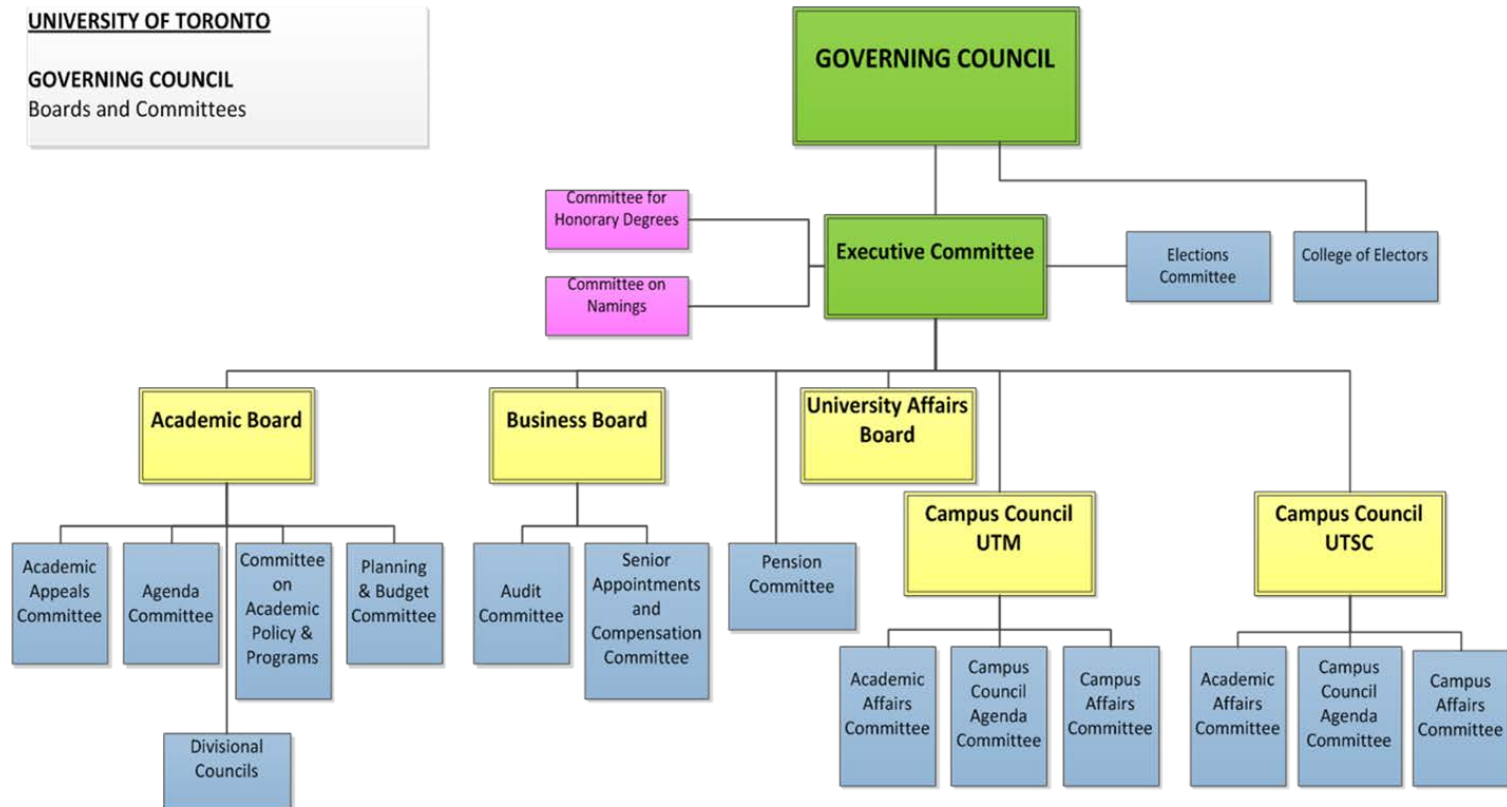# UTSC Academic Affairs Committee Orientation Session for Members

