

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

**REPORT NUMBER 25 OF THE CAMPUS AFFAIRS COMMITTEE**

**September 13, 2017**

To the University of Toronto Scarborough Campus Council, University of Toronto Scarborough

Your Committee reports that it met on Wednesday, September 13, 2017 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

**Present:**

Mr. Larry Whatmore, Chair  
Mr. Andrew Arifuzzaman, Chief  
Administrative Officer  
Professor William Gough, Vice-  
Principal, Academic and Dean  
Mr. Desmond Pouyat, Dean of  
Student Affairs  
Ms Janet Blakely  
Dr. Catherine Bragg  
Dr. Jonathan S. Cant  
Mr. Keith Chen  
Ms Hanan Domloge  
Mr. Mohsin Jeelani  
Professor Elaine Khoo  
Ms Tanya Mars  
Dr. Mandy Meriano  
Ms Ruth Camille Pandela  
Professor Jack Parkinson  
Dr. Tayyab Rashid  
Ms Dominic Stephenson  
Mr. Mohsin Kamal Syed  
Mr. George Szep  
Dr. Andrew Tam

Ms Tomesha (Jingzhou) Zhang

**Non-voting Assessors:**

Ms Liza Arnason  
Ms Helen Morissette

**Secretariat:**

Ms Rena Prashad

**Absent:**

Ms Gigi Chang  
Professor Nick Cheng  
Dr. Brian Harrington  
Professor Bruce Kidd  
Professor Paul Kingston  
Professor Alice Maurice  
Ms Kirsta Stapelfeldt  
Dr. Helen Wu

**In attendance:**

Ms Colleen Boehme, Sexual Violence Prevention and Response Coordinator  
Ms Laura Boyko, Assistant Dean, Health, Wellness, Physical Activity, Recreation & Sport  
Ms Tina Doyle, Director, AccessAbility Services  
Dr. Terry McQuaid, Executive Director, Personal Safety, High Risk, Sexual Violence  
Prevention and Support

Ms Michelle Verbrugge, Director, Student Housing & Residence Life

## **1. Chair's Remarks**

The Chair welcomed members and guests to the first Committee meeting of the 2017-18 governance year. He introduced himself and invited members to introduce themselves as well.

## **2. Orientation of Members**

The Chair and Governance Coordinator, Rena Prashad, provided an Orientation presentation to the Committee. The presentation<sup>1</sup> included the follow key points:

- The distinction between administration and governance;
- An overview of the Governing Council and its Boards and Committees including the UTSC Campus Council and its Committees;
- Committee membership composition and areas responsibilities;
- Expectations of Committee members;
- The role of Assessors;
- Types of decisions made by the Committee and guidelines on attendance at meetings; and
- Meeting preparation, agendas, cover sheets, and the Diligent Boards governance portal.

## **3. Strategic Topic: Developments in Tri-Campus Sexual Violence Prevention & Support Initiatives**

The Chair reported that on September 20, 2016, the Provost, Professor Cheryl Regehr, presented information to the Committee on the University's sexual violence action plan and proposed policy. He welcomed and introduced Dr. Terry McQuaid, Executive Director, Personal Safety, High Risk, Sexual Violence, Prevention, and Support, to discuss Sexual Violence Education and Prevention (SVEP) principles developed by the Expert Panel on Education and Prevention of Sexual Violence. The panel was established by President Meric Gertler and Professor Regehr to educate the University community on the prevention of and response to sexual violence. Dr. McQuaid's presentation<sup>2</sup> included the following key points:

- The expert panel engaged in a literature and research review, tri-campus discussions and conversations, and online feedback of the draft Guiding Principles for SVEP Initiatives to develop relevant education curriculum;
- Foundational education would be offered to all members of the University community on the *Policy on Sexual Violence and Sexual Harassment*. Advanced education would be provided

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<sup>1</sup> Presentation- Orientation of Members

<sup>2</sup> Presentation- Strategic Topic: Developments in Tri-Campus Sexual Violence Prevention & Support Initiatives

to students as well as faculty and staff with front-facing relationships with students or employees, and to those in roles where disclosure/information was shared;

- Education curriculum was being developed and the UTSC Advisory Committee would be consulted prior to the approval of the curriculum;
- The Sexual Violence Prevention and Support Centre planned to work closely with the Sexual Violence Prevention and Response Coordinator at UTSC to implement training through trained facilitators or online modules; and
- A review and plan was underway to update all policies impacted by Bill 132, specifically the *Policy on Sexual Violence and Sexual Harassment*.

