UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL

DECEMBER 8, 2014

MINUTES OF THE MEETING OF THE CAMPUS COUNCIL held on December 8, 2014 at 4:10 p.m. in the Council Chambers, William G. Davis Building, University of Toronto Mississauga.

Mr. John Switzer, Chair
Professor Deep Saini, Vice-President & Principal
Ms Kelly Akers
Mr. Lee Bailey
Mr. Jeff Collins
Ms Sara da Silva
Mr. Simon Gilmartin
Mr. Kevin Golding
Ms Paula Hannaford
Ms Megan Jamieson
Mr. Nykolaj Kuryluk
Professor Angela Lange
Mr. Sheldon Leiba
Dr. Joseph Leydon
Ms Alice Li
Mr. Leonard Lyn
Mr. David Szwarc
Mr. Glenn Thompson
Mr. Douglas Varty

Non-Voting Assessors:
Professor Amy Mullin, Vice-Principal Academic & Dean
Mr. Paul Donoghue, Chief Administrative Officer

Regrets:
Mr. Nabil Arif
Professor Hugh Gunz
Dr. Rav Kumar
Ms Mariam Munawar
Ms Judith Poë

In Attendance:
Mr. Mark Overton, Dean, Student Affairs
Ms Elizabeth Martin, Director, ARC

Secretariat:
Mr. Louis Charpentier, Secretary of the Governing Council
Ms Cindy Ferencz Hammond, Director of Governance
Ms Mariam Ali, Committee Secretary

1. Chair's Remarks

The Chair welcomed members to the meeting. He advised members that the Committee to Review Campus Councils (CRCC) had concluded its work and a report would be presented for approval to the Governing Council at its December 11, 2014 meeting. The Chair provided highlights of discussions which occurred during consultation sessions and called on other CRCC members to provide input. The Chair noted that there was general satisfaction with, and support for, the new governance model and an appreciation that the model was still very young (one year). Most of the issues and concerns raised during the CRCC's review could be addressed through improvements to existing practices and through enhanced communications - within governance bodies and more broadly within the campus community – in order to nourish a culture of engagement with governance structures, processes and business. He also noted that the consultation affirmed broad recognition that the new governance model worked and was a positive and timely response to U of T's flourishing tri-campus reality. The Chair also pointed to some of the business that Council would be considering in the New Year.

The Chair advised members that the election period would begin in January, and noted key dates including the start of the nomination period on January 6, 2015, ending on January 13, 2015. Notifications from the Office of the Campus Council would go out before the holiday break and would be posted on www.utm.utoronto.ca/governance/elections. The Members were asked to raise awareness within their

constituencies of the importance of University governance and to encourage participation during the nomination and election period.

2. Accommodations for Students with Disabilities: Presentation by Ms Nythalah Baker, Equity and Diversity Officer, Professor Amy Mullin, Vice-Principal Academic & Dean and Mr. Mark Overton, Dean of Student Affairs

The Chair invited the presenters to discuss current accommodations for students with disabilities at UTM. Professor Mullin noted that while accommodations were also provided to faculty and staff, this presentation was focused on those made available to students. The presentation included the following key points[1]:

- Ms Baker advised that all UofT policies regarding accommodations were in line with provincial legislation, specifically the Ontario Human Rights Code. The university was committed to an accessible learning environment that provides reasonable accommodations to enable students with disabilities to meet essential academic requirements;
- Each campus had an Access*Ability* Resource Centre (ARC), designated to provide accommodations, gather and maintain medical documentation and maintain the confidentiality and privacy of students;
- Letters of academic accommodation were issued throughout the year to accommodate episodic or short term disabilities;
- ARC and the Robert Gillespie Academic Skills Centre (RGASC) promoted universal design and inclusive teaching practices, in order to help decrease the possibility of individualized accommodations;
- Mr. Overton noted that there had been a dramatic increase in the number of registered students with disabilities, and that the leading disabilities were psychiatric in nature. This was not unique to UTM, but demonstrated the ability of universities to serve and accommodate these students more effectively; this also pointed to increased support at the high school level;
- Professor Mullin noted that during an assessment, advisors must determine if the student has a disability or an illness, and if a disability was identified, whether it would impact services or academic requirements;
- Ms Baker provided examples of classroom and exam accommodations, as well as available peer resources;
- The responsibilities of faculty members included identification of essential requirements of courses; providing course material in advance and including syllabus statements to assist students with disabilities in connecting with the ARC.

A member commended on the University's commitment to accessibility. The member asked how substance abuse addiction would be handled by the ARC. Ms Elizabeth Martin, Director, ARC advised the Committee that some students may already have connected with the Centre for Mental Health Addiction (CAMH) and if not, were provided with the appropriate referrals, including groups off-campus.

In response to a member's question, Mr. Overton noted that the UTM shuttle was wheel-chair accessible during the daytime, with slightly reduced accessible service in the evening.

