SENATE MEETING AGENDA

TUESDAY, JANUARY 25, 2022

Ryerson University

SENATE MEETING AGENDA

Tuesday, January 25, 2022

Via ZOOM Video Conferencing

5:00 p.m.   **Committee of the Whole Discussion:** Strategic Discussion: Our International Strategy

International Strategy: Global Partnerships, International Students & Rankings.   In October 2019, Ryerson launched its first International Strategy. Through the pandemic, Ryerson has managed operational pivots within the pandemic and moved ahead on many elements of the strategy including increases in International student enrolment, launching partnerships Ryerson University International College and Universities of Canada Egypt and entered World Wide Rankings with some recognition for subject areas and specific programs in the top 200. This is a good time to review our International Strategy and discuss new opportunities.

6:00 p.m.   **Senate Meeting starts**

1.   Call to Order/Establishment of Quorum

2.   Land Acknowledgement
     "Toronto is in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect."

3.   Approval of the Agenda
     Motion: *That Senate approve the agenda for the January 25, 2022 meeting.*

4.   Announcements

Pages 1-10   5.   Minutes of the Previous Meeting
     Motion: *That Senate approve the minutes of the December 7, 2021 meeting.*

6.   Matters Arising from the Minutes

7.   Correspondence

8.   **Reports**
Pages 11-19   **8.1 Report of the President**

     8.1.1 President's Update

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8.2 Communications Report

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8.3 Report of the Secretary
    8.3.1 Membership and Committee Updates
    8.3.2 Senate Elections

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8.4 Committee Reports
              8.4.1 Report #W2022-1 of the Academic Standards Committee (ASC):
              K. MacKay

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8.4.1.1. Discontinuing the certificate in Leadership in Organizations
                      – Chang School

                      Motion: *That Senate approve discontinuing the certificate in*
                                   Leadership in Organizations - Chang School.

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8.4.1.2. Certificate modifications to Public Relations - Chang School

                      Motion: *That Senate approve the certificate modifications*
                                   to Public Relations – Chang School.

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8.4.1.3. Certificate modifications to Crime Analytics - Chang School

                      Motion: *That Senate approve the certificate modifications*
                                   to Crime Analytics – Chang School.

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8.4.1.4. Certificate modifications to Film Studies - Chang School

                      Motion: *That Senate approve the certificate modifications*
                                   to Film Studies – Chang School.

9. Old Business

10. New Business as Circulated

11. Members' Business

12. Consent Agenda

13. Adjournment

SENATE MINUTES OF MEETING
Tuesday, December 7, 2021
Via Zoom Video Conference

MEMBERS PRESENT:

EX-OFFICIO:	FACULTY:		STUDENTS:
A. M. Brinsmead	D. Checkland	J. Saber	S. Alvi
D. Cramb	A. Clements-Cortes	I. Sakinofsky	Z. Aurony
G. Craney	M. Doxtator	T. Schneider	H. Brahmbhatt
T. Duever	L. Escandon	D. Scofield	N. Chen
C. Falzon	S. Farshadfar	L. Shuman	C. Idzik
K. Gharabaghi	N. George	J. Spaniol	J. Rodriguez
G. Hepburn	E. Ignagni	C. Thompson	H. Salih Makawi
R. Iannacito-Provenzano	A. Jamal	M. Vahabi	P. Sivasundaram
M. Lachemi	L. Kolasa		A. Smith
S. Liss	A. Lee		
K. MacKay	A. M. Lee-Loy		
J. McMillen	S. McCartney		
D. O'Neil Green	A. McWilliams		
R. Parr	P. Moore		
C. Searcy	D. Oguamanam		**STUDENTS' UNION**
C. Shepstone	R. Ott		**REPRESENTATIVES:**
J. Simpson	H. Ramzan		M. Fast
D. Taras	R. Ravindran		C. Ferworn **(non-voting)**
D. Young	S. Sabatinos		

SENATE ASSOCIATES:	ALUMNI:
J. Caribou	S. J. Ali
J. Dallaire	M. Clarke Rodrigues
L. Patterson	

REGRETS:	ABSENT:
T. Burke	A. S. Ali
B. Jalayer	S. Benvie
D. Brown	O. Gubych
L. Jacklin	Z. Khansari
I. Mishkel	T. Kuar
P. Sugiman	S. McFadden
I. Young	J. Schmidt
H. Zarrin	A. Surty
	K. Train

1.   Call to Order/Establishment of Quorum

2.   Land Acknowledgement
"Toronto is in the 'Dish With One Spoon Territory'. The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect."

3.   Approval of the Agenda

Motion: *That Senate approve the agenda for the December 7, 2021 meeting.*

R. Ravindran moved; A. Clements-Cortes seconded
Motion Approved.

4.   Announcements - None

5.   Minutes of the Previous Meeting

Motion: *That Senate approve the minutes of the November 2, 2021 meeting.*

A. McWilliams moved; G. Hepburn seconded
Motion Approved.

6.   Matters Arising from the Minutes - None

7.   Correspondence - None

8.   **Reports**
8.1   **Report of the President**
8.1.1 President's Update

The President Reported:
1.   **Executive Appointments:**
I want to share two executive appointments that I'm sure you've read about in Ryerson Today. Firstly, I want to congratulate Steven Liss, who has been appointed for a second term as Vice Provost Research and Innovation. Secondly, I would like to congratulate Saeed Zolfaghari who is our next Vice-President, Administration and Operations, starting January, 2022. I would like to thank Deborah Brown for her service to our university and the positive impact she has had on our community as Vice-President, Administration and Operations for the last four years.

2.   **Congratulations:**
I would like to congratulate Denise O'Neil Green, Vice President, Equity and Community Inclusion, who has been named among the 100 Inspirational Diversity & Inclusion Leaders for 2021 by D&I Leaders, a global community of senior diversity, inclusion and HR professionals collaborating on workplace inclusion strategy. Denise is one of only two Canadian leaders named on this prestigious list.

3.   **Update on Plans for the Winter 2022 Semester:**
Our gradual return to campus this Fall has gone relatively well. We are now moving forward with our plans for a much broader reopening of campus for the Winter. As always, the health and

wellbeing of our entire community is at the forefront of all that we do. We have a number of policies and procedures in place to keep our community safe and, as always, we will continue to follow the advice and guidance of government and health agencies as we have done for the last 20 plus months. The majority of classes, programming, services and supports will be offered on campus starting in January 2022. We are excited to have a more active campus and very happy to be welcoming our community back.

4.   Update on the University Renaming Advisory Committee:

On November 16, the advisory committee launched a three-week community input period as part of its mandate to engage with community members. I believe they have given our community members and partners until today (midnight) to give their input through a survey. The feedback shared throughout the engagement period will guide the process of developing a shortlist of potential names for the university. The community engagement period closes today. We have had a very strong response to date with over 15,000 completed survey responses plus hundreds of emails and letters. I hope you have all had an opportunity to share your ideas and perspectives about the new name of the university. I am sure that the University Renaming Advisory Committee will continue to receive feedback from community members.

5.   Update on Fall Convocation

On November 15 to 18, we held our Fall virtual convocation ceremonies for over 2,456 Fall graduates. This is the largest Fall graduating cohort to date. As you know we have a much bigger cohort in June.

Honorary Doctorate recipients, Wes Hall, Brian Gluckstein, and Louise Penny delivered special addresses for our graduates. For this year, June and Fall convocations, we had a total of 10 Honorary Doctorate recipients and five of them were Ryerson Alumni, which is a big number compared to the past.

I want to congratulate all our graduates and thank you and your teams as well as the Ceremonials Office for the hard work and dedication to making the ceremonies so special for our graduates.

8.2   Communications Report (included in the agenda)

8.3   Report of the Secretary
8.3.1 Membership and Committee Updates

The Secretary stated that further committee updates are posted on the Senate website.

8.4   Committee Reports
8.4.1 Report #F2021-3 of the Academic Standards Committee (ASC): K. MacKay

8.4.1.1. Certificate modifications to Computer Programming Applications – Chang School

Motion: *That Senate approve the certificate modifications to Computer Programming Applications – Chang School.*

K. MacKay moved; Z. Aurony seconded.

Motion Approved.
8.4.1.2. Certificate modifications to Cybersecurity, Data Protection and Digital Forensics – Chang School

Motion: *That Senate approve the certificate modifications to Cybersecurity, Data Protection and Digital Forensics – Chang School.*

K. MacKay moved; M. Vahabi seconded.
Motion Approved.

8.4.1.3. Certificate modifications to Urban Agriculture – Chang School

Motion: *That Senate approve the certificate modifications to Urban Agriculture – Chang School.*

K. MacKay moved; M. Vahabi seconded
Motion Approved.

8.4.1.4. Discontinuing the certificate in Energy Management and Conservation – Chang School

Motion: *That Senate approve discontinuing the certificate in Energy Management and Conservation – Chang School.*

K. MacKay moved; M. Vahabi seconded.
Motion Approved.

8.4.1.5. Discontinuing the certificate in Image Arts (with specializations in Film Studies or Photography Studies) – Chang School

Motion: *That Senate approve discontinuing the certificate in Image Arts (with specializations in Film Studies or Photography Studies) – Chang School.*

K. MacKay moved; G. Hepburn seconded.
Motion Approved.

8.4.1.6. Discontinuing the certificate in Sustainability Management and Enterprise Process Excellence – Chang School

Motion: *That Senate approve discontinuing the certificate in Sustainability Management and Enterprise Process Excellence – Chang School.*

K. MacKay moved; A. McWilliams seconded.
Motion Approved.

8.4.1.7. Curriculum modifications to the School of Accounting and Finance – Ted Rogers School of Management

Motion: *That Senate approve the curriculum modifications to the School of Accounting and Finance – Ted Rogers School of Management.*

K. MacKay moved; M. Vahabi seconded.
Motion Approved.

8.4.1.8. For Information: G. Raymond Chang School of Continuing Education Certificate Revisions
  i) Certificate in Graphic Communications: Course additions/deletions (elective)
  ii) Certificate in Publishing: Course description change, deletions/additions (elective)
  iii) ~~Certificate in Project Management: Course Deletion (Elective)~~
  iv) Transition Foundations Program: Proposed changes

8.4.1.9. For information: 1-year follow-up reports for Periodic Program Review

  i)   Aerospace Engineering
  ii) Chemical Engineering
  iii) English
  iv) International Economics and Finance
  v)   Retail Management

8.4.2 Report #F2021-3 of the Academic Governance and Policy Committee (AGPC):
J. Simpson

8.4.2.1. Provost's Update
1.   Follow Up:
There were two questions asked at the last meeting regarding Ryerson University International College (RUIC). One question was about the affiliation of the course coordinators for RUIC courses: A course coordinator is appointed for each RUIC course. All but one of those course coordinators are affiliated with the RFA and one is a CUPE employee. The second question was about the mental health support for RUIC students: There are weekly sessions for students with discussions on relevant topics on mental health. There are also online supports offered, weekly advising and check-in emails. Drop-in and advising are offered seven times a week, and appointments are available on requests, as well as referral systems set up for those requests.

2.   Winter 2022:
As President Lachemi mentioned, we look forward to a broader return to campus in January, 2022 and anticipate that the majority of classes will be offered in person. We are fully in line with provincial recommendations and with othersectors. We will continue to prioritize health and safety concerns. Though this change will undoubtedly cause some anxiety, we are prepared for everyone's safe return.

The new year is an opportunity for students to attend classes in person, to participate in extracurricular activities and access services on campus, and to build community with one another.
We continue to offer support to students as they return to campus and in-person instruction, as well as to the many faculty and staff who make this possible.

2.   Reconfirmation on Enrolment Targets for 2021-2022

We have exceeded our targets for domestic and international enrolment this academic year so far. The overall enrolment levels achieved are due to demand for spaces from new students as well as strong retention rates.

In terms of confirmation:

- 37,778 domestic undergraduate confirmations

- 3,478 international undergraduate confirmations

- 11% increase in international undergraduate confirmations

- 2,905 domestic graduate confirmations

- 386 international graduate confirmations

3.   Priorities and themes

One set of priorities in my role is related to equity and I have identified three themes. I'll just note very briefly that there are many efforts going on related to the Truth and Reconciliation Commission, to the Anti-Black Racism report and now we are starting with the recommendations of Task Force Report. I'll note that the context for the themes that I've identified is to support the existing work and to offer leadership from my office. Three themes that I'll be focusing on as we move forward, in conversation with multiple individuals across the university are: faculty and staff education, faculty hiring, and program outcomes and content.

I am still really excited to be at Ryerson. I hope everyone have a great break. It's been very good to get to know people and work with colleagues over the past six months.

Comments/Questions:

Q: Thank you very much for that report. I appreciate your providing us with answers to past questions. I see that your plate is full with three very important issues with equity at the university. I'm very humbly going to ask you as a student who lives with physical and visible disability, I request that since you have such commitment, can we maybe start with expanding on the work that has already started around the AODA recommendations on accessible post-secondary education. There are 170 recommendations as part of the legislation, but they were very comprehensive. I know the Centre for Excellence office, Heather Willis and Dennis O'Neil Green's office have done a lot of work. It is just my concern in terms of curriculum that it takes a year or two for things to get planned and into practice. Can there be a committee or presidential task force for making our curriculum content accessible? The province is supposed to be fully accessible in 2025.

A: Thank you very much for your comment. I am aware of those recommendations and I can certainly follow-up and look specifically in terms of the curriculum questions.

Q: Can you confirm the number of RFA members involved in course coordination at the RUIC?

A: 12 out of 13.

8.4.2.2. Revised Early Childhood Studies Council Bylaws – (J. Simpson)

Motion: *That Senate approve the revised Early Childhood Studies Council Bylaws.*

J. Simpson moved; D. Scofield seconded.
Motion Approved.

8.4.2.3. Data Science and Analytics MSc- Graduate Council Bylaws – (C. Searcy)

Motion: *That Senate approve the Data Science and Analytics MSc – Graduate Council Bylaws.*

C. Searcy moved; H. Brahmbhatt seconded.
Motion Approved.

8.4.2.4. Child and Youth Care MA – Graduate Council Bylaws – (C. Searcy)

Motion: *That Senate approve the Child and Youth Care MA – Graduate Council Bylaws.*

C. Searcy moved; H. Brahmbhatt seconded.
Motion Approved.

8.4.3 Report #F2021-1 of the Yeates School of Graduate Studies Council (YSGS): (C. Searcy)

8.4.3.1. Periodic Program Review for the MSW in Social Work

Motion: *That Senate approve the Periodic Program Review for the MSW in Social Work.*

C. Searcy moved; H. Salih Makawi seconded.
Motion Approved.

8.4.3.2. Periodic Program Review for the PhD/MA in Psychology

Motion: *That Senate approve the Periodic Program Review for the PhD/MA in Psychology.*

C. Searcy moved; D. Taras seconded.
Motion Approved.

8.4.3.3. Periodic Program Review for the MA in Fashion

Motion: *That Senate approve the Periodic Program Review for the MA in Fashion.*

C. Searcy moved; M. Vahabi seconded.
Motion Approved.

8.4.3.4 New program proposal for the MPM/MASc in Project Management in the Built Environment

Motion: *That Senate approve the new program proposal for the MPM/MASc in Project Management in the Built Environment.*

C. Searcy moved; D. Taras seconded.
Motion Approved.

8.4.4 Report #F2021-1 of the Scholarly, Research and Creative Activity Committee (SRCAC):
S. Liss

8.4.4.1. Revised Policy 51: Ethical Conduct for Research Involving Human Participants

Motion: *That Senate approve the revised Policy 51: Ethical Conduct for Research Involving Human Participants.*

S. Liss moved; M. Vahabi seconded.

S. Liss stated that this policy was last reviewed on December 6, 2016. This outlines the university's legal and moral responsibility to ensure that any research carried out by faculty, research staff, postdoctoral fellows and/or students meets appropriate standards of ethical acceptability as outlined by the tri-council policy statement on ethical conduct research involving human participants.

This policy has been revised to reflect changes in the regulatory environment and best practices in the ethical conduct for research involving human participants, specifically, the second set of substantive changes introduced in the TCPS2 in 2018. The revised language in the policy clarifies those requirements for ethics review of course-based and student research. Further, we have clarified that the composition of the Research Ethics Board quorum for decisions and *ad hoc* Research Appeal Committee be inclusive with appropriate representation from racialized and distinct communities. The Research Ethics Board reconsideration appeal process was edited to align with TCPS2 including timelines for each stage of the process.

Motion Approved.

8.4.4.2. Policy 171: SRC Intellectual Property Policy

Motion: *That Senate approve Policy 171: SRC Intellectual Property Policy.*

S. Liss moved; R. Ravindran seconded.

Stephen Liss stated that this is a monumental moment for us and the work that was undertaken across the university with respect to our intellectual property policy of the university at a time when there is increasing attention with respect to university created intellectual property. The policy reflects today's regulatory environment including best practices related to Intellectual Property (IP) created in Scholarly Research and Creative or Associate Activity. This new policy applies to university community members who are not covered by existing collective agreement IP language. The policy outlines the university's approach to the creation and ownership of SRC intellectual property, the commercialization of IP and a dispute resolution process. OVPRI will be responsible for the administration of this policy and will ensure that university community members are informed and educated about it.

Questions/Comments:

Q.   Thanks to the committee for their work on this important issue. As a graduate student, I have a special interest in this policy. Regarding the FAQs, can you clarify page 202, of the agenda, Item 9: "Who owns the IP created by a student while working for the University? If the student is appointed by the University to create Intellectual Property within their role, the Intellectual Property will be owned by the University." Also, Item 13: "Who owns the academic work of a graduate student? In the first instance, Intellectual Property that was created or conceived of by a graduate student in the course of their academic work will be owned by the student." There are some caveats about sponsorships and supervising instructors or professors. Does this mean that if a student was to take on research outside of their thesis work for their supervisor, that would not be considered academic work?

A: If you were employed particularly to undertake some work, specific to a contract or employment as research assistant of your academic work, that is correct.

Q: Just to clarify my question – not if they were employed specifically for work, if that was just a side project, for example, that they were working on that wouldn't be included in thesis work?

A: If this was a side project that evolved independently of their thesis but it was not part of their employment contract specific to work, it would be the students.

A: J. MacInnis – We recognize students often have multiple relationships with the university. A graduate student working in their supervisor's lab as a graduate student would generally own the intellectual property they create subject to any requirement of binding agreement or the like. However, if a graduate student were to work in the general counsel's office to make extra money and were to, while they were working here, undertake a research project, they would not be doing so in their role as a graduate student, they would be doing so in their role as an employee of the university and be subject to other ownership agreements.

C: So just to clarify, the distinction is whether or not it's work done under employment versus work done as a graduate student – nothing to do with a thesis.

A: Yes, that's correct.

Motion Approved.

8.4.4.3. Retirement of Policy 63: Policy on Ownership of Student Work in Research

Motion: *That Senate approve the retirement of Policy 63: Policy on Ownership of Student Work in Research.*

S. Liss moved; A. McWilliams seconded.
Motion Approved.

9.   Old Business - None

10.   New Business as Circulated - None

11.   Members' Business - None

12.   Consent Agenda
12.1 Progress Indicators and Related Statistics

https://www.ryerson.ca/university-planning/data-statistics/progress-indicators/

13. Adjournment

President Lachemi wished everyone a wonderful Holiday Season. He conveyed his best wishes for a healthy and joyous season, and looks forward to continuing our work together in the new year.

