elect a Chair and a Vice-Chair from among the members appointed or elected under clauses *b*, *c* and *g* of subsection 1 and in the event of the absence or inability to act of the Chair or of there being a vacancy in that office, the Vice-Chair shall act as and have all the powers of the Chair.

- (11) In the absence or inability to act of the Chair and Vice-Chair, the Board may appoint one of its members appointed or elected under clauses *b*, *c* and *g* of subsection 1 to act as Chair for the time being and the member so appointed shall act as and have all the powers of the Chair.

Absence

- (12) The term of office of the Chair and the Vice-Chair shall be as determined by the Board.

Term of office

5.--(1) The Board may establish committees and appoint persons thereto and, subject to subsection 5, confer upon any such committee authority to act for the Board with respect to any matter or class of matters.

Committees

- (2) A majority of the members of a committee shall be members of the Board.

Majority to be board members

- (3) The President shall be an *ex officio* member of every committee established under subsection 1 unless excluded therefrom by a by-law or a resolution of the Board.

President ex officio member

- (4) The President, if not excluded under subsection 3 as a member of a committee, may nominate an officer of the University to represent him or her on a committee established under subsection 1, and such nominee shall act in the place and stead of the President on such committee.

Nominee

- (5) No decision of a committee that includes in its membership persons who are not members of the Board is effective until approved and ratified by the Board.

Decision of committee

- (6) For the purposes of subsections 2 and 5, an officer of the University nominated by the President under subsection 4 to represent him or her on a committee shall be deemed to be a member of the Board.

Nominee deemed member of the Board

6.--(1) The government, conduct, management and control of the University and its property, revenues, expenditures, business and affairs, except with respect to such matters as are assigned by this Act to the Academic Council, are vested in the Board, and the Board has all powers necessary or convenient to perform its duties and achieve the objects and purposes of the University including, without limiting the generality of the foregoing, the power,

- (a) to enact by-laws for the conduct of its affairs;
- (b) to appoint the President and define his or her duties and responsibilities;
- (c) to appoint, classify, promote, suspend, transfer, reclassify or remove the members of the teaching faculty and administrative staff and such other employees as it considers necessary or advisable for the proper conduct of the affairs of the University, but no member of the teaching faculty or administrative staff except the President shall be appointed, classified, promoted, suspended, transferred, reclassified or removed unless recommended by the President or such other officer or employee of the University delegated under subsection 4;
- (d) to fix the number, duties and salaries and other remuneration of the officers and employees of the University;
- (e) to delegate such of its powers under clauses *c* and *d* as it considers proper to the President or other officer or employee of the University as may be recommended by the President;
- (f) to provide for the retirement and superannuation of persons referred to in clauses *b* and *c*;
- (g) to provide for payments by way of gratuities, retirement allowances, sick leave allowances, superannuation allowances, pensions, annuities or life insurance, or any combination thereof, payable to any representative of or for the benefit of the persons mentioned in clauses *b* and *c*, or any class or classes thereof, out of a fund or funds comprising contributions made by such persons, or any class or classes thereof, or by the University, or both, or otherwise;
- (h) to expend such sums as may be required for the purposes of funds that are established for the payment of gratuities, retirement allowances, pensions, life insurance, or health insurance, for the benefit of the persons mentioned in clauses *b* and *c*;

- (i) to expend such sums as the Board considers necessary for the support and maintenance of the University and for the betterment of existing buildings and the erection of such new buildings as the Board may consider necessary for the use and purposes of the University and for the furnishings and equipment of such existing and newly-erected buildings;
- (j) to expend such sums as the Board considers necessary for the erection, equipment, furnishings and maintenance of residences and dining halls for the use of the students;
- (k) to acquire, hold and maintain such real property as the Board considers necessary for the use of the students of the University for athletic purposes and to erect and maintain such buildings and structures thereon as it considers necessary;
- (l) to provide such health services, health examinations and physical training for the students of the University as the Board considers necessary;
- (m) to appoint by resolution a member or members of the Board, or any other person or persons, to execute on behalf of the University either documents and other instruments in writing generally or specific documents and other instruments in writing and to affix the corporate seal of the University thereto;
- (n) to borrow money for its purposes upon its credit, and to give such security against the assets of the University by way of mortgage, debenture or otherwise, as it determines;
- (o) to invest all money that comes into its hands that is not required to be expended for any purpose to which it lawfully may be applied, subject always to any express limitations or restrictions on investment powers imposed by the terms of the instruments creating any trust as to the same, in such manner as it considers proper and, except where a trust instrument otherwise directs, combine trust moneys belonging to various trusts in its care into a common trust fund;
- (p) to establish and collect fees and charges for tuition and for services of any kind offered by the University and collect fees and charges on behalf of any entity, organization or element of the University.