In response to a member's question, Ms Martin noted all students would be able to contact ARC through an academic advisor, and those specifically on academic probation were also able to access the Robert Gillespie Academic Skills Centre for special programming.

Ms. Martin explained the requirements for a disability, adding that ARC followed the AODA human rights code. In response to a member's query, Professor Mullin and Mr. Overton responded that the ARC was working closely with external community sources, specifically Canadian National Institute for the Blind (CNIB), Ontario March of Dimes and Community Living Mississauga.

[1] A copy of the presentation is attached as Attachment A.

A member asked about outreach to high schools, to which Mr. Overton responded that Ms Martin has been an ambassador for the resources available to students and has provided extensive outreach to the Peel Board. Ms Martin delivered regular presentations on the University's resources and transition programs to high schools and was joined by a UTM student who would speak to their experience.

3. UTM Operating Budget, Themes and Priorities: Presentation by Professor Amy Mullin, Vice-Principal Academic & Dean and Mr. Paul Donoghue, Chief Administrative Officer

The Chair explained that upcoming presentation explored the priorities and key trends that informed decisions about proposed uses of the financial resources available to the campus. He asked members to consider for information and advice the overall goals for the budget. He noted that this "step two" discussion at the Campus Council would support UTM's annual budget discussions with the Provost and the integration of campus budget plans into the University's budget.

The Chair invited Vice-Principal Academic & Dean, Professor Amy Mullin and Mr. Paul Donoghue, Chief Administrative Officer to present. The presentation included the following key points[2]:

- The following four funds were segregated: Operating, Capital, Restricted and Ancillary Operations. Operating funds were not allowed to contribute to Ancillary Operations;
- The 2014-15 total revenue budget for UTM was $218.7 million;
- After allocations towards the University Fund, University-wide costs, and Student Aid, net revenue for UTM was $167.9 million;
- UTM's Budget priorities for 2015-16 included: controlled enrolment growth, reducing the student to faculty ratio, space expansion, faculty and staff searches, enhancing the student experience and experiential learning initiatives;
- Enrolment continued to grow as a result of the flow-through of previous years' intake, the rate of total enrolment growth was expected to moderate for three years, beginning in 2016-17. By lowering intake increases in that year, UTM would have a 3-year period of consolidation or relief from rapid enrolment increases;
- Senior administration would carefully monitor the overall recent decrease in provincial undergraduate enrolment, however this year UTM had maintained its first choice applications. The campus continued to be uniquely positioned with a growing demographic of university age-eligible cohort in the western GTA, which was projected for continued growth over the next 20 years;
- Planned undergraduate enrolment growth would continue to respond to shifting areas of interest indicated by applicant demand, program enrolment and faculty strengths;
- Percentage of international students in total registrants currently at 17.3 percent, with plans to increase to 20 percent in approximately four years. Currently, the priority would be to diversify the origin country, as well as the programs of enrolment for international students;
- UTM's student to faculty ratio was 35.8:1, while the long-term target was 30 to 1. This would be achieved through additional faculty hires which required space expansion;
- Faculty searches were a significant undertaking and the majority of hires at UTM were at the Assistant Professor level, which required more time and resources, including sometimes laboratory and space renovations and start-up funding. Professor Mullin explained that UTSC had a lower faculty student ratio since a greater proportion of faculty hires there were in the teaching stream;
- UTM's ability to hire was tied significantly to the Capital Plan. There had been very modest relief to the space shortage with the openings of Deerfield Hall and the Innovation Complex. Planned capital projects, such as the North Building Phase B development would provide long-term relief;
- There would be greater investment in and coordination between academic and student life transition programs;

[2] A copy of the Budget Presentation is attached as Attachment B.

- The Office of the Dean planned to continue providing base budget enhancements to departments in order to give them more flexibility, the result of a successful pilot project toward greater decentralization of budget management.

Among the matters that arose during the Committee's discussion were the following.

a) Budget Process

Mr. Donoghue advised members that UTM`s senior administration would present the proposed 5-year budget to the Provost on December 9, 2014, and the approval period would be for one year. In response to a member's question, Mr. Donoghue confirmed that the Committee would receive a presentation on the final Budget for 2015-16 on April 22, 2015.

b) University Fund Allocations

Mr. Donoghue explained that total expected revenues for the 2015-16 year would increase by approximately 9.5 percent. A member observed that UTM's University Fund (UF) contributions have been consistently higher than allocations to UTM. Mr. Donoghue confirmed that UTM has received some of the lowest percentage of its UF allocations, and the relative net position is even more stark when considered on a per capita basis.

c) Student to Faculty Ratio

A member asked if there were other divisions within the University that were trending towards lower student to faculty ratios. Professor Mullin advised that UTM had a higher student to faculty ratio than comparable divisions at the university and observed that this trend was differentially experienced among UTM departments, which had varying increases in enrollments. In response to a member's question, Professor Mullin clarified that the ratio applies to undergraduate students only, and was measured based on overall ratio over a 4 year degree.