The meeting adjourned at 6:06 p.m.

Ryerson University
President's Update to Senate
January 25, 2022

APPOINTMENTS

Steven Liss has been reappointed vice-president, research and innovation for a five-year term starting March 31, 2022. During his first term, Steven has led unprecedented growth and reputational positioning of the University's scholarly, research, and creative (SRC) enterprise, while demonstrating a deep commitment to equity, diversity, and inclusion principles. His leadership has helped ensure that the University's annual research and contract revenues have grown substantially: 63 per cent in 2018–19 and a projected 31 per cent for 2019–20. He has directed the University's Strategic Research Plan (SRP), led the establishment of Rogers CyberSecure Catalyst, and led the University's winning proposal to establish and lead the Future Skills Centre. Currently, he is chairing the planning committee to establish the new school of medicine.

Saeed Zolfaghari has been appointed vice-president, administration and operations effective January 10, 2022. Saeed has been at the University since 1999, when he joined the Department of Mechanical and Industrial Engineering as assistant professor. Most recently, during 2020–21, he was interim provost and vice-president, academic, and his leadership was integral to our navigating the initial and significant challenges posed by the pandemic. In that position, he also co-chaired both the Truth and Reconciliation Strategic Working Group and the Presidential Implementation Committee to Confront Anti-Black Racism. His prior roles at the University have included vice-provost, faculty affairs (2014–2020), senior advisor of academic space planning (2010–14), and program director for industrial engineering (2004–2012). His new portfolio involves people, infrastructure, and operations, and ensuring that students, faculty, and staff can call the University a vibrant place to learn and work.

CONGRATULATIONS

Sarah Elton, professor of sociology, has received an inaugural Early Career Investigator Award from the Gairdner Foundation, which recognizes research that makes a positive impact on human health. She was selected to receive the award by Yi Guan and Joseph Peiris, recipients of the John Dirks Canada Gairdner Global Health Award. Peiris cited Elton's "very original and unconventional and cross-disciplinary" research on the relationship between human health and non-human nature.

Chancellor Janice Fukakusa has been appointed to the Order of Canada by Governor General Mary Simon. Janice has been cited for "her leadership and mentorship in banking, and for her boundless community engagement, notably in education and health care." Other University notables who were appointed to the Order include former distinguished visiting professor Sandra Chapnik and honorary doctors Murray Sinclair (as a companion of the Order) and Mohamad Fakih.

Dan Horner, professor of criminology, and *Farzin Vejdani*, professor of history, have been selected as the 2021–2022 Ryerson Fellows at Massey College at the University of Toronto. They have been provided

with space at the college and resources to continue their current research projects. Horner's is entitled "On the Edge of Town: Authority, Social Change, and Environmental Upheaval on Montreal's Urban Fringe, 1830–1860," and Vejdani's is "Private Sins, Public Crimes: Policing, Punishments, and Authority in Nineteenth-Century Iran."

Denise O'Neil Green, vice-president of equity and community inclusion, has been named one of the 100 Inspirational D & I Leaders for 2021 by the UK-based network Diversity and Inclusion Leaders. The list of international leaders from different sectors was voted on by 350+ international diversity and inclusion professionals; out of the 100, Denise was one of only two Canadians to be honoured.

Pamela Palmater, chair of Indigenous governance, has won the Narrative Audio Award from the 2021 imagineNATIVE Film and Media Arts Festival for "The Boy and the Whale," an episode in her ongoing podcast series *Warrior Kids*, which educates Indigenous and non-Indigenous children about Indigenous cultures and values.

Kate Salter, senior corporate counsel, has received a Rising Star Award from *Lexpert* magazine, as part of its 2021 cohort of "leading lawyers under 40." The lawyers were cited for their outstanding contributions to their profession, including in community involvement.

The *Ted Rogers MBA program* has attained the #3 rank in Canada for the second year in a row—and the #11 rank worldwide—in the Corporate Knights 2021 Better World Ranking. Rankings are based on five factors: sustainability-focused articles published by faculty in peer-reviewed journals, citations of those articles, core courses incorporating sustainable development topics, research institutes and centres focused on sustainable development, and gender and racial diversity among faculty.

Andrew Young (Business Technology Management '11), who currently works for the University as a web developer, and *Sabrina Craig* (Business Technology Management '19), were jointly named the #1 most influential Torontonians of 2021 by *Toronto Life* magazine for co-directing Vaccine Hunters Canada. The magazine stated that in helping "some 1.2 million Canadians find vaccine doses," they have "brought us closer to herd immunity than the government ever could."

EVENTS & INITIATIVES

MEDICAL SCHOOL ENGAGEMENT – Over the course of the fall term, the University hosted a second stage of consultation and engagement about the proposed medical school in Brampton. Consultations included a Brampton and Peel community survey online; a series of five virtual engagement sessions for the University community led by Vice-President, Research and Innovation Steven Liss, who chairs the School of Medicine Planning Committee; six virtual Town Halls aimed at Brampton and Peel community members and hosted by the City of Brampton; an additional Town Hall with the William Osler Health System; and small-group engagements with clinicians and other medical experts, led by the University's Senior Medical Advisory Committee. The largest of these consultations, a Tele Town Hall hosted by Mayor Patrick Brown, involved 6,365 participants. Overall, 94% of survey participants and 100% of the townhall participants for whom we have data saw the proposed medical school as very beneficial or

moderately beneficial. They shared a strong vision for the benefits the MD program could offer to the region in terms of health outcomes, economic growth, and equity, diversity, and inclusion.

FORUM ON ANTI-ASIAN RACISM – On November 9 and 10, the Faculty of Arts virtually hosted the second annual National Forum on Anti-Asian Racism, during which more than 100 speakers addressed over 1,100 registrants, with a focus on racism in higher education. Following the inaugural forum hosted by the University of British Columbia in 2021, this year's forum had the theme "Building Solidarities," and it highlighted the relationship between anti-Asian racism and racism against Black, Indigenous, and other racialized people. The event's 24 sessions together explored topics such as representation, accountability, addressing racism in the classroom, dismantling systems of oppression, and mobilization. Links to session recordings, as well as a resource package for students, educators, professionals, and the wider public, are available at www.ryerson.ca/national-forum-on-anti-asian-racism.

REMEMBRANCE DAY CEREMONY – On November 11, the University hosted its Remembrance Day ceremony online, for the second year in a row. The ceremony featured reflections by Provost Jennifer Simpson about imagining and working to create a better future and by Elder (Ke Shay Hayo) and Senior Advisor – Indigenous Relations and Reconciliation Joanne Dallaire on Indigenous soldiers and their service, a poetry reading by actor Laith Al-Kinani (Performance Acting '21), and a presentation about Black Canada and the Great War read by Phill Rego, communications specialist at the Ceremonials Office. The ceremony closed with wreath laying in the quad, by myself (on behalf of administration and staff), by Jennifer (on behalf of faculties), and by Laith (on behalf of students and alumni).

LEGALVOICES CONFERENCE – On November 13, the Lincoln Alexander School of Law hosted the virtual conference LegalVoices, in which leaders in the legal community discussed advancing action on equity, diversity, and inclusion in the legal sector. Chile Eboe-Osuji, distinguished international jurist and special advisor to the president, served as conference chair. Mahmud Jamal, the newest member of Canada's supreme court, gave a keynote address, in which he outlined and built on existing arguments for diversifying Canada's judiciary, affirming that when it comes to hiring, "diversity in all its forms is itself a component of merit." Plenary and breakout sessions focused on areas such as racial justice, physical and mental health during the COVID-19 pandemic, and legal professionalism in Indigenous practice areas. Panellists included Ontario's chief justice, George R. Strathy, superior court judges Todd Ducharme and Shaun S. Nakatsuru, and, in a final panel on "Reimagining Legal Education with an EDI Lens," the deans of seven Ontario law schools, including Ryerson's Donna E. Young. The conference attracted over 2,000 unique viewers with a steady stream of 250–300 active participants throughout its day-long programme.

HONORARY DOCTORATES – Sincere thanks to all those involved in honorary doctorate nominations, and to the Awards and Ceremonials Committee. On November 15, during a special ceremony, we honoured three recipients of honorary doctorates:

Brian Gluckstein (Interior Design '79) – designer of hotels, condominium towers, luxury residences, and fine china; founder of GlucksteinHome, the largest designer home brand in Canada; former director of the Children's Aid Foundation; Doctor of Fine Arts

Wes Hall – founder and executive chairman, Kingsdale Advisors (strategic counselling for public companies); founder, Black North Initiative (addressing systemic barriers affecting Black Canadians in business); university lecturer; *Dragon's Den* "dragon"; Doctor of Laws

Louise Penny (Radio and Television Arts '79) – former CBC Radio journalist, bestselling author of the Armand Gamache series of crime novels, co-author with Hillary Rodham Clinton of bestseller *State of Terror*; founder, Three Pines Foundation Fund for dementia care; Doctor of Letters

HOLOCAUST EDUCATION WEEK – From November 15 to 18, in collaboration with Hillel Ryerson and the Ryerson Students Union (RSU), the University hosted its annual Holocaust Education Week. Its theme was "strength and solidarity," and events encouraged the University community to understand the lived experiences of survivors and appreciate their strength of character. A virtual memorial ceremony on November 18 featured testimony by retired engineer, businessman, and pilot Elly Gotz, who survived the Kovno ghetto and the Kaufering subcamp of Dachau. Other events included a virtual Lunch & Learn session with Rabbi Aaron Greenberg, who discussed stories of resistance during the Holocaust, and the photo exhibition "Spots of Light: To Be a Woman in the Holocaust," held in-person at the RSU Building.

iBEST SYMPOSIUM – On November 19, the Institute for Biomedical Engineering, Science, and Technology (iBEST) held its annual iBEST Symposium online. Keynote speakers were Rebecca Fahrig (head of innovation for the business area Advanced Therapies at Siemens Healthcare GmbH), who spoke about "The first coronavirus pandemic: Decoding SARS-CoV-2," and Samira Mubareka (infectious diseases physician at Sunnybrook Health Sciences Centre), who spoke about "Innovating in Image-guided Therapy: The Challenges, Failures and Successes." The conference also included a panel on research excellence and EDI, a forum on collaboration, and an iBEST trainee poster competition.

CITY PARTNERSHIP SUMMIT – On November 23 and 24, the University took part in the inaugural CivicLabTO Academic Summit: Collaborating on Renewal & Resilience. Emerging from CivicLabTO, the strategic partnership on research and innovation between the City of Toronto and the eight local higher-education institutes including Ryerson, the summit focused on building back better in Toronto, through an equity lens. Ryerson participants included five professors and lecturers; City Building Ryerson's executive director, Cherise Burda; and film students Beth Warrian and Fatemeh Saba Forouzan, who presented short films they directed that ask provocative questions about public space and social equity. This year's summit was hosted by York University; next year's will be co-hosted by our university and Centennial College.

HACK AGAINST HATE – From November 23 to 26, the DMZ and relief and development charity Penny Appeal Canada hosted the competition Hack Against Hate, in which more than 40 teams of Canadian high school students participated. Teams were asked to devise and build a prototype of a digital tool to combat hate crimes. Four prizes of $5,000 each were awarded. The winning projects included an app to help make pride parades safer; a bot to filter hateful content from, and educate users on, social media platforms; a tool for raising awareness of racial bias among social media users; and an AI tool that detects hate speech online.

REMEMBRANCE AND ACTION ON VIOLENCE AGAINST WOMEN – On December 6, the University hosted its annual memorial for the National Day of Remembrance and Action on Violence Against Women. Speakers included sociology professor Megan Scribe, alumnus Serena Lalani (Journalism '18), and poet Keneisha Charles. Optional breakout sessions offered attendees the chance to discuss ways to support survivors on campus. The event was part of the University's participation in the international campaign 16 Days of Activism Against Gender-Based Violence, which ran from November 25, the International Day for the Elimination of Violence against Women, until December 10, Human Rights Day. Along with the memorial, online events included workshops and panel discussions about issues such as sexual violence, intimate partner violence, and sexual harassment in the workplace. Event hosts included Consent Comes First, RyeAccess, RyePride, the Ted Rogers Pride Alliance, the Black Business Students Association, the Office of Sexual Violence Support and Education, the Faculty of Engineering and Architectural Science, Ryerson Students' Union, the Centre for Safer Sex and Sexual Violence, and Ryerson Athletics and Recreation. On December 3, the Anne Marie D'Amico Foundation, which was established in honour of alumnus Anne Marie D'Amico (Business Management '10), who was killed in the Toronto van attack in 2018, hosted its annual fundraising event, The Turtle Project, at Meridian Hall. The live-entertainment event raised money for the North York Women's Shelter, to help women and children live a life free of violence.

ATHLETICS – On December 18, Ontario University Athletics (OUA) paused university sport due to the impact of COVID-19, extending the winter break that was originally slated to end on January 6. Prior to this, our university was treated to the welcome sight of our Rams' eight varsity teams' return to the pitch, court, and ice after a full season off in 2020–21. The women's soccer team reached the OUA quarterfinal, and the men reached the semifinal. The women's basketball team is unbeaten through six games and ranked No. 6 in the country. Both women's and men's hockey teams have spent time in the national rankings; the latter is currently No. 10 in Canada. In November, the hockey teams jointly held the Teddy Bear Toss charitable event, which helped the university community donate nearly 400 stuffed toys to the Salvation Army and the CTV Toy Mountain campaign.

from the **President's Calendar**

November 2, 2021: I recorded remarks for the University's Remembrance Day ceremony, which was once again held online this year.

November 2, 2021: I recorded opening and closing remarks for the National Forum on Anti-Asian Racism hosted by the Faculty of Arts on November 9–10. I spoke about the role of universities in building alliances for change, and in fostering the kinds of open conversations the forum encouraged.

November 3, 2021: I met online with Marc Newburgh, CEO of Hillel Ontario, about the best ways for the University to continue supporting Jewish students.

November 3, 2021: At a virtual townhall with William Osler physicians, allied health professionals, and community engagement staff, I gave a presentation about our plans for the medical school and how the University and William Osler can collaborate to improve medical care in Brampton.

November 4, 2021: I attended the memorial service for former Ontario premier Bill Davis at Roy Thomson Hall.

November 4, 2021: I had a lunch meeting with Magdy El Kady, president and board chair of Universities of Canada in Egypt, about furthering his organization's partnership with our university.

November 4, 2021: Along with Vice-President, University Advancement and Alumni Relations Ian Mishkel, I met online with Michael Serbinis, founder and CEO of health enterprise operating system League and chair of the Perimeter Institute, to discuss the University's strategic imperatives.

November 5, 2021: I chaired a regular meeting of the strategy and planning group of the Council of Ontario Universities (COU).

November 15, 2021: I attended the online Fall 2021 Honorary Doctorate Ceremony, for which I had recorded opening and closing remarks welcoming and congratulating the honorees.

November 15, 2021: I participated in a community consultation at Brampton City Hall about the proposed medical school, during which I gave a presentation about the University's vision for healthcare education and for working together with the city and the local community. Also in attendance were Rowena Santos and Paul Vicente, respectively the regional and city councillors for Brampton wards 1 and 5.

November 16, 2021: I hosted Nina Tangri, Ontario's associate minister of small business and red tape reduction, for a tour of the Creative School and the DMZ, where she was introduced to the Women Founders and Black Innovation programs.

November 16–18, 2021: I attended the University's seven virtual convocation ceremonies, for which I had pre-recorded remarks.

November 16, 2021: I gave remarks during an online consultation about the proposed medical school with members of the Carpenters Union from Peel region, seeking their opinions, ideas, and support.

November 17, 2021: At Massey College, as a High Table guest, I attended a dinner celebrating Muslim communities. Honorary doctor Mohamad Fakih and Board member Walied Soliman gave remarks.

November 19, 2021: At the Mubarak Mosque in Brampton, I participated in a consultation about the proposed medical school with members of the Ahmadiyya Muslim Jamaat, during which I delivered remarks inviting Ahmadi Muslims in Brampton to share their opinions and ideas and lend us their support.

November 22, 2021: As a member of the 2026 FIFA World Cup Toronto City Builders, I participated in a lunch with a delegation from FIFA to discuss preparations for the World Cup.

November 22, 2021: I participated in another community consultation at Brampton City Hall about the proposed medical school, which was attended by Charmaine Williams and Pat Fortini, respectively the city and regional councillors for Brampton wards 7 and 8.

November 22-24, 2021: I participated in Universities Canada's Digital Mission to Vietnam, during which representatives of universities in Vietnam spoke about opportunities for collaboration with universities in Canada.

November 23, 2021: I met online with representatives of the Canadian Muslim COVID Taskforce—Co-Chairs Hashim Khan and Rufaida Muhammad, and professor at the Dalla Lana School of Public Health Shaza Fadel—to seek their support for our proposed medical school and their feedback on our priorities for healthcare and healthcare education.

November 23, 2021: I was interviewed by Radio Canada journalist Serge Olivier for a segment about the proposed medical school that aired the same day.

November 23, 2021: I participated in a community consultation at Brampton City Hall about the proposed medical school, which was attended by residents of Brampton wards 2 and 6.

November 24, 2021: I met online with representatives of the World Sikh Organization—Vice-President Ontario Sharanjeet Kaur, Director of Administration Jaskaran Sandhu, and Legal Counsel Balpreet

Singh—to seek their support for the proposed school of medicine and solicit their feedback on our related priorities.

November 26, 2021: Along with Steven Liss and Rogers Cybersecure Catalyst Executive Director Charles Finlay, I gave Prabmeet Sarkaria, president of the Treasury Board of Ontario, a tour of Cyber Catalyst.

November 29, 2021: I met online with representatives of the Muslim Medical Association of Canada (MMAC), including the organization's president, Aleem Hussain, to seek the MMAC's support for our proposed medical school and its feedback on our related priorities.

November 30, 2021: I attended the online Devon Lord Brooks Platinum Athletes' Breakfast, which celebrated student athletes who maintain an academic average of 80% or higher. I was pleased to give remarks congratulating the winners for persevering under difficult circumstances and representing our university so well.

November 30, 2021: Board Chair Tony Staffieri, Chancellor Janice Fukakusa and I hosted a lunch celebrating honorary doctors from this year and last. We gifted them each a framed photograph of the Indigenous ring on campus. In attendance were Donette Chin-Loy Chang, Silvio De Gasperis, Mitch Frazer, Brian Gluckstein, Wes Hall, and Gregory Regis.

November 30, 2021: Along with Ian Mishkel, I met online with Naomi Azrieli, chair and CEO of The Azrieli Foundation, and representatives of her foundation, to continue our conversation about the University's commitment to confronting antisemitism.

November 30, 2021: I was interviewed by Prabhjot Sohal, reporter for Red FM Toronto, for a segment on the Evening Show about the proposed medical school.

November 30, 2021: In Mississauga, I toured the SEVA Food Bank and met with some of its board members and supporters to discuss our proposed medical school in the Peel region and to seek their support and their feedback.

December 1, 2021: I hosted Deborah Flint, president and CEO of the Greater Toronto Airport Authority, for a campus tour, including the DMZ, the Creative Industries program, and the Synaesthetic Media Lab.

December 1, 2021: I attended "True North Rising," a virtual event hosted by the student forum, International Issues Discussion. The guest speaker was Canada's vice-regal consort, Whit Fraser, who spoke about his work in the Arctic, having been a reporter, the founding chair of the Canadian Polar Commission, and executive director of the national Inuit organization, Inuit Tapiriit Kanatami.