Recommendations by
President as to staff

(2) The President shall make recommendations to the Board as to the appointment, classification, promotion, suspension, transfer, reclassification and removal of the members of the teaching faculty and administrative staff.

Recommendation

(3) The President may recommend an officer or employee of the University for the purpose of a delegation by the Board under clause e of subsection 1 of certain of its powers.

Delegation by
President

(4) The President, subject to the approval of the Board, may delegate his duties under subsection 2 to any other officer or employee of the University.

Audit of accounts
R.S.O. 1979. c.373

7. The Board shall appoint one or more public accountants licensed under *The Public Accountancy Act* to audit the accounts and transactions of the University at least annually.

Annual report to
Minister

8.--(1) The Board shall make a financial report annually to the Minister in such form and containing such information as the Minister may require.

Tabling

(2) The Minister shall submit the report to the Lieutenant Governor in Council and shall then lay the report before the Assembly if it is in session or, if not, at the next ensuing session.

Other reports

(2.1) The Board shall submit to the Minister such other reports, as the Minister may require. (*new*)

Annual public report

(3) The Board shall make available to the public an annual report including an annual financial report in such form and manner as the Board may determine.

ACADEMIC COUNCIL

Academic Council

9.--(1) There shall be an Academic Council of the University composed of,

- (a) the Chancellor, the President, the Vice-Presidents, the Deans, the Chief Librarian and the Registrar, each of whom shall be a member of the Academic Council by virtue of his or her office; and (*amended*)
- (b) such other members, not exceeding fifty in number, composed of persons elected by secret ballot,
 - (i) by the teaching faculty from among themselves,
 - (ii) by the students from among themselves, and
 - (iii) by the alumni from among themselves.

(2) The Academic Council shall by by-law determine,

By-laws

- (a) the number of members to be elected to the Academic Council by the teaching faculty, the students and the alumni, respectively;
- (b) constituencies for each of the groups referred to in clause *b* of subsection 1 and assign persons or classes of persons thereto;
- (c) the term of office of one, two, or three years, as the case may be, for the members elected by each of the groups referred to in clause *b* of subsection 1; and

- (d) the procedures to be followed in the election of members of the Academic Council.
- (3) The Academic Council shall conduct the election of its members and shall determine any dispute as to the eligibility of a candidate at such election or of a person to vote thereat. Elections
- (4) Where for any reason a by-law of the Academic Council has not been enacted under clause *c* of subsection 2, the term of office of an elected member of the Academic Council is one year. Term of office
- (5) Subject to subsection 6, a member of the Academic Council is eligible for re-election except that no member shall serve for more than two consecutive terms, but on the expiration of one year after having served the second of two consecutive terms, such person may again be eligible for membership on the Academic Council. Eligibility for re-election
- Exception (6) The limit of two consecutive terms referred to in subsection (5) does not include service on the Academic Council for the balance of an unexpired term for a person who becomes a member of the Academic Council under subsection (8). (*amended*) Idem
- Membership vacated (7) An elected member of the Academic Council ceases to hold office where he or she ceases to be eligible pursuant to clause *b* of subsection 1 under which he or she was elected, except that a student member who graduates during his or her term of office may serve for the remainder of the current year.
- Filling vacancy (8) Where a vacancy occurs for any reason among the elected members of the Academic Council before the term for which a person was elected has expired, the Academic Council in its sole discretion shall determine whether the vacancy is to be filled and, if so and notwithstanding any other provision of this Act, the manner and procedure for so doing, and the person filling such vacancy shall hold office for the remainder of the term of the person whose membership is vacant.
- Chair and Vice-Chair (9) The President shall be the Chair of the Academic Council and a Vice-Chair shall be elected from among its members in such manner as the Academic Council may determine.
- Powers of Academic Council 10. The Academic Council has, subject to the approval of the Board with respect to the expenditure of funds, the power to regulate the educational policy of the University and without limiting the generality of the foregoing has the power,
- (a) to enact by-laws for the conduct of its affairs;
 - (b) to enact by-laws for the purposes of subsection 2 of section 9 in order to conduct the election of its members;
 - (c) to make recommendations to the Board with respect to the establishment, change or termination of programs and courses of study, schools, divisions and departments;