#### **4. Reports of the Presidential Assessors**

The Chair invited the Assessors to deliver their reports.

Mr. Andrew Arifuzzaman, Chief Administrative Officer, updated the Committee on the status of the Highland Hall construction project and presented photographs of the structure. He reported the project remained on schedule for occupancy in September 2018. Mr. Arifuzzaman also reported that the Business Board approved the execution of definitive agreements for the UTSC Student Residence project at its meeting on June 15<sup>th</sup>. On July 13<sup>th</sup>, the Request for Statements of Qualifications for the UTSC Student Residence closed. 9 bids were received and 3 were shortlisted. It was expected that one bidder would be awarded as the Design Build Team in January 2018.

In response to a question regarding the targeted occupancy date for the new student residence, Mr. Arifuzzaman reported that occupancy was planned for September 2020.

In response to a comment from a member regarding older residence stock on campus, Mr. Arifuzzaman explained that the new student residence would be primarily for first year students and that the older residence stock could be renovated and converted into graduate or faculty housing.

Professor William Gough, Vice-Principal, Academic and Dean, shared a report on 2017-18 decanal priorities and objectives, which included the following key points:

- UTSC appointed a new Indigenous Elder, Ms Wendy Phillips, and would be working with her and other units to recruit more Indigenous faculty and students. Recruitment and access to education efforts would also focus on the Black community, communities of colour, low-income and rural communities;
- The Dean's Office was working closely with the academic department Chairs to identify ideas and funding prospects for work integrated learning/experiential learning opportunities;
- Efforts were being made to strengthen international partnerships and enhance student exchange opportunities, continue relationship building within the eastern GTA, and redefine the undergraduate experience from a pedagogical perspective (i.e. the use of curriculum mapping as a tool); and

- The Dean's Office planned to advance the action items arising from the UTSC Academic Plan.

In response to a question regarding curriculum mapping, Professor Gough explained that curriculum mapping was the process of plotting course learning outcomes throughout a program or programs of study.

Mr. Desmond Pouyat, Dean of Student Affairs, invited Ms Liza Arnason, Assistant Dean, Student Life, Community Outreach & International Experience, to provide an overview of orientation. Ms Arnason reported that Orientation at UTSC was a collaborative effort across units to ensure students were academically and socially prepared to pursue their studies. She emphasized that Orientation extended six weeks into the Fall term to ensure students received the supports they needed to succeed. Ms Arnason also reported that this September UTSC welcomed its largest first year class of 3534 students, of which 985 were international students. The Department of Student Life and the First Year Experience Programs offered a variety of programs and events to engage with first year students, and included: e-buddy program, International Student Centre barbeque, First Year mentorship, First Generation program, and welcome telephone calls and email newsletters.

A member asked what mode of communication was used to contact first year international students prior to their arrival at UTSC. Ms Arnason explained that the social media platform WeeChat was used to contact first year international students.

In response to a question regarding the First Generation program, Ms Arnason explained that the mentees attended academic and co-curricular programming led by upper year students to enhance their academic success. In follow-up, a member asked whether a similar program was offered to students from low-income households. Professor Gough explained that a formal program did not exist for low-income students, and fell under the broader topic of access to education.

#### **5. Report of the Previous Meeting: Report 24 –Wednesday, April 26, 2017**

The report of the previous meeting was approved.

#### **6. Business Arising from the Report of the Previous Meeting**

There was no business arising from the report of the previous meeting.

#### **7. Date of the Next Meeting –Monday, October 30, 2017 at 4:10 p.m.**

The Chair reminded members that the next scheduled meeting of the Committee would be held on Monday, October 30, 2017 at 4:10 p.m.

