

UTSC Academic Affairs Committee (AAC)

Orientation

Thursday, September 13, 2018

Administration & Governance

Administration

Management of the University

Governance

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



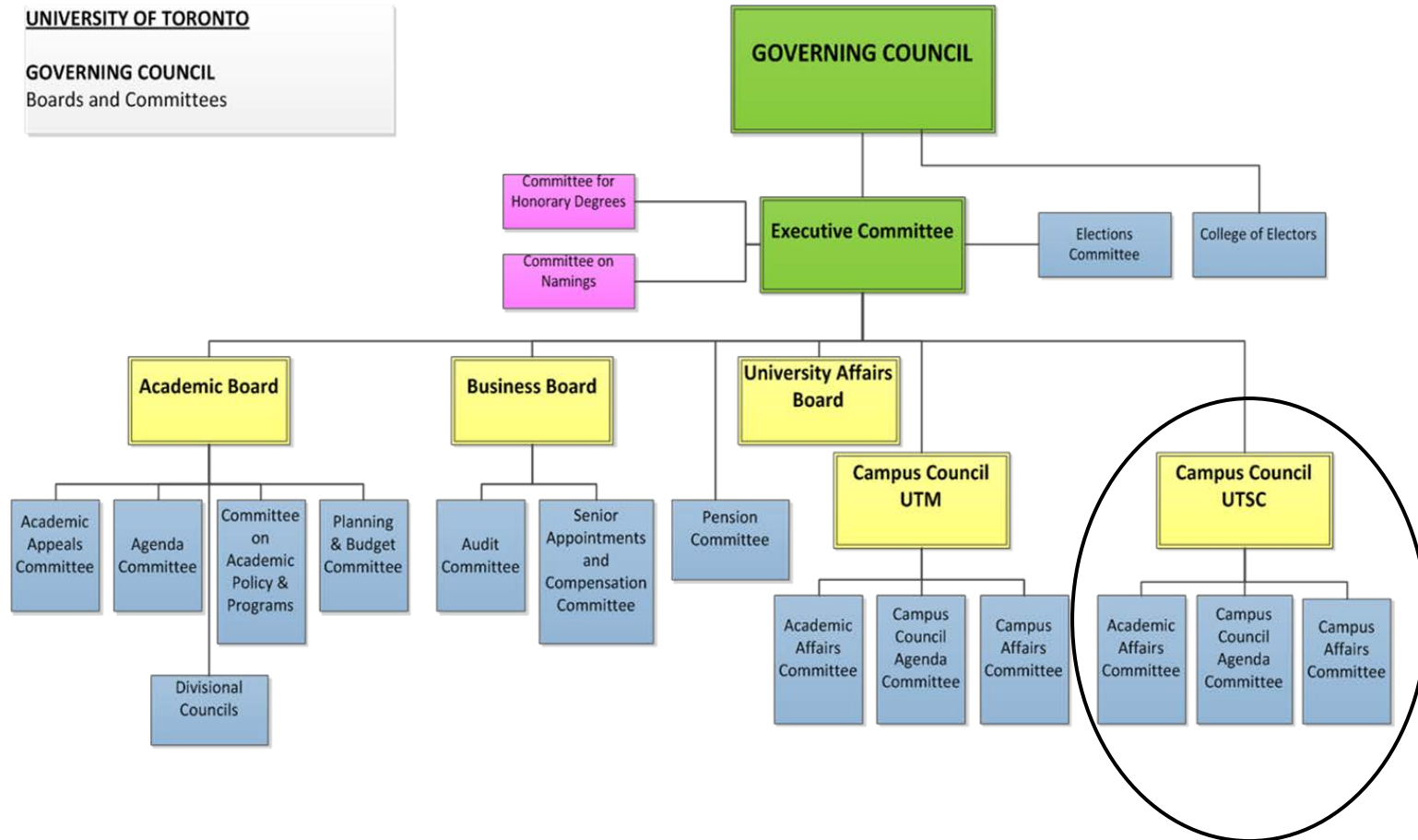
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graph TD; Admin[Administration] --> UDM([University Decision Making]); Governance[Governance] --> UDM;
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**University
Decision Making**

