

University of Toronto Mississauga Campus Affairs Committee

1. MEMBERSHIP

1.1 Composition

Total membership of the University of Toronto Mississauga Campus Affairs Committee (UTM Campus Affairs Committee) will be **34** members and will include three voting administrative assessors appointed by the President. A majority of the Committee must be from among the internal members (administrative staff, students, and teaching staff).

CONSTITUENCY ¹	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL
Administrative Staff	1	3	4
Community Members (including Alumni, LGIC Appointees and other members of the community) ²			
Governor	0 - 2		
Non-governor	2- 0	2	4
Teaching Staff			
Governor	0-1		
Non-governor	2-1	7	9
Librarians			
Non-governor	0	1	1
Students ³			
Governor	1 - 0		
Non-governor	0 - 1	6	7
Presidential Assessors			
Vice-Principal, Academic and Dean		1	1
Chief Administrative Officer, UTM		1	1
Dean of Student Affairs		1	1
<i>Ex Officio</i>			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1
President	1	0	1
Vice-President and Principal, UTM	1	0	1
Chair, AAC or designate	1	0	1
TOTAL	12	22	34

¹ Constituency definitions are provided in the *University of Toronto Act, 1971*.

² "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

³ Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

The Secretary of the Governing Council is an *ex officio*, non-voting member.

The President may appoint annually University Officers as non-voting assessor members of the Council in addition to the three voting assessors.

1.2 Term

Terms begin on July 1 and continue to June 30.

1.3 Appointment/Election of Members of the UTM Campus Affairs Committee

1.3.1 Governing Council Members of the UTM Council and UTM Campus Affairs Committee

The Governing Council members of the UTM Council are appointed annually by the Governing Council and may be re-appointed to the UTM Council and its Committees subject to their continued membership on the Governing Council.

1.3.2 UTM Council Members of the UTM Campus Affairs Committee

The UTM Council members of the UTM Campus Affairs Committee are appointed annually by the UTM Council on the recommendation of the UTM Council Agenda Committee and may be re-appointed subject to their continued membership on the UTM Council.

1.3.3 Election of Administrative Staff, Librarians, Students and Teaching staff of the UTM Campus

Non-Governing Council, non-UTM Council members will be elected by and from among their respective estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Administrative staff, librarian staff and teaching staff are normally elected for three-year terms and may serve on the UTM Campus Affairs Committee for a maximum of nine consecutive years. Students are elected for one-year terms and are eligible to be re-elected. Student representation from undergraduate and graduate constituencies and from a variety of academic units and programs will be sought.

1.3.3.2 Appointment of Community Members

The representative UTM Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTM Campus Affairs Committee. Membership of this Committee is outlined in Section 1 of the UTM Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTM Council Agenda Committee will issue a broadly-based call for nominations for community members of the Campus Affairs Committee. In developing recommendations for community appointments, preference will normally be given to alumni of the UTM campus. The UTM Council Agenda Committee will recommend the community membership to the UTM Council, which is responsible for appointing those members. When serving as the nominating committee, the UTM Council Agenda Committee meets *in camera*.

1.4 Chair and Vice-Chair of the UTM Campus Affairs Committee

The Chair and Vice-Chair of the UTM Campus Affairs Committee shall be appointed annually by the UTM Council from among the members of the UTM Council on the recommendation of the UTM Council Agenda Committee.

2. QUORUM

One-third of the voting members (normally ten) shall constitute quorum.

3. SUBCOMMITTEES

3.1 Standing Subcommittees

The Committee may establish subcommittees to deal with matters within its purview.

4. FUNCTION

In general, the UTM Campus Affairs Committee is concerned with matters that directly concern the quality of student and campus life. The Committee is also responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of campus resources. Many of the matters within the Committee's scope are matters that have an impact on relationships amongst units on the campus and relationships between the campus and the community at large. The Committee recommends matters for approval to the appropriate body of the Governing Council, through the UTM Council.

5. AREAS OF RESPONSIBILITY

5.1 The following areas are within the responsibility of the UTM Campus Affairs Committee:

- Budget
- Campus and student services
- Campus Master Plans Campus security
- Campus strategic plan
- Capital projects and space
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units ⁴ and proposals for Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
- Relations with the campus' external community
- Student societies and campus organizations

⁴ For concurrence with the recommendation of the UTM Academic Affairs Committee.

5.2 Levels of Approval

5.2.1 Matters Requiring Approval by the Governing Council

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital projects and space ⁵
- Establishment, disestablishment or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (following consideration by the UTM Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities

5.2.2 Matters Requiring Approval by the UTM Council

- Campus and student services
- Campus security
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Individual project planning reports
- Relations with the campus' external community
- Student societies and campus organizations

5.3 Campus and student services

5.3.1 Ancillaries

a) Policy

The UTM Campus Affairs Committee is responsible for policy affecting the operation of the campus's service ancillaries. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

b) Operations

Each year the UTM Campus Affairs Committee considers and recommends to the UTM Council for approval the operating plans for the campus and student services ancillaries. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

⁵ The level of approval required for individual projects is outlined in the *Policy on Capital Planning and Capital Projects*

5.3.2 Campus Co-Curricular Programs, Services and Facilities

a) Policy

Policy matters concerning the Campus's co-curricular programs, services and facilities are the Committee's responsibility. New policy and major policy changes require the approval of the Governing Council.

b) Operations

Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5.3.3 Other campus and student services

The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval.

5.4 Compulsory non-academic incidental fees

5.4.1 Student services, representative student committees and campus organizations

Fees are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee.

5.4.2 Campus student societies

Fees are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee.