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#### **8. Other Business**

**REPORT NUMBER 25 OF THE UTSC CAMPUS AFFAIRS COMMITTEE—September 13, 2017**

The Chair advised the Committee, particularly new members, that on February 7<sup>th</sup> and March 1<sup>st</sup> the Committee and UTSC Campus Council members commented on the need for improved student engagement strategies to increase voting in referendums due to a low voter turnout for the Fusion Radio referendum.

Mr. Pouyat indicated that a tri-campus campaign focused on involvement and participation in democratic processes and civic engagement was being developed by the Office of the Vice-Provost, Students, who was supportive of the initiative moving forward across the University. He remarked that he would report back to the Committee on the progress of the campaign over the course of the governance year.

The meeting adjourned at 6:10 p.m.

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Secretary

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Chair

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# UTSC Campus Affairs Committee (CAC)

## Orientation

Wednesday, September 13, 2017

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# Administration & Governance

**Administration**  
- management of the university

**Governance**  
- Oversight, advice, and approval of specific matters within its delegated authority - bounded by the Committee's Terms of Reference.

University  
Decision  
Making

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# UofT Tri-Campus Governance Structure

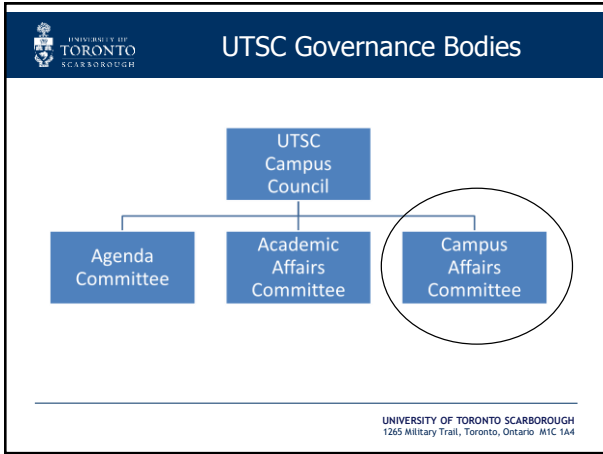
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# The Establishment of UTSC Campus Council and its Committees

- 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;
- The Council is comparable to a Board of Governing Council and comprise representatives of the five estates: teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.].

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**CAC Membership Composition**

4 Administrative Staff
4 Community Members
1 Librarian Staff
7 Students
9 Teaching Staff
6 <i>Ex-Officio</i> Members
3 Presidential Assessors
<b>Total= 34 Members</b>

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**2017-18 CAC Presidential Assessors**

	<b>Voting Assessor</b> Mr. Andrew Anifuzzaman, Chief Administrative Officer
	<b>Voting Assessor</b> Prof. William Gough, Vice-Principal, Academic and Dean
	<b>Voting Assessor</b> Mr. Desmond Pouyat, Dean of Student Affairs
	<b>Non-Voting Assessor</b> Ms Liza Arnason, Assistant Dean, Student Life, Community Outreach & International Experience
	<b>Non-Voting Assessor</b> Ms Helen Morissette, Director, Financial Services

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**Mandate and Responsibilities of the CAC**

Student & Campus Life	<ul style="list-style-type: none"> <li>• Campus and student services.</li> <li>• Co-curricular programs, services, and facilities.</li> <li>• Compulsory non-academic incidental fees.</li> <li>• Student societies and campus organizations</li> </ul>
Planning issues & priorities	<ul style="list-style-type: none"> <li>• Campus master plan</li> <li>• Relations with the campus's external community</li> <li>• Establishment, termination, or restructuring of academic units and proposals for EDU As and Bs</li> </ul>
Budgets	<ul style="list-style-type: none"> <li>• Capital plans, projects, and space</li> </ul>

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## The role of Committee Members

Approve, recommend, confirm etc. business items

Offer advice

Provide oversight



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## Types of Decisions made by the Committee

