UTSC Academic Affairs Committee (AAC)

Orientation

Thursday, September 14, 2017
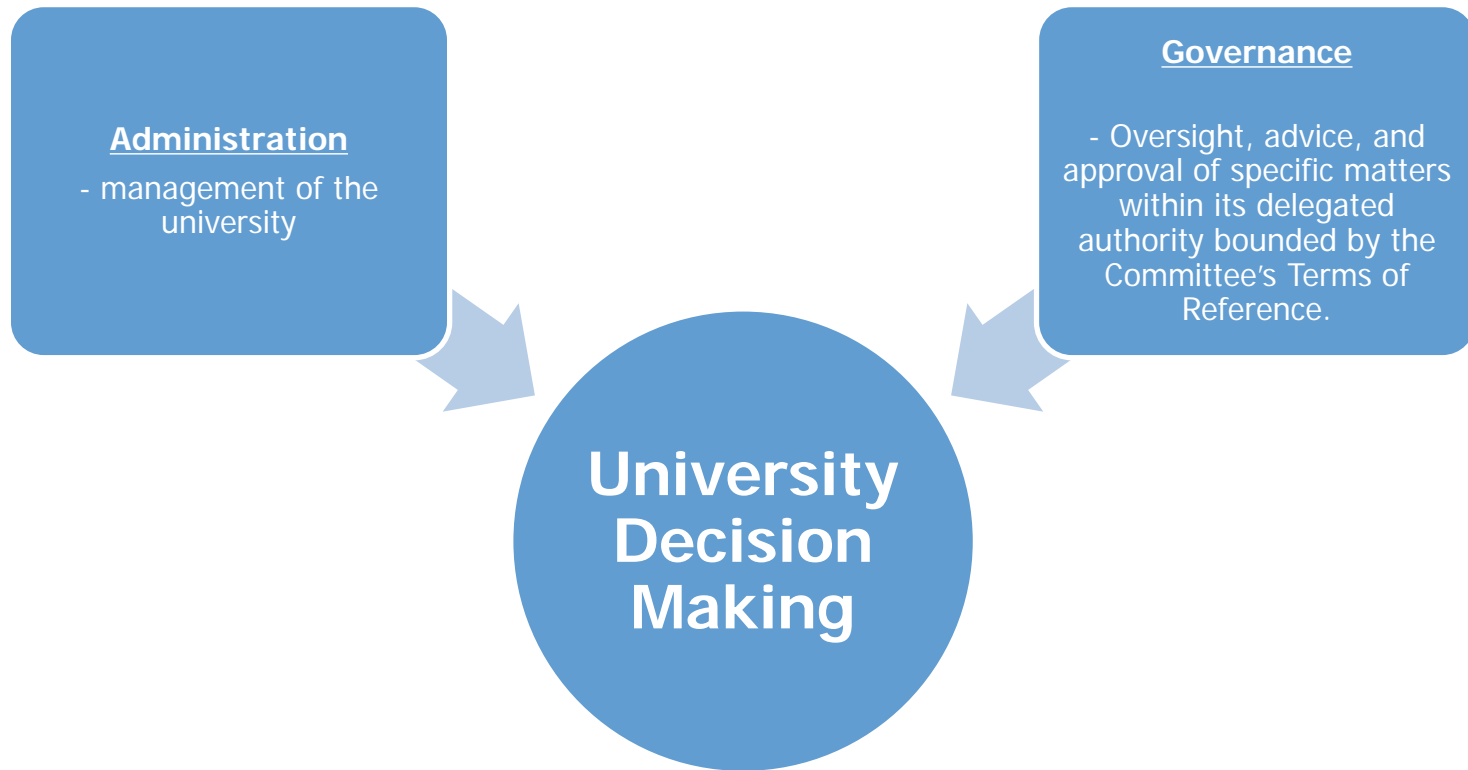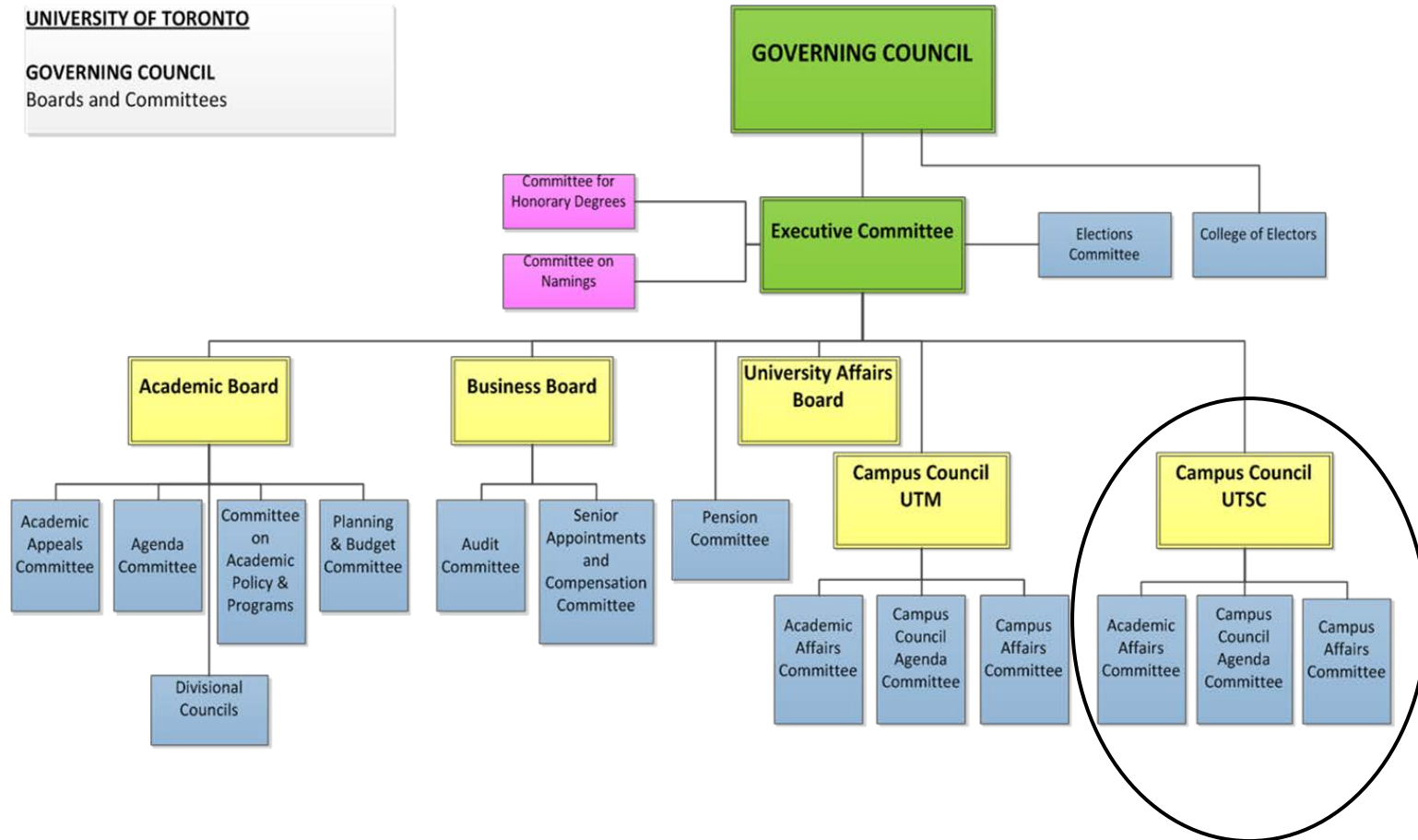
- The UTSC Campus Council and its Standing Committees was established in 2013 to improve governance oversight on all three campuses;

