



**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Academic Affairs Committee

**SPONSOR:** Cindy Ferencz Hammond, Director of Governance, UTM  
**CONTACT INFO:** Assistant Secretary of the Governing Council

**PRESENTER:** See above  
**CONTACT INFO:**

**DATE:** January 2, 2017 for January 9, 2017

**AGENDA ITEM:** 5

**ITEM IDENTIFICATION:**

Revision to the UTM Academic Affairs Committee *Terms of Reference*

**JURISDICTIONAL INFORMATION:**

The Governing Council has established Boards and Committees and assigned responsibilities among those bodies through their terms of reference. The Governing Council has periodically approved changes in Board and Committee terms of reference to respond to changing circumstances, including the need for some routine, minor changes.

**GOVERNANCE PATH:**

1. **UTM Academic Affairs Committee [For Information] (January 9, 2017)**
2. University of Toronto Mississauga Campus Council [For Information] (February 1, 2017)
3. Executive Committee [For Endorsement & Forwarding] (February 6, 2017)
4. Governing Council [For Approval] (February 15, 2017)

**PREVIOUS ACTION TAKEN:**

No previous action in governance has been taken on this proposal.

**HIGHLIGHTS:**

The purpose of the changes to the UTM Academic Affairs Committee Terms of Reference (AACTOR) is to update its composition in light of changes to the organizational structure of the UTM Office of the Dean, recently introduced by Professor Amrita Daniere, Vice-Principal Academic and Dean.

The current AACTOR lists the positions of Vice-Dean, Undergraduate and Vice-Dean, Graduate as ex-officio members. These two positions have now been eliminated, and three new Vice-Deans have been created as follows: Vice-Dean, Faculty, Vice-Dean, Academic Experience, and Vice-Dean, Teaching & Learning.

It is proposed that two of the above newly created positions – Vice-Dean, Academic Experience and Vice-Dean, Teaching & Learning – replace the now eliminated positions of Vice-Dean, Undergraduate and Vice-Dean Graduate. This would require a revision to section 1.1 of the UTM AACTOR (page 13).

Descriptions of the two Vice-Dean positions to be added to the ex-officio membership of the UTMAAC are below:

***Responsibilities of the Vice-Dean, Teaching & Learning***

The Vice-Dean, Teaching & Learning reports to the Vice-Principal Academic and Dean, participates as a key member of the Dean's office in planning and carrying out the academic mission of the campus and focus on academic programs and teaching support functions for faculty and associated pedagogical policy, curricular initiatives and Teaching and Learning innovations as part of on-going curriculum renewal, course evaluations and development of coordinate special faculty-wide academic programs. The Vice Dean, T&L collaborates in identifying priorities (with the Information and Instructional Technology Services office) for the academic aspects of instructional/informational technology in support of Teaching & Learning, collaborates with the UTM librarians particularly in the area of instructional technology services as well as on-line initiatives; represents UTM on the Tri-campus Decanal Committee; and reports on undergraduate and graduate matters, as necessary, before governance bodies of the University. Finally, the Vice Dean, T&L is a leader in terms of ensuring pedagogical excellence across the campus and building a positive and innovative learning environment for the future.

***Responsibilities of the Vice-Dean, Academic Experience***

The Vice-Dean, Academic Experience reports to the Vice-Principal, Academic and Dean, and participates as a key member of the Dean's office in planning and carrying out the academic mission of the campus with a focus on developing and sustaining a rich and diverse intellectual experience for all students. A major element of the Vice Dean, Academic Experience portfolio involves working on student outreach, recruitment and retention with the Dean of Student Affairs, the Registrar's Office, the UTM Library, Student Affairs, the UTM Student Union (UTMSU), the UTM Association for Graduate Students (UTMAGS) and other relevant bodies. The Vice-Dean, Academic Experience develops practices and policies regarding academic integrity for the undergraduate programs and oversees the work of staff and Dean's Designates on academic code violations. The Vice Dean, Academic Experience supervises the work of the Office of Experiential Education and Community Exchange as well as the transitional year programs (in concert with Student Affairs). In addition, the position assists with the integration of professional development programming (in collaboration with Registrar's Office and the Career Centre) as a means of allowing both undergraduate and graduate

students to make the most of myriad academic opportunities and options available through UTM. As a consequence, this position requires significant interactions with the external community.

**FINANCIAL IMPLICATIONS:**

None

**RECOMMENDATION:**

For Information

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**DOCUMENTATION PROVIDED:**

- UTM Campus Council and its Standing Committees *Terms of Reference* (track changes version)
- UTM Campus Council and its Standing Committees *Terms of Reference* (proposed final version)



## Terms of Reference

### University of Toronto Mississauga Campus Council

#### 1. MEMBERSHIP

##### 1.1 Composition

Total membership will be **28** members, reflecting the Governing Council’s membership in that half of the University of Toronto Mississauga Campus Council (UTM Council) membership will be internal (administrative staff, students, and teaching staff of the UTM campus) and half external (alumni and community members). On the Governing Council, the latter group would be elected alumni and appointed Lieutenant Governor-in-Council (LGIC) governors. There will be one voting administrative assessor, the Vice-President and Principal, UTM, who serves on the Council *ex officio*.

CONSTITUENCY <sup>1</sup>	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0	2	2 <sup>2</sup>
Community Members, including Alumni, LGIC Appointees, and other members of the community <sup>3</sup>	3	8	11
Teaching Staff	1	5	6
Students <sup>4</sup>	0 - 1	4 - 3	4
<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
<b>TOTAL</b>	<b>8-9</b>	<b>19-18</b>	<b>28</b>

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

<sup>1</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>2</sup> Normally, one of the two administrative staff positions will be reserved for a librarian.

<sup>3</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

<sup>4</sup> 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).

## **1. MEMBERSHIP (cont'd)**

The President may appoint annually University Officers as non-voting assessor members of the UTM Council in addition to the *ex officio* voting assessor.