- (d) to determine the curricula of all programs and courses of study, the standards of admission to the University and continued registration therein, and the qualifications for degrees, diplomas and certificates of the University;
- (e) to conduct examinations, appoint examiners and decide all matters relating thereto;
- (f) to award fellowships, scholarships, bursaries, medals, prizes and other marks of academic achievement;
- (g) to award diplomas and certificates;
- (h) to grant bachelor's degrees, master's degrees, doctoral degrees and honorary degrees consistent with the University's objects; (*amended*)
- (i) to create councils and committees to exercise its powers.

THE BOARD OF GOVERNORS AND ACADEMIC COUNCIL

11.--(1) Subject to subsection 2 and 3, a meeting of the Board or of the Academic Council shall be open to the public and prior notice of the meeting shall be given to the members of the Board or the Academic Council, as the case may be, and to the public in such manner as the Board and the Academic Council by by-law shall respectively determine, and no person shall be excluded from a meeting except for improper conduct as determined by the Board or the Academic Council, as the case may be.

Meetings open to public

(2) Where matters confidential to the University are to be considered, the part of the meeting concerning such matters may be held *in camera*.

Proviso

(3) Where a matter of a personal nature concerning an individual may be considered at a meeting, the part of the meeting concerning such individual shall be held *in camera* unless such individual requests that that part of the meeting be open to the public.

Idem

12. Every student is eligible for election to the Board or the Academic Council whether or not he/she has attained the age of eighteen years.

Age of student members

13.--(1) The by-laws of the Board and of the Academic Council shall be open to examination by the public during normal business hours.

Examination of by-laws

(2) The Board and the Academic Council shall publish their by-laws from time to time in such manner as they may, respectively, consider proper.

Publication of by-laws

CHANCELLOR

Chancellor

13.1--(1) There shall be a Chancellor of the University. (*new*)

- Role (2) The Chancellor is the titular head of the University and shall confer all degrees, honorary degrees, diplomas and certificates. *(new)*
- Appointment (3) The Chancellor shall be appointed by the Board on the recommendation of a committee consisting of, *(new)*
- (a) the President, who shall chair the committee; *(new)*
 - (b) three members of the Board, appointed by the Board; and *(new)*
 - (c) three members of the Academic Council, appointed by the Academic Council. *(new)*
- Term of office (4) The Chancellor shall be appointed for a term of three years and until his or her successor is appointed. *(new)*
- Vice-Chancellor (5) The President is, by virtue of his or her office, the Vice-Chancellor of the University and, in the absence of the Chancellor or when that office is vacant, the Vice-Chancellor shall act in the Chancellor's place. *(new)*

PROPERTY

- Property vested in the University 14. All property heretofore or hereafter, by statute or otherwise, granted, conveyed, devised or bequeathed to the Board, the University or to any person in trust for or for the benefit of the Board, the University or any of its divisions or departments, subject to any trust affecting the property, is vested in the University.
- Power to deal with property 15. The University has power to purchase or otherwise acquire, take or receive, by deed, gift, bequest or devise, and to hold and enjoy without licence in mortmain and without limitation as to the period of holding any estate or property whatsoever, whether real or personal, and to sell, grant, convey, mortgage, lease or otherwise dispose of the same or any part thereof from time to time and as occasion may require, and to acquire other estate or property in addition thereto or in place thereof.
- Expropriation R.S.O. 1970, c. 154 16.--(1) Subject to the provisions of *The Expropriations Act*, the University may, without the consent of the owner or any person interested therein, other than a municipality or a distinct, regional or metropolitan municipality, enter upon, take, use and expropriate all such land as defined in section 1 of *The Expropriations Act* as it considers necessary for the purposes of the University.

Land vested in the University not liable to expropriation

(2) Real property vested in the University and used by the University for its purposes shall not be liable to be entered upon, used or taken by any corporation, except a municipal corporation, or by any person possessing the right of taking real property compulsorily for any purpose and no power to expropriate real property hereafter conferred shall extend to such real property unless in the Act conferring the power it is made in express terms to apply thereto.