d) Faculty Hires

A member asked if UTM's 'ask' was approved, would issues of student to faculty ratio be resolved. Mr. Donoghue and Professor Mullin explained that it would be beneficial, however reaching the target of 32:1 was based on four years of investments in faculty hires. The Chair added that after a period of decreased hiring by American universities, competition had once again increased as they intensified their hiring efforts. A member observed that UTM had lost potential hires to other departments within the University and other Canadian universities, specifically for Sciences as the start-up costs in that area were significant. Professor Mullin concurred and noted that Professor Bryan Stewart, Vice-Principal, Research was currently creating a list of relevant and realistic start up figures across departments.

e) International Students

In response to a member's question, Mr. Donoghue responded that the distribution of international students was due to a significant demand in China for education abroad, and was a trend seen in many Canadian universities. Professor Mullin noted that UofT had begun to explore international markets in South America in order to diversity the international student applicant pool. The Chair added that President Gertler has flagged US international student applications as an area of opportunity as well. A member noted the potential negative impact of maintaining international student enrolment at 20 percent in steady state on UTM revenues. Mr. Donoghue clarified that the budget was always based on the most relevant and accurate projections possible and was reviewed on an annual basis. Professor Saini added that capping international student enrolment at 20 percent in the coming years was a financial, but also an academic decision for the campus. Mr. Donoghue noted that despite domestic pressures on enrolments, UTM remained firm and disciplined in admission cut-offs and never compromised on the quality of students entering. The Chair recommended

to members of Council that they look to the *Towards 2030*[3] document available on the Governing Council website as it outlined several of the issues discussed.

4. Report of the Vice-President & Principal

Professor Saini provided an overview of the year, which included building openings as well as accomplishments in student services. Professor Saini thanked members of his administration for their work across the campus. He also mentioned that UofT overall had maintained or increased its status in many rankings and that the university had reached $1.6 billion raised for the Boundless campaign. Professor Saini noted several openings that had occurred over the year, including Deerfield Hall, the Institute for Management and Innovation Complex, Physics laboratories as well as the Professional Accounting Centre. UTM has now become a major testing centre for English proficiency testing and would provide a valuable and highly regarded service to the community. Professor Saini noted UTM was better connected with its alumni than ever before and thanked Mr. Kevin Golding, President, UTM Alumni Association and Ms. Christina Fox, Director, Alumni Relations for their contributions. Professor Saini observed, for the first time the UTM campus had more than 14,000 students on campus, undergraduate and graduate. He noted the success of the town hall meeting held in November and looked forward to further engagement with all constituencies on campus.

Professor Saini remarked on the positive way in which the political landscape of the region had changed. Noting that Ms. Bonnie Crombie, Mayor of Mississauga, Ms. Linda Jeffries, Mayor of Brampton and Mr. John Tory, Mayor of Toronto were all UofT alumni. The change in leadership provided the campus with a unique opportunity to develop a higher level of engagement with not just the City of Mississauga, but at a regional level.

Professor Saini invited Wali Shah, UTM Student and United Way Ambassador to share his personal story through spoken word. Following his performance, Professor Saini congratulated Mr. Shah on his commitment to spread awareness about issues which face at risk youth today. Mr. Shah used performances in the form of rapping, spoken word and motivational speaking to empower and engage those around him. The Chair also congratulated Mr. Shah on his work, and noted that as one of Canada's Top 20 Under 20, he had raised over one million dollars for United Way by telling his story at public appearances and corporate events.

CONSENT AGENDA

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 6 - Report of the Previous Meeting, be approved.

5. Reports for Information

a. Report 8 of the Agenda Committee (November 26, 2014)
b. Report 8 of the Academic Affairs Committee (November 12, 2014)
c. Report 7 of the Campus Affairs Committee (November 10, 2014)

6. Report of the Previous Meeting: Report 7 – October 8, 2014

7. Business Arising from the Report of the Previous Meeting

[3] *Towards 2030: View from 2012* documentation: http://www.provost.utoronto.ca/planning/the_view_from_2012.htm

8. Date of the Next Meeting – February 5, 2015 at 4:10 p.m.

The Chair reminded members that the next meeting of the Council was scheduled for Thursday, February 5, 2015 at 4:10 p.m.in the Council Chamber, William G. Davis Building.

9. Question Period

There were no questions.

10. Other Business

There were no other items of business.

The Chair and Principal Saini wished members a festive holiday season and best wishes for the new year.

The meeting adjourned at 6:05 p.m.