U of T Tri-Campus Governance Structure

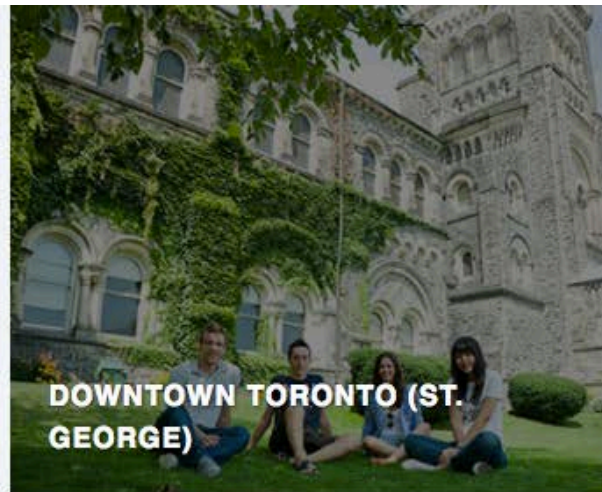
UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees

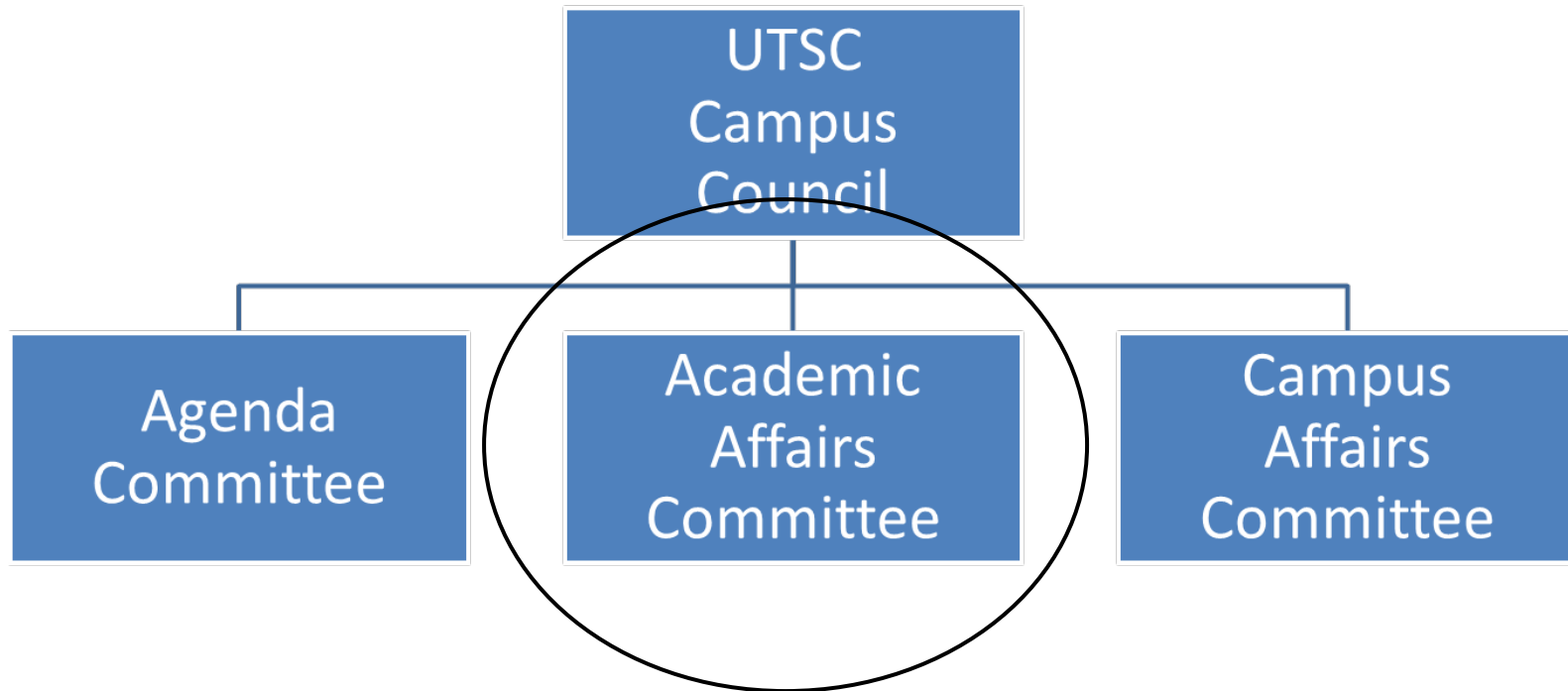


The Establishment of UTSC Campus Council and its Committees

- 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;



UTSC Governance Bodies