December 2, 2021: I attended the Creative School's Global Campus Studio 2021 showcase, during which Ryerson students presented projects they co-created with students in Amsterdam, Hong Kong, Santiago, and Seoul.

December 2, 2021: I met online with Scott Altschuler, vice-president of university partnerships and Alastair Summerlee, consultant at Academic Partnerships in Dallas, Texas, to find out about the organization's work assisting working adults to earn university degrees.

December 2, 2021: As a member of the academic advisory council for Aurora College in the Northwest Territories, I participated in a regular council meeting.

December 3, 2021: I chaired a regular meeting of COU executive heads.

December 4, 2021: Brampton Mayor Patrick Brown and I hosted a Tele Town Hall about the proposed school of medicine, during which Brampton residents participated via audio on their phones. I gave remarks about our proposal and took questions from callers.

December 6, 2021: I attended the inaugural Giants of Africa Inclusive Leadership Forum, which was hosted by Giants of Africa founder, and Toronto Raptors president and vice-chairman, Masai Ujiri (Honorary Doctor of Laws '17).

December 6, 2021: I attended the University's memorial for the National Day of Remembrance and Action on Violence Against Women, thanking our community for solidarity and calling for more awareness of, and action on, the national crisis of violence against women and gender-oppressed people.

December 6, 2021: Along with Glenn Craney, deputy provost and vice-provost, university planning, I hosted Shelley Tapp, Ontario's deputy minister of colleges and universities, for a tour of the Daphne Cockwell Complex, taking in the practical nursing lab, the Healthcare User Experience Lab, and the Design and Technology Lab.

December 7, 2021: Along with Glenn Craney and Assistant Vice-President, University Relations Jennifer Grass, I met with representatives of the real estate organization NorthWest HealthCare Properties, including Managing Director, Canada Dave Casimiro, to discuss the University's plans for a medical school.

December 7–8, 2021: As co-chair, I participated in a two-day online meeting of the Tri-Agency Institutional Programs Secretariat's Advisory Committee on Equity, Diversity, and Inclusion Policy (ACEDIP).

December 8, 2021: I spoke with Jordan Bitove, publisher of the Toronto Star, to continue our conversation about potential collaboration.

December 9, 2021: I met with Ted Hewitt, president of the Social Sciences and Humanities Research Council of Canada (SSHRC), to discuss the potential for collaboration on SSHRC's new initiatives.

December 9, 2021: I was interviewed by Akash Sidhu, then business reporter for 680 News, for a segment about the proposed medical school.

December 9, 2021: I met with Cathy Séguin, executive director and president of the Canada Arab Business Council, as well as Scott Jolliffe, the organization's chair, to continue our conversation about potential collaboration with the council.

December 13, 2021: I met with Charlotte Yates, president and vice-chancellor of Guelph University, to update her on our plans involving Brampton.

December 13, 2021: Along with Associate Director, Government Relations Matthew Baker, I had an introductory meeting online with François-Philippe Champagne, minister of innovation, science, and industry, about the University's work in the areas of innovation and economic development.

December 14, 2021: I had a virtual meeting with Jordan Bitove and other members of his team at the Toronto Star to continue our conversation about potential collaboration.

December 14, 2021: I chaired a special meeting of COU executive heads, at which Minister Tapp and Chief Medical Officer of Health Kieran Moore spoke about the current situation with COVID-19.

December 15, 2021: I hosted a virtual meeting during which I introduced Peter Bethlenfalvy, Ontario's minister of finance, to Helen Vari, president of the George and Helen Vari Foundation.

December 17, 2021: I chaired a regular meeting of the COU's board of directors.

December 17, 2021: I attended a special convening of Universities Canada about the post-secondary sector's response to recent developments in the COVID-19 pandemic.

December 20, 2021: Along with Ryerson International Interim Executive Director Todd Carmichael, I met with representatives of Astrum University in Tashkent, Uzbekistan, to discuss possible collaboration.

December 20, 2021: I hosted a virtual farewell event for outgoing vice-president, administration and operations Deborah Brown, at which I was pleased to have the opportunity to thank her for her contributions and present her with a framed photo of Yonge Street from the Ryerson Image Centre's Black Star Collection.

December 21, 2021: I met online with Navitas president and CEO of university partnerships for North America, Brian Stevenson, and members of his leadership team, to discuss furthering our ongoing collaboration.

December 21, 2021: As a member, I attended a regular meeting of the Continental African Scholars Network Canada.

December 22, 2021: As part of Expo Dubai 2020, I participated in the virtual panel discussion "Internationalization of Higher Education in Egypt." Other panel members included Ashraf Hussein, president of King Salman International University; Wadiah Atiyah, executive officer—MENA for Cintana Education; Abdelhamid El-Zoheiry, president of EMUNI University; and Ayman Ashour, Egypt's deputy minister for higher education and scientific research for universities.

December 22, 2021: I spoke with Natural Sciences and Engineering Research Council of Canada (NSERC) President Alejandro Adem about the potential for collaboration on NSERC's new initiatives.

REPORT OF ACADEMIC STANDARDS COMMITTEE
Report #W2022–1; Jan. 2022

In this report the Academic Standards Committee (ASC) brings to Senate its evaluation and recommendation on the following items:
   A.   **CHANG SCHOOL – Certificate Discontinuation for Leadership in Organizations**
   B.   **CHANG SCHOOL – Certificate Modifications to Public Relations**
   C.   **CHANG SCHOOL – Certificate Modifications to Crime Analytics**
   D.   **CHANG SCHOOL – Certificate Modifications to Film Studies**
   E.   *For Information:* **CHANG SCHOOL CERTIFICATES – Revisions (September/November 2021)**

A. CHANG SCHOOL – Certificate Discontinuation for Leadership in Organizations

Introduction:
Since 2011, the Certificate in Leadership in Organizations has been offered through The G. Raymond Chang School of Continuing Education in collaboration with the Human Resources Management and Organizational Behaviour department at the Ted Rogers School of Management. Based on an analysis of enrolment trends and the competitive landscape, we are proposing that the certificate be discontinued.

Background and Context:
The certificate was designed to help students gain organizational leadership and management skills applicable to a wide range of jobs and sectors. The Certificate in Leadership in Organizations:
   ●   offers a combination of online and in-class learning (only one course online)
   ●   is eligible for OSAP
   ●   comprises university-level degree credit courses
   ●   offers students the opportunity to apply all or most of the courses from the certificate as transfer credits to a Bachelor of Commerce program at the Ted Rogers School of Management or at other universities (subject to admission and the requirements of the degree they are applying to)

Certificate admission criteria:
Ontario Secondary School Diploma (OSSD) or equivalent with 6 Grade 12 U or M credits OR
Mature student status with relevant professional experience.

Certificate structure: Six courses (2 required and 4 electives).

Required Courses (2)	Prerequisites
CMHR 405 Organizational Behaviour	
CMHR 640 Leadership	CMHR 405

Elective Courses (4)	Prerequisites
CMHR 600 Diversity and Inclusion in the Workplace	CMHR 523 or HTH 503 or Direct Entry
CMHR 650 Management of Change	CMHR 405 or HTH 601
CMHR 700 Cross-Cultural Dimensions of Organizational Behaviour	CMHR 405 or HTH 601
CMHR 721 Negotiation and Conflict Resolution	
CMHR 741 Managing Interpersonal Dynamics and Teams	CMHR 405 or HTH 601
CMHR 841 Organization Theory and Design	CMHR 405 or HTH 601
CMHR 850 Coaching, Facilitation and Internal Consulting	CMHR 741

Enrollment Trends:

Since inception, a total of only 319 students have enrolled in certificate courses. Relative to a total of 84 certificates at the Chang School, the certificate ranks 51st in terms of certificate students enrolled. It ranks 53rd in terms of tuition revenues generated. Revenue generated over 10 years amounts to $191,786.

Certificate enrollment, registration and graduation patterns

Academic Year	2011 −12	2012 −13	2013 −14	2014 −15	2015 −16	2016 −17	2017 −18	2018 −19	2019 −20	2020 −21	Total
New Cert Students	5	36	29	20	38	20	23	34	16	32	253
Graduated Program			3	6	5	4	3	1	1	11	34
Continuing On			11	11	9	21	13	20	22	15	122
Discontinued					1	3	9	8	12	7	40
Cancelled		1	4	1	8	1	2	7	1		25

New certificate student registration peaked at 38 in 2015/16. Registrations have fluctuated and have not displayed a strong pattern of growth since then.

Over the life of the certificate (10 years), only 253 students have registered in the certificate. For this same period only 34 students have graduated. This results in a low graduation rate of about 13%.

Course enrollment pattern (Leadership and Organization certificate students only)

Year	2018-19			2019-20			2020-21			Total
Term	F	W	S	F	W	S	F	W	S	
Required Courses										
CMHR 450	6	1	2	3	2	2	7	5	2	30
CMHR 640			2		5			6		13
Electives										
CMHR 600							2	5		7
CMHR 650	2			10					3	15
CMHR 700			1			4	2		1	8
CMHR 721			1			4	2		1	8
CMHR 741			2	1		4	7		5	19
CMHR 841					2			1		3
CMHR 850										Data NA

Indicator of Interest/Demand:
An Express Interest button was introduced on the certificate webpage to allow students to request more information about the certificate. Since January 29th 2021, only 25 individuals have expressed interest.

Certificate challenges and case for discontinuation:
- Enrollment trends have resulted in limited revenue generation and imply low viability of the program.
- Due to of the limited resources at the Department of HR Management & Organizational Behaviour at TRSM (certificate's academic home), one of the courses on the electives list has not been offered in a very long time. This inhibits certificate student progression through the certificate.
- Due to the low level of interest in this certificate program, courses are often offered via tied sections with the day school. Most of the time, these are scheduled during the day which is inconvenient for adult learners who may be employed during the day.
- Due to frequency and schedule of course offerings, OSAP eligibility is not a realistic option for students.
- The competitive landscape is saturated (see the Appendix), there are many offerings from GTA and Ontario universities that are convenient in format, duration, schedule, have modular curricular structure, and are available online. These other programs are more flexible because they are not considered university transfer credits.
- Due to departmental preferences, the certificate is not available online. While a few courses may have been virtualized due to the pandemic restrictions, only CMHR 405 is developed for online delivery. This puts the certificate at a competitive disadvantage.
- Target student definition appears geared to those working in the HR field. This limits a wider interest and makes the offering niche.
- There is some curricular overlap with the Certificate in Human Resources Management (HRM). The HRM certificate is an example of a highly viable certificate and perhaps resources and efforts are best concentrated on growing and enhancing that offering.

Completion Plan for Current Students
If approved, the discontinuation of the certificate would take effect in Winter 2022, with the last admit term in the certificate being Fall 2021. Some of the courses are in other certificates and would continue to be offered. For the rest of the offerings, we will plan to offer them in the following few semesters. Alternatively, these could be offered as a tied section to the day school offering so that students could complete the certificate.

Students would receive a clear and comprehensive communication informing them about the discontinuation, their options for completing the certificate program and a schedule for relevant course offerings so that they can plan accordingly.

There are currently 66 active students in the certificate program.

Required Course	# of students that still need to take each course in order to complete the certificate
CMHR 405	4
CMHR 640	50
Electives (students choose 4 from the list below)	# of students who could potentially take each elective
CMHR 600	58

CMHR 650	54
CMHR 700	61
CMHR 721	43
CMHR 741	54
CMHR 841	63

Appendix – Competitor Landscape (non-comprehensive)

Program	Format/Duration/Structure
Organizational Leadership, Rotman School of Management, University of Toronto	Online, self-paced, 6 weeks, modular
Certificate in Leading a Culture that Innovates and Executes, Schulich School of Business, Executive Education Centre, York University	5 day, currently offered virtually
Leadership Essentials, School of Continuing Studies, University of Toronto	6 courses, Online
Certificate in Leadership, OpenEd in partnership with the Gordon S. Lang School of Business and Economics, University of Guelph	5 courses, Face-to-face and Online.
Professional Certificate in Leadership, Western Continuing Studies, Western University	3 courses, Online, real time
Leadership Certificate, Professional Development, University of Waterloo	5 courses, virtual, one day in length.
Masters Certificate in Public Sector Leadership, Sprott School of Business, Carleton University	Modular (3 modules), each module delivered over 4-6 days, currently delivered virtually.
Leadership Programs, Executive education, Queens University	Several programs, short format (about one month)
Leadership Essentials, CCE, McMaster University	5 days of coursework, delivered Virtually now

Note: While the above list is limited to universities, colleges like Seneca College also have Certificates in Leadership on offer.

Recommendation

Having satisfied itself of the merit of this proposal, the Academic Standards Committee recommends: ***That Senate approve the discontinuation of the certificate in Leadership in Organizations – Chang School.***

B. CHANG SCHOOL – Certificate Modifications to Public Relations

Introduction and Rationale

The Certificate in Public Relations currently requires students to complete eight (8) 39-hour courses - five (5) required courses and three (3) 39-hour electives. With the exception of CDPR 100, all courses in the certificate are certificate-credit only; CDPR 100 has both degree credit and certificate credit status.

Based on the findings of a comprehensive program review we are proposing the following curriculum changes:

●　delete one 19.5-hour elective
●　reposition two 39-hour electives as required courses

- reduce the number of electives required to graduate from three (3) 39-hour courses to two (2) 19.5-hour courses
- modify three required courses: three changes in course titles and descriptions, one change in duration, one change in credit status, and one prerequisite removal
- change all course codes in the revised curriculum in order to: a) reflect the credit type change of CDPR 100 from degree- *and* certificate-credit status to certificate-credit status only; and, b) re-sequence the certificate curriculum in a way that makes sense for both students and administrators

Course Deletion (elective category)
CDPR 103 *Advanced* PR Writing

Rationale
Relevant content from CDPR 103 *Advanced PR Writing* will be incorporated into the updated version of the required writing course CDPR 111 (to become CDPR 211) *Strategic Storytelling*.

Course Repositioning and Modification (course code change)

Current course code and category
CDPR 106 *Media Relations* - elective course category
CDPR 108 *Social Media in Public Relations* - elective course category

Revised course code and category
CDPR 206 *Media Relations* - required course category
CDPR 208 *Social Media in Public Relations* - required course category

Rationale
Whether working in-house or as a freelance agent, Public Relations professionals require skills in media relations and social media. Content from both courses was unanimously determined by the Program Advisory Council members to be essential for success across agencies, government, non-profit and corporate communications. Note that CDPR 108 (to become CDPR 208) has been fully redeveloped and delivered as of Fall 2021.

Course Modification (CDPR 100) - Course code, title, description and credit type change

Current course code, title, credit type and description
CDPR 100 Public Relations Principles

Credit type: Certificate and Degree Credit

Description: This course presents students with the basic concepts and principles of public relations. Topics explored include the history and trends, processes, and practices areas of public relations. Students will also learn the elements of communication planning and implementation, including research, communication plan development, writing, and evaluation. Public Relations Principles I is the foundation course for all other courses in the Public Relations certificate program. (Formerly CDPR 201) (Equivalent to BDC 917/RTA 917).

Revised course code, title and description
CDPR 200 Public Relations Foundations

Credit type: Certificate Credit

Description: This course introduces students to foundational theories and principles underlying the broadly defined practice of public relations. Students explore various practice areas and organizational settings in which public relations professionals apply their skills to add value, depending on context. Areas of practice include corporate social responsibility, government relations, crisis management and investor relations. Basic elements of communication planning, implementation and evaluation are introduced.

Rationale

While this course was once equivalent to the degree-credit offering for undergraduates, their descriptions - and purpose - have diverged significantly over time. The course in the certificate offers students foundational knowledge in public relations, applicable to working across sectors, and sets students up for success in the remainder of the certificate program. The course description of RTA 917 (formerly BDC 917) is specific to the world of broadcasting and media, having students "apply practical learning through the development of a launch campaign for a television program."

Course Modification (CDPR 113) - Change in course code and duration

Current course code and duration: CDPR 113; 39 hours

Revised course code and duration: CDPR 213; 19.5 hours

Rationale

While internal communications management is of great curricular importance, a fulsome review of the required courses reveals that significant portions of this course material is covered in other courses. For example, the recently redeveloped version of CDPR 108 discusses practical applications of traditional and social media internal to organizations. And, various required courses discuss the management and planning of internal communications as well as the tools to advise senior management effectively to deal with internal audiences. This newly revised, half-credit, elective course will focus on cross-cultural communication within organizations and any additional matters related to internal communications that are not covered elsewhere in required course content.

Course Modification (CDPR 105) - Course code, title and description change

Current course code, title and description
CDPR 105 *Research and Program Evaluation*

Description: This course provides an opportunity for learners to apply techniques of research and evaluation to investigate public relations issues. Students will learn both qualitative and quantitative strategies for public relations practice. Working both individually and in small groups, students will conduct a systematic secondary research report and a primary research report; learn to create and apply online metrics platforms; and conduct a study of an organizational public relations campaign.

Revised course code, title and description
CDPR 205 Communications Research and Campaign ROI

Description: Communications professionals continually need to capture, and effectively communicate, "Return on Investment" of their work outputs to organizational leaders. This course provides an opportunity for students to apply techniques of research and evaluation to public relations issues, learning both qualitative and quantitative strategies for public relations practice. Working both individually and in small groups, students will conduct a systematic secondary research report and a

primary research report; learn to create and apply online metrics platforms; and conduct an evaluation of a public relations campaign.

Rationale
Although a strong course, our review flagged two important gaps: one in teaching students how to use popular media monitoring tools (CISION, Meltwater) as part of their campaign research and planning process, and a second in closing the "ROI loop" by effectively reporting campaign results. PR professionals continually need to demonstrate and communicate "Return on Investment" of their work outputs to organizational leaders. Adding these two elements will result in a high-value learning experience for students and set them up for success in public relations practice.

Course Modification (CDPR 111) - course code, title and description change; removal of prerequisite

Current course code, title, description and prerequisite
CDPR 111 *Writing for Public Relations*

Description: Learners will study the strategy and the basic concepts of effective public relations writing, including the use of a variety of communications tools used in public relations programs. The emphasis will be on the preparation of materials such as media releases, newsletters, brochures, letters, memos, reports, proposals, backgrounders, and public service announcements within the context of program planning and audience targeting.

Prerequisite: CDPR 100

Revised course code, title, description and prerequisite
CDPR 211 *Strategic Storytelling*

Description: The course introduces the strategies and basic concepts of effective public relations writing, including the use of a variety of communications tools used in public relations programs. Emphasis will be on understanding the principles of lean writing and applying them to the preparation of a media kit for use in a news conference. Major components - including key messages, news and feature media releases, pitch letters and fact sheets, speeches, and biographies - culminate in the presentation of the completed media kit.

Prerequisite: None

Rationale
While writing technique (structure, grammar) is crucial for communications professionals, the digital world of PR requires effective storytelling to stand out in a saturated market of content. Shifting the emphasis of this course to strategic storytelling, while necessary modules on writing technique, will better prepare certificate graduates for the real world of PR. Redesigning course content will also eliminate substantial overlap currently found in other courses (namely, CDPR 103 Advanced Writing and CDPR 108 Social Media in Public Relations).

Removing the prerequisite will allow students to take CDPR 200 and CDPR 211 concurrently in their first term, addressing a frustration expressed by past and current students eager to pursue two courses per term for a shorter time to program completion.