### **1.2 Term**

Terms begin on July 1 and continue to June 30.

### **1.3 Appointment/Election of Members**

#### **1.3.1 Appointment of Governing Council Members to the UTM Council**

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

#### **1.3.2 Appointment/Election of Non-Governing Council Members to the UTM Council**

##### **1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTM Campus**

Non-governors will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. The non-Governing Council student members are elected annually and may be re-elected. The non-Governing Council administrative staff and teaching staff members are elected for three-year terms and may be re-elected. Non-governors may serve on the UTM Council for a maximum of nine consecutive years, which is consistent with the maximum number of years that a member may serve on the Governing Council.<sup>5</sup>

##### **1.3.2.2 Appointment of Community Members by the UTM Council Agenda Committee**

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 Council.<sup>6</sup> 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 Campus Council. In developing recommendations for alumni appointments, preference will normally be given to alumni of the UTM campus. The UTM Council Agenda Committee will recommend the community membership of the UTM Council, which is responsible for appointing those members. When serving as the nominating committee, the UTM Council Agenda Committee meets *in camera*.

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<sup>5</sup>*University of Toronto Act, 1971*, Section 2 (9).

<sup>6</sup>The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTM Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

## **1.4 Officers of the UTM Council**

### **1.4.1 Chair and Vice-Chair**

The Chair and Vice-Chair of the UTM Council shall be elected annually from among the members of the Governing Council on the UTM Council.

### **1.4.2 Secretary**

The Secretary of the UTM Council shall be appointed by the Vice-President and Principal of UTM and shall be a non-voting, *ex officio* member of the UTM Council and its committees.

## **2. QUORUM**

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

## **3. COMMITTEES**

### **3.1 Standing Committees**

The Standing Committees of the UTM Council are:

Academic Affairs Committee  
Campus Affairs Committee  
Campus Council Agenda Committee

### **3.2 Special Committees**

From time to time the UTM Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the UTM Council Agenda Committee, when, in the view of the UTM Council, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;

### **3. COMMITTEES (cont'd)**

#### **3.2 Special Committees (cont'd)**

- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the UTM Council Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

### **4. FUNCTION**

On behalf of the Governing Council, the UTM Council exercises governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time to time. In general, the UTM Council is concerned with matters affecting the Campus' objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Decisions of the UTM Council may be final with confirmation by the Executive Committee on behalf of the Governing Council, or constitute a recommendation to the Governing Council or one of its bodies.

### **5. AREAS OF RESPONSIBILITY**

**5.1** The following areas are within the UTM Council's responsibility. Matters within these areas may be considered by the UTM Council itself and/or one of its Standing Committees:

- Academic appeals
- Academic plans and guidelines for such plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations
- Admissions
- Awards
- Budget
- Campus and student services
- Campus Master Plans
- Campus security
- Capital plans, projects and space

## **5. AREAS OF RESPONSIBILITY (cont'd)**

- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional activity
- Name changes of academic units
- Relations with the campus's external community
- Research planning
- Student societies and campus organizations

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTM Council itself from its standing committees. Refer to Attachment A for a detailed map of governance approval pathways.

### **5.2 Matters Requiring Governing Council Approval**

- Academic priorities for fundraising
- Budget (as part of the University's annual operating budget)
- Campus Master Plan
- Capital plans, projects, and space
- Establishment, disestablishment or restructuring of academic units
- New policy and major policy changes concerning campus co-curricular programs, services, and facilities

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

Matters listed in Section 5.5 require confirmation by the Executive Committee of the Governing Council, pursuant to the *University of Toronto Act, 1971*, Section 2(14)(e), which states that "...where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council."

### **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by the UTM Council)

### **5.5 Matters Requiring Approval by the UTM Council**

- Campus and student services
- Campus security
- Child care



## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.5 Matters Requiring Approval by the UTM Council (cont'd)**

- 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

### **5.6 Matters for Information**

The UTM Council 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.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTM Council 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 Council will use the procedures set out for the meetings of the Committees of the Governing Council.

### **6.2 Consent Agenda**

The UTM Council Agenda Committee may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the UTM Council, unless a member so requests. Rather, members with questions for clarification or requests for further information may 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 UTM Council 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 UTM Council in the usual manner.

Where a consent item requires a resolution of the UTM Council, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council 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 UTM Council without introduction or discussion.

## **6. PROCEDURES (cont'd)**

### **6.3 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 UTM Council Agenda Committee from time to time will be considered by means of 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 UTM Council should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Agenda Committee. The report will be considered by the UTM Council at that meeting in the usual manner.

## **University of Toronto Mississauga Campus Council Agenda Committee**

### **1. MEMBERSHIP**

#### **1.1 Composition**

A representative body with total membership of **13** members, the University of Toronto Mississauga Campus Council Agenda Committee (UTM Council Agenda Committee) is composed of members of the UTM Council and comprises the five estates of the Governing Council and the UTM Council.

The UTM Council shall appoint one additional member of the teaching staff and one additional student member from among its members to sit on the UTM Council Agenda Committee when the Committee serves as a nominating committee of the UTM Council.

<b>CONSTITUENCY<sup>7</sup></b>	<b>GOVERNING COUNCIL</b>	<b>NON-GOVERNING COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	0	1	1
Community Member (an alumnus/a, LGIC appointee or other member of the community) <sup>8</sup>	0-1	1 -0	1
Teaching Staff	0 - 1	1 - 0	1
Student <sup>9</sup>	0 - 1	1 - 0	1
<i>Ex Officio</i>			
Chancellor	1		
Chair, Governing Council	1		
Vice-Chair, Governing Council	1		
President	1		
Chair, UTM Council	1		
Vice-Chair, UTM Council	1		
Chair, Academic Affairs Committee (AAC)		1	
Chair, Campus Affairs Committee (CAC)		1	
Vice-President and Principal, UTM			1
			9
<b>TOTAL</b>	<b>6-9</b>	<b>6-3</b>	<b>13</b>

<sup>7</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>8</sup> “Other member of the community” refers to an individual in the broader community who has an interest in, commitment to or affiliation with the campus.