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

MISSISSAUGA

DOWNTOWN TORONTO (ST. GEORGE)

SCARBOROUGH

UNIVERSITY OF TORONTO SCARBOROUGH
1265 Military Trail, Toronto, Ontario M1C 1A4
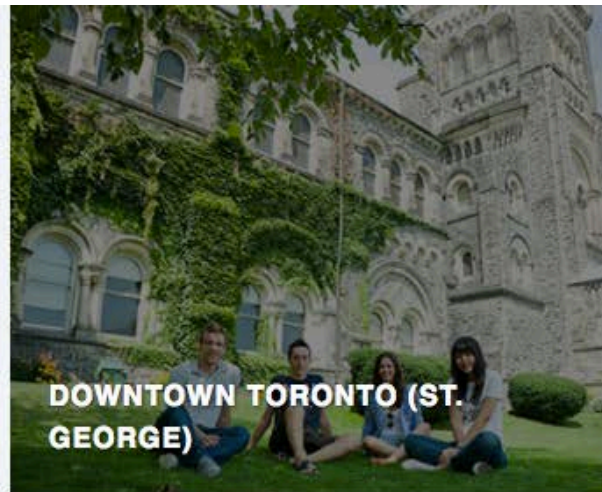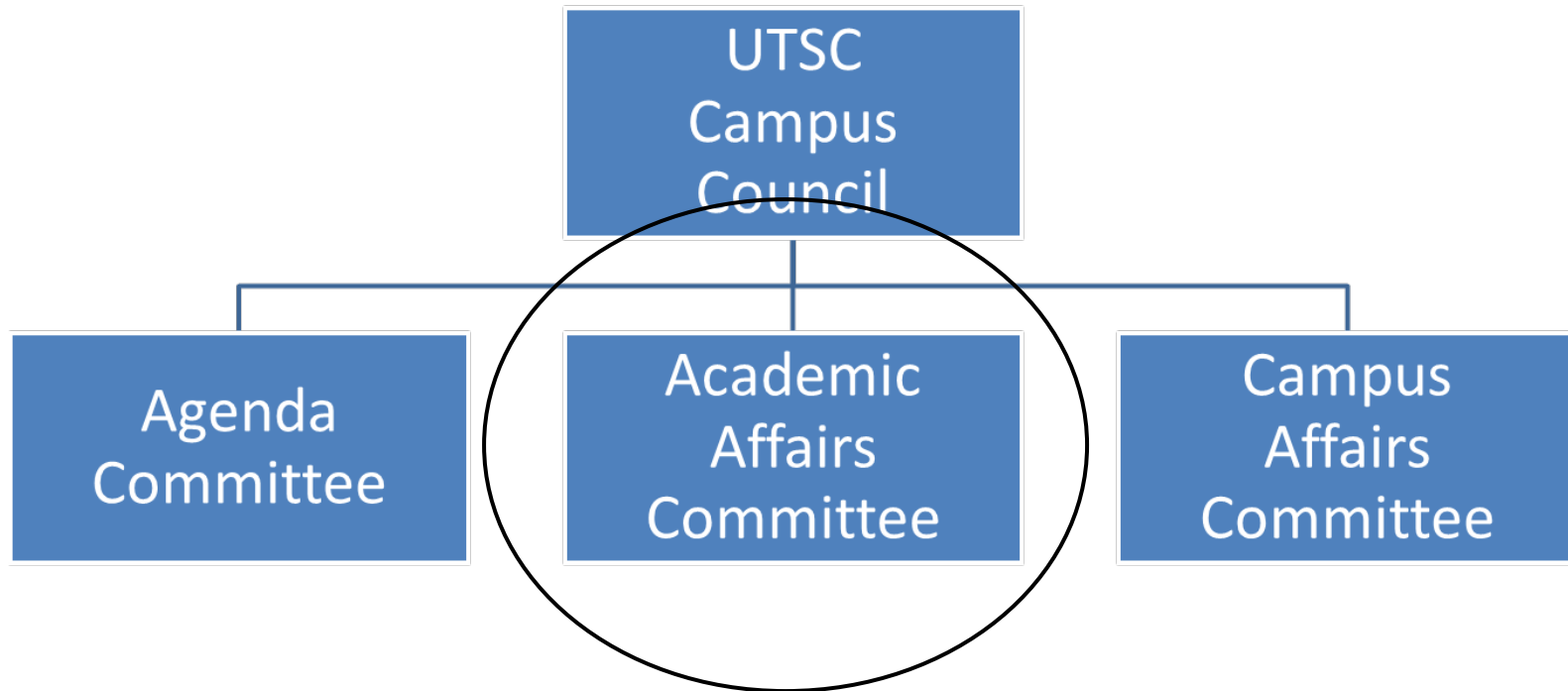
Mandate and Responsibilties of the AAC

