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

2016-17 Membership List of UTM Campus Council and Standing Committees
Includes members' names (and bios): students, alumni / community members, administrative staff and teaching staff.
- https://www.utm.utoronto.ca/governance/resources/membership-2016-17

Biographies of Assessors to the UTM Campus Council and Standing Committees
- http://www.utm.utoronto.ca/governance/assessor-biographies

2016-17 Meeting Schedule
Dates and times of all governance meetings-each body meets six times annually
- http://uoft.me/201617UTMcalendar

Login Instructions for Diligent BoardBooks, U of T's governance portal
The online portal where meeting documentation is uploaded.
- http://uoft.me/DBBInstructions

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

University of Toronto Mississauga Academic Affairs Committee

September 14, 2016
Orientation
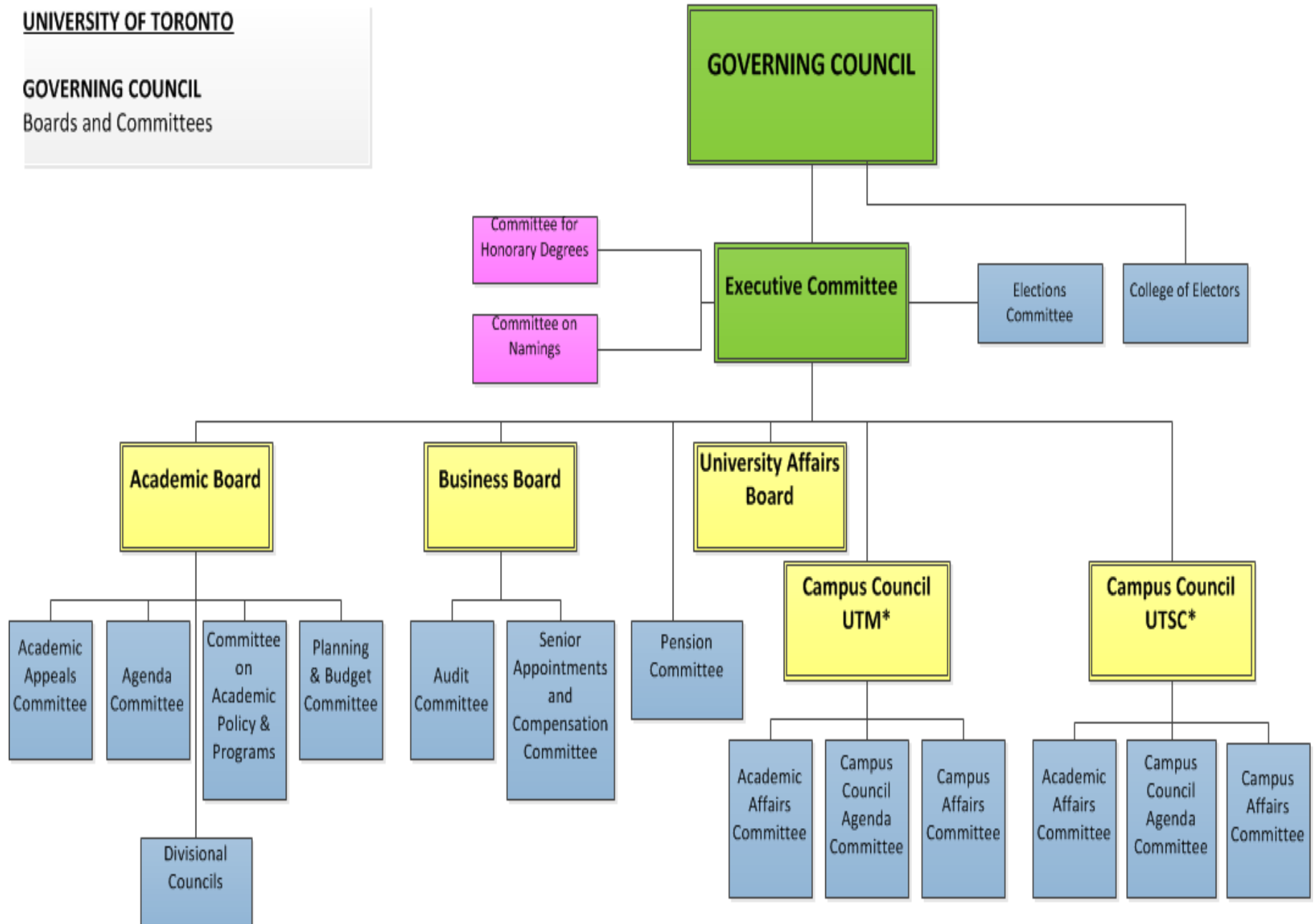
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What are the Terms of Reference of the AAC?

