**Minor Modifications to Participation of Programs in Collaborative Program**

**Governance Form D: Procedures, Form and Guidelines**

2013-14 – Version 1

Questions? Contact your Faculty Graduate Dean’s Office (FGO).

**Governance Form D: Procedures**

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<th>Proposal Type</th>
<th>Procedures</th>
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| Adding participation by a degree program to an existing Collaborative Program (CP) | 1. CP Director confirms agreement with Chair/Director of graduate unit where degree program is housed to add its participation to the CP.  
2. CP Director sends proposal to FGO in relevant Faculty. Proposal must include:  
   a. Governance Form D  
   b. Addendum to the Memorandum of Agreement (attached below) with:  
      • the names of one core faculty members (at least one) in the degree program and a list of at least two recent publications in the topic area of the CP.  
      • signatures of the CP Director and of Chair/Director of graduate unit where the degree program is housed.  
3. FGO reviews proposal (or refers back) and posts it on GCT.  
4. SGS reviews proposal.  
5. Proposal goes to Faculty Dean for final approval.  
6. FGO posts Faculty Dean’s approval on GCT. |
| Withdrawing participation by a degree program from an existing CP | 1. CP Director confirms agreement with Chair/Director of graduate unit where degree program is housed to withdraw its participation from the CP.  
2. Chair sends proposal to FGO in relevant Faculty. Proposal must include:  
   a. Governance Form D  
   b. Addendum to the Memorandum of Agreement  
3. FGO accepts proposal (or refers back) and posts it on GCT.  
4. SGS and Provost’s Office review proposal.  
5. Proposal goes to Faculty Dean for final approval.  
6. FGO posts Faculty Dean’s approval on GCT. |

A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](http://www.graduate.utoronto.ca).  

**Administrators**: Please delete the Procedures and Guidelines sections before the Form is posted on the GCT.
Proposal Type: [Mark one; see Governance Form D: Procedures]

X Adding participation by a degree program to an existing Collaborative Program

Withdrawing participation by a degree program from an existing Collaborative Program

Lead Faculty Affiliation: [E.g. Arts and Science, Medicine, etc.; contact SGS for information.]
Arts and Science

Name of Collaborative Program:
Jewish Studies

Graduate Program(s) whose participation is to be added to or withdrawn from the Collaborative Program: [List program(s) and degree(s) involved]

- Faculty of Information, PhD

Prior Approvals/Actions and Comments: [List bodies that have approved the proposal, the date of each approval, and summarize questions and comments that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

The Faculty of Information liaison for the existing CP with the Master of Museum Studies program, Prof. Cara Krmpotich, communicated with various iSchool faculty who teach courses with potential relevance for Jewish Studies and, based on course descriptions and instructor feedback, proposed a list of CP requirements. July 19-Aug 2, 2013

The proposed CP requirements were reviewed by the Director of the PhD Program, Prof Leslie Shade, Chair of the Programs Committee, Prof Eric Yu, Dean Seamus Ross, Registrar, Adriana Rossini, and Manager, Strategic Planning, Andrew Drummond. August 7 – Sept 3, 2013

The CP Proposal was brought to the full Programs Committee for consideration at their Sept 12, 2013 meeting.

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]
September 9, 2013

Collaborative Program Director Name: [Name of the Director of the Collaborative Program.]
Jeffrey Kopstein
Director, Centre for Jewish Studies

Date: [Date of form completion]

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.
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<td>Comments</td>
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Adding a degree program to an existing Collaborative Program:
An addendum to the existing Memorandum of Agreement (MoA) must be completed (attached below). The MoA identifies the graduate programs that are participating in the collaborative program; it must be signed by the graduate chair/director of each graduate unit in which a participating graduate program is housed. Copies are available from the Dean of the collaborative program’s “Lead” Faculty. The MoA is renewed at the time of cyclical review (at least every eight years); in the interim, Governance Form D and an Addendum to the MoA provide a method to add a new participating program to an existing collaborative program. See the General Collaborative Program Guidelines for further information.

Withdrawing a degree program from an existing Collaborative Program:
The Chair of a graduate unit may request that its degree program be withdrawn from participation in a Collaborative Program.

Effective Session Date:
Proposals are effective no sooner than the beginning of the following session. Most program changes are effective as of September of the following (or later) academic year. Retroactive proposals require SGS approval.

References: General Collaborative Program Guidelines, University of Toronto Quality Assurance Process (UTQAP), Quality Assurance Framework (QAF).
Governance Form D
To Add or Withdraw a Participating Program in a Collaborative Program
ADDENDUM to MEMORANDUM of AGREEMENT
COLLABORATIVE [DEGREE_LEVEL(S)] PROGRAM IN [NAME_OF_PROGRAM] [MONTH,YEAR]

I indicate with my signature below that I have read the Memorandum of Agreement for the collaborative program. The graduate unit agrees to the participation of the program and associated degrees named below. The graduate unit and participating graduate program agree to abide by the terms and conditions of the Memorandum of Agreement.

Graduate Unit, Participating Graduate Program and Degrees

Faculty of Information
PhD

Core Graduate Faculty Research Synopses
Core faculty members are those who are eligible to teach and/or supervise in the collaborative program, as appropriate. Core faculty members must hold graduate faculty membership in one of the participating degree programs. The process of identifying a graduate faculty member as a collaborative program core faculty member is initiated by the faculty member or the collaborative program director. Both the faculty member’s home graduate unit chair/director and the collaborative program director must agree, as well as the faculty member involved. The collaborative program director is responsible for maintaining records of agreements concerning assignment of core faculty members to the collaborative program. Formal cross-appointments to the graduate faculty are not required for core faculty members.

There must be at least one core graduate faculty member from each participating program whose teaching and/or research expertise relate to that of the collaborative program subject area.

Cara Krmpotich
Publications: (list two recent publications relevant to the focus of the collaborative program)


Krmpotich, Cara and Laura Peers with the Haida Repatriation Committee and staff of the Pitt Rivers Museum and British Museum. [In Press, November 2013] This is Our Life: Haida material heritage and changing museum practice. UBC Press: Vancouver.

Courses: MSL2115 Global Cultures and Museums
MSL 2360 Museums and Indigenous Communities: Changing Relations, Changing Practices

[NAME2_etc.]
Publications: (list two recent publications relevant to the focus of the collaborative program)
1. [PUBLICATION1]
2. [PUBLICATION2]

And/or graduate courses the faculty member teaches:

Supporting Unit

Supporting units provide resources of various kinds to collaborative programs. A supporting unit is not necessarily a participating unit, although a graduate unit may serve both functions. Not all collaborative programs have supporting units.

If the graduate unit provides a supporting unit function for the collaborative program instead of, or in addition to, agreeing to the full participation of its graduate program(s), then specify the function provided by the graduate unit for the collaborative program below:

[RESOURCES_PROVIDED]

SIGNATURES

Graduate Chair/Director of Graduate Unit:

_______________________________________  Date: _____________________________

[NAME, TITLE]
[GRADUATE_UNIT]
[PROGRAM, DEGREES]

Director of Graduate Collaborative Program:

_______________________________________  Date: _____________________________

[NAME, TITLE]
[COLLABORATIVE_PROGRAM]

FINAL APPROVAL

Dean of “Lead” Faculty:
[NAME, TITLE]
[FACULTY]

cc (with complete signatures): SGS Vice-Dean’s Executive Assistant