Toronto Metropolitan University

Graduate & Postdoctoral Studies

# GRADUATE PROGRAM COUNCIL BYLAWS

## Computer Science

Original Approved by Senate
06/05/2014

Revision Approved by YSGPS Council
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Approved by Vice-Provost and Dean, YSGPS

Approved by the Academic Governance and Policy Committee of Senate
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## 1. Definitions and Acronyms

Chair: Chair of Council, unless otherwise stated

Council: Graduate Program Council unless otherwise stated

Faculty: all full-time faculty members associated with a Computer Science graduate program

Graduate Student: a student who is registered in a Computer Science graduate program.

Program: Any graduate program associated with the Department of Computer Science including, but not limited to, Doctor of Philosophy, Master of Science, Professional Masters Diploma programs

GAV: Graduate Applicant Vetting

GPC: Graduate Program Council

GPD: Graduate Program Director

YSGPS: Yeates School of Graduate and Postdoctoral Studies

## 2. Mandate

Students and faculty are partners in ensuring the successful functioning of graduate programs at Toronto Metropolitan University. The GPC is the principal mechanism for bringing together these two constituencies to identify, discuss and address matters relating to that graduate program. The specific mandate of the GPC is:

2.1. To develop and recommend policies relevant to a Graduate Program within the context of general University policies, especially those of the YSGPS.

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

2.3. To ensure the graduate program 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 graduate program and YSGPS.

## 3. Authority

The GPC will operate in the spirit of policy adopted by Senate, in particular, Policy #45: Governance Councils.

3.1. The GPC is responsible for academic policy and procedure recommendations pertaining to graduate education and graduate offerings specific to these graduate programs. The GPC will collaborate in a transparent manner with the Department of Computer Science, its Chair and the Dean of the Faculty of Science or designate(s),

the Vice-Provost and Dean of YSGPS, the YSGPS Council and its standing committees.

3.2. The GPC may **approve** policy and procedures with significance and effect only in the program. The GPC must consult with the GPD, affected Faculty Dean(s) or designate(s), Faculty Council(s) where appropriate, the Dean of Record, and the Vice-Provost and Dean of YSGPS before implementing any policy or procedure. The Vice-Provost and Dean of YSGPS shall ensure that all consultations have occurred before endorsing the implementation of any policy or procedure.

3.3. The GPC may **recommend and communicate** policies and procedures with implications beyond the program. Affected Faculty Dean(s), and/or designate(s) and/or the Dean of Record must endorse recommended policies and procedures before they are submitted to the Vice-Provost and Dean--YSGPS and YSGPS Council. The YSGPS Council makes recommendations for approval to Senate.

3.4. The GPC may report directly to the YSGPS Council on issues specific to the respective program, and/or matters of general interest. Computer Science graduate programs shall copy their respective Department Councils on such reports.

3.5. Input to committees:

3.5.1. GPC and committees will review all matters pertaining to their mandates on their own initiative.

3.5.2. GPC may also request that committees review any particular matter.

Without prejudice to any policy of the Toronto Metropolitan Senate, the authority of the GPC will embrace these additional principles:

3.6. The GPC will not enter into debate or take action on any matter that would violate the Toronto Metropolitan University Act, or any policy of Senate.

3.7. The GPC will not enter into debate or take action on any matter that would violate Toronto Metropolitan University's and/or statutory confidentiality requirements in respect to students, faculty or staff, or on matters of a contractual nature.

3.8. The GPC does not have the authority to override decisions made by other Department/School Committees that do not report to it. The GPC 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. The determination of such restrictions is the responsibility of the Departmental Chair. The GPC is advisory to the Department Chair on matters that are contractually the responsibility of the Chair.

3.9. In the event of a disagreement between the GPC and the Vice-Provost and Dean of YSGPS, the disagreement will be referred by the disputants to the Provost for action.

## 4. Membership

In accordance with Policy 45, membership has been determined via a consultative process involving the GPD, affected Chair, affected faculty Dean, and Vice-Provost and Vice-Provost and Dean,YSGPS. GPC Membership includes the following:

4.1. The GPD

4.2. The Department Chair

4.3. All faculty members of the Department of Computer Science who are active YSGPS members **and** currently teach regularly in, supervising students of, or are active in the administration of the graduate programs.

