

Campus Council and Standing Committees Orientation

UTM Academic Affairs Committee

Thursday, September 17, 2015

AGENDA

1. Chair's remarks and introductions

- Orientation Resources (<http://uoft.me/OrientationUTM201516>)

2. Mandate, Terms of Reference and Conducting Business

- Key elements of the Terms of Reference
- Organizational chart of the Governing Council
- Expectations of Committee Members
- Agendas
- Role of the Secretariat
- Role of the Administration and Assessors

3. Overview of the Campus [Professor Amy Mullin, Vice-Principal Academic & Dean, and Professor Bryan Stewart, Vice-Principal, Research]



Orientation Resource

Organizational Chart of the Governing Council

- <http://uoft.me/orgchart>

Terms of Reference of the UTM Campus Council and Standing Committees

Outlines membership composition, function, areas of responsibility and procedures

- <http://uoft.me/UTMTOR>

2015-16 Membership List of UTM Campus Council and Standing Committees

Includes members' names (and bios): alumni / community members, administrative staff, government appointees, teaching staff.

- <http://www.utm.utoronto.ca/governance/resources/membership-2015-16>

2015-16 Presidential Assessors

Includes information on the members of the University's administration who bring forward business to governance bodies.

- <http://uoft.me/Assessors201516>

2015-16 Meeting Schedule

Dates and times of all governance meetings-each body meets six times annually

- <http://uoft.me/UTMCalendar201516>

2015-16 Calendar of Business (updated every Friday)

Lists planned items for approval and information for [each] [governance body].

- <http://www.utm.utoronto.ca/governance/resources>

A Guide to Cover Sheets that accompany each Item / Proposal submitted to Governance

An "at-a-glance" explanation of the components of a key document.

- <http://uoft.me/guidetocoversheets>

Principles of Good Governance

Foundations of a robust governance process – approved by the Governing Council on October 28, 2010

- <http://uoft.me/principles>

Expectations and Attributes of Governors

Governors' responsibilities in contributing to an effective governance process – approved by the Governing Council on October 28, 2010

- <http://uoft.me/attributes>



Mandate of Governance

Succinct overview of governance mandate: approval, oversight, advice – approved by the Governing Council on October 28, 2010

- <http://uoft.me/mandate>

Login Instructions for Diligent BoardBooks, U of T's governance portal

The online portal where meeting documentation is uploaded.

- <http://uoft.me/DBBInstructions>

Biographies and Contact Information of Assessors to the UTM Campus Council and Standing Committees