<sup>9</sup> 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).

## **1. MEMBERSHIP (cont'd)**

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

### **1.2 Term**

Terms are for one year, beginning on July 1 and continuing to June 30.

### **1.3 Appointment of Members of the UTM Campus Council Agenda Committee**

Members of the UTM Council Agenda Committee are appointed annually by the UTM Council from among its members on the recommendation of the UTM Council Chair, following nominations by and from among the represented estates on the Campus Council.

### **1.4 Chair and Vice-Chair of the UTM Campus Council Agenda Committee**

The Chair and Vice-Chair of the UTM Council are the Chair and Vice-Chair of the UTM Council Agenda Committee.

## **2. QUORUM**

Quorum shall consist of one-third of the voting members (normally 5).

## **3. SUBCOMMITTEES**

### **3.1 Special Committees**

The UTM Council Agenda Committee may establish Special Committees for specific purposes.<sup>10</sup>

## **4. FUNCTION**

Subject to the authority of the Governing Council, the UTM Council Agenda Committee is responsible for directing the flow of business within the UTM Council, overseeing the operation of the UTM Council and its Committees, and serving as an advisory body for the Vice-President and Principal, UTM. No decision of the UTM Council Agenda Committee is effective until approved by the UTM Council or unless the UTM Council has previously assigned authority therefore to the UTM Council Agenda Committee.

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<sup>10</sup> See Section 3.2 of the Terms of Reference of the UTM Council for procedures governing the establishment of Special Committees by the Agenda Committee.

## **5. AREAS OF RESPONSIBILITY**

### **Governance Oversight**

- 5.1** The UTM Council Agenda Committee is responsible for the preparation of the agenda for meetings of the UTM Council. The Committee determines the readiness of items of business for submission to the UTM Council, the documentation required to accompany a proposal, and any guests to be invited to each meeting of the UTM Council. As part of its responsibility, the Committee receives and reviews reports of other committees for transmittal to the UTM Council. The Committee decides which items will be placed on the consent agenda and which reports for information will be published electronically.<sup>11</sup> The UTM Council Agenda Committee also considers notices of motion given at the UTM Council.
- 5.2** The UTM Council Agenda Committee plays a co-ordinating role in relation to the committees of the UTM Council. The Committee refers matters to other committees of the UTM Council. It also screens new issues and assigns them to standing or special committees or to the administration for consideration.
- 5.3** The UTM Council Agenda Committee acts as a nominating committee, reviewing and developing nominations for and appointments to the UTM Council and its committees. It makes its recommendations to the UTM Council, which has responsibility for approving those appointments.

### **Additional Responsibilities**

- 5.4** The UTM Council Agenda Committee may be assigned responsibilities from time to time by resolution of the UTM Council.

## **6. PROCEDURES**

The UTM Council Agenda Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of *By-law Number 2* of the Governing Council, the Committee may move *in camera*.

### **6.1 Consent Agenda**

The Chair may determine that certain items 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, may contact the sponsor of 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

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<sup>11</sup> See Sections 6.2 and 6.3 of the Terms of Reference of the Campus Council.

## **6. PROCEDURES (cont'd)**

### **6.1 Consent Agenda (cont'd)**

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 UTM Council Agenda Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council Agenda 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 UTM Council Agenda Committee without introduction or discussion.

### **6.2 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 Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTM Council Agenda Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Agenda Committee. The report will be considered by the UTM Council Agenda Committee at that meeting in the usual manner.

## **University of Toronto Mississauga Academic Affairs Committee**

### **1. MEMBERSHIP**

#### **1.1 Composition**

Total membership of the University of Toronto Mississauga Academic Affairs Committee (UTM Academic Affairs Committee) will be **63** members and will include two voting administrative assessors appointed by the President.

<b>CONSTITUENCY</b> <sup>12</sup>	<b>CAMPUS COUNCIL</b>	<b>NON-CAMPUS COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	1	1	2
Community Members(including Alumni and LGIC Appointees) Governor Non-governor	0-3 3-0	0	3
Teaching Staff Academic Departments Chairs <i>Ex officio</i> or designates Teaching Staff Governor Non-governor	0-1 3-2	16 16	32 3
Librarians UTM Chief Librarian <i>Ex officio</i> Librarian		1 1	2
Students <sup>13</sup> Governor Non-governor	0-1 2-1	7	9 <sup>14</sup>
Presidential Assessors Vice-Principal, Academic and Dean Vice-Principal, Research		1 1	1 1
<i>Ex Officio</i>			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1

<sup>12</sup>Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>13</sup> 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).

<sup>14</sup>Student representation from full-time, part-time, undergraduate and graduate constituencies and from a variety of academic units and programs will be sought.

*Terms of Reference - University of Toronto Mississauga Campus Council*

President	1	0	1
Vice-President and Principal, UTM	1	0	1
Vice-President and Provost (or designate)	0	1	1
Dean, School of Graduate Studies and Vice-Provost, Graduate Education (or designate)	0	1	1
<del>Vice-Dean, Undergraduate, UTM Vice-Dean, Academic Experience</del>	0	1	1
<del>Vice-Dean, Graduate, UTM Vice-Dean, Teaching and Learning</del>	0	1	1
Registrar, UTM	0	1	1
<b>TOTAL</b>	<b>14</b>	<b>49</b>	<b>63</b>

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 two voting assessors.

## **1.2 Term**

Terms begin on July 1 and continue to June 30.

