



ACADEMIC COUNCIL

Minutes

Meeting of June 15, 2010

Present:

R. Marceau (Acting Chair)
T. Bailey-Taylor
G. Bereznai
M. Bluecharadt
J. Bradbury
B. Campbell
V. Choy
R. Cox
M. Eklund

M. Green
J. Greenlaw
H. Jones-Taggart
S. Lauricelli
R. Milman
B. Muirhead
F. Naumkin
S. Nokleby
P. Ritchie

H. Scott
J. Sivapalan
S. Van Nuland
A. Waker
O. Petrie (Secretary)

Guests:
B. Maclsaac
N. Molinaro

1. CHAIR'S REMARKS

Dr. Marceau conveyed regrets from President Bordessa as he was out of town and unable to attend the meeting.

2. MINUTES OF THE MEETING OF MAY 18, 2010

The minutes were approved as presented.

3. BUSINESS ARISING FROM THE MINUTES

There was none.

4. INQUIRIES AND COMMUNICATIONS

Dr. Marceau reported that a memorandum had been received from Dr. Gary Polonsky expressing his thanks to Academic Council for providing him the honour of an honorary degree at the June 4th Convocation Ceremonies.

5. PROVOST'S REMARKS

The Provost noted the following for information:

- At the June 4th Convocation, over 1200 graduates were conferred their degrees, and among them almost 1100 students attended the ceremonies. He noted that the consistently high attendance rate is a clear testament to the level of their engagement and commitment to the UOIT community. He also noted that all of the speeches given at the ceremonies, including one by the Honorable John Milloy, Minister of Training, Colleges and Universities, were exceptionally eloquent and inspiring.
- To date only 10% of the rather ambitious enrolment target for September 2010 remains, which indicates that this year's recruitment cycle has been highly successful.
- The construction of the new building at 55 Bond Street East is on schedule and will be ready to house classrooms and offices for the Faculty of Social Sciences and Humanities at the start of term in September

2010. Renovations at the Regent Theatre adjacent to this building are also on schedule and will also provide much needed classroom space. Unfortunately, however, the space at 61 Charles Street (the former Alger Press Building) will not be ready until January 2011 and as a result, the downtown campus will only be able to provide minimal service for the first four months. Dr. Marceau expressed his sincere appreciation to Dean Ammar, her team and all of the faculty and staff who are being relocated or have otherwise been working hard to find creative solutions to the space problems that continue to exist both at the downtown and North Oshawa campuses.

- An agreement has been reached with the Faculty Association for a one-year term and sets a solid foundation for the future.

6. COMMITTEE REPORTS

6.1 EXECUTIVE COMMITTEE

Dr. Marceau presented the report of the Executive Committee which contained two items for action:

1. Academic Council Rules of Order and Standing Rules

MOTION CARRIED *That Academic Council approve for implementation in the 2010-11 academic year additions to the standing rules of Academic Council as follows:*

Procedures

Meetings of Academic Council must be conducted respectfully, efficiently and with a view to achieving consensus in accordance with the values of the university. In achieving these objectives, the conduct of meetings shall be in accordance with "Democratic Rules of Order" by Francis and Francis, except where such rules conflict with existing by-laws and standing rules.

Types of Motions

Motions are categorized as follows:

- (a) Substantive motions propose that Academic Council exercise its authority to achieve a specified substantive objective. *Notice of consideration of a substantive motion must be provided to members in advance of the meeting and circulated with the agenda.*

Procedures of Academic Council Committees

The rules and procedures *of Academic Council also* apply to standing committees *and Faculty Councils* with the following exceptions:

- (a) **Consensus:** Committees shall strive for consensus.
- (b) **Quorum:** Quorum for Academic Council committees is a simple majority of the voting members. Committees may establish a lower quorum for meetings to be held between May 31 and September 30.
- (c) **Substantive motions:** *Substantive motions must be distributed with the agenda at least 48-hours in advance of their consideration on the meeting floor.*
- (d) **Voting:** *Motions or resolutions are approved when more than half the votes are affirmative. Any member may make motion requiring that a vote be taken by secret ballot. Such motions are not debatable and must be seconded and approved by the committee.*