Tax exemption

16.1 The real property vested in the University and any lands and premises leased to and occupied by the University shall be exempt from taxes for provincial, municipal and school purposes so long as they are actually used and occupied for the purposes of the University. *(new)*

Limitation periods

16.2--(1) For the purposes of *The Limitations Act*, all real property vested in the University shall be deemed to have been and to be real property of the Crown. *(new)*

Effect of Bill 99

(2) Subsections (3) and (4) apply only if Bill 99 (*An Act to revise the Limitations Act*, introduced on the 25th day of November, 1992), receives Royal Assent. *(new)*

Amendment of subs. (1)

(3) If the title to the *Limitations Act* is changed to the *Limitations Act (Real Property)* by Bill 99, subsection (1) is amended by striking out "*Limitations Act*" and substituting "*Limitations Act (Real Property)*". *(new)*

Same

(4) Subsection (3) comes into force on the later of the day subsection (1) comes into force and the day the title to the *Limitations Act* is changed by Bill 99. *(new)*

UNIVERSITY FOUNDATIONS ACT, 1992

The Schedule to the *University Foundations Act, 1992* is amended by striking out "Ryerson Polytechnical Institute" and substituting "Ryerson Polytechnic University". *(new)*

COMMENCEMENT AND SHORT TITLE

Commencement

This Act comes into force on a day to be named by proclamation of the Lieutenant Governor. *(new)*

Short title

The short title of this Act is the *Ryerson Polytechnic University Statute Law Amendment Act, 1993*. *(new)*

Note: This document is a consolidation of texts.

ORIENTATION TO ACADEMIC COUNCIL

I. MANDATE

Ryerson's bicameral governance structure consists of a Board of Governors, Academic Council ("Council") and subsidiary bodies authorized by the Board and Council. Authority for this structure is found in the *Ryerson Polytechnic University Act, 1977* and the Statutes and Procedures of Council.

The Act outlines the composition and powers of the Board and Council and some aspects of the relationship between these two governing bodies. Specifically, Academic Council is responsible for determining Ryerson's educational policy.

II. MEMBERSHIP

Council is composed of sixty-four members with terms of office as defined in the 1977 Act: the Chancellor, the President, three Vice Presidents, six Deans, Registrar, Chief Librarian, thirty-one elected faculty, and nineteen elected students and alumni.

Academic Council has powers similar to those possessed by most university Senates in Ontario. These include the power to determine admission standards, all curricula, promotion and graduation requirements and the power to award bachelor's, master's and doctoral degrees.

Council normally meets on the first Tuesday of each month during the academic year. Its agenda largely involves considering reports submitted by its standing committees. These include Academic Awards and Ceremonials; Academic Standards; Admissions; Appeals; Ethics Review; Information Technology; Instructor/Course Evaluation; Intellectual Property; Learning & Teaching; Nominating; Open College; Planning and Priorities Advisory; Procedures; Scholarly, Research and Creative Activity; Student Discipline.

The Standing Committees carry out detailed work on behalf of Council. Depending on their terms of reference they may take decisions on behalf of Council or return to Council with their recommendations. For example, the decision of the Appeals Committee on a student's appeal is final because Council has delegated this authority. The Academic Standards Committee, on the other hand, always brings recommendations to Council for its consideration and decision.

ORIENTATION TO ACADEMIC COUNCIL

Some committees meet frequently, for example, the Academic Standards Committee or the Planning and Priorities Advisory Committee. Others, like the Procedures Committee or the Student Discipline Committee, meet only when they have business to transact. For further information, see the section on Standing and Ad Hoc Committees which will be attached to the October Council materials.

The Secretariat of Academic Council supports the work of Council and its committees. The duties of the Secretariat are set out in the Statutes and Procedures, 2.1 - 2.1.1.5.

Please see the attached chart "Procedures at a Glance: Motions" which highlights a variety of rules of order. Academic Council follows Robert's Rules of Order although this is not usually strictly applied.

III. GOVERNANCE - OTHER COMMITTEES/COUNCILS

Schools and Departmental Councils

To ensure that the academic governance structure reflects Ryerson's academic range and diversity, Council has established subsidiary bodies at the school/department level.

Each school or department has a council composed of (a) all school/departmental faculty and (b) a student membership which is not less than one-third, and not more than one-half, of the faculty representation. These councils meet at least twice each year. Each has by-laws governing its own affairs; these by-laws must be consistent with the policies and procedures of Academic Council.

In a formal sense, academic governing bodies at Ryerson include Academic Council and its committees, department/school Councils and their committees, and inter-faculty committees such as the Continuing Education Council, the Library Committee, etc. Some persons are members of these bodies because of their positions, i.e., they are ex-officio members. Others are elected or appointed.

