

Collaborative Program Guidelines

1 Definition

The University understands a Collaborative Program to be: “an intra-university graduate program that provides an additional multidisciplinary experience for students enrolled in and completing the degree requirements of one of a number of specified degree credit programs.”

2 Admissions and Program Requirements

Students meet the admission requirements of and register in the participating (or ‘home’) program but complete, in addition to the degree requirements of that program, the additional requirements specified by the Collaborative Program. Collaborative Program requirements are typically met with elective room in the home program, and normally include:

- a common core course;
- a seminar or activity that routinely brings students and faculty together; and
- completion of any research requirements for the home program, within the Collaborative Program discipline area, under the supervision of a graduate faculty member associated with the Collaborative Program.

3 Transcript Notation

The degree conferred is that of the home program. The completion of the Collaborative Program is indicated by a transcript notation indicating the additional specialization.

4 Administration

4.1 Lead Faculty and Lead Dean

Every Collaborative Program has a clearly identified lead Faculty and lead Dean. The lead Dean is responsible for appointing the Program Director and overseeing the quality of the Collaborative Program including through conducting the periodic review of the program under the University of Toronto Quality Assurance Process (UTQAP).

4.2 Supporting Unit

Supporting units commonly provide space and administrative support to the Collaborative Program. Supporting units are normally Departments or Extra Departmental Units (EDU: A’s, B’s, or C’s), or affiliated units such as hospitals. Supporting units may or may not house participating programs. The contribution of the supporting units should be set out in the Memorandum of Agreement (MOA).

4.3 Program Director

Every CP has a program Director who is responsible for the day-to-day administration of the CP. ***The Program Director's responsibilities are outlined in Appendix A.***

The CP Director is appointed by and accountable to the Dean of the lead Faculty. The lead Dean consults with the Program Committee which is responsible for making a recommendation concerning the selection of a Program Director to the lead Dean in consultation with the Chairs/Directors of participating graduate units.

A Collaborative Program Director must hold Graduate Faculty Membership (GFM) in a collaborating graduate unit. The lead Dean should consult with the Dean / Chair/ Director of the unit holding the prospective Director's budgetary appointment before making any final appointment. The Director's term is normally for five years and is normally renewable for one additional five year term.

4.4 Program Committee

Each Collaborative Program has a Program Committee. The Program Committee normally is composed of a core faculty member from each participating graduate unit and a representative from the supporting unit, if any. In the case of Collaborative Programs which have a large number of participating programs, an agreed-upon method of rotating program representation is included in the MOA.

The Program Committee works with the Director to manage the program. The Program Committee's responsibilities should be outlined in the MOA.

5 Proposal for a new Collaborative Program

As for any new program, proposals for a new Collaborative Program should be developed in close consultation with the relevant Dean's Office(s), which will work with the Office of the Vice-Provost, Academic Programs (VPAP). The Office of the VPAP has developed a new program template that addresses the core areas required by the *Quality Assurance Framework for Ontario*. A template for proposing a [new Collaborative Program](#) is available on the VPAP website.

Under the UTQAP, a new Collaborative Program is brought forward as a new program with an expedited process. It does not require external review and may be approved by the Quality Council's Appraisal Committee rather than requiring full Quality Council approval. A new Collaborative Program does not require approval from the Ministry of Training, Colleges and Universities.

6 Making Changes to a Collaborative Program

- Academic changes to a Collaborative Program are normally [minor modifications](#). The status of a change is decided in consultation with the Office of the VPAP.

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- Changes to the programs participating in a Collaborative Program are [minor modifications](#) and require Divisional level approval only. There is a dedicated template for bringing forward these changes as they involve signing on to the MOA via an addendum.

7 UTQAP Review

Collaborative Programs fall under the UTQAP and are subject to review a minimum of every eight years. The review process for Collaborative Programs differs from that for degree credit programs, reflecting the unique nature of these programs. Collaborative Programs do not themselves confer degree credit. Instead they provide an additional multidisciplinary experience for students enrolled in and completing the degree requirements of one of a number of specified degree credit programs.

8 Quality Indicators

The elements that indicate quality in a Collaborative Program are:

- The appropriateness of the Learning Outcomes which includes:
 - an assessment of the Collaborative Program requirements; and
 - confirmation that the Collaborative Program requirements can be accommodated within the participating home degree program requirements and does not extend the home degree program length.
- The continued vitality of the Collaborative Program is reflected in the renewal of the Memorandum of Agreement underlying the Collaborative Program. It is demonstrated by:
 - evidence of ongoing need and demand;
 - the continued engagement of core faculty members; and
 - the commitment by participating and/or supporting units of sufficient resources.

9 Review Process

The Collaborative Program review process incorporates the key stages of development, review, governance and oversight.

9.1 Development

9.1.1 Timing of the Review

Under the UTQAP, all Collaborative Programs should be reviewed a minimum of every eight years. The schedule of reviews is determined by the Office of the Vice-Provost, Academic Programs (VPAP) in consultation with the Deans of the lead Faculty for each Collaborative Program. While a Collaborative Program review may be included as part of a review of the academic unit(s) in which the program resides, there may be some benefit in reviewing the Collaborative Program separately.

9.1.2 Commissioning the Review

The Dean of the lead Faculty commissions the review.

