FUNCTIONS OF THE ARTS AND SCIENCE COUNCIL AND ITS STANDING COMMITTEES

**Arts and Science Council**
Typically meets on the third Wednesdays of October, November, March, April, and on the second Wednesdays of December and February. Meetings are normally scheduled at the start of the day, and they typically run for 90 minutes to 2 hours.

The Arts and Science Council reviews business of the Faculty of Arts & Science, as well as recommends and resolves major items of curriculum and policy for approval considerations. Voting membership of Council includes elected members of teaching staff, administrative and technical staff, graduate students and undergraduate students. Non-voting membership includes representatives of the academic leadership of Arts & Science departments, colleges and extra-departmental units (EDU:A).

Items reviewed during the 2018-19 academic year have included:

- Graduate student funding planning
- Recommendations from the First-Year Academic Offerings Working Group
- Undergraduate program modifications proposed by Rotman Commerce, the Mark S. Bonham Centre for Sexual Diversity Studies, and the Department of Statistical Sciences
- Graduate program modifications proposed by the Department of History (a new field in Contemporary International History), and the Centre for Drama, Theatre & Performance Studies (a new thesis-based option for the Master of Arts in Drama)

**Undergraduate Curriculum Committees**
Typically meet three times a year. Meetings generally run for 90 minutes to 2.5 hours.

The three Curriculum Committees pertaining to the Humanities, Sciences, and Social Sciences, review and approve proposals from undergraduate units looking to create new, as well as modify and retire courses and programs. For courses and minor program changes, the Curriculum Committee is the final level of approval; in other cases, items move on to the Arts and Science Council or even further for final approval.

**Graduate Curriculum Committee (GCC)**
The GCC meets to review and approve changes to the graduate curriculum which in turn move to further appropriate bodies of Governing Council for final approval. Such changes may include new or modified courses, as well as changes to graduate-stream programs.

**Committee on Standing (CoS)**
Typically meets on the first or second Wednesdays of each month. Meetings are normally scheduled at the start of the day and run for 2 hours.

The Committee on Standing primarily meets to consider Faculty petitions that were refused, and have been resubmitted as an appeal. The Committee will also look at complicated petitions before any decision has been made, to help establish good practices around how petitions are assessed. The Committee does not interact directly with the student making the appeal, as it considers only submitted documentation. *No member of Committee on Standing can also be a member of the Academic Appeals Board.*
Academic Appeals Boards (AAB)
Meetings are typically scheduled on a rolling basis based on the caseload of appeals received. Meeting dates and times are usually established to ensure both student and staff members can attend.

The Academic Appeals Board considers appeals made by students when their petition appeal has been refused by the Committee on Standing (see previous section). Unlike the Committee on Standing, a meeting of the Academic Appeals Board includes the student directly; the student is able to speak to their appeal directly and answer questions from the Board. The Board is meant to be “fresh eyes” on a petition appeal. Therefore, a no member of the Committee on Standing can be a member of the Academic Appeals Board. There are fewer meetings of the Board than the Committee on Standing since they arise as appeals come forth.

Committee on Admissions (CoA)
Typically meets on the last or second-last Wednesdays of each month. Meetings are normally scheduled at the start of the day and run for 2 hours.

The Committee on Admissions meets to discuss issues that relate both to admissions to the Faculty of Arts and Science (whether from high schools both domestic and international, but also transfer students), as well as to admissions into programs of study in the Faculty (i.e., Specialists, Majors, Minors). In this latter role, the Committee reviews certain curriculum changes that impact admission to programs, such as changes in program “types.” The Committee can also consider individual admission appeals by students whose admission to the Faculty were denied.

2018-19 Meeting Times for the Arts & Science Council and the Undergraduate Curriculum Committees

### Arts & Science Council
- Wed., October 17, 2018  9:00 to 10:00 am
- Wed., November 21, 2018  9:00 to 10:15 am
- Wed., December 12, 2018  9:00 to 10:30 am
- Wed., February 13, 2019  9:00 to 10:30 am
- Wed., March 20, 2019  9:00 to 11:00 am
- Wed., April 17, 2019  9:00 to 11:00 am

### Undergraduate Curriculum Committees

#### Humanities
- Monday, November 12, 2018  1:00 to 3:30 pm
- Friday, February 1, 2019  9:30 am to 12:00 pm
- April 2019  Date and time TBD

#### Social Sciences
- Wed., November 14, 2018  1:00 to 2:30 pm
- Wed., January 30, 2019  2:30 to 4:00 pm
- April 2019  Date and time TBD

#### Sciences
- Thursday, November 15, 2018  1:00 to 3:00 pm
- Thursday, January 31, 2019  9:00 to 11:00 am
- April 2019  Date and time TBD

In-person attendance is required to participate in voting and meeting business. Members are expected to be able to attend consistently to support quorum and good representation. Note that many governance meetings take place on Wednesday mornings. Please visit the [Arts & Science Governance webpage](#) for the most up-to-date information.