4.4. One Graduate Student representative from each program of study elected by and from graduate students in that program of study.

4.5. The Graduate Program Administrator who will be a non-voting member of Council.

4.6. The term of GPC membership will be 1 year for students. All elected members may stand for re-election

## 5. Chair

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

5.2. The GPC 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 the YSGPS Graduate Studies Assistant.

5.2.4. Monitoring follow up to Council actions.

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

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

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

5.5. The GPC Chair shall be elected annually.

5.6. The GPC Chair may serve no more than three (3) consecutive terms.

## 6. GPC Procedures

6.1. GPCs 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 GPC Chair or at the request of Council members.

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

6.3. Only faculty and student members of the GPC are voting members. The GPC Chair shall vote only in the event of a tie. If the GPC Chair is the GPD, the GPD will only vote once. Staff may serve on the GPC or its committees but are non-voting.

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

6.5. Voting matters are normally 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 Chair of the GPC, 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 committee, of which he/she is not a formal member, as a non-voting participant. Student members of committees and subcommittees may be asked to step out of meetings on the recommendation of the committee or subcommittee of the whole in cases where there is a perceived conflict of interest or in matters of confidentiality.

6.9. A decision to amend GPC 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. There is no proxy voting, and GPC members must be in attendance at a GPC meeting to vote (except where 7.6 applies).

## 7. Standing Committees

GPC sub-committees (which may be Committees of the Whole) may be established, with mandate and authority specified at the time of the 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 GPC, consideration should be given to those areas (e.g., curriculum, scholarship and awards, admissions) included in the YSGPS governance structure. Other sub-committees may be established in accordance with GPC bylaws.

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

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

7.3. Student members may not act as chair of the GPC. Students cannot chair committees or subcommittees except when approved by the GPC.

7.4. The term of office of members of any committee or sub-committee is 1 cycle where a cycle is defined as the period between the first meetings of the GPC in an academic year. 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 GPC are as follows:

## 7.5. Policies and Procedures

7.5.1. The mandate of this committee is to make recommendations to the YSGPS Council, or relevant subcommittee, regarding the following:

7.5.1.1. Recruitment mechanisms (in consultation with the GAV);

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

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.

7.5.2. Committee Composition: GPD, GPC Chair as ex-officio member, *3* faculty members.

## 7.6. Scholarships and Awards

7.6.1. The mandate of this committee is to:

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

7.6.1.2. Recommend sources of graduate student funding, e.g. internal scholarships, A.A.'s and R.A.'s; and

7.6.1.3. Recommend selection procedures.

7.6.2. Committee Composition: The committee shall be composed of the GPD, GPC Chair as ex-officio member, *and 3* faculty members.

## 7.7. Program Membership Committee

7.7.1. The mandate of this committee is to:

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

7.7.1.2. Review membership applications at the program level in light of the rationale established for membership, and to submit its recommendations to the Vice-Provost and Dean of YSGPS; and

7.7.1.3. Review the YSGPS membership list on an annual basis and submit it to the Vice-Provost and Dean of YSGPS.

7.7.2. Committee Composition: GPD, GPC Chair as ex-officio member, *and* 3 faculty members.

7.7.3. Procedures

7.7.3.1. On an annual basis the GPD shall send the names of the members of the committee and an updated list of YSGPS membership to the Vice-Provost and Dean--YSGPS;

7.7.3.2. The committee shall review YSGPS membership applications and submit its recommendations to the Vice-Provost and Dean--YSGPS for approval.

## 7.8. Curriculum Committee

7.8.1. The mandate of this committee is to:

7.8.1.1. Review existing curriculum within the programs; and

7.8.1.2. Review suggestions for new curriculum as they occur.

7.8.2. Committee Composition: GPD, GPC Chair as ex-officio member, 3 faculty members, and a student representative.

## 7.9. Admissions (GAV)

7.9.1 The mandate of this committee is to vet incoming applications for admissibility in a timely manner.

7.9.2 Composition: GPD ex-officio and 2 faculty members

## 7.10. Ad Hoc Committees

7.10.1. The GPC may constitute ad-hoc committees to address specific topics.

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

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