Course Modification (CDPR 107) - course code, title and description change

Current course code, title and description
CDPR 107 *Public Relations Project*

Description: This course will provide learners with an opportunity to assess the theory and skills required by an actual public relations challenge. Students who work in public relations are expected to submit a program or project report including an assessment of their work based on best practices. Students who, because of employment or other sufficient reasons, are unable to submit a program or project report may receive the required credit by doing a major paper.

Revised course code, title and description
CDPR 300 *Public Relations Capstone*

Description: This course will provide learners with an opportunity to apply the knowledge and skills gained throughout the certificate to an actual public relations challenge. Students who work in public relations are expected to submit a program or project report, including an assessment of their work based on best practices. An Experiential Learning Coordinator will help match students who do not already work in the field with a suitable employer partner. Students who, because of employment or other sufficient reasons, are unable to submit an experiential-based program or project report may receive the required academic credit by completing a major paper.

Rationale
Changing the course code and title is for improved clarity of the program pathway on the certificate website; courses are listed in numerical order, so a change to "200" will position the capstone course at the end of the list of required courses (opposed to the middle, which we know from anecdotal evidence, confuses prospective students).
The program area is resourced with an Experiential Learning Coordinator who will focus on building the experiential learning option that many students request. This option will not replace - but complement - the research project option in the capstone course; student feedback demonstrates appreciation for the academic rigour of the research option and it also meets the needs of students who already work in PR and do not need additional applied learning.

Current Certificate Structure

Required Courses: 39-hour courses
CDPR 100 Public Relations Principles
CDPR 104 Planning Programming and Budgeting
CDPR 105 Research and Program Evaluation
CDPR 107 Public Relations Project
CDPR 111 Writing for Public Relations

Electives: 39-hour Courses (select 3)
CDPR 106 Media Relations
CDPR 108 Social Media in Public Relations
CDPR 113 Internal Communications Management

Electives: 19.5-hour Courses
Two 19.5-hour courses may be completed as the equivalent of one 39-hour course
CDPR 103 Advanced PR Writing
CDPR 110 Reputation Management

CDPR 116 Public Relations Ethics
CDPR 117 Crisis Communication

Revised Certificate Structure

Required Courses: 39-hour courses
CDPR 200 Public Relations Foundations
CDPR 204 Planning Programming and Budgeting
CDPR 205 Communications Research & Campaign ROI
CDPR 206 Media Relations
CDPR 208 Social Media in Public Relations
CDPR 211 Strategic Storytelling
CDPR 300 Public Relations Capstone

Electives: 19.5-hour Courses (select 2)
CDPR 210 Reputation Management
CDPR 213 Internal Communications Management
CDPR 216 Public Relations Ethics
CDPR 217 Crisis Communication

Implementation: Fall 2022

Recommendation
Having satisfied itself of the merit of this proposal, the Academic Standards Committee recommends: *That Senate approve the certificate modifications to Public Relations – Chang School.*

C. CHANG SCHOOL – Certificate Modifications to Crime Analytics

The Department of Geography and Environmental Studies and the Department of Criminology would like to make the following changes to the Certificate in Crime Analytics.

1. Remove CCRM 100 from the required courses and add it to the electives

CCRM 100: Introduction to Criminal Justice
This course introduces students to the administrative and institutional components of the Canadian criminal justice system and the principles that govern it. The course will be organized around the police, courts, correctional systems, and will take a critical approach to both the formal principles of justice as they apply to this system, as well as how they are woven into the process at various stages. (Formerly JUS 300.)

Rationale
This course offers a broad overview of the field of criminal justice rather than addressing issues related to crime analytics. It is more appropriate to add this to the elective category for students who are interested.

2. Add CCRM 318: Violence and Communities to the required courses

CCRM 318: Violence and Communities
This course explores a variety of issues related to the topic of communities in terms of denoting both geographic space and social networks and crime. Students will critically evaluate such topics as the stereotypes associated with and representations of certain communities, the spatial distribution of violent

crime, gentrification and crime, the effects of policing and punishment on communities, and the efficacy of area-based crime prevention initiatives that are currently popular in many North American jurisdictions. Prerequisites: CCRM 100 and (CCRM 102 or CCRM 101)

Rationale
This course speaks to important social and spatial issues that are raised in relation to the field of crime analytics.

Please note that although this is a 300-level course, the Department of Criminology has agreed to **waive the prerequisite** for students enrolled in the Certificate in Crime Analytics who can demonstrate adequate professional experience or education that satisfies program requirements. This will allow them choice in determining which elective to take. Students who do not have the requisite background knowledge to successfully complete CCRM 318 must take a prerequisite course as a certificate elective.

CURRENT CURRICULUM STRUCTURE

Required
CCRM 100 Introduction to Canadian Criminal Justice
CODG 101 Spatial Databases and Digital Cartography
CODG 102 Digital Geography and Spatial Analysis
CODC 910 Spatial Methods in Crime Analysis
CODC 911 Crime Analytics Project

Electives (select 1)
CCRM 102 Introduction to Criminology
CCRM 300 Policing in Canada
CODG 127 Digital Geography Applications in Community and Social Services
CODG 210 Spatial Database Management Systems
CODG 212 Spatial Statistical Methods
CPSY 300 Psychology and Law
CPSY 622 The Psychology of Criminal Behaviour

PROPOSED CURRICULUM STRUCTURE

Required
CCRM 318 Violence and Communities
CODG 101 Spatial Databases and Digital Cartography
CODG 102 Digital Geography and Spatial Analysis
CODC 910 Spatial Methods in Crime Analysis
CODC 911 Crime Analytics Project

Electives (select 1)
CCRM 100 Introduction to Canadian Criminal Justice
CCRM 102 Introduction to Criminology
CCRM 300 Policing in Canada
CODG 127 Digital Geography Applications in Community and Social Services
CODG 210 Spatial Database Management Systems
CODG 212 Spatial Statistical Methods
CPSY 300 Psychology and Law
CPSY 622 The Psychology of Criminal Behaviour

Implementation: Fall 2022

Recommendation
Having satisfied itself of the merit of this proposal, the Academic Standards Committee recommends: *That Senate approve the certificate modifications to Crime Analytics – Chang School.*

D. CHANG SCHOOL – Certificate Modifications to Film Studies
The Certificate in Film Studies has a long history of success at The Chang School, ranked as 12/79 on the metric of certificate student enrollments (2014-20). Impacted by the COVID-19 pandemic, film studies course offerings in 2020-21 were limited, negatively impacting certificate performance for the year (ranking 33/79 in certificate student enrollments).

We believe the decline in student enrollment is temporary as this certificate remains a differentiated offering in the continuing education landscape; our competitors do not have the extensive facilities, equipment, or national brand necessary to launch a competitive program in filmmaking. Before classes return to campus "en masse", and certificate student enrollment rebounds, we propose the following curriculum changes:
- To ensure continued alignment with the undergraduate curriculum where appropriate:
  - Reflect changes to the course titles of the Film Technology courses MPF107 and MPF207 that were recently proposed by the School of Image Arts.
  - Align the Film Production required courses (CDMP 129 and CDMP 229) to their equivalents in the undergraduate curriculum. These two certificate courses have degree-credit status and are 78-hours in duration; yet, in the undergraduate program, the equivalents are two 39-hour courses (CDMP 129 is equivalent to MPF 106 and MPF 206 while CDMP 229 is equivalent to MPF 322 and MPF 422). Aligning these required courses with the undergraduate degree program will eliminate curriculum confusion experienced by students and will reduce scheduling challenges during the fall and winter terms. Consequently, the number of required courses in the certificate will be eight instead of six; however, **the total hours of instruction (390 hours) will remain unchanged**.
- Deletion of elective courses that do not meet the needs of continuous learners. The electives selected to remain in the curriculum have a relatively strong enrollment history and provide students with applied knowledge and skills in areas of film-making that complement the production and technology-focused required courses, including: screenwriting, production design, cinematography and directing.

Current Curriculum (8 courses; 390 hrs of instruction)
Required Courses
CDMP 129 Motion Picture Production I
CDMP 229 Motion Picture Production II
CMPF 107 Film Technology I
CMPF 207 Film Technology II
CMPF 423 Film Technology III
CMPF 301 Business of Film

Electives (select 2)
CDMP 120 Film History
CDMP 121 Film Theory
CDMP 125 Fiction Screenwriting

CDMP 126 Non-Fiction Screenwriting
CDMP 231 Short Filmmaking: On Location
CDMP 700 Advanced Screenwriting
CFPN 323 Sound Design for Digital Media I
CFPN 501 Scenography I: Art Direction
CFPN 502 Directing Screen Performance - Basic Principles
CFPN 531 Cinematography and Lighting Design I
CFPN 533 Sound Design for Visual Media II
CFPN 601 Scenography II: Production Design
CMPC 101 Visual Studies I
CMPF 300 Film Technology IV
CMPF 302 Business of Film II

Revised Curriculum (10 courses; 390 hrs of instruction)
Required Courses
CMPF 106 Film Production: Silent Film
CMPF 107 Introduction to Cinematography
CMPF 206 Film Production: Sound Film
CMPF 207 Introduction to Editing and Sound
CMPF 322 Film Production
CMPF 422 Film Production
CMPF 423 Film Technology III
CMPF 301 Business of Film

Electives (select 2)
CDMP 125 Fiction Screenwriting
CDMP 231 Short Filmmaking: On Location
CDMP 700 Advanced Screenwriting
CFPN 323 Sound Design for Digital Media I
CFPN 501 Scenography I: Art Direction
CFPN 502 Directing Screen Performance - Basic Principles
CFPN 531 Cinematography and Lighting Design I
CFPN 601 Scenography II: Production Design

Implementation: Fall 2022

Recommendation
Having satisfied itself of the merit of this proposal, the Academic Standards Committee recommends: *That Senate approve the certificate modifications to Film Studies – Chang School.*

E. *For Information:* **CHANG SCHOOL CERTIFICATES – Revisions (September/November 2021)**
   i)   Certificate in Music: Global and Cultural Contexts: Course Deletions and Addition (Electives)
   ii) Certificate in Criminology: Course Deletion and Addition (Electives)

Respectfully Submitted,

Kelly MacKay, Chair for the Committee

<u>ASC Members</u>:
Robyn Parr, Interim Registrar
Donna Bell, Secretary of Senate
Kelly MacKay, Chair and Vice-Provost Academic
Marcia Glasgow, Office of the Vice President Equity and Community Inclusion
Jason Lisi, Director, Curriculum Quality Assurance
Andrea Migone, Faculty of Arts, Politics and Public Administration
Andrew Hunter, Faculty of Arts, Philosophy
Christopher Gibbs, The Creative School, Creative Industries
Abhay Sharma, The Creative School, Graphic Communications Management
Eric Liberda, Faculty of Community Services, Occupational & Public Health
Diane Pirner, Faculty of Community Services, Nursing
Jurij Leshchyshyn, Faculty of Engineering & Architectural Science, Architectural Science
Amirnaser Yazdani, Faculty of Engineering & Architectural Science, Electrical, Computer & Biomedical Engineering
Hilary Evans Cameron, Lincoln Alexander School of Law, Law
Vadim Bostan, Faculty of Science, Chemistry and Biology
Gagan Gupta, Faculty of Science, Chemistry and Biology
Farid Shirazi, Ted Rogers School of Management, Information Technology Management
Mary Han, Ted Rogers School of Management, Entrepreneurship and Strategy
John Papadopoulos, Library
Linda Koechli, Chang School of Continuing Education
Dalia Hanna, Chang School of Continuing Education
Zaima Aurony, Student
Kavin Nguyen, Student

Academic Governance and Policy Committee (AGPC)
Report #W2022-1 to Senate

Academic Governance and Policy Committee Report – J. Simpson

1.   Provost's Update

2.   Revisions to Senate Bylaw #1 and Senate Bylaw #2 – D. Checkland

3**.**   Master of Digital Media Graduate Council Bylaw – C. Searcy

Respectfully submitted,

J. Simpson, Chair,
Provost and Vice-President, Academic

On behalf of the Committee:
K. MacKay, Vice-Provost, Academic
J. McMillen, Vice-Provost, Students
R. Parr, Interim Registrar
D. Bell, Secretary of Senate
T. Duever, Dean, Faculty of Engineering & Architectural Science
D. Checkland, Faculty Senator, Faculty of Arts
R. Ott, Faculty Senator, Faculty of Communication & Design
E. Ignagni, Faculty Senator, Faculty of Community Services
R. Ravindran, Faculty Senator, Faculty of Engineering and Architectural Science
S. Sabatinos, Faculty Senator, Faculty of Science
C. Searcy, Vice Provost & Dean, Yeates School of Graduate Studies
A. McWilliams, Senate Chairs' Representative
S. Rakhmayil, Faculty Senator, Ted Rogers School of Management
A. M. Brinsmead, Program Director, G. Raymond Chang School of Continuing Education
A. S. Ali, Undergraduate Student Senator
H. S. Makawi, Undergraduate Student Senator
H. Brahmbhatt, Yeates School of Graduate Studies Student Senator

SENATE

BYLAW #1 – General

Originally Approved by Senate: 29th January 2019
Amended by Senate: 7th May, 2019; 1st December, 2020; 5th October, 2021

1. **DEFINITION OF TERMS**

2. **COMPOSITION OF SENATE**
   2.1   *Ex officio* Senators
   2.2   Elected voting Senators
        2.2.1   Faculty Senators
        2.2.2   Undergraduate Student Senators
        2.2.3   Graduate Student Senators
        2.2.4   Alumni Senators
   2.3   Senate Associates
        2.3.1   Chang School Associates
        2.3.2   CUPE Associates
        2.3.3   Indigenous Associates

3. **ELECTIONS**
   3.1   General Provisions
        3.1.1   Nominations and Elections Committee (NEC)
        3.1.2   Schedules, Guidelines, Procedures
        3.1.3   Membership Lists
   3.2   Senate
   3.3   Committees

4. **TERM OF OFFICE**
   4.1   Senate
   4.2   Senate Committees

5. **OFFICERS OF SENATE**
   5.1   Chair
   5.2   Vice-Chair
   5.3   Secretary
   5.4   Chief Electoral Officer

6. **STANDING COMMITTEES OF SENATE**
   6.1   General Provisions
   6.2   Senate Priorities Committee (SPC)
   6.3   Academic Governance and Policy Committee (AGPC)
   6.4   Scholarly, Research and Creative Activity Committee (SRCAC)
   6.5   Academic Standards Committee (ASC)

1. DEFINITION OF TERMS

1.1. **AGPC:** The Academic Governance and Policy Committee as defined by Article 6.3 of this Bylaw.

1.2. **Alumni:** The *Ryerson University Act* defines alumni as "persons who have received degrees, diplomas or certificates from Ryerson Institute of Technology, Ryerson Polytechnical Institute, Ryerson Polytechnic University, or Ryerson University and who are no longer registered as students."

1.3. **Board:** The Board of Governors of Ryerson University as defined by the *Ryerson University Act*

1.4. **Chang School:** The G. Raymond Chang School of Continuing Education.

1.5. **Chief Electoral Officer:** Officer of Senate as defined by Article 5.4.

1.6. **Committee Member:** Unless otherwise stated, members of a Senate committee do not have to be members of Senate.

1.7. **Department/School**: Academic unit, headed by a Chair or Director, resident in a Faculty, that has responsibility for the delivery of academic programs, Chang School degree credit courses, and Department-based Chang School Certificates.

1.8. *ex officio*: Holds office or Senate position by virtue of another office held. Fully participating (and voting) unless otherwise indicated.

1.9. **Faculty** (where capitalised): Administrative unit, headed by a Dean, normally consisting of teaching Departments/Schools and established by Senate and the Board of Governors.

1.10. **faculty** (where not capitalised): "Teaching faculty," defined by the *Ryerson University Act* as the "full-time employees of the University whose principal duty is the performance of the teaching function or the research function of the University, including employees holding the offices of Dean, Chair or Assistant Chair of a department, or Academic Director."

1.11. **faculty Senator**: as defined by Article 2.2.1

1.12. **Indigenous:** Understood by Ryerson University to include persons who self-identify as First Nations, Inuit, or Métis.

1.13. *Ryerson University Act*: Statute of the Province of Ontario establishing, and governing the operation of Ryerson University.

1.14. **Session** shall extend from July 1 of each year until June 30 of the following year.

1.15. **SPC:** The Senate Priorities Committee as defined by Article 6.2 of this Bylaw.

1.16. **SRCAC:** The Scholarly, Research, and Creative Activity Committee as defined by Article 6.4 of this Bylaw.

1.17. **Students**: Defined by the *Ryerson University Act* as "persons registered in a program or course of study at the University that leads to a degree, diploma or certificate of the University." All such students are eligible to serve on Senate committees and vote in student elections for these positions.

1.18. **Student Senator**: as defined by Articles 2.2.2 and 2.2.3

1.19. **Union:** Ryerson Faculty Association (RFA); Canadian Union of Public Employees, Local 3904 (CUPE); Ryerson Students' Union (RSU); Continuing Education Students' Association of Ryerson (CESAR) and Ryerson Graduate Student Union (RGSU).

1.20. **University** (where capitalised): Ryerson University

1.21. **YSGS**: Yeates School of Graduate Studies

2. COMPOSITION OF SENATE

2.1. **Ex officio Senators**

    2.1.1. *As per the Ryerson University Act*:

        2.1.1.1. the Chancellor;

        2.1.1.2. the President (who shall be the Chair of the Senate);

2.1.1.3.   the Vice Presidents (including the Provost)**;**

2.1.1.4.   the Deans;

2.1.1.5.   the Chief Librarian; and

2.1.1.6.   the Registrar

2.1.2.   *All Vice Provosts*.

2.2.   Elected Voting Senators

As per the *Ryerson University Act*, there shall be fifty-one (51) elected voting Senators. These shall be apportioned as follows.

2.2.1.   *Faculty Senators*

2.2.1.1.   *At-Large faculty*: There shall be faculty Senators elected at-large by and from all full-time faculty, as defined above, in such number as to ensure that the total number of elected faculty Senators equals thirty-three (33). Deans may not vote, nominate, or serve. Chairs/Directors may vote but may not nominate or serve. There may be no more than two at-large faculty Senators from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

2.2.1.2.   *Faculty:* There shall be three (3) faculty members elected from each Faculty consisting of three (3) or more Departments/Schools and one (1) faculty member elected from each Faculty consisting of less than three (3) Departments/Schools.

2.2.1.2.1.   Faculties with only one elected Senator may also elect one alternate Senator who may attend meetings of Senate, and vote in the absence of the regular, elected Senator. The alternate Senator may not replace the regular, elected Senator at committee meetings.

2.2.1.2.2.   All Faculty Senators and Alternate Senators shall be elected by and from the full-time teaching faculty in each Faculty. Deans may not nominate, vote or serve. Chairs/Directors may vote but may not nominate or serve.

2.2.1.3.   *Chang School faculty:* There shall be two (2) faculty Senators representing the Chang School who are full-time teaching faculty and who are teaching, or have taught, at least one course in the Chang School in the year preceding the election, or who serve on a Chang School committee, or the Chang School Council.