- <http://www.utm.utoronto.ca/governance/assessor-biographies>

University of Toronto Mississauga Academic Affairs Committee

September 17, 2015
Orientation

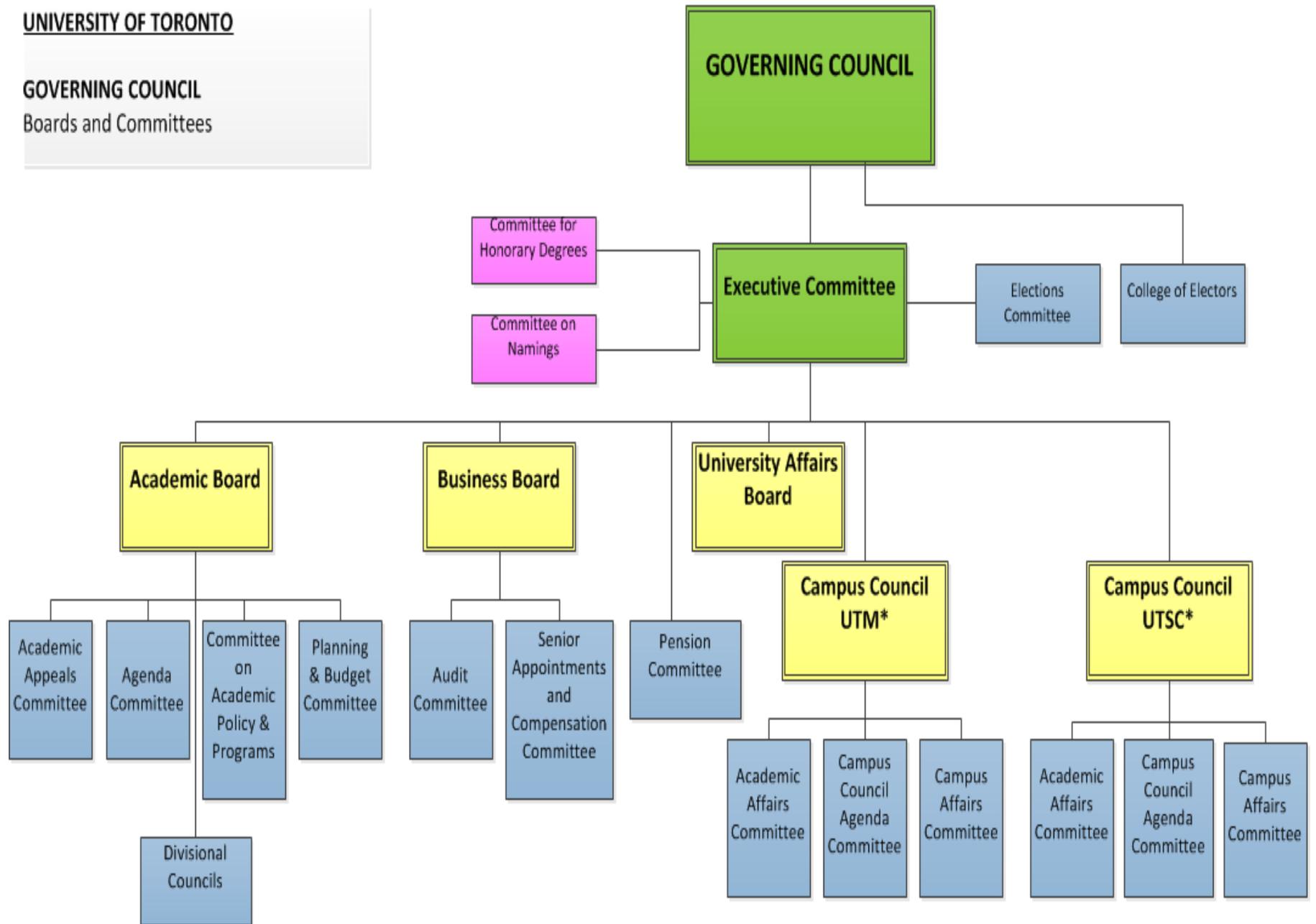


What are the Terms of Reference of the AAC?

- Consider all matters that affect the teaching, learning and research functions of the Campus.
- Monitor, review and make recommendations concerning divisional academic policies.
- Receive reports from administrators.

UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees



What is the Committee's Role in Relation to Other Governing Bodies?

- The Committee is an entry point to governance.
- Most items can be approved by the AAC; some must be forwarded to AP&P, Academic Board or Governing Council for approval.
- Other bodies to which recommendations are made expect this body to have engaged in the fullest and most detailed discussion and debate before items move on.

Who are the AAC Members ?

- 63 members
 - 2 administrative staff
 - 3 community members
 - 2 librarians
 - 35 teaching staff
 - 9 students
 - 10 *ex officio* members
 - 2 Presidential Assessors (voting)

Who are the Assessors?

- Voting Assessors
 - Vice-Principal Academic & Dean, Amy Mullin
 - Vice-Principal Research, Bryan Stewart
- Non-voting Assessors
 - Vice-Principal Special Initiatives, Ulrich Krull
 - Dean of Student Affairs, Mark Overton
 - Program and Curriculum Officer, Yen Du

What is the Role of the Assessors ?