- 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.

GOVERNING COUNCIL
Boards and Committees

GOVERNING COUNCIL

Committee for Honorary Degrees

Committee on Namings

Executive Committee

Elections Committee

College of Electors

Academic Board

Business Board

University Affairs Board

Academic Appeals Committee

Agenda Committee

Committee on Academic Policy & Programs

Planning & Budget Committee

Divisional Councils

Audit Committee

Senior Appointments and Compensation Committee

Pension Committee

Campus Council UTM*

Campus Council UTSC*

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

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 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.

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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)

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Who are the Assessors?

- Voting Assessors
  - Vice-Principal Academic & Dean, Amrita Daniere
  - Vice-Principal Research, Bryan Stewart

- Non-voting Assessors
  - Dean of Student Affairs, Mark Overton
  - Program and Curriculum Officer, Anuar Rodrigues/Yen Du

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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

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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 guid

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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

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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 Friday) as they arise from the administration

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Items for Consideration

- **Minor Modification:** Considered by AAC only
  - New courses, and annual undergraduate curriculum changes, new minor within existing program
- **Major Modification:** Considered by AAC; forwarded to Committee on Academic Policy & Programs (AP&P) for information
  - Combined degree programs, new freestanding minor programs, new campus admission policies
- **Program Closures or New Undergraduate Programs within existing degrees**: AAC, AP&P for approval.
- **New Graduate Program:** AAC, AP&P, Academic Board (AB).

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. Other Business
4. Assessor's Report (standing item)
5. Consent Agenda (routine/transactional items)
6. In Camera Session

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What are Strategic Presentations?

Strategic Presentations:

- Not a standing item – normally at the beginning of meetings

- Briefing session for members on a topical matter

- Context and information

- Prepares members for consideration of items

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.

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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/GovernancePortal User Name:"firstname lastname" and the temporary Password is "**July2016**".
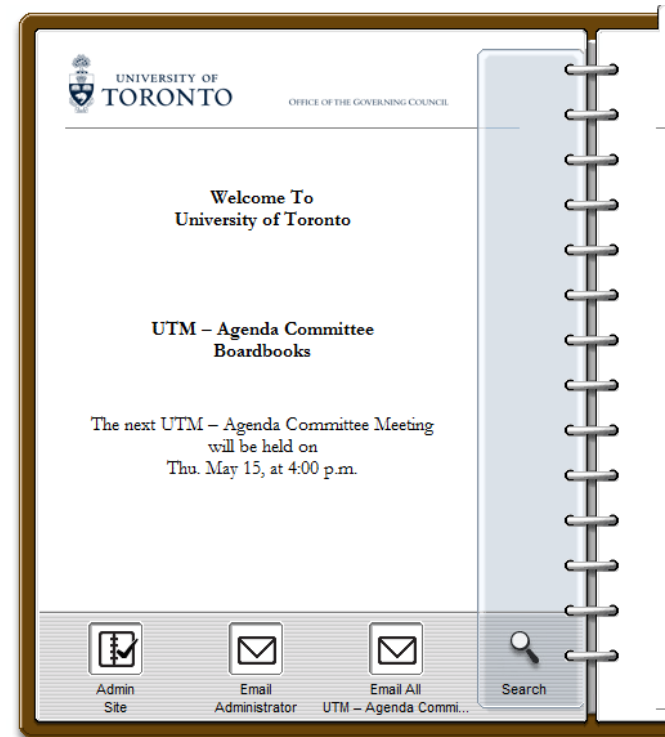
Cover Sheets

1. General

2. Header Information

3. Sponsor & Presenter

4. Jurisdictional Information

5. Previous Action Taken

6. Highlights

7. Recommendation

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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:

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.

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.

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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, Assistant Secretary to Governing Council – 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.

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Member Resources

- http://uoft.me/OrientationUTM201617

- Quick access to frequently used member resources (membership lists, assessors, COB, schedules, TOR, portal)

Questions?