## **1.3 Appointment/Election of Members of the UTM Academic Affairs Committee**

### **1.3.1 Governing Council Members of the UTM Council and UTM Academic 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 Academic Affairs Committee**

The non-Governing Council UTM Council members of the UTM Academic 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. MEMBERSHIP (cont'd)**

### **1.3.3 Non-UTM Council Members of the UTM Academic Affairs Committee**

#### **1.3.3.1 Election of Administrative Staff, Librarians, Students and Teaching Staff of the UTM Campus**

Non-UTM Council members will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Administrative staff, librarians, and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The non-UTM Council student members are elected annually for a one-year term and are eligible to be re-elected.

Non-UTM Council members may serve on the UTM Academic Affairs Committee for a maximum of nine consecutive years.

### **1.4 Chair and Vice-Chair of the Academic Affairs Committee**

The Chair and Vice-Chair of the UTM Academic 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 twenty) shall constitute quorum.

## **3. SUBCOMMITTEES**

### **3.1 Standing Subcommittees**

The Committee may establish subcommittees to deal with matters within its purview. The Committee shall delegate authority to determine undergraduate academic appeals to a subcommittee established for that purpose, pursuant to the *Policy on Academic Appeals Within Divisions*.

## **4. FUNCTION**

In general, the UTM Academic Affairs Committee is concerned with matters affecting the teaching, learning and research functions of the Campus. The Committee recommends for approval to the appropriate body of the Governing Council, through the UTM Council, amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Campus.

## **5. AREAS OF RESPONSIBILITY**

Sections 5.2 to 5.6 indicate the final level of governance approval required for matters. It is expected that items would have been recommended for approval by the Subcommittee on Academic Appeals, the UTM Academic Affairs Committee, the Committee on Academic Policy and Programs of the Academic Board, the Academic Board, and/or the Executive Committee of the Governing Council, as appropriate. Refer to Attachment A for a detailed map of governance approval pathways.

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

- 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)

### **5.2 Matters Requiring Governing Council Approval**

Priorities for fundraising.

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

- Academic program proposals, as follows:
  - (i) undergraduate programs leading to new degrees;
  - (ii) new graduate programs and degrees;
  - (iii) the termination of existing degrees and graduate programs;
  - (iv) the addition and termination of joint degrees and programs with external institutions;
  - (v) the renaming of degrees; and
  - (vi) programs that establish significant new academic directions for the Campus or are anticipated to have a substantial impact on relationships amongst divisions or with the public.
- Guidelines for Campus academic plans.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council (cont'd)**

- New diploma or certificate programs with resource implications.
- Name changes of academic units.

### **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by UTM Council).

### **5.5 Matters Requiring Approval by the Committee on Academic Policy and Programs of the Academic Board**

- New Campus admission policies and major amendments to them that affect the entire Campus.
- Amendments to Campus academic regulations that will have a major effect on the entire Campus or that would require an exception to some element of University-wide policy.
- New undergraduate programs within an existing degree, as defined in the *University of Toronto Quality Assurance Process*, and the closure of such programs.
- New graduate diploma and undergraduate certificate programs, and the closure of such programs, as required by the University's *Policy on Certificates (For Credit and Not-For-Credit)*.
- New collaborative graduate programs and new fields in existing graduate programs, and the closure of either.
- Major amendments to divisional practices and policies regarding examinations and grading policies, including those which require an exception to some aspect of the University-wide policy and those that have a major impact on the division.
- Revised divisional guidelines for the Assessment of Teaching and/or Creative Professional Activity

### **5.6 Matters Requiring Approval by the UTM Academic Affairs Committee**

- Amendments to admission policies that are not of major significance to the entire Campus.
- Establishment, termination or amendment of Campus policies on student awards that are consistent with University-wide policy. These are reported to the Provost's Office for information. The responsibility for the award of individual scholarships, bursaries, prizes and other awards in the gift of UTM may be delegated to a subcommittee or officer of UTM.
- Minor amendments to Campus academic regulations that are consistent with University-wide policy. These are reported to the Provost's Office for information.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.6 Matters Requiring Approval by the UTM Academic Affairs Committee (cont'd)**

- Minor amendments to Campus examinations and grading policies that are consistent with the University's policy.
- Policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of UTM or by instructors in connection with academic standing in UTM. A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the *Policy on Academic Appeals within Divisions*.
- Major and minor modifications<sup>15</sup> to existing degree programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council.
- Modification of diploma and certificate programs where authority is delegated to the academic divisions in the University's *Policy on Diploma and Certificate Programs*. An annual report on such actions as required by the *Policy*, shall be provided for information to the appropriate body of Governing Council.
- The Academic Affairs Committee shall receive for information and discussion reviews of academic programs and/or units, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*. The reviews are forwarded to the Committee on Academic Policy and Programs for consideration.
- Transcript notations within existing degree programs. An annual report on the establishment and termination of transcript notations is submitted to the Committee on Academic Policy and Programs for information.

### **5.7 Matters for Information**

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 research.

The Committee receives reports from its subcommittee on academic appeals.

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<sup>15</sup>Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. *Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.*

## **6. PROCEDURES**

### **6.1 Meetings**

The UTM Academic Affairs Committee and its sub-committees normally meet 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 Academic Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

### **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, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

### **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 may 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.

## **6. PROCEDURES (cont'd)**

### **6.3 Consent Agenda (cont'd)**

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 Academic 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.

## **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).

<b>CONSTITUENCY<sup>16</sup></b>	<b>CAMPUS COUNCIL</b>	<b>NON-CAMPUS COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	1	3	4
Community Members (including Alumni, LGIC Appointees and other members of the community) <sup>17</sup>			
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 <sup>18</sup>			
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
<b>TOTAL</b>	<b>12</b>	<b>22</b>	<b>34</b>

<sup>16</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>17</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

<sup>18</sup> 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).