Mandate and Responsibilities 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

2018-19 AAC Presidential Assessors



Voting Assessor
Heinz-Bernhard Kraatz
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



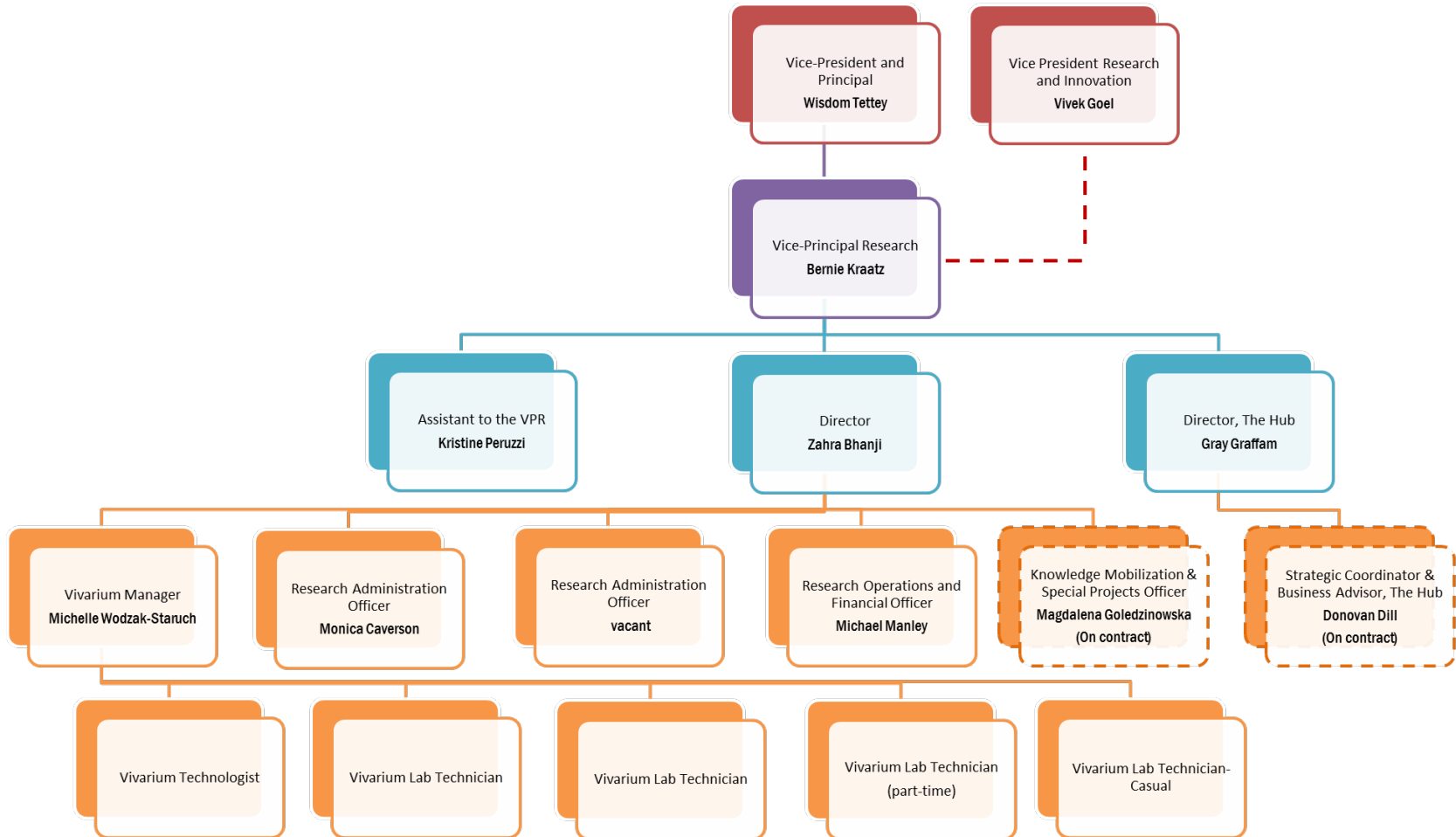
Non-Voting Assessor
Shelby Verboven, Associate Registrar and Director of Admissions &
Student Recruitment