2.2.1.4.   *Indigenous faculty*: There shall be one (1) Indigenous faculty member elected by and from those faculty who self-identify as Indigenous, to the Chief Electoral Officer/Secretary of Senate. The Chief Electoral Officer/Secretary of Senate shall invite faculty (in a manner specified In the Election Guidelines and Procedures) to notify that office regarding such self-identification in order to produce a comprehensive list of voters as part of the nomination process set out in Article 3.

*AND***:** that the mechanism of electing an Indigenous Senator be reviewed prior to the next election for this position.

2.2.1.5.   *Librarian:* There shall be one (1) librarian Senator who is a member of the RFA, and who is eligible to serve on Senate as defined by the *Ryerson University Act*. Such member shall be elected by and from the University librarians.

2.2.1.6.   *Chairs/Directors:* There shall be one (1) Chair/Director, elected from each of the Faculties by and from the Chairs/Directors in that Faculty.

2.2.1.7.   *Ryerson Faculty Association (RFA):* There shall be one (1) RFA Senator (who is a faculty member as defined by Article 1.9) specifically elected to the position using such procedures as are specified in the Bylaw(s) of the RFA.

2.2.1.8.   *Canadian Union of Public Employees (CUPE) Local 3904:* There shall be one (1) CUPE Senator (who is eligible to serve on Senate as defined by the *Ryerson University Act*) specifically elected to the position using such procedures as are specified in the Bylaw(s) of CUPE Local 3904.

2.2.2.   *Student Senators*

2.2.2.1.   *Graduate Student Senators:* There shall be two (2) Senators elected by and from those students of the University who are enrolled in a graduate program.

2.2.2.2. *At-Large Undergraduate and Law Students:* There shall be undergraduate and law student Senators, elected at-large by and from all undergraduate and law students enrolled in a full- or part-time program, in such number as to ensure that the total number of elected student Senators equals sixteen (16). No more than two at-large student Senators may be from any one Faculty unless there are insufficient candidates from other Faculties to fill all at-large positions.

2.2.2.3. *Faculty Undergraduate and Law Students:* There shall be one (1) student Senator from each Faculty, elected by and from undergraduate and law students registered in a full- or part-time program within that Faculty.

2.2.2.4. *Continuing Education Students:* There shall be two (2) Senators elected by and from those students of the University who are enrolled in a Chang School course at the time of election, and who are eligible to serve on Senate.

2.2.2.5. *Ryerson Students' Union (RSU):* There shall be one (1) RSU Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the RSU, and who is eligible to serve on Senate.

2.2.2.6. *Continuing Education Students' Association of Ryerson (CESAR):* There shall be one (1) CESAR Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the CESAR, and who is eligible to serve on Senate.

2.2.2.7. *Ryerson Graduate Students' Union (RGSU):* There shall be one (1) RGSU Senator who is duly elected to the position using such procedures as are specified in the Bylaw(s) of the RGSU, and who is eligible to serve on Senate.

2.2.3. *Alumni Senators*: There shall be two (2) Ryerson alumni Senators elected by and from the members of the Ryerson University Alumni Association who meet the definition of alumni specified in Article 1.2, and who are no longer registered as students or eligible to serve in any other capacity.

2.3. Senate Associates:

There shall be Senate Associates as follows who, while not eligible to vote at Senate, otherwise have full rights of participation in Senate meetings and, if named to Senate committees, have full committee membership rights (including the right to vote):

2.3.1. *Chang School Associates*: There shall be two (2) Chang School representatives elected by and from the Chang School Directors and Associate Directors who have academic responsibilities using such procedures as the Chang School shall determine.

2.3.2. *Part-time, Sessional and Continuing Education Contract Lecturer (CUPE Local 3904 Units 1 and 2) Associates and CUPE Local 3904 Unit 3 (Teaching Assistants, Graduate Assistants, Lab Monitors and Invigilators)*: There shall be two (2) Part-time, Sessional and Continuing Education (CUPE Local 3904 Units 1 and 2) Contract Lecturers as well as one (1) CUPE Local 3904 Unit 3 member elected by and from that group, using such procedures as CUPE Local 3904 shall determine.

2.3.3. *Indigenous Associates*: There shall be two (2) Indigenous Associates named by the Aboriginal Education Council (AEC) using such procedures as the AEC shall determine. Such Associates may be drawn from any category of Ryerson employee, student, or alumni.

3. ELECTIONS AND APPOINTMENTS

3.1. General Provisions

3.1.1. *Nominations and Elections Committee (NEC)*: Early in each Session, Senate shall strike a Nominations and Elections Committee in accordance with Article 6.8 of this Bylaw.

3.1.2. *Schedules, Guidelines and Procedures*: The Chief Electoral Officer of Senate shall annually publish the election schedule, as well as such guidelines and procedures as are approved by the Nominations and Elections Committee.

3.1.3. *Membership Lists*: The Secretary of Senate will provide a list of Senate and Committee members by the first meeting of a Session, and shall advise Senate of all changes to membership, and shall post a revised membership list on the Senate website whenever changes are made.

3.2. <u>Senate</u>

    3.2.1. The Chief Electoral Officer shall call for nominations in accordance with published Election Guidelines and Procedures.

    3.2.2. Elections shall be held annually before April 1.

    3.2.3. Constituent union groups (RFA, CUPE, RSU, CESAR and RGSU) shall each be responsible for the election of their representatives and shall inform the Secretary of the process of their election and the election results.

    3.2.4. Senate seats shall be declared vacant when:

        3.2.4.1. An elected Senator resigns; or

        3.2.4.2. An elected Senator is no longer a member of the constituency s/he was elected to represent; or

        3.2.4.3. An elected Senator fails to attend two (2) consecutive meetings without written notice to the Secretary, or three (3) in total during a Session, regardless of notice. In extenuating circumstances, Senate may, by resolution, excuse absences for health or other reasons.

    3.2.5. Senate vacancies between general elections will be filled for the duration of the term following the procedures outlined below unless there are fewer than two Senate meetings remaining between the point at which the vacancy occurs and the end of the term or the point at which a call for nominations is issued for general elections.

        3.2.5.1. If a Senate vacancy occurs in the Chair/Director constituency between general elections, the Chief Electoral Officer will ask the affected group to conduct a by-election.

        3.2.5.2. If a Senate vacancy occurs in the Faculty of Law, the elected alternate will fill the position until the Senator elected in the next general election takes office. In the event the alternate is unable to serve, the position will be filled in accordance with Article 3.2.5.4.

        3.2.5.3. If a Senate vacancy occurs among the students elected at large, the Chief Electoral Officer will call for nominations in accordance with published Election Guidelines and Procedures, and present the list of nominees to the elected student Senators who shall elect one of the nominees to fill the vacancy.

        3.2.5.4. If a Senate vacancy occurs in any other constituency between general elections, the Chief Electoral Officer will call for nominations in accordance with published Election Guidelines and Procedures, and conduct a by-election as/if required.

        3.2.5.5. In the event that the routine call for nominations fails to produce sufficient nominees, the Nominations and Elections Committee will solicit nominations and

            3.2.5.5.1. The Nominations and Elections Committee will report eligible nominees to the next meeting of Senate.

            3.2.5.5.2. Additional nominations may be made from the floor of Senate, provided the person nominated is eligible and consents to the nomination. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate.

            3.2.5.5.3. If there is more than one nomination for any individual position, the replacement member will be elected by Senate from among the nominees, with all elected Senators eligible to vote.

    3.2.6. The Chief Electoral Officer shall inform Senate of the results of all Senate elections and by-elections, including an accounting of votes cast.

3.3. <u>Committees</u>:

    3.3.1. Immediately upon the conclusion of Senate elections, the Nominations and Elections Committee (NEC) shall, in accordance with published Election Guidelines and Procedures, call for nominations to fill all non-student Committee positions not allocated through other means in this Bylaw. Senators-elect are eligible to nominate, stand as candidates, and serve on committees for the following year where Senate membership is a requirement.

        3.3.1.1. Immediately following the orientation session for new Senators (normally held in September of each year), the Chief Electoral Officer shall, in accordance with published

Election Guidelines and Procedures, call for nominations to fill all student Committee positions not allocated through other means specified in this Bylaw.

3.3.2. The Nominations and Elections Committee shall prepare, and present annually to the penultimate regular meeting of Senate in each session, a complete list of nominations received for, and appointments to, all non-student positions on all Senate Standing Committees for the following year.

3.3.3. Nominations from the Floor: For positions to be filled by election, nominations beyond those brought forward by the Nominations and Elections Committee may be made from the floor of Senate provided the person nominated is eligible and consents to the nomination. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate.

3.3.4. If the number of nominations exceeds the number of positions to be filled by election as specified in this Bylaw, Senate shall, at the penultimate regular meeting of Senate in each session, elect the committee members from among the nominees, with all Senators eligible to vote. For positions where a specific body is specified in this By Law as the electors for that position, the Chief Electoral Officer shall conduct, or cause to be conducted, an election for those positions prior to the penultimate meeting of Senate in the session.

3.3.5. membership on a committee of Senate shall terminate when:

    3.3.5.1. An elected Senator resigns his/her committee membership; or

    3.3.5.2. An elected Senator representing a particular constituency on the committee is no longer a member of the constituency s/he was elected to represent; or

    3.3.5.3. An elected Senator fails to attend two (2) consecutive committee meetings without written notice to the Chair of the committee, or three (3) meetings in total during a Session regardless of notice. In extenuating circumstances, Senate may, by resolution, excuse absences for health or other reasons.

3.3.6. Where a position held by a committee member elected by Senate becomes vacant during a session, the Chief Electoral Officer shall, at the earliest point possible, inform Senate of the vacancy and invite nominations to fill the position. The Nominations and Elections Committee shall report to the next meeting of Senate the name(s) of nominee(s), and Senate shall elect a replacement Committee member following the process outlined in Article 3.3.3 and 3.3.4 above.

3.3.7. Where a position held by a committee member representing a specific constituency becomes vacant during the session, the Chief Electoral Office shall, at the earliest point possible, inform the constituency of the vacancy and invite nominations to fill the position. The Nominations and Elections Committee shall report to the next meeting of Senate the name(s) of nominee(s), and Senate shall elect a replacement Committee member following the process outlined in Article 3.3.3 and 3.3.4 above.

3.3.8. The Chief Electoral Officer shall inform Senate of the results of all Senate Committee elections, including an accounting of votes cast.

4. TERM OF OFFICE

4.1. <u>Senate</u>

    4.1.1. The term of elected Senators will commence on July 1 of the year elected.

    4.1.2. *Ex officio* members and Union representatives hold their positions on Senate as long as they hold the office or Union position that entitles them to be a Senator.

    4.1.3. Faculty and Alumni representatives are elected for a two-year term and may be nominated for a second consecutive two-year term.

    4.1.4. Student representatives are elected for a one-year term, and may be nominated for a second consecutive one-year term.

    4.1.5. Senate Associates named pursuant to Article 2.3 serve a two-year term and are not subject to term limits.

4.1.6. Senators elected to fill a vacancy serve until the end of the vacant term, but may then stand for election in the scheduled general elections. If elected, the term following the general elections shall be considered their first.

4.1.7. After a second term, Senators may be re-nominated to the same position (e.g., a faculty Senator representing a certain Faculty) after an absence of one (1) year, but may be nominated to a new position (e.g., an "at large" Senator) with no break in service. However, in no case shall an elected Senator serve more than four (4) consecutive terms in total.

4.2. <u>Senate Committees</u>

4.2.1. The term of committee members will commence on July 1 of the year elected and shall extend for one session, unless otherwise specified in this Bylaw.

4.2.2. Members of Senate committees who are required to be Senators may serve as long as they remain Senators.

4.2.3. There is no limit to the number of terms that may be served by members of Senate committees who are not required to be Senators.

5. OFFICERS OF SENATE

5.1. <u>Chair</u>:

The President of the University shall be, *ex officio*, the Chair of Senate. The duties of the Chair shall be to:

5.1.1. establish, in consultation with the Senate Priorities Committee and the Secretary, the agenda of all meetings of Senate;

5.1.2. report to Senate on current issues of the University;

5.1.3. conduct meetings of Senate;

5.1.4. break a tie vote; and

5.1.5. call the Vice-Chair, or another member if necessary, to the Chair when the President wishes to engage in debate, or for meetings that the Chair cannot attend.

5.2. <u>Vice-Chair</u>:

The Vice-Chair shall be elected from elected faculty Senators by all elected Senators, with the election held in conjunction with elections to the Senate Priorities Committee. The duties of the Vice-Chair shall be to:

5.2.1. act as Chair of Senate if called upon by, or in the absence or incapacity of, the Chair; and

5.2.2. serve as Vice-Chair of the Senate Priorities Committee.

5.3. <u>Secretary of Senate</u>:

The President of the University shall appoint a search committee which shall advise the President on the appointment of a permanent Secretary of Senate, who shall serve, *ex officio*, as a non-voting member of all standing committees of Senate. The office of the Secretary shall:

5.3.1. collect information for, advise on, and establish, in consultation with the Senate Priorities Committee, the agenda of Senate meetings;

5.3.2. organize and schedule Senate meetings, and distribute the Senate agenda, normally one (1) week in advance of regular meetings;

5.3.3. take responsibility for the Senate website;

5.3.4. act as a resource to the Chair at Senate meetings;

5.3.5. prepare, and distribute to all Senators, draft minutes of every meeting of Senate, and post approved minutes on the Senate website;

5.3.6. provide, at the first meeting of each session, a record of the attendance of each Senator during the previous session, with such report becoming an attachment to the minutes of the last meeting of the previous session;

5.3.7. conduct correspondence in the name of Senate;

5.3.8. create, advise upon, draft, and prepare academic policies as appropriate for consideration by the AGPC and Senate assuring adherence to proper format and procedures;

5.3.9. maintain all minutes, records, and accounts of Senate and its committees, including a directory of the current policies of Senate;

5.3.10. assist committees in research supporting their efforts and act as a resource;

5.3.11. oversee and provide advice on Senate policies and procedures;

5.3.12. record and maintain the records of the Academic Standards Committee;

5.3.13. oversee the operations of the Senate Appeals Committee;

5.3.14. serve as a non-voting member of, and resource for, all Standing Committees and for those *ad hoc* Committees where the Secretary of Senate is named as a non-voting member; and

5.3.15. carry out such other duties as may be required to ensure the proper functioning of Senate.

5.4. **Chief Electoral Officer:**

The Secretary of Senate shall, unless Senate should otherwise direct, serve as Chief Electoral Officer. The duties of the Chief Electoral Officer shall be to:

5.4.1. serve as a non-voting member of the Nominations and Elections Committee;

5.4.2. assist the Nominations and Elections Committee in the solicitation of nominees for Senate Committees;

5.4.3. conduct elections pursuant to Article 3 of this Bylaw and the Guidelines and Procedures adopted by the Nominations and Elections Committee;

5.4.4. solicit nominations for Vice-Chair in conjunction with elections to the Senate Priorities Committee;

5.4.5. solicit nominations and conduct elections, as required, to fill vacancies pursuant to Article 3.2 of this Bylaw;

5.4.6. liaise with unions to ensure that elections are conducted in accordance with Senate timelines and procedures; and

5.4.7. in accordance with the schedules, guidelines and procedures established by the Nominations and Elections Committee, conduct elections pursuant to Article 3.3 of this Bylaw, if necessary, to fill Committee positions.

6. STANDING COMMITTEES

6.1. General Provisions

6.1.1. Senate shall have Standing Committees as follows:

6.1.1.1. Senate Priorities Committee (SPC);

6.1.1.2. Academic Governance and Policy Committee (AGPC);

6.1.1.3. Scholarly Research and Creative Activity Committee (SRCAC);

6.1.1.4. Academic Standards Committee (ASC);

6.1.1.5. Awards and Ceremonials Committee (AWCC);

6.1.1.6. Learning and Teaching Committee (LTC);

6.1.1.7. Nominations and Elections Committee (NEC);

6.1.1.8. Research Ethics Board (REB); and

6.1.1.9. Senate Appeals Committee

6.1.2. Unless otherwise specified in this Bylaw, committee membership is not limited to members of Senate.

6.1.3. Senators-elect are eligible to nominate, stand as candidates, and serve on committees for the following year where Senate membership is a requirement.

6.1.4. Any standing committee may recommend to Senate – via the AGPC, as appropriate – changes to Bylaw provisions regarding its terms of reference and composition.

6.1.5. All standing committees that do not have a Chair and Vice-Chair prescribed by this Bylaw shall, at their first meeting of each Session, elect a Chair and, if the Committee deems it necessary, a Vice-Chair.

6.1.6.   The Secretary of Senate is a non-voting member of all standing committees.

6.1.7.   The current composition and membership of all Standing Committees shall be posted by the Secretary of Senate on the Senate website.

6.2. **Senate Priorities Committee (SPC)**

6.2.1.   **Composition:**

6.2.1.1.   the President, who shall serve as Chair;

6.2.1.2.   the Vice-Chair (who is the Vice-Chair of Senate);

6.2.1.3.   the Provost and Vice President Academic;

6.2.1.4.   the Vice Provost Academic;

6.2.1.5.   the Vice Provost, University Planning;

6.2.1.6.   one (1) member elected by and from the Deans, including Chang, YSGS, and Library;

6.2.1.7.   five (5) members elected by and from the faculty Senators in accordance with Article 3.3.1;

6.2.1.8.   one (1) student Senator elected by and from all undergraduate (Faculty and At-Large) and Law student Senators in accordance with Article 3.3.1.1;

6.2.1.9.   one (1) student Senator elected by and from all undergraduate (Faculty and At-Large), Law, Continuing Education and any union-elected student Senators in accordance with Article 3.3.1.1;

~~6.2.1.8.~~**6.2.1.10.**   one (1) graduate student Senator elected by and from all student Senators in accordance with Article 3.3.1.1; and

~~6.2.1.9.~~**6.2.1.11.**   the Secretary of Senate (non-voting).

6.2.2.   **Terms of Reference:**

6.2.2.1.   to take responsibility to formulate, in consultation with the Secretary, the agenda for each Senate meeting, together with supporting documentation;

6.2.2.2.   to select, for at least two (2) Senate meetings per year, topics of importance and interest to the Ryerson community, and relevant to the responsibilities of Senate:

6.2.2.2.1.   Such topics shall be open for discussion in Committee of the Whole for an extended period, not to exceed ninety (90) minutes;

6.2.2.2.2.   the SPC shall notify Senate in advance of such topics and arrange for their presentation;

6.2.2.3.   to bring to the attention of Senate, and to consult with Senior administration regarding, emergent issues facing the University and, when appropriate, to recommend to Senate the referral of such issues to a Standing Committee, or to recommend to Senate the creation of an *ad hoc* Committee to address such an issue, or to recommend some other course of action;

6.2.2.4.   to establish a sub-committee, if desired either by Senate or the SPC, to examine and review the state of the University's overall finances and priorities with respect to their impact on academic programs and activities in light of the Academic Plan, and to present to Senate its findings and recommendations;

6.2.2.5.   to represent Senate in meetings with the Board of Governors (or representatives) that may be agreed upon from time to time regarding matters of mutual concern; and to report back to Senate as appropriate on the nature of, and any outcomes from, such meetings;

6.2.2.6.   to explore the implications and sustainability of the creation of new Faculties and/or Departments/Schools, and to advise Senate accordingly; and

6.2.2.7.   to act on behalf of Senate, if needed, during the summer months or as emergency powers as outlined in Senate Bylaw #2, and to report to Senate at the first meeting of the following Session any actions taken on its behalf.