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Secretary Chair
December 14, 2014

Academic Accommodations for Students with Disabilities

UTM Campus Council
December 8, 2014

Nythalah Baker, Equity & Diversity Officer, Office of the Principal
Amy Mullin, Vice Principal Academic and Dean
Mark Overton, Dean of Student Affairs

UNIVERSITY OF TORONTO MISSISSAUGA

Focus of Presentation

- University of Toronto's policies and obligations
- Review of UTM's Access*Ability* Resource Centre
- Faculty member's role in academic accommodations
- Resources and Questions

University of Toronto's Policies and Obligations

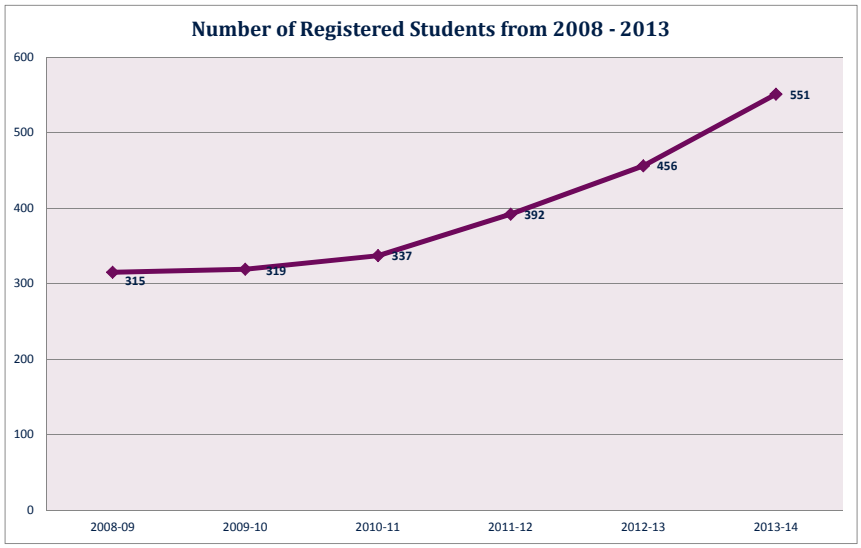
- The university has a legal duty to accommodate students with disabilities (Ontario Human Rights Code)
- Our commitment: an accessible learning environment that provides *reasonable accommodations* to enable students with disabilities to meet the *essential academic requirements* of our courses and programs

Meeting our Obligations

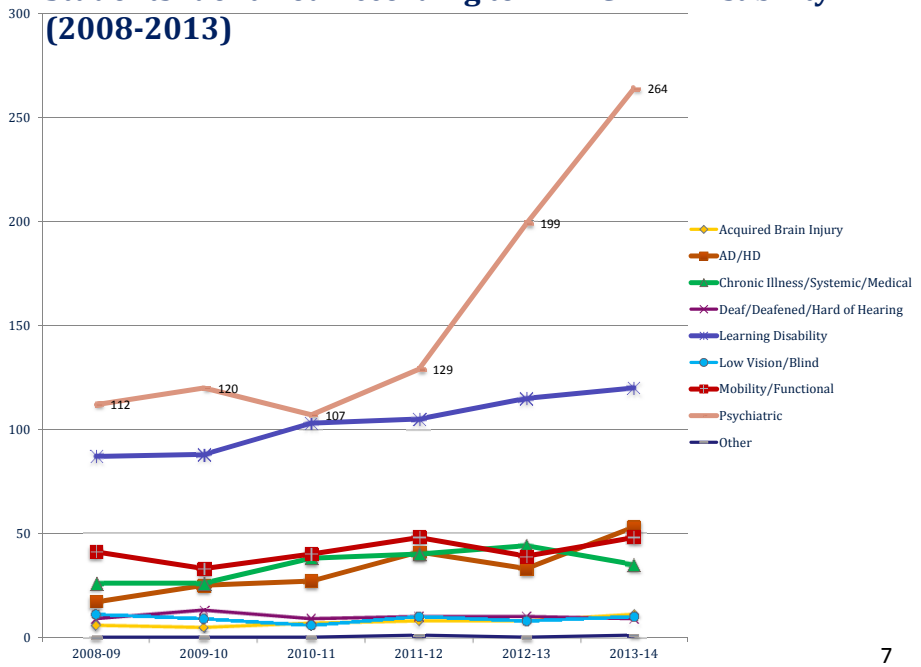
- Accessibility services offices - the designated offices for us to respond to requests for accommodations
- Departments CANNOT require that they be provided with medical documentation of a disability
- At UTM our Access*Ability* Resource Centre receives requests, reviews documentation, recommends accommodations
- Letters of Academic Accommodation may be issued at any time during the year

Access*Ability* Resource Centre:

- Focuses on individual students' strengths and challenges
- Respects the essential requirements of the academic courses and programs
- Promotes Universal Design and Inclusive Teaching practices
- Seeks community partnerships and collaboration to enhance services



Students Identified According to PRINCIPAL Disability (2008-2013)



Access*Ability* Team

Consulting Services	• Consulting with faculty, staff, student groups and academic/ administrative departments (e.g. Facilities, Library) on disability related issues
Accommodations and Services	• Disability Advisors set up individualized academic accommodations and provide services to students (e.g. referrals, learning strategies)
Exam Office	• Coordination of tests/quizzes/final exams written under the supervision of the Access*Ability* Resource Centre
Volunteerism and Outreach	• Note-taking services • Outreach and education initiatives relating to the service and disability issues (internal and external communities)

Registration with UTM Access*Ability*

- Students complete a 5-page Medical Certificate form
- Students provide medical documentation
- Annual re-registration required

Who Qualifies to Register with Access*Ability*?