## **1. MEMBERSHIP (cont'd)**

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 Non-UTM Council Members of the UTM Campus Affairs Committee**

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. Non-UTM Council members may serve on the UTM Campus Affairs Committee for a maximum of nine consecutive years.

##### **1.3.3.1 Election of Administrative Staff, Librarian Staff, Students, and Teaching Staff of the UTM Campus**

Non-Governing Council, non-UTM Council UTM administrative staff, librarian staff and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The UTM student members who are not members of the UTM Council are elected annually for a one-year term and are eligible to be re-elected. Non-UTM Council members may serve on the Campus Affairs Committee for a maximum of nine consecutive years.



## **1. MEMBERSHIP (cont'd)**

### **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.<sup>19</sup> 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 alumni 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 UTSC 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.

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<sup>19</sup> The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTM Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

## **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
- Capital plans, projects and space
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units 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

## **5.2 Levels of Approval**

Refer to Attachment A for a detailed map of governance approval pathways.

### **5.2.1 Matters Requiring Approval by the Governing Council**

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital plans, projects and space<sup>20</sup>
- 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

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<sup>20</sup> Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **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.

#### **5.3.2 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. AREAS OF RESPONSIBILITY (cont'd)**

### **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 Divisional 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-laws<sup>21</sup> for incorporated student societies and campus organizations for which the University collects fees.

### **5.6 Campus and facilities**

#### **5.6.1 Capital guidelines and plans**

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

#### **5.6.2 Individual plans and projects**

The Committee considers reports of project planning committees 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 the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project. Significant changes to a space program/approved project require the same level of approval as the original proposal.

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<sup>21</sup> Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.7 Divisional Operating Budget**

The annual budget is considered by the Committee for recommendation to the UTM Council for inclusion in the University's annual operating budget.

### **5.8. Academic units and programs**

#### **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, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

Proposals for Extra-Departmental Units (EDU)-As and Bs are considered and recommended for approval while those for EDU-Cs are considered and approved, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.

#### **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.

### **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, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

### **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.

## **6. PROCEDURES (cont'd)**

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

\* AAC= Academic Affairs Committee; AC=Agenda Committee; APP=Committee on Academic Policy and Programs; AB=Academic Board; CC=Campus Council; EX=Executive Committee; GC=Governing Council; PB=Planning & Budget Committee; UAB=University Affairs Board  
Governing Council/Terms of Reference for UTM and UTSC Attachment A.docx



## Terms of Reference

### University of Toronto Mississauga Campus Council

#### 1. MEMBERSHIP

##### 1.1 Composition

Total membership will be **28** members, reflecting the Governing Council’s membership in that half of the University of Toronto Mississauga Campus Council (UTM Council) membership will be internal (administrative staff, students, and teaching staff of the UTM campus) and half external (alumni and community members). On the Governing Council, the latter group would be elected alumni and appointed Lieutenant Governor-in-Council (LGIC) governors. There will be one voting administrative assessor, the Vice-President and Principal, UTM, who serves on the Council *ex officio*.

CONSTITUENCY <sup>1</sup>	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0	2	2 <sup>2</sup>
Community Members, including Alumni, LGIC Appointees, and other members of the community <sup>3</sup>	3	8	11
Teaching Staff	1	5	6
Students <sup>4</sup>	0 - 1	4 - 3	4
<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
<b>TOTAL</b>	<b>8-9</b>	<b>19-18</b>	<b>28</b>

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

<sup>1</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>2</sup> Normally, one of the two administrative staff positions will be reserved for a librarian.

<sup>3</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

<sup>4</sup> 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).



## **1. MEMBERSHIP (cont'd)**

The President may appoint annually University Officers as non-voting assessor members of the UTM Council in addition to the *ex officio* voting assessor.

### **1.2 Term**

Terms begin on July 1 and continue to June 30.

### **1.3 Appointment/Election of Members**

#### **1.3.1 Appointment of Governing Council Members to the UTM Council**

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

#### **1.3.2 Appointment/Election of Non-Governing Council Members to the UTM Council**

##### **1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTM Campus**

Non-governors will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. The non-Governing Council student members are elected annually and may be re-elected. The non-Governing Council administrative staff and teaching staff members are elected for three-year terms and may be re-elected. Non-governors may serve on the UTM Council for a maximum of nine consecutive years, which is consistent with the maximum number of years that a member may serve on the Governing Council.<sup>5</sup>

##### **1.3.2.2 Appointment of Community Members by the UTM Council Agenda Committee**

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 Council.<sup>6</sup> 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 Campus Council. In developing recommendations for alumni appointments, preference will normally be given to alumni of the UTM campus. The UTM Council Agenda Committee will recommend the community membership of the UTM Council, which is responsible for appointing those members. When serving as the nominating committee, the UTM Council Agenda Committee meets *in camera*.

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<sup>5</sup>*University of Toronto Act, 1971*, Section 2 (9).

<sup>6</sup>The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTM Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

## **1.4 Officers of the UTM Council**

### **1.4.1 Chair and Vice-Chair**

The Chair and Vice-Chair of the UTM Council shall be elected annually from among the members of the Governing Council on the UTM Council.

### **1.4.2 Secretary**

The Secretary of the UTM Council shall be appointed by the Vice-President and Principal of UTM and shall be a non-voting, *ex officio* member of the UTM Council and its committees.

## **2. QUORUM**

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

## **3. COMMITTEES**

### **3.1 Standing Committees**

The Standing Committees of the UTM Council are:

Academic Affairs Committee  
Campus Affairs Committee  
Campus Council Agenda Committee

### **3.2 Special Committees**

From time to time the UTM Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the UTM Council Agenda Committee, when, in the view of the UTM Council, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;

### **3. COMMITTEES (cont'd)**

#### **3.2 Special Committees (cont'd)**

- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the UTM Council Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

### **4. FUNCTION**

On behalf of the Governing Council, the UTM Council exercises governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time to time. In general, the UTM Council is concerned with matters affecting the Campus' objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Decisions of the UTM Council may be final with confirmation by the Executive Committee on behalf of the Governing Council, or constitute a recommendation to the Governing Council or one of its bodies.