September 27, 2016
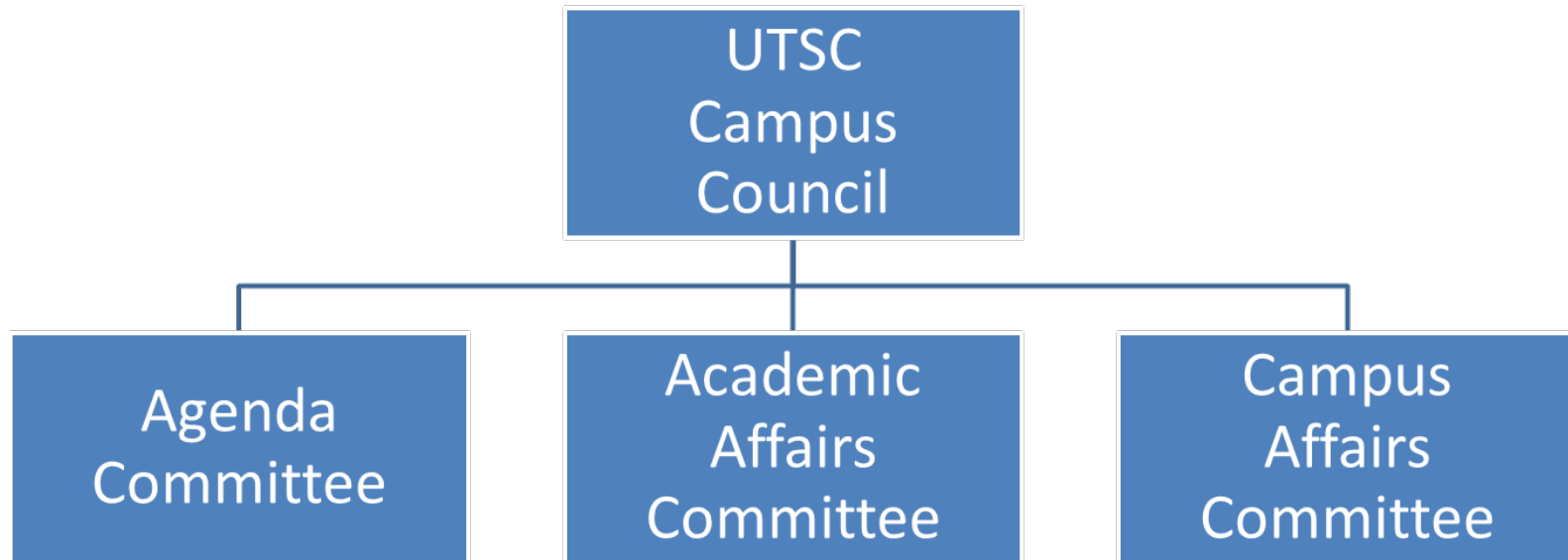
UNIVERSITY OF TORONTO

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

Campus Council UTM

Campus Council UTSC

Academic Appeals Committee

Agenda Committee

Committee on Academic Policy & Programs

Planning & Budget Committee

Audit Committee

Senior Appointments and Compensation Committee

Pension Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

Divisional Councils

UTSC Governance Bodies

UTSC Campus Council

Agenda Committee

Academic Affairs Committee

Campus Affairs Committee

- The UTSC Campus Council and its Standing Committees (UTSC Academic Affairs, UTSC Campus Affairs, and UTSC Agenda Committee) were established in 2013 to improve governance oversight on all three campuses.

- Comparable to the Boards of Governing Council and comprise representatives of the five estates (teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.].

- The governance processes are aimed at enhancing campus-based decision-making and ensuring accountability.

- Relatively large reflecting the structure of Academic Board.
- 61 members
  - 2 administrative staff
  - 3 community members
  - 2 librarian staff
  - 33 teaching staff
  - 9 students
  - 10 *ex officio* members
  - 2 Presidential Assessors

- Matters that concern the teaching, learning and research functions of the Campus
- Monitoring, reviewing and making recommendations concerning divisional academic policies
- Matters that impact priorities for teaching and research activities on Campus
- Most items are approved by the AAC, some items forwarded to AP&P

- Academic appeals policies and procedures

- Academic plans and guidelines for such plans

- Academic priorities for fundraising

- Academic programs

- Academic regulations

- Academic services

- Admissions

- Awards

- Examinations and grading practices

- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity

- Name changes of academic units

- Research planning (Research policy is considered by the Committee on Academic Policy and Programs)

- Represent the perspective of your constituency in debate but, in the end, act in the best interests of the institution as a whole.

- Read documentation in advance to facilitate informed participation.

- Alert assessors through the Secretariat of substantive questions to be asked at the meeting.

- Actively engage: prepare, participate, pose questions.

- Vote on all matters requiring a decision, except where a conflict of interest may exist.

- Act ethically and in good faith; declare all conflicts of interest.

- Be transparent: disclose any actual, potential or appearance of a conflict.

- If in doubt, please contact the Secretariat.

A member's perspective
Dr. Jennifer McKelvie

- Committee members provide approval, oversight and advice on items of business being brought forward.