MOTION CARRIED *That, under Types of Motions above, the Academic Council Executive Committee undertake to review the procedure by which substantive motions may be considered by Academic Council without prior notice to members.*

MOTION CARRIED *That the Academic Council Executive Committee undertake to examine constraints around quorum at Faculty Councils.*

2. Quality Assurance Policies

MOTION CARRIED *That Academic Council approve the following six-part proposal (as amended):*

1. *The following addition to the terms of reference of the Curriculum and Program Review Committee:
To receive and review reports, recommendations and action plans arising out of the cyclical review of undergraduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year.*
2. *The following addition to the terms of reference for the Graduate Studies Committee:
To receive and review reports, recommendations and action plans arising out of the cyclical review of graduate programs and report to Academic Council on the outcomes of reviews conducted during the academic year, the implementation of recommendations from previous reviews, and the schedule of reviews for the next academic year.*
3. *The following addition to the membership of the Academic Council Executive Committee:*
 - *President (Chair)*
 - *Provost (Vice-Chair)*
 - *Chair, Curriculum and Program Review Committee*
 - *Chair, Graduate Studies Committee*
 - *Academic Colleague to Council of Ontario Universities*
 - *Five (5) core faculty members (who also sit on Academic Council)*
 - *One (1) student representative (who also sits on Academic Council)*
4. *The rescinding of the following policies governing curriculum development and program review at UOIT:*
 - a) *Policy on approval process for new undergraduate programs*
 - b) *Policy on undergraduate program reviews*
 - c) *Policy on new programs and program appraisals for graduate programs*
5. *The replacement of the above policies with the following:*
 - a) ***Changes to Existing Degree Programs***

Deans and Faculties must plan for the ongoing refinement and improvement of current programs and for making major and minor modifications to them when it is considered appropriate to do so. These changes may be prompted by feedback from students, faculty and staff participating in the program, by matters arising through the course of its delivery, or as a result of a full examination of the curriculum through accreditation or the cyclical program review process.

In the planning for these changes, proposers must take into consideration the impact the changes may have on the human, instructional, physical and financial resources

and provide a plan to address them. In addition, as even minor changes can have implications for students in other courses and programs, there must be open consultation with those who may be affected by the changes, as well as with those who are key to its implementation, including the Provost, the Registrar's office or the Office of Graduate Studies, and the Library.

All modifications to existing degree programs shall be subject to approval by the unit's Faculty Council and subsequent review and approval by the appropriate Academic Council standing committee (CPRC or GSC) and approval by Academic Council where appropriate, in accordance with prescribed procedures and documentation requirements. In addition, major modifications to programs shall also be subject to review by the provincial Quality Council.

b) Review of Degree Programs

Deans and Faculties must plan for the review of academic programs, including the preparation of a self study that presents the details of the program requirements along with an analysis of the indicators of quality that will facilitate an assessment of those components against UOIT's Program Quality Review Criteria.

The Provost, in consultation with the Deans, shall maintain a university-wide schedule to ensure that each academic program is subject to review once every eight years. To the extent possible, the schedule of reviews should take into account other review processes, including professional accreditation appraisals. Where this process occurs in parallel with other reviews, the Dean shall ensure that the objectives of all review processes are met through the course of the review.

For the purposes of this policy, a degree program is defined as a complete set and sequence of courses, combination of courses and/or other units of study, research and practice prescribed by the university to fulfill the requirements for a particular degree. Where a program involves faculty and courses from more than one unit, the deans involved must confirm to the Provost the unit which shall hold the locus of responsibility for the review. In addition, for those programs that are offered in more than one mode, at different locations, or having complementary components (e.g., bridging options, experiential education options, etc.), the distinct versions of the program shall be identified and reviewed.

In the planning for the review, the process must provide for input from members of the academic community associated with the program, including faculty, staff, students and graduates. Where appropriate, comment from the broader community, such as representatives from industry, the professions or employers may also be sought.