### **5. AREAS OF RESPONSIBILITY**

**5.1** The following areas are within the UTM Council's responsibility. Matters within these areas may be considered by the UTM Council itself and/or one of its Standing Committees:

- Academic appeals
- Academic plans and guidelines for such plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations
- Admissions
- Awards
- Budget
- Campus and student services
- Campus Master Plans
- Campus security
- Capital plans, projects and space

## **5. AREAS OF RESPONSIBILITY (cont'd)**

- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional activity
- Name changes of academic units
- Relations with the campus's external community
- Research planning
- Student societies and campus organizations

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTM Council itself from its standing committees. Refer to Attachment A for a detailed map of governance approval pathways.

### **5.2 Matters Requiring Governing Council Approval**

- Academic priorities for fundraising
- Budget (as part of the University's annual operating budget)
- Campus Master Plan
- Capital plans, projects, and space
- Establishment, disestablishment or restructuring of academic units
- New policy and major policy changes concerning campus co-curricular programs, services, and facilities

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

Matters listed in Section 5.5 require confirmation by the Executive Committee of the Governing Council, pursuant to the *University of Toronto Act, 1971*, Section 2(14)(e), which states that "...where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council."

### **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by the UTM Council)

### **5.5 Matters Requiring Approval by the UTM Council**

- Campus and student services
- Campus security
- Child care

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.5 Matters Requiring Approval by the UTM Council (cont'd)**

- 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

### **5.6 Matters for Information**

The UTM Council 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.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTM Council 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 Council will use the procedures set out for the meetings of the Committees of the Governing Council.

### **6.2 Consent Agenda**

The UTM Council Agenda Committee may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the UTM Council, unless a member so requests. Rather, members with questions for clarification or requests for further information may 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 UTM Council 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 UTM Council in the usual manner.

Where a consent item requires a resolution of the UTM Council, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council 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 UTM Council without introduction or discussion.

## **6. PROCEDURES (cont'd)**

### **6.3 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 UTM Council Agenda Committee from time to time will be considered by means of 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 UTM Council should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Agenda Committee. The report will be considered by the UTM Council at that meeting in the usual manner.

## **University of Toronto Mississauga Campus Council Agenda Committee**

### **1. MEMBERSHIP**

#### **1.1 Composition**

A representative body with total membership of **13** members, the University of Toronto Mississauga Campus Council Agenda Committee (UTM Council Agenda Committee) is composed of members of the UTM Council and comprises the five estates of the Governing Council and the UTM Council.

The UTM Council shall appoint one additional member of the teaching staff and one additional student member from among its members to sit on the UTM Council Agenda Committee when the Committee serves as a nominating committee of the UTM Council.

<b>CONSTITUENCY<sup>7</sup></b>	<b>GOVERNING COUNCIL</b>	<b>NON-GOVERNING COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	0	1	1
Community Member (an alumnus/a, LGIC appointee or other member of the community) <sup>8</sup>	0-1	1 -0	1
Teaching Staff	0 - 1	1 - 0	1
Student <sup>9</sup>	0 - 1	1 - 0	1
<i>Ex Officio</i>			
Chancellor	1		
Chair, Governing Council	1		
Vice-Chair, Governing Council	1		
President	1		
Chair, UTM Council	1		
Vice-Chair, UTM Council	1		
Chair, Academic Affairs Committee (AAC)		1	
Chair, Campus Affairs Committee (CAC)		1	
Vice-President and Principal, UTM			1
			9
<b>TOTAL</b>	<b>6-9</b>	<b>6-3</b>	<b>13</b>

<sup>7</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>8</sup> “Other member of the community” refers to an individual in the broader community who has an interest in, commitment to or affiliation with the campus.

<sup>9</sup> 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).

## **1. MEMBERSHIP (cont'd)**

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

### **1.2 Term**

Terms are for one year, beginning on July 1 and continuing to June 30.

### **1.3 Appointment of Members of the UTM Campus Council Agenda Committee**

Members of the UTM Council Agenda Committee are appointed annually by the UTM Council from among its members on the recommendation of the UTM Council Chair, following nominations by and from among the represented estates on the Campus Council.

### **1.4 Chair and Vice-Chair of the UTM Campus Council Agenda Committee**

The Chair and Vice-Chair of the UTM Council are the Chair and Vice-Chair of the UTM Council Agenda Committee.

## **2. QUORUM**

Quorum shall consist of one-third of the voting members (normally 5).

## **3. SUBCOMMITTEES**

### **3.1 Special Committees**

The UTM Council Agenda Committee may establish Special Committees for specific purposes.<sup>10</sup>

## **4. FUNCTION**

Subject to the authority of the Governing Council, the UTM Council Agenda Committee is responsible for directing the flow of business within the UTM Council, overseeing the operation of the UTM Council and its Committees, and serving as an advisory body for the Vice-President and Principal, UTM. No decision of the UTM Council Agenda Committee is effective until approved by the UTM Council or unless the UTM Council has previously assigned authority therefore to the UTM Council Agenda Committee.

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<sup>10</sup> See Section 3.2 of the Terms of Reference of the UTM Council for procedures governing the establishment of Special Committees by the Agenda Committee.