5.5 Student societies and campus organizations

5.5.1 Policy

The Committee is responsible for policy concerning representative student societies and campus organizations.

5.5.2 Constitutions, articles of incorporation, corporate by-laws

The Committee is responsible for approving constitutions, articles of incorporation and corporate by-laws⁶ for incorporated student societies and campus organizations for which the University collects fees.

⁶ Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

5.6 Campus and facilities

5.6.1 Capital Priorities List and Campus Master Plans

Plans are recommended to the Governing Council, through the UTM Council, for consideration.

Capital Priorities List are presented annually for information.⁷

5.6.2 Individual plans and capital projects

The Committee considers reports of project planning committees for UTM capital projects⁸ and recommends to the UTM Council approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects*. [The Business Board is responsible for approving any financing for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the type and cost of the project.⁹.

5.7 Campus Operating Budget

The Committee receives a status report on campus strategic priorities prior to the start of the administrative budget review process.

The campus operating budget is presented for information following the administrative budget review process and the approval by Governing Council of the institutional operating budget.

5.8. Academic units and programs

⁷ The *Policy on Capital Planning and Capital Projects* states that states that a presentation of Capital Projects prioritized for the year in response to existing and anticipated program needs, will be made annually at the first meeting of the relevant governance bodies. This presentation will set out the strategic importance of prioritized Capital Projects as part of the University's strategic and operational planning process so as to provide context for the Capital Projects expected to be coming forward to governance bodies in that year. SECTION 1(b)

⁸ Capital Projects include development and construction of new buildings and physical infrastructure to support University facilities, construction of Leasehold Improvements, Property Acquisitions, Real Estate Partnerships, Capital Leases, and/or renovations other than Deferred Maintenance. See further definitions set out in the *Policy on Capital Planning and Capital Projects*.

⁹ The current requirements, as defined in the *Policy on Capital Planning and Capital Projects*, are:

All projects requiring short and long term financing

If a project will require financing as part of the funding, the project proposal must be considered by the Business Board.

Approval Levels:

Level 1 Capital Project: A Capital Project with a cost up to \$10 million.

Level 2 Capital Project: A Capital Project with a cost between \$10 million and \$50 million.

Level 3 Capital Project: A Capital Project with a cost in excess of \$50 million.

Changes in Scope and Project Budget Increases

Changes in scope and project budget increases require approval as set out in the *Policy on Capital Planning and Capital Projects*, Section 4 Governance, Subsections (e) and (f).

5.8.1 Establishment, Disestablishment or Restructuring of Academic Units

The Committee makes recommendations to the UTM Council on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as faculties, schools, colleges, departments¹⁰, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs, regardless of the source of funds.

Proposals to establish Extra-Departmental Units are considered and recommended for approval pursuant to the *Policy on Interdisciplinary Education and Research Planning* and pursuant to *University of Toronto Guidelines for Extra-Departmental Units*.

Proposals to disestablish or significantly restructure academic units are considered and recommended pursuant to the [Policy and Procedures for Faculty and Librarians on Academic Restructuring](#).

5.8.2 New Program Proposals

Where a proposal for a new program, as defined by the *University of Toronto's Quality Assurance Process*, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the UTM Council [through the UTM Academic Affairs Committee] on the planning and resource implications of the proposal. [The UTM Academic Affairs Committee has responsibility for considering the curricular aspects of academic program proposals.]

[Proposed program changes that would not require the allocation of additional resources from sources outside the division and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

5.9 Annual reports

The Committee receives, annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

The Committee receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including but not limited to campus police and campus organizations. These reports are submitted to the University Affairs Board for information.

6. PROCEDURES

6.1 Meetings

The UTM Campus Affairs Committee normally meets in open session but may, pursuant to section 33 of *By-law Number 2* of the Governing Council, meet in closed session or *in camera* when: (i) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof. The UTM Campus Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

¹⁰ For concurrence with the recommendation of the UTM Academic Affairs Committee.

6.2 Agenda

In establishing the agenda for meetings of the Committee, the Chair will usually be advised by an agenda planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning meeting, usually scheduled ten to fourteen days prior to the Committee meeting.

Notwithstanding the usual procedure for establishing the agenda for meetings, matters may be added to the agenda of a current or subsequent meeting, as provided in sections 32 (d), (e) and (f) of *By-law Number 2* of the Governing Council.

6.3 Consent Agenda

The Chair, in consultation with the agenda planning group, may determine that an item should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the Committee unless a member so requests. Rather, members with questions for clarification, or requests for further information, contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the Committee without introduction or discussion.

6.4 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Committee Chair from time to time will be considered by the members of the UTM Campus Affairs Committee following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the Committee at that meeting in the usual manner.

June 25, 2012 - Approved by the Governing Council.

December 13, 2012 - Revisions approved by the Governing Council – Membership for Campus Council, Academic Affairs Committee and Campus Affairs Committee.

June 25, 2014 – Revisions approved by the Governing Council – Changes to the Distribution of Seats and Length of Terms on the UTM and the UTSC Campus Council and their Standing Committees

November 18, 2016 – Replace *Policy on Diploma and Certificate Programs* with *Policy on Certificates*

Terms of Reference - University of Toronto Mississauga Campus Affairs

(For Credit and Not-For-Credit), approved on February 25, 2016.

February 15, 2017 – Revisions approved by Governing Council – Membership of the Academic Affairs Committee

October 29, 2020 – Revisions approved by the Governing Council

June 24, 2021 – Revisions approved by Governing Council

October 28, 2021 – Revisions approved by Governing Council