Approved at Senate: October 3, 2023

BYLAWS OF THE CHANG SCHOOL COUNCIL

I. FUNCTION:

The Chang School Council (CSC), with approval of the Dean of The G. Raymond Chang School of Continuing Education (The Chang School), reports to Senate:

1. on new proposals for certificates, microcredentials, microcertificates and other programs associated with The Chang School

2. on academic policies pertaining to The Chang School.

II. ROLES AND RESPONSIBILITIES

1. The CSC may make academic policy and procedure recommendations to the Dean, in keeping with the scope and authority of Councils, on any matter pertaining to the Chang School and all certificates, course series, microcredentials, microcertificates, non-degree credit courses and programs, and other programs associated with the Chang School.
    a. If such Chang School programs or policies have significance and effect only within the Chang School, then approval by the CSC and Dean are needed. These shall be reported to Senate for information.
    b. Where such Chang School programs or policies are related to undergraduate or graduate degree credit or certificate credit courses or programs that are the responsibility of an academic program/department/school, approval is required by the program/department/school and by the relevant Dean, Dean of Record, or designate, in consultation with other programs/departments/schools whose courses are affected.
    c. In the case of programs or policies related to graduate certificates and/or diplomas, approval of the Dean of the Yeates School of Graduate Studies is also required.
    d. If such policies have ramifications outside the Chang School, they must be approved by Senate.

2. To facilitate the development and approval of courses and programs, in cooperation with faculties and departments where appropriate.

3. To facilitate the development and approval of programming intended to address the needs of adult learners, in cooperation with faculties, departments, and external bodies where appropriate.

4. To facilitate student/Chang School exchange on relevant issues.

III. **COMPOSITION:**

1. There shall be a Divisional Council of the Chang School which shall be composed as follows:
    a. Dean of the Chang School
    b. Assistant Dean, Programs of the Chang School
    c. One chair, or assistant chair, or designate, representative of each academic Faculty that offers courses through The Chang School, selected by each Faculty's committee of chairs for two years.
    d. Three faculty participants, each of whom has extensive Continuing Education teaching experience, appointed by Dean, for two years.
        i. One faculty member, teaching courses in a degree/diploma or certificate program for which an academic department is responsible
        ii. One Continuing Education Contract Lecturer (CECL) teaching courses in a degree/certificate or diploma not under the academic supervision of an academic department
        iii. One Continuing Education Contract Lecturer (CECL) teaching courses of general interest, not leading to certificates, diplomas or degrees
    e. Five students, each of whom has taken courses through The Chang School in the last eighteen months, and are not simultaneously registered in an undergraduate/graduate program at Toronto Metropolitan University, as recommended by the Toronto Metropolitan Association of Part Time Students (TMAPS) for one year.
    f. One administrator from the The Chang School appointed by the Dean
    g. Three Chang School Program Directors, elected by the Program Directors for two years.

2. The Council may invite additional, participating, non-voting members to attend its meetings as need dictates

IV. **OFFICERS:**

Chair: The Dean of The Chang School shall be chair of the Council. In case of absence, the chair will be the Vice Chair.

Vice Chair: The Assistant Dean, Programs of The Chang School shall be the vice chair of the Council

Secretary: The Chang School administrative appointee shall act as secretary of The Chang School Council.

V. **MEETINGS:**

1. Regular meetings of Council shall be held at least twice a year, once in each of

the Fall and Winter semester

2. additional meetings shall be held upon resolution of the Council or at the call of the chair

3. A meeting may be called by a request in writing to the chair by not less than four members of the Council

4. Meetings shall be open to all members of the TMU community.

5. Special meetings may be conducted through electronic means, including email or other information and communication tools.

VI. NOTICE:

Notice of regular meetings, with accompanying agenda, minutes of previous meeting, and documentation, shall be supplied to Council members by the secretary of The Chang School Council at least seven days before the date of each meeting.

VII. QUORUM:

A quorum for a meeting of the School Council shall be not less than 50% of members.

VIII. VOTING:

All members of the Chang School Council, except the Dean and Secretary are voting members. All votes shall be decided by a simple majority of members present, save amendments to these Bylaws, which require a two-thirds majority of members present.

IX. COMMITTEE:

1. The Council as a whole shall function as a Committee. Council may establish standing committees as it deems necessary but must, at the creation of the committee, specify the committee membership, mandate, chair, quorum and reporting relationship.

2. Ad hoc committee, not necessarily made up of, or chaired by, members of the Council, may be formed to report and recommend on matters defined by the Council as it deems necessary, to assist the Council in performing its functions. at the creation of the committee, specify the committee membership, mandate, chair, quorum, and reporting relationship.

X. AMENDMENTS AND AUTHORITY:

1. The Chang School Council may amend these Bylaws, provided at least two weeks' notice of motion of amendment is provided to the Council members.

2. A two-thirds majority of members present is required to amend these Bylaws.

3. These Bylaws shall come into effect following ratification by Senate.