- Bring forward proposals from the administration for consideration
- Provide reports for information.
- Introduce items before discussion and vote
- Roles of the assessors to this committee reflect their administrative terms of reference

What are the Responsibilities of AAC Members ?

- Reflect the perspectives of their estate, as appropriate
- Members act in the best interests of the institution as a whole
- Refer to “Expectations and Attributes of Governors & Key Principles of Ethical Conduct” in the quick reference guide

Committee Members: Tips for Effective Participation

Informed participation → review materials in advance
(attention to cover sheets)

- **Adding value**

- Provide feedback/advice to assessors in preliminary stages of a proposal
- Make suggestions for improvements to presentations for subsequent bodies in the governance process
- Ask questions (if answers will require preparation it is best practice to alert assessors in advance so that they can be prepared)
- Ask about consultation process
- The importance of Items for information

Calendar of Business: What business will be brought to AAC this year?

- Developed annually for all Governing Council bodies
- An overview of all anticipated business to be transacted in the year
- New items are added (updated every Friday) as they arise from the administration

How is the Agenda Set?

- Agenda planning is the “hand-off” from the administration to governance.
- Agenda planning group includes the Chair, Vice-Chair, the assessors and others as deemed appropriate by the Chair.
- The guiding principle is that the agenda is set by the Chair after receiving advice from the agenda planning group.

What is the Structure of the Agenda ?

1. Reports and Presentations
2. Items for Approval
3. Assessor's Report (standing item for each meeting)
4. Consent Agenda (routine/transactional items)
5. Other Business
6. In Camera Session

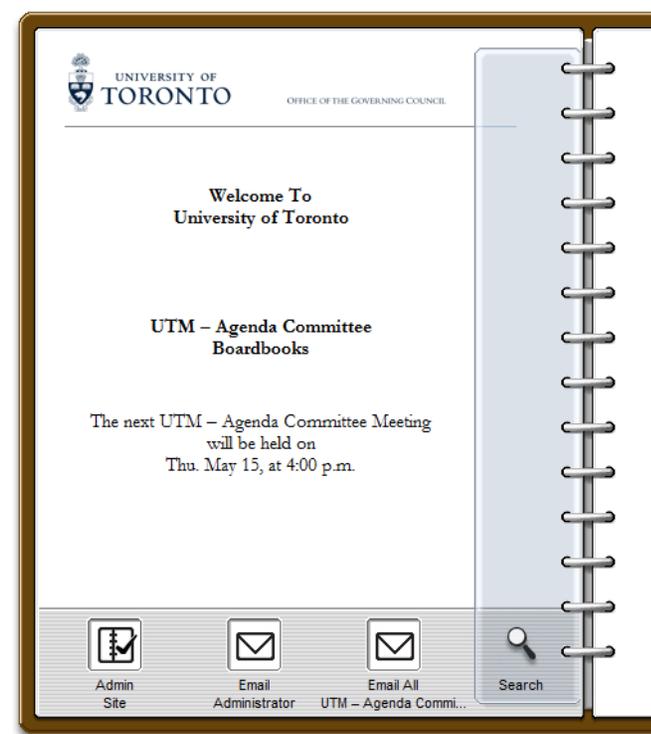
What is the Consent Agenda ?

- Items for which it is anticipated that there will be little or no discussion or debate because they are more routine or transactional are put on the Consent Agenda.
- Any member may request to have an item removed from the Consent Agenda and placed on the regular Agenda by contacting the secretary in advance of the meeting.

How Does One Access Meeting Documents ?

The Governance Portal: Diligent Boardbooks

- Only tool used to distribute confidential meeting documentation to members, and therefore the expectation is that all members make use of it
- Password protected
- Instructions for setup: <http://uoft.me/DBBInstructions>
- User Name: “firstname lastname” and the temporary Password is “July2014”.