- Items of business can be approved, rejected or referred back to the administration.

- Motions can be approved, recommended for approval or confirmation.

- Campus Council is final body of consideration at campus level; some motions passed are subject to Executive Committee confirmation.

- Standing Committee & Council receive proposals for consideration by Assessors.

- Assessors are senior administrators appointed by the President and serve as subject-matter experts to governance bodies.

- Assessors bring forward proposals from the administration for consideration.

- They also provide reports for information.

- Administration manages the University.

- Governance is a receiver of proposals and reports from the administration.

- Function of governance is to sustain and advance the University's mission.

An Assessor's perspective

Prof. William Gough
Vice-Principal (Academic) & Dean

- Agenda planning is based on the Calendar of Business; an overview of all anticipated business to be transacted in the governance year.

- Calendar of Business updated regularly and posted at:

  http://www.utsc.utoronto.ca/governance/resources

- Current version found in orientation package

Meeting Agendas

- – Chair's Remarks
- – Approval items
- – Items for discussion and information
- – Reports/Presentations
- – Assessor reports
- – Consent agenda
  - Items for which there may be little or no discussion/debate
  - routine or transactional in nature (e.g. minutes);
  - Members may request that a Consent agenda item be placed on the regular Agenda in advance of the meeting.
- – Other business
- – *In camera items*

Cover Sheets

Cover Sheets

1. General

2. Header Information

3. Sponsor & Presenter

4. Jurisdictional Information

5. Previous Action Taken

6. Highlights

7. Recommendation

- Agenda packages are finalized and posted a week prior to the Committee meeting.

- Non-confidential meeting material is posted to the UTSC Campus Council website:

http://www.utsc.utoronto.ca/governance/academic-affairs-committee-2016-17

- Members are informed of substantive updates to packages.

- Only tool used to distribute confidential meeting documentation to members.

- Password protected.

- Instructions for setup: http://uoft.me/governanceportal

- Help is available 24/7: 1-866-262-7326

Open Session:
- Open to members of the University, the public, the media, up to room capacity. Most Council, Board and Committee meetings meet in open session.

Closed Session:
- Restricted to members of the Council, Board or Committee and individuals whose presence is considered by the Committee to be necessary (normally members of the administration). Motion needed to move from open to closed session.

In Camera:
- A meeting or part of a meeting may be held *in camera* where "intimate financial or personal matters of any person may be disclosed." *(By-law Number 2)* Motion needed to go into *in camera* session.

- Provides support to Committee/Council Chairs and Committees:
    - Advises members on all governance matters related to UTSC Campus Council
    - Coordinates meeting logistics
    - Communicates Council/Committee decisions to affected parties
    - Manages governance records and maintain Council and Committee membership

Ms Amorell Saunders N'Daw

Director of Governance &

Assistant Secretary of the Governing Council
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416-287-5639

Ms Rena Prashad

Committee Secretary
rparsan@utsc.utoronto.ca
416-208-5063

More Information

U of T Home

http://www.utoronto.ca/

Governing Council

http://www.governingcouncil.utoronto.ca/site3.aspx

UTSC Governance

http://www.utsc.utoronto.ca/governance/

About U of T

http://www.utoronto.ca/about-uoft.htm

1. How many members serve on the UTSC Affairs Committee?

a. 34, b. 28, c. 61, d. 15

2. Which individuals bring business items forward to the Council and/or Committees for consideration?

a. Students, b. Secretariat, c. Administrative Staff, d. Assessors

3. How often is the Calendar of Business updated?

a. Annually, b. Monthly, c. Weekly, d. Daily

4. There are _____ standing Committees of the UTSC Campus Council.

a. 1, b. 2, c. 3, d. 4

5. At a UTSC Campus Council or Standing Committee meeting, a business item can be:

a. Approved, b. Rejected, c. Referred back to the administration, d. All of the above

6. Normally, how many times during the governance year do the UTSC Campus Council and its Standing Committees meet?

a. 4, b. 8, c. 6, d.10

7. What Committee sets the agenda for the UTSC Campus Council?

a. Agenda Committee, b. Academic Affairs Committee, c. Campus Affairs Committee, d. All of the above

8. What information is included on governance Cover Sheets?

a. Assessor information, b. Governance path, c. Motion, d. all of the above

9. The Agenda Committee and Agenda Planning Meetings take place in:

a. open session, b. closed session, c. in-camera, d. none of the above

10. Diligent Boards is the UTSC governance_____:

a. professional development initiative for Council/Committee Members b. online resource for meeting documentation,
c. the teleconference company used by the Secretariat,
d. a new governance Committee for exemplary staff

Thank you.