9.1.3 Terms of Reference

The terms of reference identify the key issues to be addressed in the review. These derive from the indications of quality:

- Clarity and appropriateness of program requirements to support the learning outcomes. This includes:
 - confirmation that students are required to complete at least one common learning activity and practicum experience/research in the area;
 - confirmation that all participating programs can accommodate the requirements of the Collaborative Program;
 - clarity that the learning outcomes of the Collaborative Program are in addition to those supported by the student's home program; and
 - evidence that the students have successfully attained the learning outcomes.
- Vitality of the Collaborative Program, this includes:
 - evidence of ongoing need and demand for the program;
 - continuing engagement of programs and core faculty members; and
 - continuation of resource support from participating and/or supporting units and programs.

9.1.4 Self-Study

- The Director of the Collaborative Program should prepare a Self-Study addressing the terms of reference and including data concerning enrolment and graduation (commonly supplied through the Office of the VPAP).
- Consultation:
 - The preparation of the Self-Study should be a consultative process involving the Program Committee, all core faculty in the Collaborative Program, students, and graduates.
 - The Director is responsible for ensuring that the academic leads of all participating programs and their respective Deans are aware of the review process and have an opportunity to contribute to the Self-Study.
- A final copy of the Self-Study is submitted to the Dean of the lead Faculty.

9.2 The Review

- The lead Faculty Dean or designate(s) reviews the Self-Study and prepares a short Summary Assessment assessing the performance of the Collaborative Program against the quality indicators above (#8) and making a recommendation as to whether the Collaborative Program should continue.

9.2.1 Summary Assessment

- The Summary Assessment is shared with the academic leads of all participating programs and their respective Deans; the Dean of SGS; and the Office of the VPAP and their responses solicited.
- The lead Faculty Dean or designate finalizes the Summary Assessment and shares it with the Collaborative Program Director.

9.2.2 Outcome of the Review

- There is no follow-up report from a Collaborative Program review.
- The Summary Assessment may result in:
 1. Renewal of the MOA.
 2. Changes to the Collaborative Program and renewal of the MOA such as:
 - Recommendations relating to the elements that determine quality. These could include recommendations about:
 - Learning Outcomes:
 - Changes to the learning outcomes
 - Adjustments to program requirements
 - Vitality:
 - Measures to assess or improve need and demand
 - Involvement of additional faculty
 - Changes to participating programs
 - Clarifying or enhancing levels of support/resources
 - Occasionally, admissions to a Collaborative Program may be suspended while it is reviewed and changes are made. Presuming the suspension of admissions is short-lived, admissions may be re-opened administratively.
 3. A decision to close the Collaborative Program. Reasons for closure may include, but are not limited to:
 - low enrolment
 - disciplinary changes
 - development of different program options

9.2.3 Renewal of MOA

- The lead Faculty Dean works with the Program Director and the academic leads of any participating programs/units to renew the MOA.
- Alternatively, admissions to the Collaborative Program are ceased and a proposal is drafted to close the Collaborative Program.

9.2.4 Governance

- The Summary Assessment is submitted to the Office of the VPAP with the renewed MOA or notice that admissions to the Collaborative Program have been ceased and that a proposal to close the Collaborative Program is being prepared.
- The VPAP will prepare a [Final Assessment Report & Implementation Plan](#) (FAR/IP) consolidating all Collaborative Program Reviews undertaken during that academic year and summarizing their outcome. The FAR/IP of Collaborative Program reviews is taken forward for information as an annual report to the Committee on Academic Policy and Programs (AP&P).

9.3 UTQAP Oversight

- The annual FAR/IP consolidating all Collaborative Program Reviews undertaken during the academic year is also reported to the Quality Council.
- The FAR/IP consolidating all Collaborative Program Reviews is posted on the VPAP website.

Appendix A

Administration of a Collaborative Program

The Collaborative Program Director is responsible for overseeing all aspects of a Collaborative Program. Many of these responsibilities may be shared or delegated to the Program Committee:

Administration and Management

1. Chairs the Program Committee, and ensures that the Program Committee has appropriate representation from the participating programs. (One option where there are many participating programs may be to have a rotating sub-set of participating unit faculty members).
2. Administers the budget and any resources.
3. Ensures that all materials (calendar, website etc.) are current.
4. Maintains a list of faculty associated with the Collaborative Program and any other records.
5. Consults with academic lead(s)/chair(s) of participating units and lead Faculty Dean(s) or delegate(s) on matters relating to the Collaborative Program.

Admissions and Academic Oversight

1. Reviews and approves admissions to the Collaborative Program
2. Provides guidance to students in managing Collaborative Programs requirements and ensures appropriate graduate supervision.
3. Confirms completion of program requirements for each student enrolled in the Collaborative Program, works to provide each student with a certificate of completion, and to ensure the Collaborative Program notation is recorded on the graduate transcript.

Governance

1. Ensures that the Memorandum of Agreement (MOA) is revised appropriately including the addition or deletion of participating programs.
2. Works with the lead Faculty to change admissions and program requirements through Faculty governance as necessary.

Program Requirements and UTQAP

1. Prepares any materials required as part of the UTQAP review process.
2. Works collaboratively with the lead Faculty Dean and participating programs on the renewal of the MOA following the outcome of the review process.