Cover Sheets

- 1 General
- 2 Header Information
- 3 Sponsor & Presenter
- 4 Jurisdictional Information
- 5 Previous Action Taken
- 6 Highlights
- 7 Recommendation

		UNIVERSITY OF TORONTO	OFFICE OF THE GOVERNING COUNCIL
FOR RECOMMENDATION	CONFIDENTIAL	CLOSED SESSION	
TO:	Name of Governance Body		
SPONSOR:	Name, Position, Division/Department/Unit		
CONTACT INFO:	Phone Number, Email Address		
PRESENTER:	Name, Position, Division/Department/Unit		
CONTACT INFO:	Phone Number, Email Address		
DATE:	Date Prepared for Date of Meeting		
AGENDA ITEM:	Item Number		
ITEM IDENTIFICATION:			
The full name of item as listed on the agenda appears here.			
JURISDICTIONAL INFORMATION:			
Jurisdictional information related to the item and the Governance Body's role is specified here.			
GOVERNANCE PATH:			
<ol style="list-style-type: none">1. Entry Point Governance Body (Date of Meeting)2. This Governance Body (Date of Meeting)3. Next Governance Body (Date of Meeting) + Governance Body (Date of Meeting) + Governance Body [For Information] (Date of Meeting)4. Final Governance Body (Date of Meeting)			
PREVIOUS ACTION TAKEN:			
Previous action taken is delineated here.			
HIGHLIGHTS:			
In respect of the Body's terms of reference, the highlights of the proposal are summarized here.			
FINANCIAL IMPLICATIONS:			
The financial implications of the proposal are outlined in this section.			
RECOMMENDATION:			
Be It Recommended to the Next Governance Body:			
THAT the action be taken, to be effective on the date specified.			
<hr/>			
DOCUMENTATION PROVIDED:			
First Document Name			
Second Document Name			

Conduct of Meetings

- Modified version of Bourinot's Rules of Order which are included in the Governing Council's By-Law Number 2.
 - Meetings are normally open.
 - Members may speak once in a debate for up to 5 minutes to allow for wide participation
 - Only members and voting assessors may participate in debate and vote.
 - Non-members who wish to speak must request to do so in advance of the meeting.

Decisions

Proposals may be

- Approved (occasionally clarified or amended)
- Rejected
- Referred back to the administration **with advice.**
- Withdrawn by the administration.

How is all of this accomplished ?

The Secretariat

- Facilitate governance process with neutrality
- Act as expert resource to members and administration
- Ensure that documentation and Cover Sheets are complete
- Maintain the Calendar of Business
- Support the Chair and the Committee
 - UTM Director of Governance – Cindy Ferencz-Hammond
 - UTM Committee Secretary – Mariam Ali

Role of Governance vs. Administration

- Administration manages the University, issues reports and proposals.
- Governance is the receiver of proposals and reports from the administration.
- Primary Functions of Governance – Oversight, Advice, Approval (or rejection)
- Together the functions of governance and administration are sustaining and advancing the University's purpose, strength and well-being.

Member Resources

- <http://uoft.me/OrientationUTM201516>
- Quick access to frequently used member resources (membership lists, assessors, COB, schedules, TOR, portal)

Questions?

UNIVERSITY OF TORONTO MISSISSAUGA

Campus Snapshot

Academic Affairs Committee

September 17, 2015



UNIVERSITY OF
TORONTO
MISSISSAUGA

FACTS & FIGURES

- 15 Distinct Academic Departments
 - Institute of Communication, Culture, Information and Technology
 - Institute for Management & Innovation
 - Mississauga Academy of Medicine

147 PROGRAMS AND 90 AREAS OF STUDY

- Over 14000 students (undergraduate + graduate) (top 1/3rd of Canadian universities)
- Over 2300 full-time & part-time employees, including 915 permanent faculty & staff

OVER 49000 ALUMNI

U of T is ranked first in Canada for its research - UTM is a part of that success