Approve

Reject

Referred back to the Administration with advice

Withdrawn by the administration



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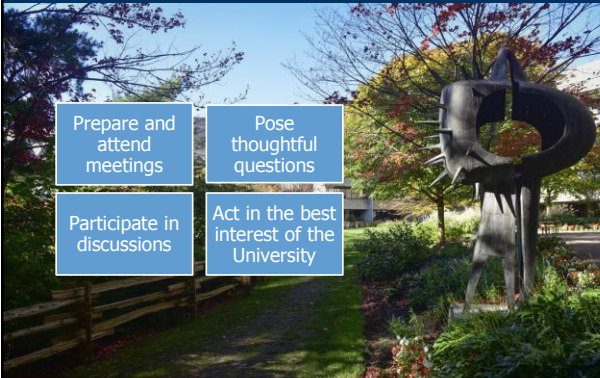
## Expectations of Members

Prepare and attend meetings

Pose thoughtful questions

Participate in discussions

Act in the best interest of the University



## Meeting Agendas

- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;
- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;
- The Calendar of Business is updated regularly and posted on the UTSC governance website



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## Strategic Topic/Discussion

- Typically, at each meeting an Assessor will share 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](mailto: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 SUPERVISOR GENERAL
FOR RECOMMENDATION	CONFIDENTIAL	CLOSED SESSION
TO:	Chair of Governance Body	
FROM:	Chair, Finance, Strategy & Performance/Chair, Human Resources/Chair, Student	
DATE:	Date Prepared/Date of Meeting	
MEETING:	Date Prepared/Date of Meeting	
FOR IDENTIFICATION:	Do not enter or change on the agenda system form	
JURISDICTIONAL INFORMATION:	Do not enter or change on the agenda system form and Governance Body notes to guide them.	
GOVERNANCE PATH:	1. Date Document Prepared/Date of Meeting 2. Governance Body/Committee/Group 3. Governance Body/Committee/Group (Chairing) 4. Governance Body/Committee/Group (Chairing)	
PREVIOUS ACTION TAKEN:	Previous Governance Body/Committee/Group	
PREVIOUS:	Do not enter or change on the agenda system form. Do not enter or change on the agenda system form.	
FINANCIAL IMPLICATIONS:	Do not enter or change on the agenda system form.	
RECOMMENDATION:	Do not enter or change on the agenda system form.	
DOCUMENTATION PROVIDED:	See Document 10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100	



## The Role of the Secretariat/Office of the UTSC Campus Council

- Provide support to the Committee Chair and Committee members:
  - Advises members on all governance matters related to the Committee;
  - Communicates Committee decisions to impacted parties;
  - A neutral liaison between the administration and governance; and
  - Manages governance records and maintain Council and Committee membership

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## Contacting the Secretariat

**Ms Rena Prashad**  
Governance Coordinator, UTSC  
rparasan@utsc.utoronto.ca  
416-208-5063  
Office- Room BV 502



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## More Information on University Governance

### UTSC Governance

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

### Governing Council


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

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**Thank you**


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*Developments in Tri-Campus  
Sexual Violence Prevention &  
Support Initiatives*

UTSC CAMPUS AFFAIRS


Terry McQuaid, Executive Director  
Personal Safety, High Risk, Sexual Violence Prevention & Support Centre  
September 13, 2017



### Bill 132 Legislation


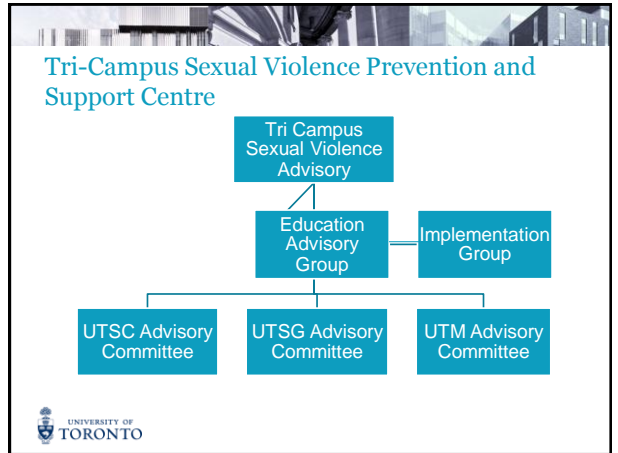
- Sexual Violence Policy
- Education and Prevention
- Other Policy Revisions
- Climate Survey