Office of the Vice-Principal, Research

AAC Orientation

Professor Heinz-Bernhard Kraatz
Vice-Principal Research

OVPR Organization Chart



VPRO Goals 2018-2019 (from current UTSC Strategic Plan)

1. Building our research capacity

- Increase UTSC research competitiveness in securing Tri-Council, large scale and/or international research funding
- Enhance UTSC research services, support and initiatives
- Enhance operations, regulatory compliance and research capacity and growth of research

2. Elevating our diverse research cultures

- Support development of Environment and Related Technologies Hub (EARTH) Initiative of Distinction
- Elevate research capacity at departmental level

3. Enriching student experience through research engagement

- Continue to enhance student experience and support through entrepreneurship and innovation activities organized through The Hub
- Continue to collaborate with UTSC Library on the Undergraduate Research Forum and Prize

4. Sharing our ideas in ways that resonate

- Enhance research promotion activities to highlight UTSC research excellence within campus and externally as well
-

Supporting Grant Applications

- Research planning
- We provide a number of services for grant applications, including:
 - Workshops and information sessions
 - Proposal development support
 - Funding to hire consultants or grant reviewers
 - Facilitate peer review



Internal Funding Programs



1. **Research Competitiveness Fund:** Support or enhance the competitiveness of future grant application (\$5-10K).
2. **Working Group Fund:** Funding for a group working towards common problem (\$3k).
3. **Research Impact Fund:** Supports travel or publication costs (\$500).
4. **International Research Collaboration Fund:** Supports establishment of international collaborations (\$2.5k).
5. **Research Grant Enhancement Fund:** Money for grant application development (e.g., editor, CCV, project planning, etc.).
6. **Sponsorship:** Funding for conferences, workshops, etc.
7. **Bridge Funding Program:** Support to offset research costs if funding renewal was unsuccessful.

- We provide a number of services for award nominations.
UTSC awards:
- The Principal's Research Award.
- The Research Excellence Faculty Scholars Award.
- The Research Recognition Award.