In order to assess <u>if</u> a student qualifies for accommodations Access*Ability* considers:

1. Does this student have a disability?
2. Does the disability impact services or academic requirements for which the student would need accommodations?
3. Does the student's medical documentation support the accommodation(s) requested?

Classroom Accommodation Examples

- Use of a sign-language interpreter or computerized note-taker
- Permission to obtain copies of overheads
- Peer note-taker
- Alternative assignments to group assignments
  - Group projects can be extremely difficult for students with Asperger's, Schizophrenia, Severe Depression, and Social Anxiety Disorder
- Permission to digitally record lectures

Exam Accommodation Examples

- Writing exams in an alternate location
- Use of assistive devices (e.g., a computer equipped with specialized software)
- Additional time
- Use of a scribe, for students who are blind or have low vision

Other Academic Accommodations

- Alternative format textbooks such as e-text, large print, braille
- Use of an assistant in a lab or lecture
- Assistant/Attendant for field trips including international (e.g. for a student who is blind)

Additional Student Services Offered by Access*Ability:*

- Peer Mentorship Program for First Year Students with Disabilities
- Autism Spectrum Peer Group
- Learning Strategy Services for students with learning disabilities
- Adaptive Technology Room in HMALC

Verification of Student Illness or Injury Form

- Presented when students seek exceptions due to short-term illness or injury **not disability**
- Form and supporting document should be submitted to designated department contact (such Academic Advisor) to maintain privacy
- Students who present the Verification of Illness form but are seeking long-term accommodations should be directed to Access*Ability*

Faculty Members and Academic Accommodations

- Maintain students' confidentiality
- Refer students to Access*Ability*
- Contact Access*Ability* with questions and to work with Advisor

Faculty Members and Academic Accommodations (con't): Learning Environment

- Identify essential requirements of course (important when alternate assessment of learning is needed)
- Provide handouts and/or presentation slides in advance of class, so interpreters and/or students can be prepared for the class
- Include 'syllabus statement' to assist students with disabilities in connecting with Access*Ability*

Faculty Members and Academic Accommodations (con't): Tests and Exams

- Be available to answer questions: call in, stop by, or provide number
- If unavailable, assign TA to be available to answer questions
- Be sure to pick up exams and tests from students writing with Access*Ability*

Resources for Faculty and Staff

Access*Ability* Advisors

Room: DV 2047

905-569-4699

access.utm@utoronto.ca

Faculty and Staff Resources:

www.utm.utoronto.ca/accessability/facultystaff-resources

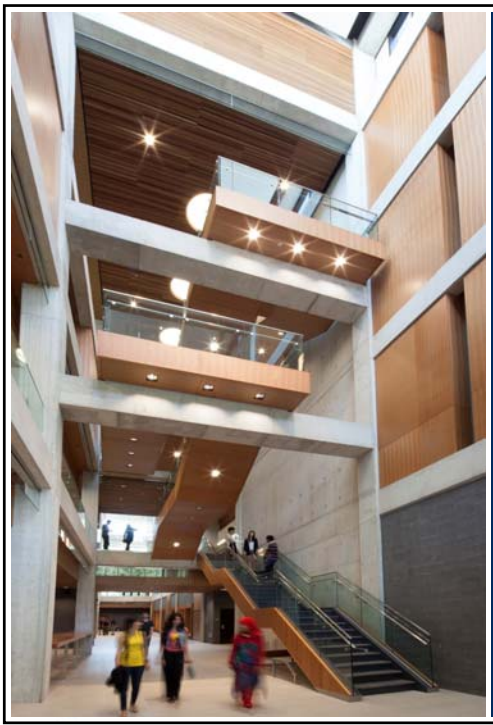
Accessibility for Ontarian with Disabilities Act (AODA):

www.hrandequity.utoronto.ca/about-hr-equity/diversity/aoda.htm

Questions?