~~6.2.2.7.~~**6.2.2.8.**

6.3. **Academic Governance and Policy Committee (AGPC)**

6.3.1.   **Composition:**

There shall be *ex officio* members, and members selected in accordance with the provisions of Article 3.3 as follows:

6.3.1.1. the Provost and Vice President Academic, who shall serve as Chair;

6.3.1.2. the Vice Provost Academic, who shall serve as Vice Chair;

6.3.1.3. the Vice Provost, Students;

6.3.1.4. the Vice-Provost and Dean, Yeates School of Graduate Studies;

6.3.1.5. the Registrar;

6.3.1.6. one (1) Faculty Dean elected by and from the Faculty Deans;

6.3.1.7. seven (7) faculty Senators representing at least five (5) of the Faculties, at least one of whom is a Chair/Director, elected by faculty Senators;

6.3.1.8. one (1) Senate Associate Chang School Representative;

6.3.1.9. one~~two~~ (1~~2~~) student Senators elected by and from all undergraduate (Faculty and At-Large) and ~~law~~ Law student Senators in accordance with Article 3.3.1.1;

~~6.3.1.9.~~6.3.1.10. one (1) student Senator elected by and from all undergraduate (Faculty and At-Large), Law, Continuing Education and any union-elected student Senators in accordance with Article 3.3.1.1;

~~6.3.1.10.~~6.3.1.11. one (1) graduate student Senator elected by and from all graduate student Senators in accordance with Article 3.3.1.1; and

~~6.3.1.11.~~6.3.1.12. the Secretary of Senate (non-voting).

6.3.2. **Terms of Reference:**

6.3.2.1. To propose, oversee, and periodically review Senate bylaws, policies and University procedures regarding any matter within the purview of Senate, except those matters for which responsibility is specifically assigned by this Bylaw to another entity;

6.3.2.2. to recommend to Senate the establishment of Policy Review Committees, each mandated by Senate to undertake a periodic review or special review of an existing policy or policies in a policy area; to ensure that such Review Committees draw substantially on appropriate experience and expertise in the policy area; and to ensure that appropriate co-ordination with other existing policies occurs by, as appropriate, having a Policy Review Committee report to the AGPC rather than directly to Senate;

6.3.2.3. to propose new Senate policy in areas when and where there is no current policy and it is advisable, prudent and/or necessary that there be policy; and to nominate to Senate a special sub-committee of the AGPC to research and draft such policy; and to forward the draft policy to Senate for consideration;

6.3.2.4. to report to Senate with a Committee recommendation on all matters referred to AGPC by Senate or any Senate Committee; and

6.3.2.5. to request reports from other University committees, sub-committees or departments whose business has an academic policy dimension, or a substantial effect on the academic mandate or performance of the University.

6.4. **Scholarly Research and Creative Activity Committee (SRCAC)**

6.4.1. **Composition**:

There shall be *ex officio* members, and members selected in accordance with the provisions of Article 3.3 as follows:

6.4.1.1. the Vice President Research and Innovation (VPRI), who shall serve as Chair;

6.4.1.2. the Associate Vice President Research and Innovation (AVPRI) who shall be Vice Chair by the Committee

6.4.1.3. one (1) faculty member from each Faculty, at least two (2) of whom are Senators~~, one (1) of whom shall be elected as Vice Chair by the Committee at the first committee meeting of the session~~;

6.4.1.4. the Vice-Provost and Dean, Yeates School of Graduate Studies or designate;

6.4.1.5. one (1) Dean / Chief Librarian elected by and from the Deans and Chief Librarian;

6.4.1.6. the Chair, Research Ethics Board or a designated faculty member of the REB;

6.4.1.7. one (1) Associate Dean Research (or equivalent) from each Faculty;

6.4.1.8. one (1) Associate Chief Librarian;

6.4.1.9. one (1) Librarian, not necessarily a Senator;

6.4.1.10. one (1) graduate student, not necessarily a Senator;

6.4.1.11. one (1) student Senator elected by and from all undergraduate and law student Senators in accordance with Article 3.3.1.1;

6.4.1.12. the Secretary of Senate (non-voting); and

6.4.1.13. such other non-voting Associates as the Committee may, from time to time, designate.

6.4.2. **Terms of Reference:**

6.4.2.1. to examine and report annually to Senate regarding the state of SRC activity at Ryerson and upon issues regarding SRC activity that are likely to arise;

6.4.2.2. to establish a sub-committee, the SRC Leaders' Group, consisting of the VPRI, the AVPRI, the Associate Deans Research (or equivalent) from each teaching Faculty, the Associate Dean Graduate Studies, and the Associate Chief Librarian, which shall:

6.4.2.2.1.1. develop its own terms of reference to be approved by the SRCAC;

6.4.2.2.1.2. provide input regarding SRC activity into the academic and strategic planning process; and

6.4.2.2.1.3. provide input to the VPRI and the SRCA Committee on the funding of SRC activity generally, and specifically with regard to procedures affecting SRC activity, and the internal allocation of funds intended to enhance SRC activity;

6.4.2.3. to advise Senate on existing and emerging trends in research funding, and on government policies and priorities relevant to SRC activity at Ryerson;

6.4.2.4. to review, and report to Senate on, the extent to which SRC activity informs, and is integrated into, opportunities for student experiential learning, the innovation ecosystem, and the undergraduate and graduate curriculum; and

6.4.2.5. in coordination with the Academic Governance and Policy Committee (AGPC), to recommend to Senate, when necessary, the establishment of policies to promote, support and regulate SRC activity involving Ryerson, and to review any such existing policies.

6.5. Academic Standards Committee (ASC):

6.5.1. **Composition:**

Senate shall consider each year a list of members as detailed below. Senate may approve or reject the list in its entirety, but may not alter the list.

6.5.1.1. the Vice Provost Academic (VPA), who shall serve as chair

6.5.1.2. two (2) members of the faculty from each of the Faculties of Arts, Community Services, Communication and Design, Engineering and Architectural Science, Science, and the Ted Rogers School of Management, and one (1) faculty member from the Faculty of Law;

6.5.1.2.1. faculty members are appointed by the Deans of their respective Faculties for a two-year term

6.5.1.3. two (2) representative of the Chang School, appointed by the Dean of the Chang School for a two-year term;

6.5.1.4. one (1) Librarian, appointed by the VPA upon recommendation of the Chief Librarian for a two-year term;

6.5.1.5. two (2) students, appointed for a one-year term by the VPA, who shall solicit nominations from the Associate Deans responsible for undergraduate studies;

6.5.1.6. the Director, Curriculum Quality Assurance (non-voting), who shall serve as Vice-Chair; and

6.5.1.7.　The Vice President Equity and Community Inclusion (VPECI) or designate;

6.5.1.8.　the Registrar;

6.5.1.9.　the Secretary of Senate (non-voting).

6.5.2.　**Terms of Reference:**
to provide advice to Senate with respect to the quality of both operating and proposed undergraduate programs (degree, diploma, certificate, and special-purpose programs), including, but not necessarily restricted to:

6.5.2.1.　undertaking periodic program reviews;

6.5.2.2.　assessing new undergraduate program proposals;

6.5.2.3.　assessing curriculum modification proposals;

6.5.2.4.　reviewing and formulating policies governing undergraduate curriculum structure; and

6.5.2.5.　such other matters as referred to it by Senate or by the Provost and Vice President Academic.

6.5.3.　**Subcommittees:**
The ASC may establish such subcommittees as are required for it to carry out the mandate assigned to it by this Bylaw or by other Senate policy. The activities of any subcommittees should be included in reports to Senate by the ASC.

6.5.4.　**Reporting:**
The ASC reports directly to Senate regarding its recommendations about undergraduate curriculum (e.g., new programs, program reviews, program changes) and about the work of its subcommittees, if any. It directs to the AGPC recommendations regarding change to policy or to the structure specified in this Bylaw.

6.6.　Awards and Ceremonials Committee (AWCC):
6.6.1.　**Composition:**

6.6.1.1.　the Provost and Vice President Academic, who shall serve as chair;

6.6.1.2.　the Vice-Provost and Dean, Yeates School of Graduate Studies;

6.6.1.3.　one (1) tenured faculty member, not necessarily a Senator, from each Faculty, nominated by the Deans of their respective Faculties;

6.6.1.4.　one (1) Chair/Director/Dean/Associate Dean from each Faculty, nominated by the Deans of their respective Faculties, at least one of whom must be a Chair/Director;

6.6.1.5.　two (2) Program Directors from the Chang School, nominated by the Dean of the Chang School;

6.6.1.6.　two (2) student Senators, selected from undergraduate and law student Senators pursuant to Article 3.3.1.1;

6.6.1.7.　one (1) graduate student Senator, selected pursuant to Article 3.3.1.1;

6.6.1.8.　the Registrar (non-voting);

6.6.1.9.　the Director, Convocation and Awards (non-voting);

6.6.1.10.　the Secretary of Senate (non-voting).

6.6.2.　**Terms of Reference:**
6.6.2.1.　to approve, on behalf of Senate, the award of graduate and undergraduate degrees and certificates, Honorary Doctorate degrees and various medals and awards for excellence;

6.6.2.2.　to recommend to Senate, via the SPC (which includes both President and Provost), policies and procedures respecting the awarding of, as well as the ceremonies associated with, the awarding of degrees, certificates, medals, and other marks of academic achievement.

6.6.3.　**Reporting:**
The AWCC reports directly to Senate regarding its regular business. It directs to the SPC recommendations regarding policy changes or changes to its terms of reference or composition.

6.7. **Learning and Teaching Committee (LTC):**
  6.7.1. **Composition:**
  Senate shall consider each year a list of members as detailed below. Senate may approve or reject the list in its entirety, but may not alter the list.
  6.7.1.1. the Vice Provost Academic, who shall serve as Chair;
  6.7.1.2. the Vice-Provost and Dean, Yeates School of Graduate Studies or designate;
  6.7.1.3. one (1) faculty member from each Faculty, nominated by the Dean of their respective Faculty;
  6.7.1.4. one (1) Chang School Program Director, nominated by the Dean of the Chang School;
  6.7.1.5. one (1) Librarian nominated by the Chief Librarian;
  6.7.1.6. one (1) member of the Aboriginal Education Council nominated by the Council;
  6.7.1.7. the Vice President Equity and Community Inclusion (VPECI) or designate;
  6.7.1.8. the Vice Provost Students or designate;
  6.7.1.9. four (4) students, selected as follows:
  6.7.1.9.1. one (1) graduate student nominated by the Vice-Provost and Dean, Yeates School of Graduate Studies;
  6.7.1.9.2. two (2) students selected by the Vice Provost Academic from a pool created by one undergraduate nomination from each academic Dean and one law student nomination from the Dean of Law;
  6.7.1.9.3. one (1) continuing education student nominated by the Dean of the Chang School;
  6.7.1.10. the Director of the Learning and Teaching Office (LTO) – non-voting;
  6.7.1.11. the Secretary of Senate (non-voting); and
  6.7.1.12. such other non-voting associates as the committee may request to attend.

  6.7.2. **Terms of Reference:**
  6.7.2.1. to advise Senate on select university-wide issues through the lens of learning and teaching;
  6.7.2.2. to initiate, as required, activities that address specific issues; and
  6.7.2.3. to develop and make academic policy recommendations for the consideration of Senate.

  6.7.3. **Reporting:**
  The LTC reports directly to Senate regarding its regular business. It directs to the AGPC recommendations regarding policy changes or proposed changes to its terms of reference or composition.

6.8. **Nominations and Elections Committee (NEC):**
  6.8.1. **Composition**
  Immediately following the orientation session for new Senators (normally held in September of each year), the Chief Electoral Officer shall, in accordance with published Election Guidelines and Procedures, call for nominations from the relevant constituent groups to fill the positions listed below. If more nominations are received from any group than the number of positions available, an election shall be conducted within that group to determine the name(s) recommended to Senate.
  6.8.1.1. one (1) Dean selected by and from the Deans (including Chang, YSGS, Chief Librarian);
  6.8.1.2. two (2) faculty Senators elected by and from elected faculty Senators;
  6.8.1.3. two (2) student Senators elected by and from student Senators; and
  6.8.1.4. the Secretary of Senate (non-voting).

  If the committee, once constituted, feels that additional members would aid in the solicitation of nominations, it may add up to two faculty members who need not necessarily be elected Senators.

  6.8.2. **Terms of Reference:**
  6.8.2.1. to develop guidelines and procedures governing the conduct of all elections conducted under the auspices of Senate;

6.8.2.2.   to adjudicate any disputes that may arise in the application of all guidelines and procedures;

6.8.2.3.   to solicit nominations from potential Senators;

6.8.2.4.   to prepare and present to the penultimate regular meeting of Senate in each session, a complete list of nominations received for, and appointments to, all non-student positions on all Senate Standing Committees for the following year, unless those positions are otherwise specified in this Bylaw;

6.8.2.5.   to assist the Chief Returning Officer with the filling of vacancies on Senate or its Committees.

6.8.3.   **Reporting:**
The NEC is appointed by, and reports directly to, Senate or, in the period between Senate meetings, to the SPC.

6.11.6.9.   **Research Ethics Board (REB):**

6.11.1.6.9.1.   **Composition:**
To ensure compliance with current Tri-Council Policy requiring the independence of REB decision-making, institutional senior administrators shall not serve on the REB. The REB shall have diverse representation across all Faculties at the University. The specific composition will be specified by the Senate policy governing the ethical conduct for research involving human participants. Senate shall consider each year a list of members nominated by the Vice President Research and Innovation. Senate may approve or reject the list in its entirety, but may not alter the list.

6.11.2.6.9.2.   **Terms of Reference:**

6.11.2.1.6.9.2.1.   to protect research participants and ensure that research is conducted in an ethical manner; and

6.11.2.2.6.9.2.2.   to review and evaluate all proposed or ongoing research involving human participants that is conducted within or under the auspices of Ryerson University by faculty, staff, or students of the University. No research involving human participants shall be undertaken without the prior written approval of the REB;

6.11.3.6.9.3.   **Reporting:**
The REB reports directly to Senate regarding its regular business. It directs to the SRCAC recommendations regarding policy changes or proposed changes to its terms of reference or composition.

6.12.6.10.   **Senate Appeals Committee (SAC):**

6.12.1.6.10.1.   **Composition:**
The Committee consists of no fixed number of members drawn from both faculty and students, who have applied, been screened, and trained in the application of the university policies listed in the Terms of Reference. Members hear appeals in 3-person panels consisting of two faculty members and one student. The panels are constituted by the Office of the Secretary of Senate.

Senate may approve or reject the list in its entirety, but may not alter the list.

6.12.2.6.10.2.   **Terms of Reference:**

6.12.2.1.6.10.2.1.   to hear appeals of decisions on matters related to Senate policies:

6.12.2.1.1.6.10.2.1.1. Grade and Standinguate and Undergraduate Academic Consideration and Appeals;

6.12.2.1.2.6.10.2.1.2. Academic Integrity; and

6.10.2.1.3.   the Student Code of Non-Academic Conduct and.

6.12.2.1.3.6.10.2.1.4. Timespan Extension

6.12.3.6.10.3.   **Reporting:**

The SAC reports directly to Senate regarding its regular business. It directs to the AGPC recommendations regarding policy changes or proposed changes to its terms of reference or composition.

7. *AD HOC* COMMITTEES

7.1. General:

7.1.1. **Formation and Life***:*
An *ad hoc* committee may be formed for a limited term by a Senate resolution. Members need not be members of Senate. Unless reconstituted by Senate, the committee is dissolved upon presentation of its report. The motion to establish an *ad hoc* committee must include the Terms of Reference of the committee, and may include:

7.1.1.1. the proposed number of members on the committee;

7.1.1.2. details of proposed distribution of members, if any;

7.1.1.3. names of proposed members of the committee; and

7.1.1.4. the committee report date.

7.1.2. **Nominations**:

7.1.2.1. Nominations for members of the committee may be accepted from the floor and voted upon. A person who is not present may only be nominated if that person has given prior permission to the Secretary of Senate; or

7.1.2.2. The Chair of Senate may appoint the committee; or

7.1.2.3. The Chair of Senate may announce that the members of the committee will be announced at a later date.

7.1.3. **Chair:**
The committee Chair shall be:

7.1.3.1. elected, normally from those members who are also members of Senate, at the first meeting of an *ad hoc* committee; or

7.1.3.2. specified in the motion to establish the committee; or

7.1.3.3. appointed by the Chair of Senate.

7.1.4. **Secretary:**

7.1.4.1. Unless the Secretary of Senate is named a non-voting member of the *ad hoc* committee, the Committee shall, at its first meeting, name a Secretary who will be responsible to keep records of the committee meetings and to file those records with the Secretary of Senate.

7.2. Joint Committees with the Board of Governors:

Joint Committees with the Board of Governors may be formed with mutual consent. Such committees shall be formed by a motion in each body, according to the rules of each body.

8. GOVERNANCE COUNCILS

8.1. Yeates School of Graduate Studies Council (YSGS Council)

8.1.1. **General Purpose**:
The Yeates School of Graduate Studies Council will act on behalf of graduate education and programs at Ryerson and SGS. Among other duties, it shall review and make recommendations to Senate regarding proposals for new and existing graduate programs and degree designations, facilitate the review and evaluation of proposed programs, and develop and recommend to Senate policies relevant to the operation of graduate programs.

8.1.2. **Operation:**
The YSGS Council shall operate under Bylaw(s) approved by Senate. Such Bylaw(s) shall govern such matters as: i) the composition, terms of office, and method of appointment of Council members; ii)

the composition, terms of reference for, and method of appointment of members of any standing committees of Council.

8.1.3. **Reporting:**

The YSGS Council reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

8.2. **G. Raymond Chang School of Continuing Education Council (Chang School Council):**

8.2.1. **General Purpose**:

The G. Raymond Chang School of Continuing Education Council serves as the academic policy coordinating group for the School, working collaboratively with Department/School Councils. It:

8.2.1.1. considers academic policy for continuing education programs and courses;

8.2.1.2. considers the creation, modification, and deletion of all degree-credit and non-degree credit programs and courses offered by the School;

8.2.1.3. undertakes to review periodically all degree-credit and non-degree-credit programs and courses offered by the School; and

8.2.1.4. recommends appropriate changes to relevant academic departments.

8.2.2. **Operation**:

The Council shall operate under Bylaw(s) approved by Senate, which shall include: terms of reference for, and composition of, Council; method of appointment and election of Council members; any standing sub-committees, their terms of reference, composition, and specification of scheduled meetings.

8.2.3. **Reporting**:

The Chang School Council reports directly to Senate regarding its operations. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s). It directs to the ASC recommendations regarding the approval, modification, and discontinuation of all degree-credit and non-degree credit programs and courses offered by the School.

8.3. **Program Councils:**

8.3.1. **General Purpose**:

Each academic program that is not governed by a Department/School Council shall establish a Program Council in accordance with Senate policy to develop and recommend policy relevant to the academic program that is in accord with the general policies of Senate and the University.

8.3.2. **Operation**:

Program Councils shall develop Bylaw(s) for approval by Senate upon recommendation of the AGPC.

8.3.3. **Reporting**:

A Program Council may report directly to Senate regarding those of its operations that affect more than its own Program, and regarding matters of general interest. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

8.4. **Department/School Councils:**

8.4.1. **General Purpose**:

Each Department/School shall establish a Department/School Council in accordance with Senate policy to develop and recommend policy relevant to the Department/School that is in accord with the general policies of Senate and the University.