September 27: Zindel Segal, Psychology

President's Impact Award 2017 and Principal's Research Award 2018

October 18: Myrna Simpson, Physical & Environmental Sciences

November 8: Artur Izmaylov, Physical & Environmental Sciences

Research Recognition Award 2018

November 22: Jeffrey Pilcher, Historical and Cultural Studies

Research Excellence Faculty Scholar 2017-2020

January 31: Nathalie Rothman, Historical and Cultural Studies

Member, Royal Society of Canada College of New Scholars, Artists and Scientists

February 28: Judith Teichman, Political Science

Fellow, Royal Society of Canada

March 21: Jennifer Chun, Sociology

Research Excellence Faculty Scholar 2017

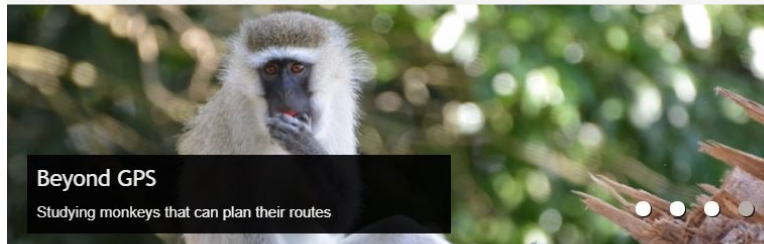
April 4: Michael Lambek, Anthropology

Canada Research Chair 2006-2020



Office of the Vice-Principal Research

- RESEARCH SUPPORT
- FUNDING
- GRANTS & AWARDS
- STUDENTS
- EVENTS & PROMOTION
- ABOUT
- CONTACT



Welcome Message from Vice-Principal Research

Welcome to Research



Research Support

The Office of the Vice-Principal Research provides a range of services and supports for faculty researchers.



Annual Report

Our 2016-17 Annual Report is out!

Share our research and innovation successes, read our stories and meet our researchers.



The Hub: From Idea to Startup

The Hub is where students create and launch new business startups. It is U of T Scarborough's entrepreneurship incubator.



Research Information Sessions for Faculty



RESEARCH ALERTS

Sign up!