Elizabeth Martin

Director, Access*Ability* Resource Centre



UTM Proposed Operating Budget: Themes & Priorities

UTM CAMPUS COUNCIL
DECEMBER 8, 2014

2

Academic Plan

Enrolment

Revenues

Expenses

Reserves
Debt

Faculty/Staff Recruits

Master Plan

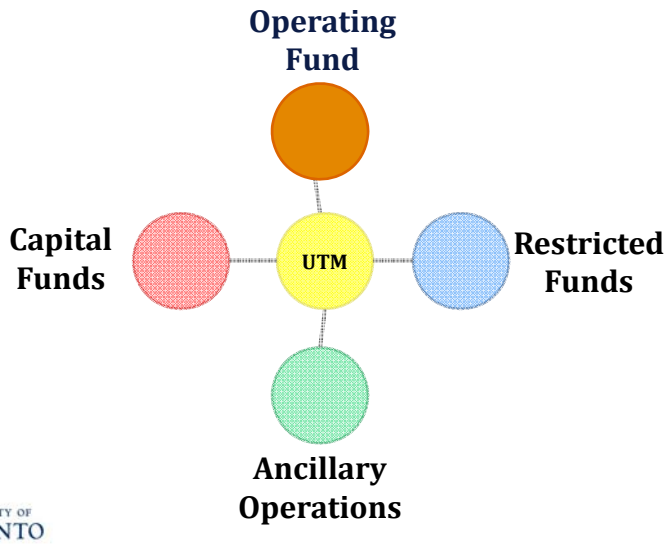
Space + Capital

TIGHTLY-WOVEN

UNIVERSITY OF TORONTO MISSISSAUGA

The 4 Funds

3



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Relationship Between Four Funds

4

- Funds are segregated
- Most movements from Operating to Capital (via capital reserves)
- Minimal from Ancillaries to Operating
  historically Conference Services ($100k)
- Detailed Ancillary Budgets come to CAC in
  (January 8, 2015)

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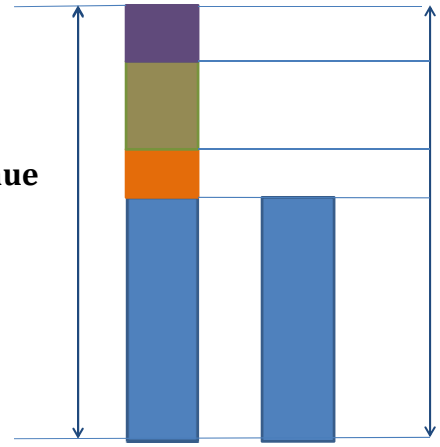
UTM Net Revenue ($ Millions 2014-15)

5



Gross Revenue $224.7

University Fund $22.4

University Wide Expenses $33.0

Student Aid $9.8

Net Revenue $167.9 (75% of gross)

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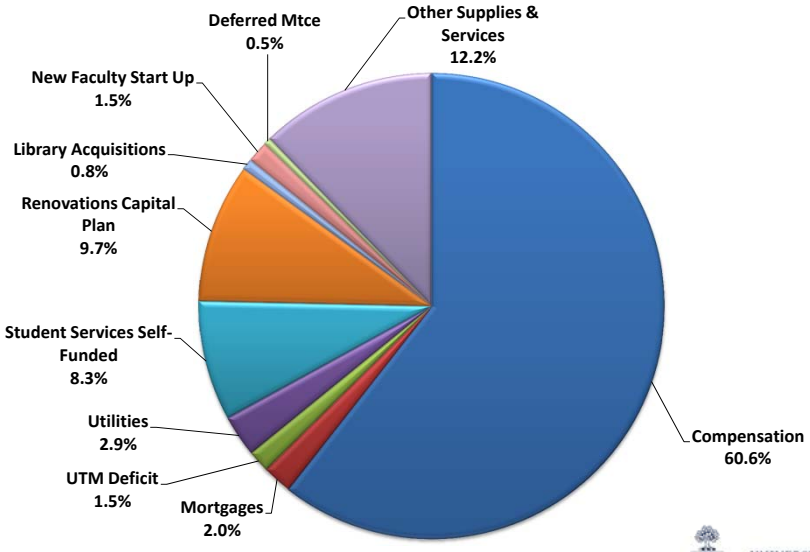
Major Expense Categories

6



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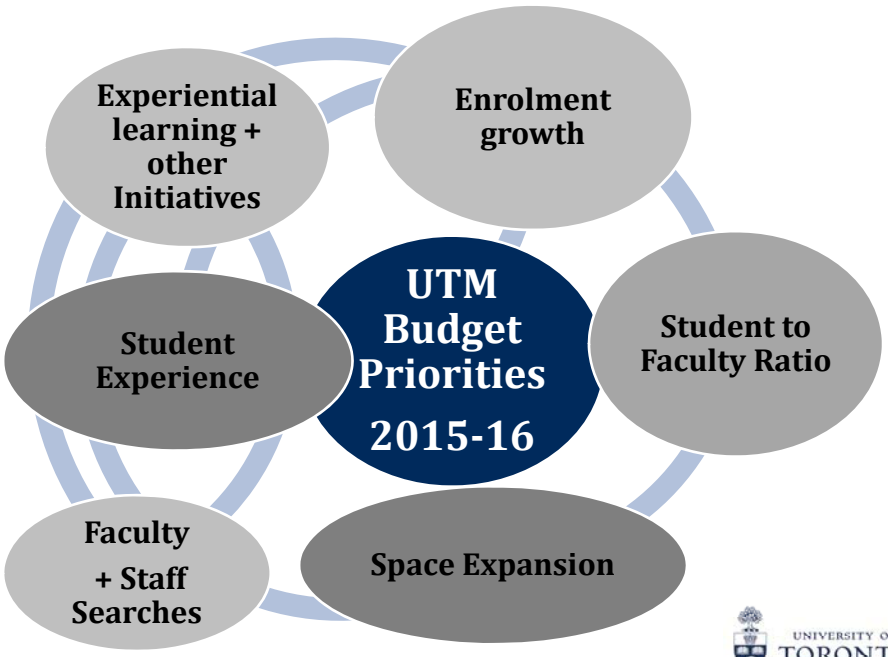