8.4.2. **Operation**:

Department/School Councils shall develop Bylaw(s) for approval by Senate upon recommendation of the AGPC.

8.4.3. **Reporting**:

A Department/School Council may report directly to Senate regarding those of its operations that affect more than its own Department/School, and regarding matters of general interest. It directs to the AGPC recommendations regarding policy changes or changes to the Council's Bylaw(s).

Approved: Academic and Governance Committee on 9th April, 2019

Amendments Approved: Senate on 7th May, 2019; 1st December, 2020, 5th October, 2021

SENATE
BYLAW #2
Meetings and Procedures

1. **Principles**: These principles inform the rules of Senate, and the interpretation and application of the rules shall be consistent with these principles.

    1.1.   Senate has a responsibility to conduct its business and carry forward its mandate of academic governance as described in the *Ryerson University Act*.

    1.2.   Senators shall be provided with due notice of matters to be decided at a meeting.

    1.3.   Senate meetings are open unless:

    1.3.1.   persons are excluded for improper conduct, defined, in this context, as failing to observe the rules specified in this Bylaw and/or in *Bourinot's Rules of Order* that govern the conduct of meetings of Senate (see also Article 7.3 and Article 7.21.10.3); or

    1.3.2.   the criteria for an *in camera* meeting specified by the *Ryerson University Act* are met and Senate moves into closed session, pursuant to Article 3.9 of this Bylaw.

    1.4.   Senators have a duty to attend meetings of the Senate and to vote on resolutions that come before the Senate

    1.4.1.   Senators may not appoint a proxy if they are unable to attend, except as provided for by Article 2.2.1.2.1 of Bylaw 1.

    1.5.   Senators shall have the opportunity to debate issues under consideration before a decision is made.

    1.6.   All Senators have the same rights and obligations under Senate's rules.

    1.7.   The Chair of all meetings of Senate and its committees shall enforce the rules in the spirit of these principles and, in so doing, will act fairly and impartially.

    1.7.1.   Senators, Associates, guests, and observers have an obligation to act with civility and decorum and to observe the rules specified in this Bylaw and in *Bourinot's Rules of Order*.

2. **Authority, Approval and Codification of the Rules and Procedures**

    2.1.   Any Change (additions, deletions, alterations) to the rules of Senate shall be considered an amendment to this Bylaw.

    2.2.   No rule governing the procedure of Senate or its Committees shall be suspended unless two-thirds of the members present and voting consent thereto.

    2.3.   In issues not covered by these rules, the provisions of *Bourinot's Rules of Order* shall apply.

3. **Meetings of Senate**

    3.1.   **Notice of Meetings:**

    3.1.1.   The accidental omission of notice to a member shall not invalidate a meeting that has otherwise been duly convened.

    3.1.2.   *Regular Meetings:*
    A schedule of dates of regular meetings and the deadlines for the submission of materials shall normally be published by the Secretary on the Senate website by the final meeting of the previous

session. The Secretary shall distribute an agenda package to all Senators and Senate Associates at least four (4) business days in advance of any regular meeting.

3.1.3. *Special Meetings:*
A special meeting requires at least seventy-two (72) hours' notice.

3.2.   **Regular Meetings**: At least seven (7) regular meetings of Senate shall be held between 01 October and 15 June according to the schedule published pursuant to Article 3.1.2 of this Bylaw, except where the Secretary, in consultation with the SPC, determines that circumstances warrant a change from the normal schedule.

3.3.   **Summer Authority:** Between the last scheduled Senate meeting of a Session (normally in June) and the first regular meeting of Senate in the next Session (normally in October), the SPC may act on behalf of Senate, if needed, but shall report to Senate, at the first meeting of the following Session, any actions taken on its behalf.

3.4.   **Special Meetings:** A special meeting may be called by the Chair, the Provost, the SPC, or by any twenty (20) members writing a requisition to the Secretary. Any Senate meeting may pass a resolution calling a special meeting. Only such business as is specified in the notice of the meeting may be transacted at a special meeting.

3.4.3.5. **Emergency Powers:** That Senate grant to the Senate Priorities Committee (SPC) emergency powers beyond those in Senate Bylaw #1 to address on behalf of Senate emergency academic issues that arise and cannot, without risk of harm to students or faculty, wait for a special meeting of Senate (which with online meetings, can readily occur with 72 hours notice) or until the next scheduled Senate meeting to be addressed. These are special emergency powers only. Any actions so taken must be reported to Senate as soon as possible, including full descriptions of the nature of the emergency and the rationale for the actions taken.

3.5.3.6. **Quorum at Start:** A quorum of any meeting from September 1 to June 15 shall be one-half of the members. The quorum for a special meeting from June 16 to August 31 shall be twenty-five (25) members. If, after a lapse of thirty (30) minutes from the announced starting time, the Chair decides there is still not a quorum, the Secretary shall call the roll. If the members present do not constitute a quorum, the Senate shall adjourn until the next meeting.

3.6.3.7. business shall not be interrupted nor the passage or rejection of any motion questioned at subsequent meetings, unless a Senator requests, while the meeting is proceeding, that the presence of a quorum be verified. At such a call by any Senator, the Secretary shall call the roll.

3.7.3.8. **Meeting Duration**: No meeting of Senate shall be of more than four (4) hours duration, except by the affirmative vote of two-thirds of those present and voting to extend for a specific period of time pursuant to Articles 6.4.2 and 7.21.9. All outstanding business shall be deferred until the next meeting unless a special meeting is called.

3.8.3.9. **Visitors:** Visitors may attend Senate meetings, and should be seated in the section reserved for observers. Such visitors may address Senate after being recognized by the Chair but may not vote on any matter.

3.9.3.10.   **Meeting *in camera* (closed session)**:

3.9.1.3.10.1.   A motion to conduct part of any meeting *in camera* requires the assent of a majority of Senators present and voting.

3.9.2.3.10.2.   When Senate meets *in camera*, only Senators, Senate Associates, the Secretary, and others specified by the Chair or specified in the Senate motion to go *in camera*, may be present.

3.9.3.3.10.3.   Minutes of *in camera* sessions shall record all motions and decisions and shall be appended to the Minutes of the regular meeting of which the *in camera* session is a part.

3.9.4.3.10.4.   If arranged in advance, and approved by motion of the *in camera* session, the session may be recorded and/or webcast.

4.   **Agenda**

4.1.   **Formation and Circulation:** Items for the consideration of Senate must normally be submitted to the Secretary by the deadline published on the Senate website (normally two weeks in advance of the meeting).

The Secretary, in consultation with the SPC, will publish an agenda, which shall be circulated with the meeting package.

4.2. **Order**: The SPC may alter the order of the agenda for a particular meeting in order to prioritise matters coming before Senate provided that the order of business appears on the notice of meeting. The items of business considered at a regular meeting of Senate will normally follow this order, however Senate, by a vote of two-thirds of Senators present and voting, may resolve to alter the published agenda:

4.2.1. Call to Order and Establishment of Quorum

4.2.2. Approval of Agenda

4.2.3. Announcements

4.2.4. Minutes of the Previous Meeting

4.2.5. Matters Arising from the Minutes

4.2.6. Correspondence

4.2.7. Reports

    4.2.7.1. Report of the President

    4.2.7.2. Report of the Secretary

    4.2.7.3. Committee Reports

4.2.8. Old Business

4.2.9. New Business as circulated

4.2.10. Members' Business

4.2.11. Adjournment

4.3. **Consent Agenda**: The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more Senators advises the Chair or Secretary of a request to debate it.

5.   Documentation

5.1. **Distribution/Circulation**

5.1.1. Documentation related to agenda items will normally be included in the agenda package.

5.1.2. Documents approved for circulation by the SPC, the Chair, or the Secretary, but not part of the circulated agenda package, will be available at the Registration Table, the operation of which shall be the responsibility of the Secretary of Senate.

5.1.3. Any Senator may request that material not approved for circulation by the SPC, the Chair, or the Secretary be made available for the information of other Senators by submitting such request to the Secretary of Senate in writing before the meeting is called to order. Such material may be placed at an Information Table, the operation of which shall be the responsibility of the Secretary of Senate.

5.2. **Minutes**

5.2.1. All formal actions and decisions by Senate and its standing committees shall be recorded in the minutes,[1] which shall be prepared and kept by the Secretary.

5.2.2. Audio recordings of Senate meetings may be made by the Secretary. Such recordings shall be used only to aid in the preparation of minutes and shall be maintained only until a motion approving the minutes is passed by Senate, at which time the recording will be erased.

5.2.3. Draft minutes of each Senate meeting shall be circulated to Senators, as part of the agenda package of the subsequent meeting.

5.2.4. Once approved by Senate, minutes of each Senate meeting shall be posted on the Senate website.

6.   Debates and Votes

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[1] *Bourinot's Rules of Order*, 4th revised edition, provides: "The minutes should accurately record the actions taken and decisions made by the meeting in regard to the items of business it considered. They should not attempt to be a verbatim account of the meeting, but can include references to the major points made in the course of debate. Usually, speakers are not identified, but their names can be recorded if that information is directly relevant to the issue being debated. The minute-taker should aim for completeness, clarity, and succinctness" (p. 59).

6.1.   **Recognition**: Members or visitors who wishes to speak shall raise their hand, await recognition by the Chair and then address the Chair.

6.2.   **Voting**:

6.2.1.   All Senators – and only Senators – may vote at Senate meetings.

6.2.2.   The Chair may vote only to break a tie.

6.2.3.   Votes must be cast in person

6.2.4.   When the Chair is satisfied that the debate on an item has covered the full range of issues, or when a motion to call the question has been approved, the Chair shall call the question.

6.2.5.   When a question has been called, no motion can be made and no other intervention is permitted until the tally is completed and the results announced.

6.2.6.   Questions shall be decided by a show of name placards or, where facilities exist, by electronic voting. The Chair shall determine the aggregate outcome and announce the outcome as "carried" or "defeated."

6.2.7.   Any Senator may make a motion that the issue on the floor be decided by ballot. The motion is not debatable and requires only a simple majority to be passed.

6.2.8.   Any Senator may request that the numbers, or that his/her own vote, be recorded in the Minutes.

6.2.9.   Except in cases where a decision has already been made to vote by ballot, any Senator may make a motion requiring a "roll call vote" in which the vote of each Senator is recorded by name. The motion is not debatable and requires only a simple majority to be passed.

6.3.   **Abstentions**: Senators may choose not to vote. Abstentions are not votes, are not recorded, and are not factored in the tallying of votes (although Senators who are present and who choose not to vote are counted as part of quorum).

6.4   **Majorities**: Questions shall be decided by a simple majority of those present and voting, except those questions specified in this Bylaw as requiring a two-thirds majority. Motions that shall require a two-thirds majority are:

6.4.1.   A motion to revise or augment the Agenda for the meeting;

6.4.2.   A motion to extend sitting beyond four (4) hours duration;

6.4.3.   A motion to amend the Senate Bylaw; and

6.4.4.   Any matter a simple majority designates, in a decision taken without debate, as a major question.

7.   Conduct of Proceedings

7.1.   **Quorum**: For Senate, see Articles 3.5 and 3.6 of this Bylaw. For all Committees and Councils of Senate, quorum shall be 50% of the total membership plus one.

7.2.   **Speakers Address the Chair**:

7.2.1.   All matters coming before Senate are to be addressed to the Chair who will ensure that Senate's business is conducted in an orderly manner consistent with the principles and procedures outlined in this document.

7.2.2.   Every member of Senate shall use a microphone, when provided, when addressing the Chair.

7.2.3.   No item of business is on the floor of Senate unless it has been recognized by the Chair.

7.3.   **Decorum**: Decorum is to be observed at all Senate meetings. If a Senator or an observer does not respect the Chair's request to observe decorum, the Chair may require that the Senator(s), Associate(s), or observer(s) leave the meeting.

7.4.   **Order**: If the Chair or any other Senator calls to order a member or visitor, the member or visitor shall yield the floor. At the discretion of the Chair, the member or visitor who has been called to order may be permitted to make an explanation. The Chair shall decide the point of order, subject to appeal to Senate whose decision shall be final and made without debate.

7.5.   **Appealing a Ruling of the Chair**: Any ruling by the Chair may be appealed and that appeal must be seconded. The Vice-Chair (or in the absence of the Vice-Chair, the Secretary) shall conduct the appeal. The appellant may state succinctly the reason for the appeal, and the Chair may state succinctly the rationale for his/her ruling. With no further debate, a vote shall be taken on whether the Chair's ruling will be sustained. Senate's

decision shall be by a simple majority of members present, and the vote shall be final. At the conclusion of a vote involving an appeal, the Chair shall resume the chair.

7.6.   Senate Policies and Associated Procedures (Definition and Authority):

7.6.1.   Policies are subject to the approval of Senate, and may not be enacted or amended without Senate's approval.

7.6.2.   Procedures for the implementation of policies do not normally require Senate approval, unless such approval is required by the related policy, but shall be reported to Senate for information when they are adopted or amended.

7.7.   Motions and Rationales: Matters requiring decision are normally to be framed in the form of a motion accompanied by a rationale or report. However, when a matter seems to have received the assent of Senate, and is not seen to be a matter of such substance or consequence that a detailed motion is needed, the Chair may seek consensus and briefly state the matter upon which s/he perceives agreement. If no Senator dissents, the Chair's statement shall be taken to be a decision of Senate and the minutes shall simply record, "It was agreed that …."

7.8.   Types of Motions: Motions are categorised as follows:

7.8.1.   *Substantive* motions propose that Senate exercise its authority to achieve a specified substantive objective. Substantive motions shall normally be in writing with due notice to Senate as per Article 7.9 of this Bylaw. Substantive motions may be referred to a committee for study and report.

7.8.2.   *Procedural* motions (see Articles 7.21 and 7.22) relate only to process and not to substance (e.g. adjournment, referral, point of order, point of privilege, etc.).

7.8.3.   *Hortative* motions (see Article 7.23) express Senate's opinion on matters lying outside its jurisdiction.

7.8.4.   Motions to approve "in principle" are not in order.

7.9.   Notices of Motion: No notice is required for a procedural motion. All other motions and resolutions shall be preceded by a notice of motion, which shall be given in writing at a previous meeting of Senate, or submitted to the SPC for consideration at its regular meeting prior to the meeting of Senate at which the matter is expected to be considered, or submitted to the Secretary in time to be included in the agenda circulated for the meeting of Senate at which the matter is expected to be considered. Otherwise, motions and resolutions are not in order, except as provided for in Article 7.10 of this Bylaw.

7.10.   Introducing Business for Which Due Notice Has Not Been Given:

7.10.1.   A motion to consider matters for which due notice has not been given shall normally be treated as a notice of motion pursuant to Article 7.9 but may be considered under the agenda item of "Members' Business" if urgency warrants, and if the normal requirements of notice provided by Article 7.9 are waived by a majority vote of Senators present.

7.10.2.   Senators may, under the agenda item of "Members' Business," raise questions or concerns related to the academic mission of the university without making a motion to direct any particular action. Further disposition of such matters will be up to the meeting to decide, with options including, but not restricted to, the following:

- if the member wishes to have a discussion of the matter, the Chair may test the meeting to determine whether discussion may take place; or
- the matter may be added to the next meeting's agenda; or
- the matter may be referred to a committee; or
- if a question is involved, an appropriate Senator may undertake to answer the question, or may take it under advisement and undertake to provide an answer at a subsequent meeting and/or to the Senator raising the matter.

7.11.   Determining that Motions Are in Order:

7.11.1.   The Chair, with the advice of the SPC and the Secretary, is responsible for determining if motions submitted for Senate's consideration in advance of regular or special meetings by committees, Councils, Senators, and others are in order.

7.11.2.   All motions circulated with the agenda are deemed to be in order.

7.11.3.   All rulings that a motion is out of order will be reported to Senate by the Chair together with a rationale for the ruling. Any such ruling is subject to appeal as per Article 7.5.

7.11.4. Substantive and hortative motions for which notice has not been given must be delivered to the Chair in writing for a determination of whether the motion is in order.

7.11.5. No motion or other intervention is in order when a vote is in progress.

7.12. <u>Motions that are Debatable</u>: The following motions are debatable:

7.12.1. substantive and hortative motions (as defined in Article 7.8);

7.12.2. amendments to substantive and hortative motions and sub-amendments thereto;

7.12.3. referral [debate is limited to the issues raised by referral (see Article 7.21.4 below)];

7.12.4. changes to the order of the agenda;

7.12.5. rescinding previous actions;

7.12.6. limitations on the duration of a debate or on the length of time Senators may speak.

7.13. <u>Debating a Motion</u>: Senators may speak to any debatable motion but normally may speak no more than twice during the same meeting to the same motion or matter, for not more than ten (10) minutes in total. Exceptions are as follows:

7.13.1. the mover of a motion is entitled to speak first and last;

7.13.2. the mover, or an expert designated by the mover, may respond to questions as necessary or clarify material issues; and

7.13.3. the time limit may be extended with the consent of a simple majority of Senators present and voting.

7.14. <u>Dividing a Motion</u>:

7.14.1. If a motion raises more than one issue for decision, the Chair may, with the agreement of the mover and seconder, divide the motion in a manner that will help Senate deal effectively with the issues.

7.14.2. A motion may also be divided by means of a procedural motion to do so.

7.14.3. A motion to divide shall take precedence over the substantive or hortative motion under debate.

7.14.4. No debate is permitted on a motion to divide.

7.15. <u>Amendments</u>:

7.15.1. An amendment to a substantive or hortative motion may be moved without notice during debate on the main motion.

7.15.2. Whenever feasible, the mover of an amendment should provide a written version of the amendment to the Chair.

7.15.3. If a motion to amend is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the amendment until the amendment is resolved.

7.15.4. Only one amendment to a motion may be on the floor at one time.

7.15.5. Each amendment must be resolved before another amendment or the main motion may be considered.

7.16. <u>Scope of Amendments</u>: An amendment is designed to alter the main motion without substantially changing its intent and shall be strictly relevant to the business under consideration. The Chair shall rule out of order any amendment that would negate or substantially alter the main motion.

7.17. <u>Sub-Amendments</u>:

7.17.1. A sub-amendment is intended to amend an amendment under consideration.

7.17.2. A sub-amendment can only be moved when an amendment is on the floor.

7.17.3. A sub-amendment is out of order if it has the effect of negating the amendment or altering the amendment to such an extent that it significantly frustrates the purpose of the amendment.

7.17.4. If a sub-amendment is seconded and recognized by the Chair to be in order, discussion will be limited to the issues raised by the sub-amendment until such time as the sub-amendment is resolved.

7.17.5. Only one sub-amendment may be on the floor at one time and must be resolved before another may be considered.

7.17.6. Sub-amendments must be resolved before the amendment can be resolved.

7.18. <u>"Friendly" Amendments</u>:

7.18.1. During the course of debate, the mover and seconder may receive suggestions from the floor about the wording of motions. If the mover and seconder of a motion agree that the intent of the motion would be clarified by a change of wording, they may, with the agreement of the Chair, alter the wording of the motion accordingly.

7.18.2. Any proposed change to the wording that significantly alters the intent of a motion is not a friendly amendment and may be ruled out of order by the Chair.

7.19. **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.