Teaching
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching

Learning
- Academic plans and guidelines for such plans, priorities, services, and programs

Research
- Research planning

AAC Membership Composition

2 Administrative Staff

3 Community Members

33 Teaching Staff

2 Librarians

9 Students

2 Presidential Assessors

10 *Ex-Officio* Members

Total Members = 61

2017-18 AAC Presidential Assessors

Voting Assessor
Professor Marc Cadotte
Acting Vice-Principal, Research

Voting Assessor
Professor William Gough
Vice-Principal, Academic and Dean

Non-Voting Assessor
Ms. Annette Knott
Academic Programs Officer

Non-Voting Assessor
Ms. Varsha Patel
Assistant Dean, Academic Success

Oversight

Advice

Approval (or rejection)

UNIVERSITY OF TORONTO SCARBOROUGH

Approve

Reject

Referred back to the Administration with advice

Withdrawn by the administration

Prepare and attend meetings

Pose thoughtful questions

Participate in discussions

Act in the best interest of the University

Meeting Agendas

- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;

- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;

- The Calendar of Business is updated regularly and posted on the UTSC governance website

- Typically, at each meeting an Assessor will present a strategic topic/discussion item with the Committee.

- Members are invited to share their suggestions for potential Strategic Topic/Discussion ideas within the Committee's area of responsibility as per its Terms of Reference.

- Submit your suggestions to the Office of the UTSC Campus Council at: campuscouncil@utsc.utoronto.ca

Guidelines on Attendance at Meetings

Open Session	• Open to members of the University, the public, the media, up to room capacity. Most governance bodies meet in open session.
Closed Session	• Restricted to members of the governance body and individuals whose presence is considered by the body to be necessary (normally members of the administration). A motion is needed to move from open to closed session.
In Camera	• A meeting or part of a meeting may be held *in camera* where "intimate financial or personal matters of any person may be disclosed." *(By-law Number 2)*. A motion is needed to go into *in camera*.

Diligent Boards governance portal

- Only tool used to distribute confidential meeting documentation to members

- Password protected

- Instructions for setup: http://uoft.me/governanceportal2017-18

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

Cover Sheets

Cover Sheets

1. General

2. Header Information

3. Sponsor & Presenter

4. Jurisdictional Information

5. Previous Action Taken

6. Highlights

7. Recommendation

UNIVERSITY OF TORONTO

OFFICE OF THE GOVERNING COUNCIL

FOR RECOMMENDATION   CONFIDENTIAL   CLOSED SESSION

TO: Name of Governance Body

SPONSOR: Name, Position, Division/Department/Unit
CONTACT INFO: Phone Number, Email Address

PRESENTER: Name, Position, Division/Department/Unit
CONTACT INFO: Phone Number, Email Address

DATE: Date Prepared for Date of Meeting

AGENDA ITEM: Item Number

ITEM IDENTIFICATION:

The full name of item as listed on the agenda appears here.

JURISDICTIONAL INFORMATION:

Jurisdictional information related to the item and the Governance Body's role is specified here.

GOVERNANCE PATH:

1. Entry Point Governance Body (Date of Meeting)
2. This Governance Body (Date of Meeting)
3. Next Governance Body (Date of Meeting)
   + Governance Body (Date of Meeting)
   + Governance Body [For Information] (Date of Meeting)
4. Final Governance Body (Date of Meeting)

PREVIOUS ACTION TAKEN:

Previous action taken is delineated here.

HIGHLIGHTS:

In respect of the Body's terms of reference, the highlights of the proposal are summarized here.

FINANCIAL IMPLICATIONS:

The financial implications of the proposal are outlined in this section.

RECOMMENDATION:

Be It Recommended to the Next Governance Body:

THAT the action be taken, to be effective on the date specified.