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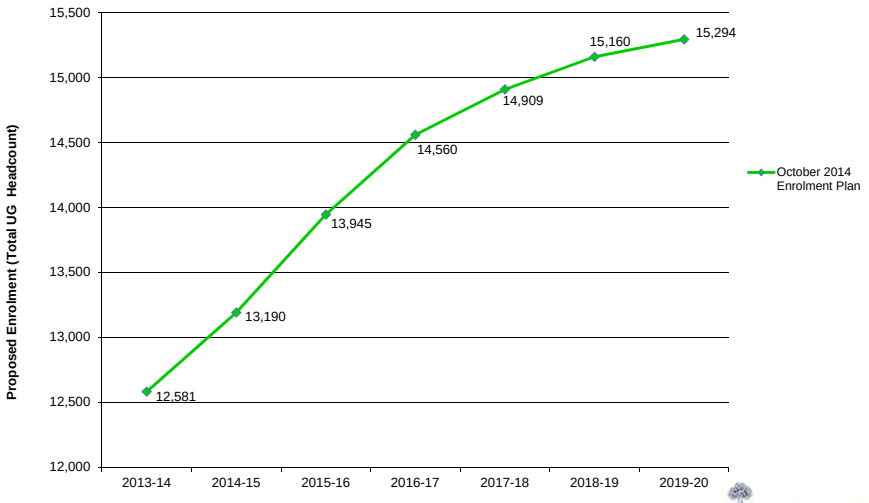
UTM Undergraduate Enrolment - Planned Growth

8



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Priority: Enrolment

9

- Enrolment Growth + “Pause” Period
- Domestic Growth Considerations
- Demographics + Western GTA
- Shifting Areas of Interest/Demand

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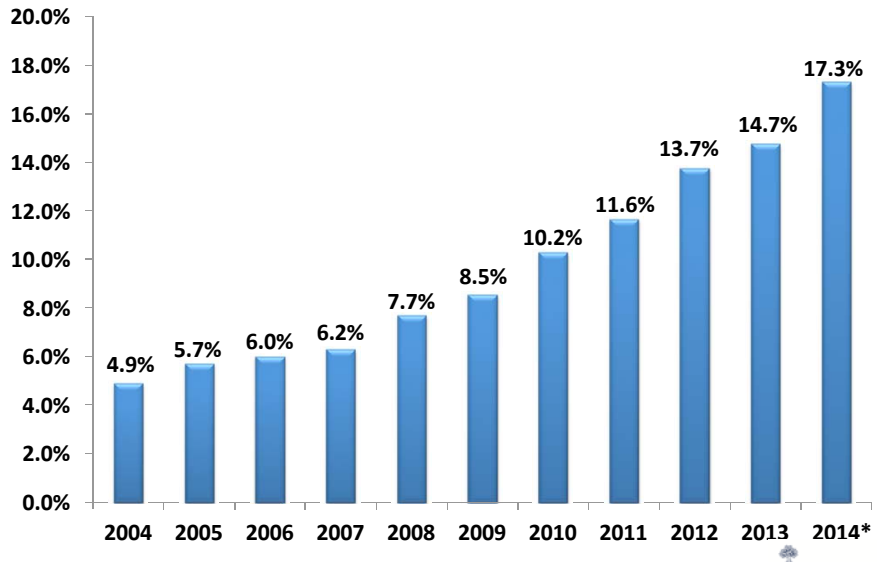
Percentage of International in Total Registrants 2004-2014