7.20. **Resolving a Motion, Amendment, or Sub-Amendment**:

7.20.1. Motions, amendments, or sub-amendments that are moved, seconded, and recognized by the Chair to be on the floor of Senate for discussion must be brought to a vote unless debate is ended by an intervening and overriding procedural motion.

7.20.2. A motion may be withdrawn by the mover and seconder if no Senator objects. If there is an objection the question of withdrawal may be put to a vote.

7.20.3. The Chair may request that the mover and seconder withdraw a motion – or direct that the motion be referred to a Standing Committee – if it appears that further debate is not in the best interests of Senate.

7.21. **Procedural Motions**:

7.21.1. Most procedural motions are not debatable.

7.21.2. If a non-debatable motion has been moved, the Chair may invite the mover of the motion to explain in brief the reason for the motion.

7.21.3. Procedural motions require a mover and seconder, and take precedence over the substantive or hortative motions that are under discussion at the time they are moved.

7.21.4. *Motion to Adjourn Debate*: A motion to adjourn debate is always in order. If a motion to adjourn debate is carried, Senate shall move immediately to the next item of business. The Chair, with the advice of the SPC shall determine when and how the debate will be resumed.

7.21.5. *Motion to Refer* (Debatable in part):

7.21.5.1. Although procedural in nature, a motion to refer has substantive elements that are debatable. In particular, a motion to refer must identify the person or body to whom the reference is made.

7.21.5.2. A motion to refer is in order when a substantive or hortative motion is on the floor of Senate for discussion. A motion to refer is not in order when an amendment or sub-amendment is on the floor.

7.21.5.3. When a motion to refer is on the floor, only issues relating to the nature of the proposed referral may be debated (e.g., to whom the reference is made, the advisability of referral, when a report should be expected, etc.).

7.21.5.4. If a motion to refer is defeated, no further motion to refer may be considered with respect to the specific substantive or hortative motion being considered unless, in the opinion of the Chair, significant new information has been provided in the debate that would warrant the re-consideration of a referral.

7.21.6. *Motion to Table or to Defer:* Motions to postpone to a specified time, or indefinitely, are admissible

7.21.6.1. A motion to defer consideration of an issue is usually a response to insufficient information. If the motion carries, the motion to which it applies is removed from debate – along with any amendments that have been moved – and is reintroduced either at the time specified in the motion to defer or when it is revived on a specific motion.

7.21.6.2. A motion to table is usually used to put aside a question so that more urgent business can be considered. If the motion carries, the motion to which it applies is laid aside – along with any amendments that have been moved – but consideration may be resumed at any time on a motion that the matter be taken from the table.

7.21.7. *Motion to Put the Question*:

7.21.7.1. A motion to put the question may be considered when a main motion, amendment, sub-amendment, or a debatable procedural motion is on the floor.

7.21.7.2. If a motion to put the question is resolved in the affirmative, the Chair invites the mover of the main motion to make concluding remarks and then puts the question to Senate.

7.21.7.3. If a motion to put the question is resolved in the negative, debate on the main motion resumes.

7.21.7.4. No further motion to put the question can be considered regarding the same motion unless, in the opinion of the Chair, the nature of the subsequent debate warrants the consideration of such motion.

7.21.8. *Motion to Move into Committee of the Whole*: A motion to move into Committee of the Whole is in order when any substantive or hortative motion, amendment, or sub-amendment is under consideration.

7.21.9. *Motion to Extend and Further Extend the Meeting*: A motion to extend a meeting is always in order. A motion to extend a meeting shall specify the new time by which the meeting will conclude. If a motion to extend a meeting is defeated, only one other such motion to extend may be considered subsequently. See also Articles 3.7 and 6.4.2.

7.21.10. *Closing the Meeting*:

7.21.10.1. A *Motion to Recess the Meeting* to a specified time and/or place is always in order. The agenda, including any motion(s) on the floor, remain under consideration when the meeting resumes.

7.21.10.2. A *Motion to Adjourn the Meeting* is always in order. If a motion to adjourn the meeting is carried, the meeting ends immediately following the vote. All unresolved items on the agenda, including any motion(s) on the floor, die, but may be re-introduced via a subsequent agenda.

7.21.10.3. As per *Bourinot's Rules of Order* (46.d), "the Chair may, on his or her own initiative, recess or adjourn a disorderly meeting he or she cannot call to order."

7.21.10.3.1. Where a meeting has been recessed as a result of disorder, the meeting shall resume, invoking Article 1.3.1 of this Bylaw to exclude those persons whose conduct has been improper.

7.21.10.3.2. Where it is not possible to identify and exclude any or all of those whose improper conduct has caused the meeting to be recessed, the meeting may, at the discretion of the Chair, resume *in camera*, with the first order of business being a motion pursuant to Article 3.9.1 of this Bylaw

7.22. <u>Other Procedural Motions</u>: The Chair may recognize other procedural motions (such as a motion to recess for a specified time) in circumstances where the implementation of such a motion would assist Senate in conducting its business effectively.

7.23. <u>Hortative Motions</u>: The Senate cannot properly make a decision on any matter that does not fall within the Powers of Senate as defined by the *Ryerson University Act.* Senate may, from time to time, consider motions of congratulation, thanks, or persuasion (i.e., urging a particular action by another decision-making body on a matter related to the educational policy of the University). Such motions are subject to the notice provisions of Articles 7.9 and 7.10 of this Bylaw, and do not take precedence over any substantive or procedural motion.

7.24. <u>Motions to Adopt/Accept/Approve vs. Motions to Receive</u>

In dealing with substantive reports that may contain recommendations, Senate may consider:

7.24.1. individual substantive motions dealing with each recommendation in the report; or

7.24.2. a Motion to Adopt (or Accept or Approve) which, if passed, means that Senate is accepting any and all recommendations contained in the report with the same force and effect as if individual motions were made and passed for each recommendation; or

7.24.3. a Motion to Receive which, if passed, simply puts the document in the record of the meeting, but does not indicate approval or disapproval of – not does it authorize any action on – any recommendations contained therein.

7.25. **Precedence of Motions**: The Chair shall give precedence to motions as follows (from highest precedence to lowest):

7.25.1. to adjourn the meeting;

7.25.2. to recess to a specified time and/or place;

7.25.3. to adjourn debate (or to "table" or "defer" the motion under consideration);

7.25.4. to refer;

7.25.5. to put the question;

7.25.6. to move *in camera*;

7.25.7. to move into Committee of the Whole;

7.25.8. to permit a non-member of Senate to speak;

7.25.9. to amend an amendment;

7.25.10. to amend.

7.26. **Points of Order, Information, and Privilege**:

7.26.1. *Points of Order*:

7.26.1.1.　Points of order are made when it is alleged that there has been a breach of the rules of Senate.

7.26.1.2.　Senators have a right and responsibility to rise on a point of order if they believe that the proceedings of a meeting are not consistent with these rules.

7.26.1.3.　A point of order should be made as soon as the alleged irregularity occurs and should not be dealt with if other matters have intervened.

7.26.1.4.　The Chair shall rule on a point of order without debate, with the ruling open to appeal as per Article 7.5.

7.26.2. *Points of Information*

7.26.2.1.　A point of information is a request directed to the Chair, or through the Chair to another officer or member, for information relevant to the business at hand but not related to any procedural matter.

7.26.2.2.　Senators may not interrupt a speaker to raise a point of information, however the Chair may permit it to take precedence on the Speakers' List.

7.26.3. *Points of Personal Privilege:*

7.26.3.1.　Senators may raise a point of privilege based on the belief that the integrity of Senate or a Senator has been compromised.

7.26.3.2.　If the Chair agrees that a privilege has been violated, the Chair's ruling may include remedies such as requesting an apology or the withdrawal of a remark, correction of a document, or other actions consistent with the principles of Senate membership.

7.26.3.3.　The Chair shall rule without debate. However, the Chair may seek the advice of Senators, and may also consult with the SPC for disposition at a later time, but no later than the next regular meeting of Senate.

7.27. **Items for Information**: Information published in the agenda for a meeting of Senate, or any matter distributed via the Registration Table at a meeting of Senate, is deemed to have been received by Senate.

8. **Committee of the Whole:** From time to time Senate may – and shall normally at least twice each year pursuant to Article 6.2.2.2 of Bylaw #1 – meet as the Committee of the Whole. The purpose of meeting as the Committee of the Whole is to facilitate discussion by relaxing some rules. Normal rules apply to proceedings in Committee of the Whole with the following exceptions:

8.1. The Vice-Chair of Senate (or, in the absence of the Vice-Chair, an elected member of Senate elected by Senate) is the Chair of the Committee of the Whole.

8.2. Limits of time and discussion of the Committee of the Whole can only be made at the time of the motion to establish.

8.3. Senators are not limited in the numbers of times they may speak to a particular issue under consideration, however Senators who have not spoken will be given preference over those who have.

8.4. The only motions allowed in the Committee of the Whole are motions to adopt, amend, or "rise and report." Motions do not require a seconder.

8.5. The text of a resolution referred to the Committee cannot be altered by the Committee, but amendments can be presented to the Senate.

8.6. Proceedings of the Committee of the Whole are concluded by a non-debatable motion "to rise and report." The presiding officer then reports to the Chair on the outcome of the proceedings.

■ Yeates School of
Graduate Studies

GRADUATE PROGRAM COUNCIL BYLAWS

Master of Digital Media

Approved by YSGS Council

27/02/2014

Approved by Dean, YSGS

18/03/2014

Approved by the Academic Governance and Policy Committee of Senate

Submitted to Senate

1. Definitions

Chair:　　　　　Chair of Council, unless otherwise stated;

Council:　　　　Master of Digital Media Graduate Program Council (MDM). The term "Council" is interchangeable with Graduate Program Council (GPC);

Faculty:　　　　all full-time faculty members that are currently teaching courses offered and/or advising / supervising students in the Graduate Program in the Master of Digital Media;

Adjunct Faculty:　an individual who is able to make a significant contribution to a Department, School or Faculty, or to the University as a whole through teaching, or supervising students in field or practice placements, participation in SRC projects or other intellectual activity at the University, or a combination of these activities.

Associate YSGS

Member:　　　　is employed by, or affiliated with, Ryerson University, has been formally recognized as an Associate YSGS member, but is not a member of the RFA. Eligibility for membership in this category may include: research scientists, research associates, postdoctoral fellows, adjunct professors, and visiting professors, who are actively engaged in SRC activities and who meet the criteria established by the graduate program with which they are to be affiliated and are formally recognized as an Associate YSGS member by YSGS.

Graduate Program

Director:　　　　(GPD) ensures that the MDM operates in accordance with all applicable rules and regulations related to graduate programs. The GPD is expected to provide academic leadership and oversight to the MDM. The GPD is responsible to the Dean and Vice Provost, YSGS to ensure that these responsibilities are carried out.

Graduate Program

Administrator: (GPA) works in collaboration with the GPD to administer the graduate program and is an ex-officio non-voting member of Council and sub-committees.

Graduate Student: a student who is currently registered in the Master of Digital Media graduate program.

2.   Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at Ryerson University. The Council is the principle mechanism for bringing together these two constituencies to identify, discuss and address matters relating to the MDM. The specific mandate of the Council is:

2.1.   To develop and recommend policies relevant to the MDM within the context of general University policies, especially those of the Yeates School of Graduate Studies (YSGS).

2.2.   To contribute actively to the operation and long-term planning of the MDM and YSGS through the creation of committees, working groups and other mechanisms as deemed appropriate.

2.3.   To ensure the MDM remains current and relevant by recommending changes to the current curriculum and methods of delivery.

2.4.   To provide an arena for the debate, discussion, and dissemination of information on matters pertaining to the MDM, the Creative School and YSGS.

3.   Authority

The Council will operate in the spirit of policy adopted by Senate, in particular, Policy #45: *Constitutional Provisions for Department/School Councils*.

3.1.   The Council is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to the MDM. The Council will collaborate in a transparent manner with related Department/School Council(s), Chair(s)/Director(s), affected Faculty Dean(s) or designate(s), the Vice Provost & Dean of YSGS, the YSGS Council and its standing committees.

3.2. The Council may **approve** policy and procedures with significance and effect only in the program. The Council must consult with the GPD, affected Faculty Dean(s) or designate(s), Faculty Council(s) where appropriate, the Dean of the Creative School, and the Vice Provost & Dean of YSGS before implementing any policy or procedure.

3.3. The Council may report directly to the YSGS Council on issues specific to the MDM, and/or matters of general interest.

3.4. Input to committees:

   3.4.1. The Council and committees will review all matters pertaining to their mandates on their own initiative.

   3.4.2. The Council may also request that committees review any particular matter.

Without prejudice to any policy of the Ryerson Senate, the authority of the Council will embrace these additional principles:

3.5. Not enter into debate or take action on any matter that would violate the Ryerson University Act, or any policy of Senate.

3.6. Not enter into debate or take action on any matter that would violate Ryerson University's and/or statutory confidentiality requirements in respect to students, faculty or staff, or on matters of a contractual nature.

3.7. The Council does not have the authority to override decisions made by other Department/School Committees that do not report to it. The Council does, however, have the authority to discuss such decisions and to provide advice, except in cases precluded by considerations of confidentiality and/or contractual requirements, as specified above.

3.8. In the event of a disagreement between the Council and the Dean of the Creative School, the disagreement will be referred by the disputants to the Vice Provost & Dean of YSGS. If resolution cannot be reached, the matter will be referred to the Vice-President, Academic. In the event of continuing disagreements, the matter shall be reported to the President for action.

4. Membership

In accordance with Policy 45, membership has been determined via a consultative process involving the GPD, and the Dean of the Creative School. Council Membership includes the following:

4.1. The GPD

4.2. The Department/School Chair(s)/Director(s) from programs with direct involvement as determined by the Dean of the Creative School in consultation with the Vice Provost & Dean of YSGS (in cases where the Dean of the Creative School is not the Dean of Record).

4.3. Due to the interdisciplinary focus of the program, the Council will consist of a minimum of 4 faculty members who are active YSGS members, supervising students of, or active in the administration of the MDM.

4.4. Two Graduate Student representatives elected by and from graduate students in the program.

4.5. The GPA who will be a non-voting member of Council.

4.6. Staff may serve on the Council or its committees, but are non-voting.

4.7. The term of Council membership will be 2 years for faculty and staff, and 1 year for students.

4.8. All members may stand for re-election.

5. Chair

5.1. The Chair of the Council will be elected by the Council members at the first meeting. The position of Chair will be re-elected at the beginning of each academic year.

5.2. The Council Chair is responsible for:

5.2.1. Calling and conducting meetings, and confirming quorum.

5.2.2. Setting agendas.

5.2.3. Maintaining a written record of Council decisions, actions, and recommendations, and ensuring that a copy of these records is filed with YSGS.

5.2.4. Monitoring follow up to Council actions.

5.2.5. Submitting relevant agenda items to applicable YSGS committees (e.g., Programs and Planning Committee) or to the YSGS Council.

5.3. The Council Chair is an ex-officio member of all Council committees and sub-committees.

5.4. The Council Chair may request another Council member to act as Chair on an interim basis.

5.5. There is no limit to the number of terms that a Council Chair may serve, provided that an election is duly held each year.

6. Council Procedures

6.1. The Council will meet at least twice per year, once in each of the Fall and Winter semesters. Meetings will be scheduled to permit sufficient time for submissions to be made, for information or approval where applicable, to other committees and councils. Additional meetings may be held at the call of the Council Chair or at the request of Council members.

6.2. Notices of meetings will be distributed at least 5 working days in advance.

6.3. Only faculty and student members of the Council are voting members. The Council Chair shall vote only in the event of a tie. Staff may serve on the Council or its committees but are non-voting.

6.4. Quorum is 50% of the Council's full membership, and the majority of the members present must be voting faculty members.

6.5. Voting matters are decided by a simple majority of voting members present at a meeting.

6.6. Decisions may be taken outside meetings through ballots distributed electronically or physically to all members.

6.7. All members are expected to attend Council and, where relevant, committee and sub-committee meetings. If members are unable to attend they are to inform the Council Chair, relevant committee or sub-committee in advance of the meeting, or as soon as possible thereafter

6.8. Any Council member may attend a meeting of any sub-committee, of which he/she is not a formal member, as a non-voting participant.

6.9. A decision to amend Council Bylaws requires a two-thirds majority of voting members present at the meeting, and can be taken only after written notice has been provided to all members at least 5 days in advance of the meeting.

6.10. There is no proxy voting, and Council members must be in attendance at a Council meeting to vote (except where 6.6 applies).

7. Standing Committees

Council sub-committees (which may be Committees of the Whole) may be established, with mandate and authority specified at the time of creation. Where decision-making power is delegated to such sub-committees, their responsibilities and composition must be specified in these bylaws. If sub-committees are deemed appropriate by the Council, consideration should be given to those areas (e.g., curriculum, scholarship and awards, admissions) included in the YSGS governance structure. Other sub-committees may be established in accordance with Council bylaws.

7.1. Additional committees, coordinator and working groups can be established at any time with the approval of the Council.

7.2. Membership of all committees and sub-committees is on a volunteer basis and should be approved by the Council.

7.3. The term of office of members of any committee or sub-committee is 1 year from September 1 to August 31.

7.4. There is no limit to the number of terms committee and sub-committee members may serve, provided that the member is re-elected every year.

The Standing Committees of the Council are as follows:

7.5. Admissions, Studies, Scholarships and Awards

7.5.1. Mandate: to make recommendations to the Council, or relevant subcommittee, regarding the following:

7.5.1.1. Recruitment mechanisms;

7.5.1.2. Procedures, practices and standards for admissions into graduate programs, including academic and non-academic qualifications (ESL, standards, etc.);

7.5.1.3. Registration practices (course selection and approval);

7.5.1.4. Standards for maintaining good standing (grades, continuous registration, etc.);

7.5.1.5. Residency/post residency requirements;

7.5.1.6. Full-time and part-time status requirements and procedures;

7.5.1.7. Procedures and practices for graduate examinations, in particular, comprehensive examinations, thesis requirements and thesis examination practices;

7.5.1.8. Time limits for completion of graduate programs;

7.5.1.9. Definition of instructional offence and offences of conduct;

7.5.1.10. Student appeal and petition mechanisms; and

7.5.1.11. Graduation requirements and practices and convocation practices.

7.5.1.12. To recommend policies and practices for graduate student funding, e.g. minimum levels, length of commitment, both full-time and part-time;

7.5.1.13. To recommend sources of graduate student funding, e.g. internal scholarships, and

7.5.1.14. Recommend selection procedures.

7.5.1.14.1. Committee Composition: GPD, Council Chair as ex-officio member and four faculty members.

7.6. Program Membership Committee

7.6.1. Mandate to:

7.6.1.1. Develop program-specific criteria and procedures for YSGS membership and supervisory responsibilities, which must be consistent with YSGS requirements and approved by YSGS Vice Provost & Dean;

7.6.1.2. Review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Vice Provost & Dean of YSGS for consideration; and

7.6.1.3. Review the YSGS membership list on an annual basis and recommend amendments as necessary.

7.6.2. Committee Composition: GPD, Council Chair as ex-officio member, 2 faculty members.

7.7. Ad Hoc Committees

7.7.1.   The Council may constitute ad-hoc committees to address specific topics.

7.7.2.   Membership of ad-hoc committees will be determined at the time the committee is constituted.

7.7.3.   Members will hold office until the report of the committee has been submitted to, and accepted by the Council or until such time as the ad-hoc committee has been dissolved.