Committee Members' Quick Reference Guide to On-Line Resources

During the course of the year, you will receive a lot of documentation. You are encouraged to familiarize yourself with the resource documents in advance of the first meeting.

1. **Organizational Chart of the Governing Council**

2. **Terms of Reference** (UTSC Academic Affairs Committee)

3. **2016-17 UTSC Academic Affairs Committee Membership List**
    Includes the names of members' and the constituency they represent.

4. **2016-17 Presidential Assessors**
    Includes information on the members of the University's administration who bring forward business to governance bodies.

5. **2016-17 UTSC Academic Affairs Committee Meeting Schedule**

6. **2016-17 Calendar of Business** (updated every Friday)
    Includes planned items for approval and information for each governance body.

7. **List of Commonly Used Acronyms**
    Includes a list of commonly used acronyms across the University and in governance.

8. **Guidelines on Attendance at Meetings**
    Defined are the parameters of open, closed and in camera meetings.

9. **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.

10. ***Principles of Good Governance***
    Foundations of a robust governance process – approved by the Governing Council on October 28, 2010.

11. ***Expectations and Attributes of Governors and Key Principles of Ethical Conduct***
    Governors' responsibilities in contributing to an effective governance process – approved by the Governing Council on October 28, 2010.

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

13. ***Fiduciary Responsibilities of Members of the Governing Council***

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_02													
Annual Report: Academic Appeals, UTSC	OCCUTSC	☑		CYCLE_02								FI	-
Appointments: UTSC Campus Council Nominating Committee	OCCUTSC	☐			CYCLE_02	CYCLE_02						FA	-
Current-year Campus and Institutional Operating Budget, UTSC	VPUO	☐	CYCLE_02			CYCLE_02						FI	-
Out-of-Cycle Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_02								FA	-
Update on the University's Sexual Violence Action Plan	PROVOST	☐	CYCLE_02			CYCLE_02						FI	-
CYCLE_03													
Capital Project: Student Residence, UTSC	CAOUTSC	☐	CYCLE_03			CYCLE_03	CYCLE_03	CYCLE_03		CYCLE_03	CYCLE_03	FA	-
External Reviews--TBD	VPADUTSC	☐		CYCLE_03								FI	-
Operating Budget: Themes and Priorities, UTSC	CAOUTSC	☐	CYCLE_03			CYCLE_03						FI	-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_03								FA	-

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_04													
2017-18 Sessional Dates	REGUTSC	☐		CYCLE_04								FI	-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_04								FI	-
CYCLE_05													
Compulsory Non-Academic Incidental Fees – Report and Analysis: 2016-17	PROVOST	☑	CYCLE_05									FI	-
Memorandum of Agreement (MOU)- Combined Degree Programs and Facilitated Transfer Pathways	VPADUTSC	☐		CYCLE_05								FI	-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	☑	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	☑	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	☑	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_05								FI	-

Item			Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_06A															
Annual Report: Vice-Principal, Research- UTSC			VPRUTSC	☑		CYCLE_06A		CYCLE_06A						FI	-
Appointments: 2017-18 UTSC Campus Council Community Members			OCCUTSC	☐			CYCLE_06A	CYCLE_06A						FA	-
External Reviews--TBD			VPADUTSC	☐		CYCLE_06A								FI	-
Graduate Curricular Changes			VPADUTSC	☐		CYCLE_06A								FA	-
Graduate Curricular Changes			VPADUTSC	☐		CYCLE_06A								FI	-
The University's Budget Incorporating UTSC's Budget Envelope, UTSC			VPUO	☐	CYCLE_06A			CYCLE_06A						FI	-
Undergraduate Curricular Changes			VPADUTSC	☐		CYCLE_06A								FI	-

Item			Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_06B															
Annual Report: Community Partnerships and Engagement-UTSC			CAOUTSC	☑	CYCLE_06B									FI	-
Annual Report: Police Services - UTSC			CAOUTSC	☑	CYCLE_06B							CYCLE_06A		FI	-
Annual Report: Recognized Campus Groups - UTSC			DSAUTSC	☑	CYCLE_06B							CYCLE_06A		FI	-
Appointments: 2017-18 UTSC Campus Council Members' Standing Committee Membership			OCCUTSC	☐			CYCLE_06B	CYCLE_06B						FA	-
Out-of-Cycle New Courses			VPADUTSC	☐		CYCLE_06B								FA	-

Your Governance IQ

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