DOCUMENTATION PROVIDED:

First Document Name
Second Document Name

- Provide support to the Committee Chair and Committee members:
    - Meeting preparation and follow-up;
    - Communication of decisions;
    - Management of governance and membership records; and
    - An expert resource for policy and procedural advice.

Ms Rena Prashad

Governance Coordinator, UTSC
rparsan@utsc.utoronto.ca
416-208-5063
Office- Room BV 502

UTSC Governance

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

Governing Council

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

Thank you

Questions?

Committee Members' Quick Reference Guide to On-Line Resources

You are encouraged to familiarize yourself with these resource documents in advance of the first meeting. Please click on each hyperlink for more information.

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

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

3. **2017-18 UTSC Academic Affairs Committee Membership List**
   Includes the names of members' and the constituency they represent.

4. **2017-18 Presidential Assessors**
   Includes information on the members of the University's administration who bring forward business to governance bodies.

5. **2017-18 UTSC Academic Affairs Committee Meeting Schedule**

6. **2017-18 Calendar of Business** *(updated every Friday)*
   Includes planned items for approval and information for each governance body.

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

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

9. **A Guide to Cover Sheets that accompany each Item / Proposal submitted to Governance**
   An "at-a-glance" explanation of the components of a key document.

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

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

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

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

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_01													
Annual Report: Academic Appeals, UTSC	OCCUTSC	☑		CYCLE_01								FI	-
Appointments: UTSC Campus Council Nominating Committee	OCCUTSC	☐			CYCLE_01	CYCLE_01						FA	-
Graduate Curricular Changes	VPADUTSC	☐		CYCLE_01									-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_01									-
CYCLE_02													
Current-year Campus and Institutional Operating Budget, UTSC	VPUO	☐	CYCLE_02			CYCLE_02						FI	-
Graduate Curricular Changes	VPADUTSC	☐		CYCLE_02									-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_02									-

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_03													
2018-19 Sessional Dates	REGUTSC	☐		CYCLE_03								FI	-
Graduate Curricular Changes	VPADUTSC	☐		CYCLE_03									-
Operating Budget: Themes and Priorities, UTSC	CAOUTSC	☐	CYCLE_03			CYCLE_03						FI	-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_03									-
CYCLE_04													
Compulsory Non-Academic Incidental Fees – Report and Analysis: 2017-18	PROVOST	☑	CYCLE_04									FI	-
Graduate Curricular Changes	VPADUTSC	☐		CYCLE_04									-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	☑	CYCLE_04			CYCLE_04			CYCLE_04	CYCLE_04		FA	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	☑	CYCLE_04			CYCLE_04			CYCLE_04	CYCLE_04		FA	YES
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	☑	CYCLE_04			CYCLE_04			CYCLE_05	CYCLE_04		FA	YES
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_04									-

Governing Council, University of Toronto

Consolidated Calendar of Business

Campus: **UTSC**

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_05													
Appointments: 2018-19 UTSC Campus Council Community Members	OCCUTSC	☐			CYCLE_05	CYCLE_05						FA	-
Graduate Curricular Changes	VPADUTSC	☐		CYCLE_05									-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_05									-

Governing Council, University of Toronto
Consolidated Calendar of Business
Campus: **UTSC**

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_06A													
Annual Report: Community Partnerships and Engagement- UTSC	CAOUTSC	☑	CYCLE_06A									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	☑	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	☑	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	☑		CYCLE_06A		CYCLE_06A						FI	-
Appointments: 2018-19 UTSC Campus Council Standing Committee Assignments	OCCUTSC	☐			CYCLE_06A	CYCLE_06A						FA	-
External Reviews: Departments TBC	VPADUTSC	☐		CYCLE_06A								FI	-
Graduate Curricular Changes	VPADUTSC	☐		CYCLE_06A									-
The University's Budget Incorporating UTSC's Budget Envelope	VPUO	☐	CYCLE_06A			CYCLE_06A						FI	-
Undergraduate Curricular Changes	VPADUTSC	☐		CYCLE_06A									-