## **5. AREAS OF RESPONSIBILITY**

### **Governance Oversight**

- 5.1** The UTM Council Agenda Committee is responsible for the preparation of the agenda for meetings of the UTM Council. The Committee determines the readiness of items of business for submission to the UTM Council, the documentation required to accompany a proposal, and any guests to be invited to each meeting of the UTM Council. As part of its responsibility, the Committee receives and reviews reports of other committees for transmittal to the UTM Council. The Committee decides which items will be placed on the consent agenda and which reports for information will be published electronically.<sup>11</sup> The UTM Council Agenda Committee also considers notices of motion given at the UTM Council.
- 5.2** The UTM Council Agenda Committee plays a co-ordinating role in relation to the committees of the UTM Council. The Committee refers matters to other committees of the UTM Council. It also screens new issues and assigns them to standing or special committees or to the administration for consideration.
- 5.3** The UTM Council Agenda Committee acts as a nominating committee, reviewing and developing nominations for and appointments to the UTM Council and its committees. It makes its recommendations to the UTM Council, which has responsibility for approving those appointments.

### **Additional Responsibilities**

- 5.4** The UTM Council Agenda Committee may be assigned responsibilities from time to time by resolution of the UTM Council.

## **6. PROCEDURES**

The UTM Council Agenda Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of *By-law Number 2* of the Governing Council, the Committee may move *in camera*.

### **6.1 Consent Agenda**

The Chair may determine that certain items 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, may contact the sponsor of 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

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<sup>11</sup> See Sections 6.2 and 6.3 of the Terms of Reference of the Campus Council.

## **6. PROCEDURES (cont'd)**

### **6.1 Consent Agenda (cont'd)**

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 UTM Council Agenda Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council Agenda 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 UTM Council Agenda Committee without introduction or discussion.

### **6.2 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 Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTM Council Agenda Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Agenda Committee. The report will be considered by the UTM Council Agenda Committee at that meeting in the usual manner.

## **University of Toronto Mississauga Academic Affairs Committee**

### **1. MEMBERSHIP**

#### **1.1 Composition**

Total membership of the University of Toronto Mississauga Academic Affairs Committee (UTM Academic Affairs Committee) will be **63** members and will include two voting administrative assessors appointed by the President.

<b>CONSTITUENCY</b> <sup>12</sup>	<b>CAMPUS COUNCIL</b>	<b>NON-CAMPUS COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	1	1	2
Community Members(including Alumni and LGIC Appointees) Governor Non-governor	0-3 3-0	0	3
Teaching Staff Academic Departments Chairs <i>Ex officio</i> or designates Teaching Staff Governor Non-governor	0-1 3-2	16 16	32 3
Librarians UTM Chief Librarian <i>Ex officio</i> Librarian		1 1	2
Students <sup>13</sup> Governor Non-governor	0-1 2-1	7	9 <sup>14</sup>
Presidential Assessors Vice-Principal, Academic and Dean Vice-Principal, Research		1 1	1 1
<i>Ex Officio</i>			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1

<sup>12</sup>Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>13</sup> 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).

<sup>14</sup>Student representation from full-time, part-time, undergraduate and graduate constituencies and from a variety of academic units and programs will be sought.

*Terms of Reference - University of Toronto Mississauga Campus Council*

President	1	0	1
Vice-President and Principal, UTM	1	0	1
Vice-President and Provost (or designate)	0	1	1
Dean, School of Graduate Studies and Vice-Provost, Graduate Education (or designate)	0	1	1
<del>Vice-Dean, Undergraduate, UTM Vice-Dean, Academic Experience</del>	0	1	1
<del>Vice-Dean, Graduate, UTM Vice-Dean, Teaching and Learning</del>	0	1	1
Registrar, UTM	0	1	1
<b>TOTAL</b>	<b>14</b>	<b>49</b>	<b>63</b>

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 two voting assessors.

## 1.2 Term

Terms begin on July 1 and continue to June 30.

## 1.3 Appointment/Election of Members of the UTM Academic Affairs Committee

### 1.3.1 Governing Council Members of the UTM Council and UTM Academic 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 Academic Affairs Committee

The non-Governing Council UTM Council members of the UTM Academic 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. MEMBERSHIP (cont'd)**

### **1.3.3 Non-UTM Council Members of the UTM Academic Affairs Committee**

#### **1.3.3.1 Election of Administrative Staff, Librarians, Students and Teaching Staff of the UTM Campus**

Non-UTM Council members will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Administrative staff, librarians, and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The non-UTM Council student members are elected annually for a one-year term and are eligible to be re-elected.

Non-UTM Council members may serve on the UTM Academic Affairs Committee for a maximum of nine consecutive years.

### **1.4 Chair and Vice-Chair of the Academic Affairs Committee**

The Chair and Vice-Chair of the UTM Academic 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 twenty) shall constitute quorum.

## **3. SUBCOMMITTEES**

### **3.1 Standing Subcommittees**

The Committee may establish subcommittees to deal with matters within its purview. The Committee shall delegate authority to determine undergraduate academic appeals to a subcommittee established for that purpose, pursuant to the *Policy on Academic Appeals Within Divisions*.

## **4. FUNCTION**

In general, the UTM Academic Affairs Committee is concerned with matters affecting the teaching, learning and research functions of the Campus. The Committee recommends for approval to the appropriate body of the Governing Council, through the UTM Council, amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Campus.

## **5. AREAS OF RESPONSIBILITY**

Sections 5.2 to 5.6 indicate the final level of governance approval required for matters. It is expected that items would have been recommended for approval by the Subcommittee on Academic Appeals, the UTM Academic Affairs Committee, the Committee on Academic Policy and Programs of the Academic Board, the Academic Board, and/or the Executive Committee of the Governing Council, as appropriate. Refer to Attachment A for a detailed map of governance approval pathways.

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

- 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)

### **5.2 Matters Requiring Governing Council Approval**

Priorities for fundraising.

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

- Academic program proposals, as follows:
  - (i) undergraduate programs leading to new degrees;
  - (ii) new graduate programs and degrees;
  - (iii) the termination of existing degrees and graduate programs;
  - (iv) the addition and termination of joint degrees and programs with external institutions;
  - (v) the renaming of degrees; and
  - (vi) programs that establish significant new academic directions for the Campus or are anticipated to have a substantial impact on relationships amongst divisions or with the public.
- Guidelines for Campus academic plans.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council (cont'd)**

- New diploma or certificate programs with resource implications.
- Name changes of academic units.