10



*2014 data as of Sep 3

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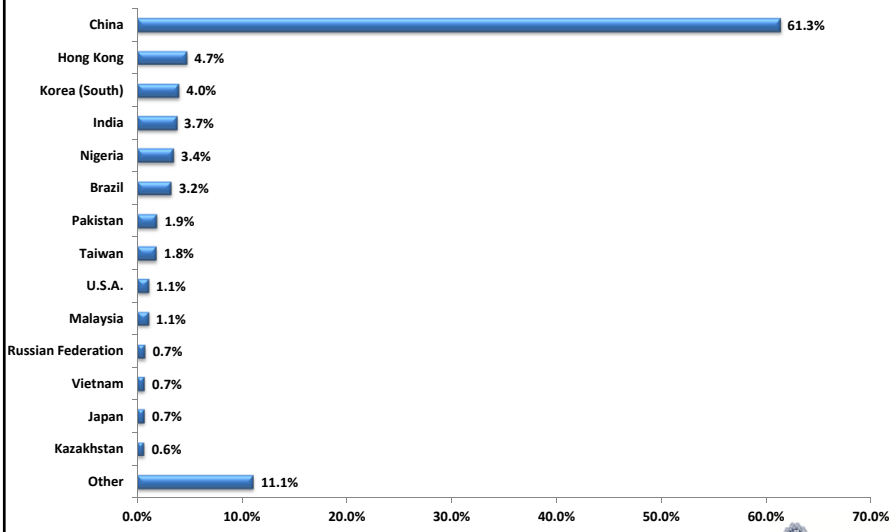
International Students by Country

11



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Priority: International Students

12

- Domestic/International Mix
  - Now at 21.1% intake; 17.3% total
- Diversification
  - Now at 61% to 66% single-source home country
- Base Budget & Vulnerability

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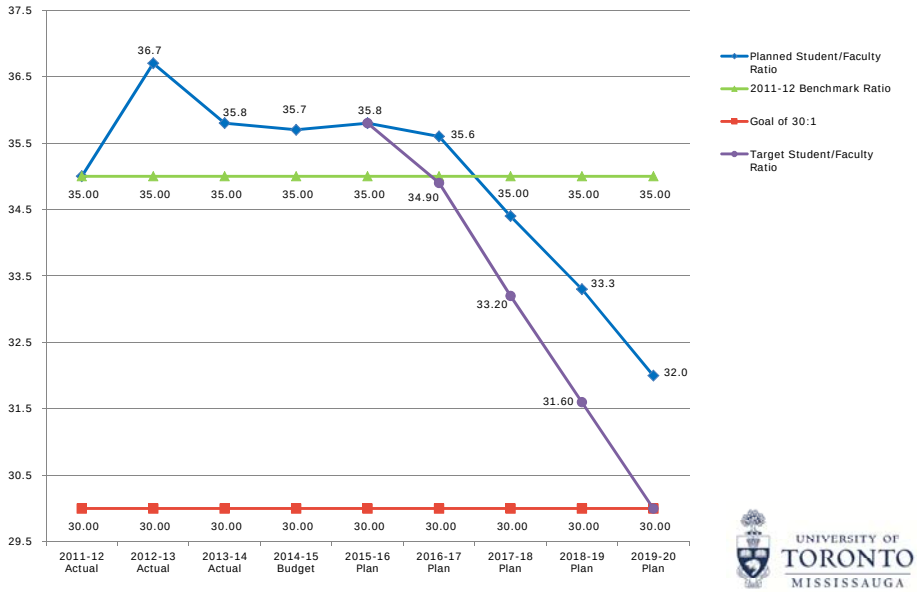
Student:Faculty Ratio

13



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Priority: Student:Faculty Ratio

14

- Now highest across University: 35.8
- Long-term target: 30.0
- Target: 34 searches 2014-15 (21 “growth”)
  35 searches 2015-16 (25 “growth”)

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Priority: Faculty Recruitment

15

Division	Professoriate	Teaching Stream	Total	Teaching %
A&S	729.9	118.2	848.1	14%
UTSC	220.9	93.0	313.9	30%
UTM	**237.1**	**62.4**	**299.5**	**21%**

- Mix of Rank/Category
- Success Rate: 2011-12 = 85%; 2013-14 = 74%
- Search Costs; time and money

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Related Recruitment Challenges

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- Renovations and Start-up Funding
- Teaching Space/FTE: 1.71 nasm (A&S 2.02)
  - Rank 12th of 18 (within UofT)
- Research/Office Space/FTE Faculty 50.11 nasm (A&S 97.76)
  - Rank 12th of 19 (within UofT)
- Capital Plan

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Capital Plan

17

Opened 2014/15

- Deerfield Hall & Innovation Complex

Underway

- Teaching/Research Laboratory Renovations
- Research Greenhouse
- Supporting Infrastructure

Major Planned

- North2 (To open September, 2017)

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Priority: Enhancing the Student Experience

18

- Transition Programs
- Experiential Learning
- Active Learning Classrooms
  - North2 + Davis Prototypes/Retrofit

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Priority: Enhancing the Student Experience (2)

- Flexibility for Academic Departments
- Base budget enhancements
- Range of initiatives (e.g. Science, Humanities, Social Sciences)

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Academic Budget Review: 5-Year Plan

(December 9, 2014)

UNIVERSITY OF TORONTO