*Sexual Violence and Harassment Action Plan Act  
(Supporting Survivors and Challenging Sexual Violence and Harassment), 2016*



### SVEP Guiding Principles

- SVEP activities from June 2016 to May 2017:
  - Review of research and academic literature
  - Campus engagement
  - Circulation of draft SVEP including an online feedback option
  - Revision of draft with final submission to Provost
- SVEP  
[http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/SVEP-Principles\\_+FinalReport.pdf](http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/SVEP-Principles_+FinalReport.pdf)

## Tri-Campus Sexual Violence Advisory

- All functions of the Centre
- Case Issues
- Policy Clarification
- Approval of Education and Prevention Activities
- Staffing Resources



## Education Advisory Group

- Curriculum Approval
  - Representatives from three campuses
  - Representatives from various stakeholder groups



## Implementation Group

- Curriculum Development
  - Content
  - Online Portal
  - Delivery Tracking



## Implementation ...cont'd

- Research & Related Activities
  - Literature Review
  - Climate Survey (Lead Sandy Welsh) The Campus Climate Survey will be implemented sometime in late February through early April 2018. CCI Research will administer the survey, analyze the findings and report the results. In the lead up to implementation, CCI Research will work with the Ministry, students and institutions on the survey, including testing the survey and developing communications to promote the survey.  
For more information [https://www.cci-research.ca/CCS/602bc380\\_4e4d\\_4628\\_b3b8\\_2e137dc35589/Sexual\\_Violence\\_Campus\\_Climate\\_Survey\\_Info\\_Webinar\\_university.mp4](https://www.cci-research.ca/CCS/602bc380_4e4d_4628_b3b8_2e137dc35589/Sexual_Violence_Campus_Climate_Survey_Info_Webinar_university.mp4)
- Requests for Centre Participation in Research



## Local Liaison Group SVP

- Collaboration with the Centre on the following initiatives
  - Local implementation of the SVP
  - Foundational Programming
  - Advanced Programming
  - Issues Raised at Campus Level in terms of supports needed



## Draft Plan for Implementation of SVP

- Foundational Online Education: The Policy
  - Notions of Embedded Power and Intersectionality
  - Introduction: Sexual Violence Action Plan
  - Social Context of Sexual Violence – Creating a Culture of Consent
  - Policy Pathway: Reporting Options and Process
    - Bystander Intervention Techniques
    - Responding to Disclosures
  - Resources and Supports
    - Climate Survey 2018



## Draft Plan for Implementation of SVP...cont'd

- Advanced Education Modules
  - Respectful Interactions
  - Consent Education
  - Advanced Bystander Interventions within a Consent Culture
  - Advanced Responding to a Disclosure (trauma informed approaches and supports)



## Online Policy & Memorandum Changes Underway

- Workplace Harassment
- Workplace Violence
- Sexual Harassment
- Sexual Violence Policy - Federated Colleges
- Sexual Violence Policy - Affiliated Hospitals
- Code of Student Conduct
- Conflict of Interest and Close Personal Relationships
- Policy on Conflict of Interest – Academic Guideline on Close Personal Relations Between Senior University Administrators
- Conflict of Interest and Close Personal Relations Protocols for Chairs and Academic Administrators
- Conflict of Interest and Close Personal Relationships
- Standards of Professional Practice
- Standards of Professional Practice Behaviour for All Health Professional Students





## Contact Info

Sexual Violence Prevention & Support Centre

416-978-2266

[thesvpcentre@utoronto.ca](mailto:thesvpcentre@utoronto.ca)

UofT Downtown Location: 702 Spadina Avenue

UofT Mississauga Location: RM 3094G, Davis Building

UofT Scarborough Location: RM 141, Environmental  
Science & Chemistry Building