IV. AGENDA - FOR ACADEMIC COUNCIL MEETINGS

Academic Council follows an agenda set out in its Constitution and Rules of Procedure.

ORIENTATION TO ACADEMIC COUNCIL

1. President's Report

The President reports to Council and responds to questions arising from the report.

2. The Good of the University (thirty minutes or less)

This item is intended to provide an opportunity for questions, statements and informal discussions related to matters within the purview of Academic Council or the Committees. It is chaired by the Vice Chair of Academic Council.

3. Minutes of the previous meeting

4. Business Arising out of the Minutes

5. Correspondence

6. Reports of Actions and Recommendations of Departmental and Divisional Councils

In this part of the meeting Council receives, normally without debate or formal resolution, information on curricular or policy decisions taken at the department, school or Faculty level. This process gives formal sanction to such decisions. Sometimes Council will refer one of these decisions back to the body that made it or to one of Council's committees for further review.

7. Reports of Committees

In this part of the meeting, reports from standing and ad hoc committees are received, either for information or debate and decision related to proposals in the reports.

8. New Business

In this part of the meeting, proposals from individual members of Council are received, debated and decided.

ORIENTATION TO ACADEMIC COUNCIL

9. Adjournment

Individual members participate by:

- expressing the views or interests of their constituents on proposals before Council,
- expressing their own views on such matters,
- voting, or
- moving motions

Motions normally are made prior to a meeting for inclusion on the published agenda. Motions also can be made for future consideration - notice of motion or, with the permission of Council, for immediate consideration.

Any member of Council can move a motion on a subject within the jurisdiction of Council and, provided that it is seconded and carried, thereby effect a change in Ryerson educational policy. A decision on such a matter by Council binds the members of Ryerson because of the authority of Council under the Act, subject only to the higher authority of the Board if there are financial implications.

Members may initiate proposals for Council's consideration directly or through the governing structure for consideration by Council ultimately. Often, proposals brought directly to Council for decision, without wider and prior debate and discussion, are referred for further review before being given final consideration by Council.

V. ACADEMIC COUNCIL MATERIALS

You will be sent the agenda package for the Academic Council meeting approximately 4-5 days prior to the meeting. Students should visit the Ryesac (or CESAR office as appropriate) in order to pick up the materials. Occasionally, materials may also be sent as attachments to e-mail so please watch for messages from the office of the Secretary of Academic Council.

PROCEDURE AT A GLANCE: MOTIONS

TO DO THIS	YOU SAY THIS	MAY YOU INTERRUPT SPEAKER	MUST YOU BE SECONDED	IS THE MOTION DEBATABLE	IS THE MOTION AMENDABLE	WHAT VOTE IS REQUIRED
Object to Procedure	Point of Order	YES	NO	NO	NO	No vote required chair rules
Request Information	Point of Information	YES, if Urgent	NO	NO	NO	No vote required
Object to Personal Affront	Point of Privilege	YES	NO	NO	NO	No vote required chair rules
Ask for a noting of all votes cast	I call for a Roll Call Vote	NO	NO	NO	NO	No vote required, unless objection
Object to consideration of some improper matter	I object to consideration of this question	YES	NO	NO	NO	2/3 Majority
Take up a matter previously tabled	I move we take from the table ...	NO	YES	NO	NO	Majority
Reconsider something already disposed of	I move we now (or later) reconsider ...	YES	YES	YES (if original motion was)	NO	2/3 Majority provided notice given with agenda
Consider something out of its scheduled order	I move we suspend the rules and consider ...	NO	YES	NO	NO	2/3 Majority
Vote on ruling of the chair	I challenge the chair on ...	YES	YES	YES	NO	2/3 Majority
Adjourn the meeting	I move that we adjourn	NO	YES	NO	NO	Majority
Recess the meeting	I move that we recess until ...	NO	YES	Only to time	NO	Majority
Suspend further discussion of a motion	I call the question	NO	YES	NO	NO	Majority
End Debate	I call the question	NO	YES	NO	NO	2/3 Majority
Postpone consideration	I move we table	NO	YES	Only to time	YES	Majority
Have something studied further	I move to refer this to (a cmte)	NO	YES	YES	YES	Majority
Amend a motion	I move to amend this motion by ...	NO	YES	YES	YES	Majority