### **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by UTM Council).

### **5.5 Matters Requiring Approval by the Committee on Academic Policy and Programs of the Academic Board**

- New Campus admission policies and major amendments to them that affect the entire Campus.
- Amendments to Campus academic regulations that will have a major effect on the entire Campus or that would require an exception to some element of University-wide policy.
- New undergraduate programs within an existing degree, as defined in the *University of Toronto Quality Assurance Process*, and the closure of such programs.
- New graduate diploma and undergraduate certificate programs, and the closure of such programs, as required by the University's *Policy on Certificates (For Credit and Not-For-Credit)*.
- New collaborative graduate programs and new fields in existing graduate programs, and the closure of either.
- Major amendments to divisional practices and policies regarding examinations and grading policies, including those which require an exception to some aspect of the University-wide policy and those that have a major impact on the division.
- Revised divisional guidelines for the Assessment of Teaching and/or Creative Professional Activity

### **5.6 Matters Requiring Approval by the UTM Academic Affairs Committee**

- Amendments to admission policies that are not of major significance to the entire Campus.
- Establishment, termination or amendment of Campus policies on student awards that are consistent with University-wide policy. These are reported to the Provost's Office for information. The responsibility for the award of individual scholarships, bursaries, prizes and other awards in the gift of UTM may be delegated to a subcommittee or officer of UTM.
- Minor amendments to Campus academic regulations that are consistent with University-wide policy. These are reported to the Provost's Office for information.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.6 Matters Requiring Approval by the UTM Academic Affairs Committee (cont'd)**

- Minor amendments to Campus examinations and grading policies that are consistent with the University's policy.
- Policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of UTM or by instructors in connection with academic standing in UTM. A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the *Policy on Academic Appeals within Divisions*.
- Major and minor modifications<sup>15</sup> to existing degree programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council.
- Modification of diploma and certificate programs where authority is delegated to the academic divisions in the University's *Policy on Diploma and Certificate Programs*. An annual report on such actions as required by the *Policy*, shall be provided for information to the appropriate body of Governing Council.
- The Academic Affairs Committee shall receive for information and discussion reviews of academic programs and/or units, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*. The reviews are forwarded to the Committee on Academic Policy and Programs for consideration.
- Transcript notations within existing degree programs. An annual report on the establishment and termination of transcript notations is submitted to the Committee on Academic Policy and Programs for information.

### **5.7 Matters for Information**

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 research.

The Committee receives reports from its subcommittee on academic appeals.

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<sup>15</sup>Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. *Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.*



## **6. PROCEDURES**

### **6.1 Meetings**

The UTM Academic Affairs Committee and its sub-committees normally meet 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 Academic Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

### **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, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

### **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 may 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.

## **6. PROCEDURES (cont'd)**

### **6.3 Consent Agenda (cont'd)**

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 Academic 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.

## **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).

<b>CONSTITUENCY<sup>16</sup></b>	<b>CAMPUS COUNCIL</b>	<b>NON-CAMPUS COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	1	3	4
Community Members (including Alumni, LGIC Appointees and other members of the community) <sup>17</sup>			
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 <sup>18</sup>			
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
<b>TOTAL</b>	<b>12</b>	<b>22</b>	<b>34</b>

<sup>16</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>17</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

<sup>18</sup> 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).

## **1. MEMBERSHIP (cont'd)**

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 Non-UTM Council Members of the UTM Campus Affairs Committee**

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. Non-UTM Council members may serve on the UTM Campus Affairs Committee for a maximum of nine consecutive years.

##### **1.3.3.1 Election of Administrative Staff, Librarian Staff, Students, and Teaching Staff of the UTM Campus**

Non-Governing Council, non-UTM Council UTM administrative staff, librarian staff and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The UTM student members who are not members of the UTM Council are elected annually for a one-year term and are eligible to be re-elected. Non-UTM Council members may serve on the Campus Affairs Committee for a maximum of nine consecutive years.

## **1. MEMBERSHIP (cont'd)**

### **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.<sup>19</sup> 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 alumni 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 UTSC 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.

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<sup>19</sup> The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTM Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

## **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
- Capital plans, projects and space
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units 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

## **5.2 Levels of Approval**

Refer to Attachment A for a detailed map of governance approval pathways.

### **5.2.1 Matters Requiring Approval by the Governing Council**

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital plans, projects and space<sup>20</sup>
- 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

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<sup>20</sup> Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **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.

#### **5.3.2 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. AREAS OF RESPONSIBILITY (cont'd)**

### **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 Divisional 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-laws<sup>21</sup> for incorporated student societies and campus organizations for which the University collects fees.

### **5.6 Campus and facilities**

#### **5.6.1 Capital guidelines and plans**

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

#### **5.6.2 Individual plans and projects**

The Committee considers reports of project planning committees 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 the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project. Significant changes to a space program/approved project require the same level of approval as the original proposal.

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<sup>21</sup> Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.



## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.7 Divisional Operating Budget**

The annual budget is considered by the Committee for recommendation to the UTM Council for inclusion in the University's annual operating budget.

### **5.8. Academic units and programs**

#### **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, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

Proposals for Extra-Departmental Units (EDU)-As and Bs are considered and recommended for approval while those for EDU-Cs are considered and approved, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.

#### **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.

### **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, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

### **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.

## **6. PROCEDURES (cont'd)**

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

\* AAC= Academic Affairs Committee; AC=Agenda Committee; APP=Committee on Academic Policy and Programs; AB=Academic Board; CC=Campus Council; EX=Executive Committee; GC=Governing Council; PB=Planning & Budget Committee; UAB=University Affairs Board  
Governing Council/Terms of Reference for UTM and UTSC Attachment A.docx