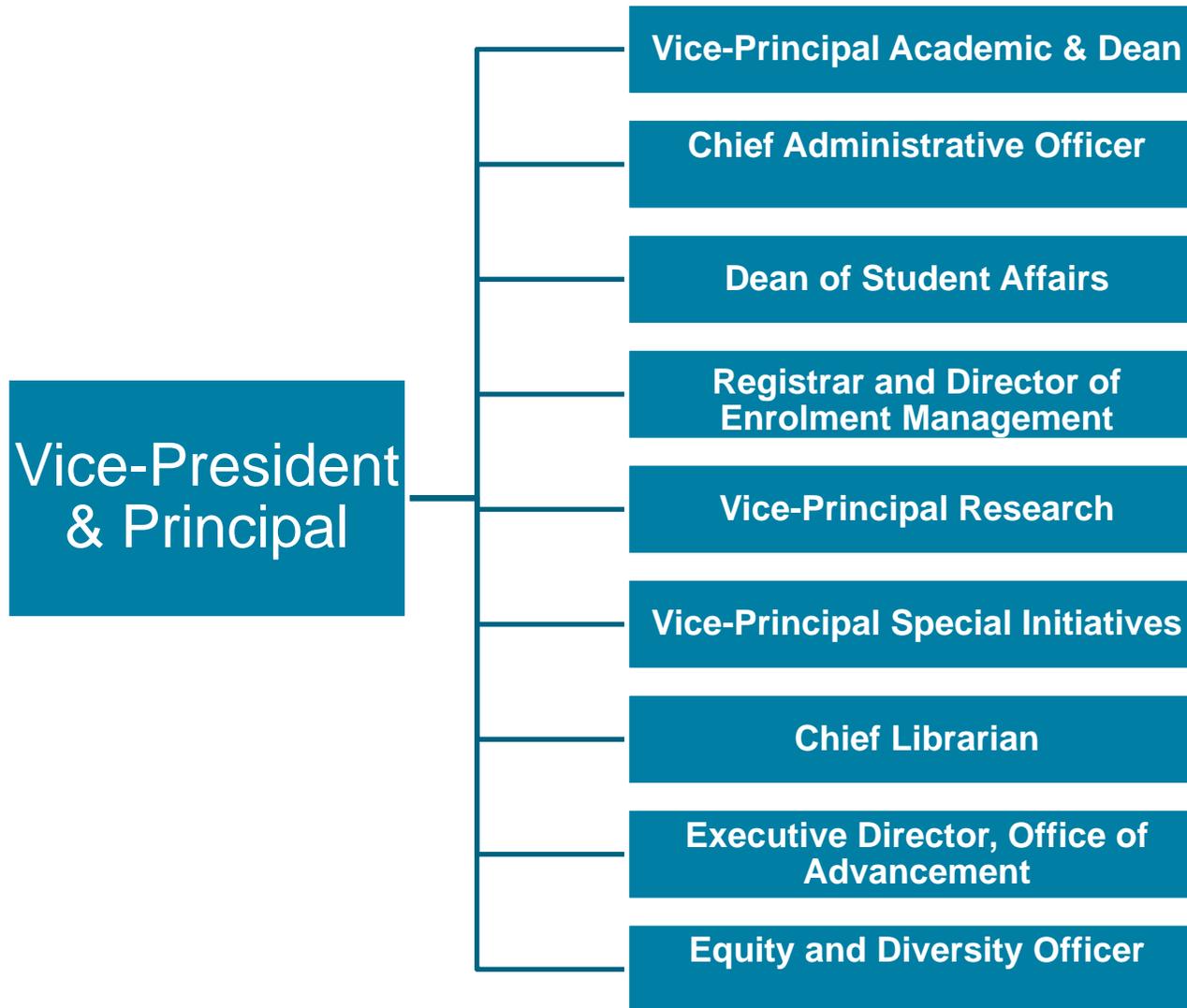
RESEARCH AT UTM

\$200,000 A WEEK IN RESEARCH

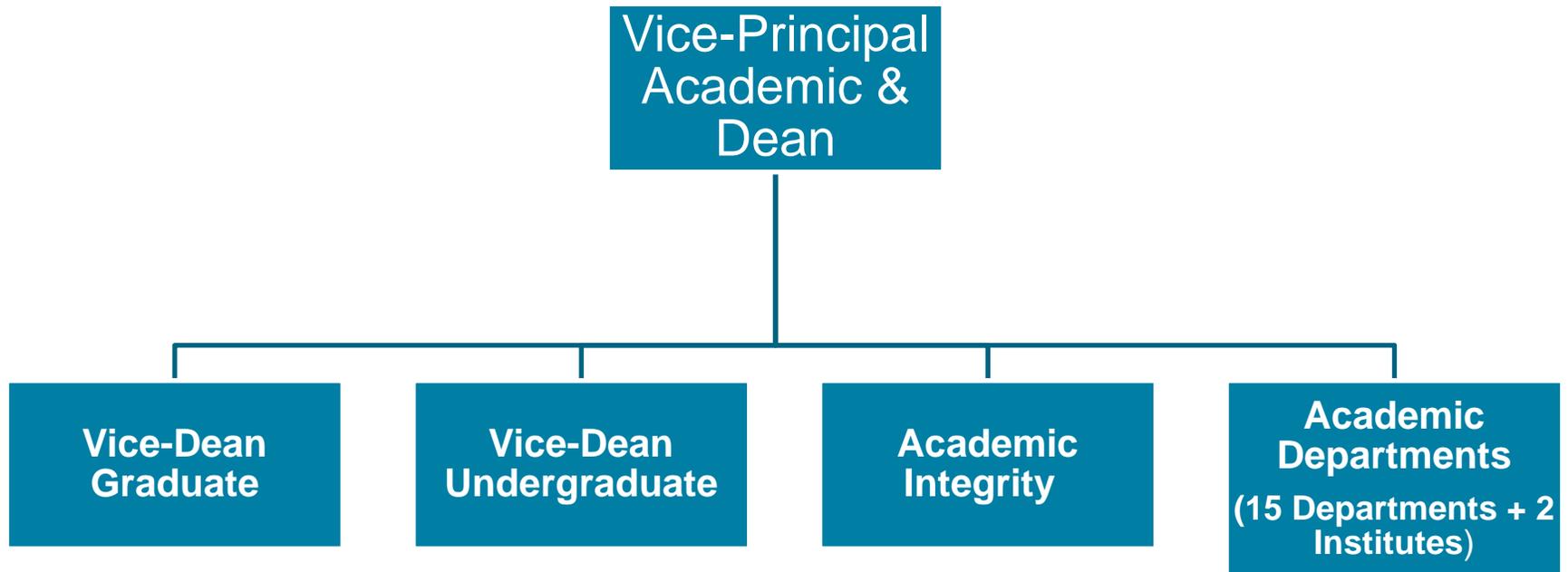
600 RESEARCH PROJECTS

\$10 MILLION IN EXTERNAL GRANTS

SENIOR ADMINISTRATIVE STRUCTURE



ADMINISTRATIVE STRUCTURE: OFFICE OF THE DEAN



OFFICE OF THE DEAN FOCUS FOR 2015/16

- Search for Vice-Principal, Academic & Dean underway
- UTM undergoing External Review

ACADEMIC PLAN & VISION

UTM Academic Plan developed consultatively and approved in the fall of 2012

Information about the plan and the complete text is available at:
<http://www.utm.utoronto.ca/academic-planning/home>

Overall goal – maintaining and improving quality of teaching and research, vigilant review of existing programs, development of new courses and programs to meet student interest and community needs, investment in new faculty to enhance teaching and research.