Program reviews are subject to quality review by reviewers external and at arm's length to the program under review, in accordance with prescribed procedures and documentation requirements. Upon completion of the external review, a plan for improvement shall be prepared by the unit and presented to the unit's Faculty Council. The review process and outcomes shall then be assessed by the appropriate standing committee of Academic Council (CPRC or GSC). In those cases where the program review includes both undergraduate and graduate components, separate reports will be submitted to the CPRC and GSC concerning the components relevant to the mandate of each committee. The outcomes of the review shall be then reported to Academic Council, the Board of Governors and the provincial Quality Council under the quality assurance framework.

c) New Degree Programs

Deans and Faculties must plan for ongoing development of new program initiatives, including the design and delivery of the curriculum, the refinement of program requirements, the determination of learning outcomes consistent with the provincial

degree level expectations, and the assessment of student achievement of the learning outcomes.

In the planning for any new degree program, the Dean, in consultation with the Provost, must also determine the human, instructional and physical resources needed to implement the program and ensure its ongoing operation. The financial and human resource impact of the new degree program on existing programs must also be examined, and consideration must be given to possible collaborations with other units and the possibility of obtaining additional funds from internal or external sources.

In addition, there must be broad consultation with members of the academic community, including faculty, staff and students who may be affected by the initiative, and with those who are key to its implementation, including the Provost, the Registrar or the Dean of Graduate Studies, and the Chief Librarian.

New degree program proposals are subject to quality review by external appraisers under the provincial quality assurance framework, and in accordance with prescribed procedures and documentation requirements. Upon the completion of the external appraisal, the proposal shall be approved by the Faculty Council of the sponsoring unit, and subsequently by the appropriate Academic Council standing committee (CPRC or GSC), and by Academic Council. Proposals leading to the establishment of new degree programs must also be approved by the UOIT Board of Governors. In addition, new degree programs are subject to review by the provincial Quality Council under the quality assurance framework and may also require review by the Ministry for funding purposes.

All new academic programs will be subject to periodic review subsequent to their implementation, with the first review occurring within eight years of the start of the program, in accordance with UOIT's procedures for program reviews.

6. *The following policy on new non-degree programs to complement the new framework on UOIT diplomas, certificates and other non-degree programs:*

New Non-Degree Programs

Deans and Faculties may plan for the development of new certificates and other non-degree program initiatives focused on professional development, in accordance with the UOIT Framework on Non-Degree Programs.

In the planning for any new non-degree program initiative, the Dean, in consultation with the Provost, must also determine the human, instructional and physical resources needed to implement the program and ensure its ongoing operation. The financial impact of the new program on existing programs must also be examined, and consideration must be given to possible collaborations other units and the possibility of obtaining additional funds from internal or external sources.

All new certificates and other non-degree programs must be put forward by the Faculty Council of the sponsoring unit, in accordance with prescribed procedures and documentation requirements (see below). Proposals shall be subject to review by the Non-Degree Program Oversight Committee and upon approval are reported to Academic Council following review by the appropriate standing committee of Academic Council (CPRC/GSC). All certificates and other non-degree programs will be subject to periodic review as determined by the Non-Degree Program Oversight Committee.

6.2 CURRICULUM AND PROGRAM REVIEW COMMITTEE

Dr. Muirhead presented the report of the Committee that contained one item for action.

1. Proposal for New Bridging Option in the Bachelor of Applied Science in Nuclear Power, Faculty of Energy Systems and Nuclear Science

MOTION *That Academic Council approve the new bridging option for the Bachelor of Applied Science in Nuclear Power, as outlined in the Committee's report.*
CARRIED

Also noted for information in the Committee's report were changes to courses and course sequencing in the Bachelor of Applied Science in Nuclear Power to be consistent with the proposed bridging option.

7. COU ACADEMIC COLLEAGUE REPORT

Dr. Campbell undertook to provide members with a short written report on his work as the university's Academic Colleague representative at the Council of Ontario Universities.

8. OTHER BUSINESS

Members expressed their appreciation to Shirley Van Nuland for her contributions to both Academic Council and the Academic Council Executive Committee over two consecutive terms starting in 2005.

Olivia Petrie, Secretary