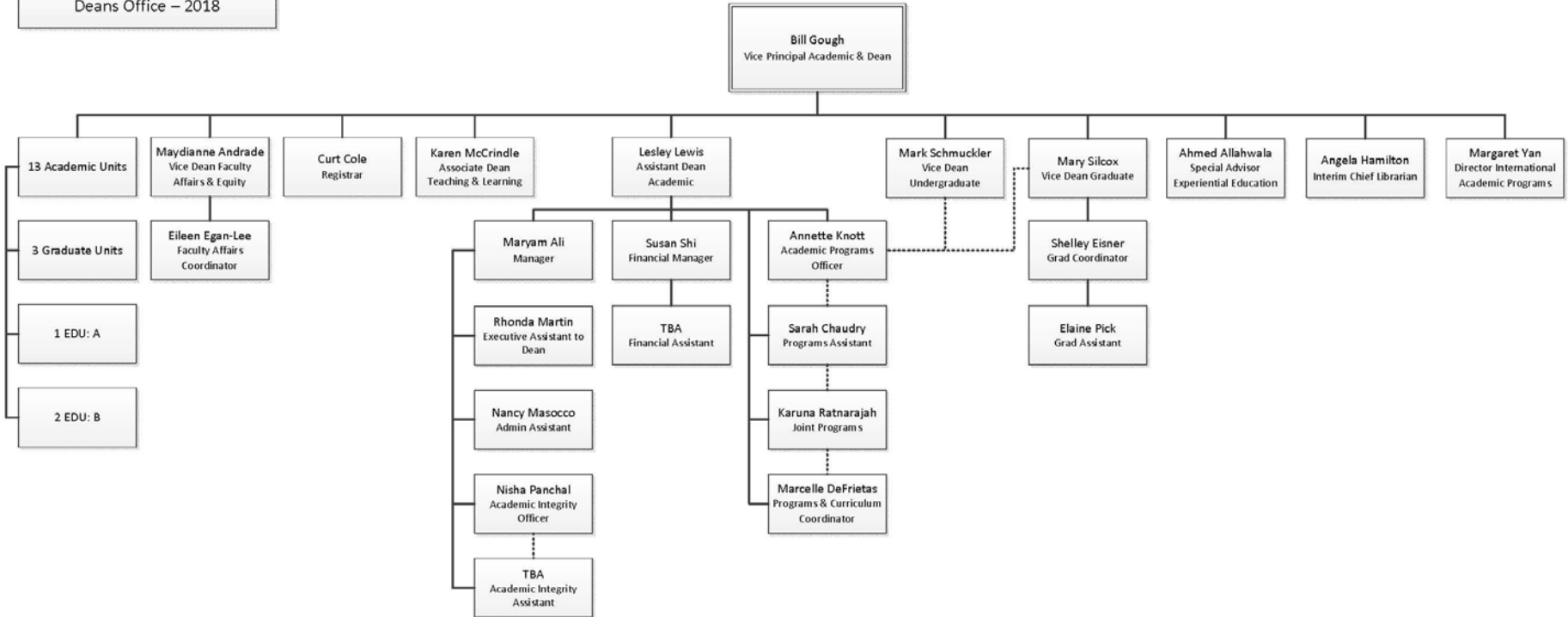
<http://www.utsc.utoronto.ca/research/>

Office of the Vice-Principal, Academic and Dean

AAC Orientation

Professor William Gough
Vice-Principal, Academic and Dean

Deans Office – 2018



- Campus Strategic Plan
 - Academic Plan
 - Curricular Development
 - Major in Creative Writing
 - Double Degree English and Psychology
 - Combined Degree Program – new options for Master of Teaching
 - Type 3 certificate approval process
 - Other initiatives
 - Bridging Programs
 - Centennial, Loyalist
 - Access to Education
 - International diversification
-

The role of Committee Members

Oversight

Advice

Approval
(or
rejection)



Types of Decisions made by the Committee

Approve

Reject

Referred
back to the
Administration
with advice

Withdrawn by the
administration



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 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




Diligent Boards governance portal



- Only tool used to distribute confidential meeting documentation to members
- Password protected
- Instructions for setup:
<http://uoft.me/governanceportal2018-19>
- Help is available 24/7: 1-866-262-7326

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

Strategic Topic/Discussion

- Typically, at each meeting an Assessor will present a strategic topic/discussion item to 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 UTSC Secretariat: 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*.

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



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

Contacting the UTSC Secretariat

Ms Rena Prashad

Governance Coordinator, UTSC

rparsan@utsc.utoronto.ca

416-208-5063

Office- Room BV 502



More Information on University Governance

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. **2018-19 UTSC Academic Affairs Committee Membership List**
Includes the names of members' and the constituency they represent.
4. **2018-19 Presidential Assessors**
Includes information on the members of the University's administration who bring forward business to governance bodies.
5. **2018-19 UTSC Academic Affairs Committee Meeting Schedule**
6. **2018-19 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

Members are expected to act honestly and in good faith with a view to the best interests of the University, and to exercise the level of skill and diligence that can reasonably be expected from an individual of his or her knowledge and experience.

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_01													
Annual Report: Subcommittee on Academic Appeals, UTSC	VPADUTSC	<input checked="" type="checkbox"/>		CYCLE_01								FI	-
Appointments: UTSC Campus Council Nominating Committee	OCCUTSC	<input type="checkbox"/>			CYCLE_01	CYCLE_01						FA	-
Orientation	OCCUTSC	<input checked="" type="checkbox"/>	CYCLE_01	CYCLE_01		CYCLE_01						FI	-
Proposal to Close the Centre for Public Management as an Extra-Departmental Unit C (EDU:C)	VPADUTSC	<input type="checkbox"/>	CYCLE_01				CYCLE_01					FA	-
Revisions: Policy on Crisis and Routine Emergency Preparedness and Response	PROVOST	<input type="checkbox"/>	CYCLE_01									FI	-
UTSC Current Year Campus Operating Budget	CAOUTSC	<input type="checkbox"/>	CYCLE_01				CYCLE_01					FI	-
CYCLE_02													
Ombudsperson Report	OGC	<input type="checkbox"/>					CYCLE_02					FI	-
Undergraduate Curricular Modifications: TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_02								FA	-
UTSC Proposed Operating Budget, Themes and Priorities	VPPUTSC	<input type="checkbox"/>	CYCLE_02				CYCLE_02					FI	-

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_03													
2019-20 Sessional Dates	REGUTSC	<input type="checkbox"/>		CYCLE_03								FI	-
Capital Project: University of Toronto Scarborough, Instructional Centre 2	CAOUTSC	<input type="checkbox"/>	CYCLE_03			CYCLE_03	CYCLE_03	CYCLE_03		CYCLE_03	CYCLE_03	FA	-
Capital Project: University of Toronto Scarborough, Parking Structure	CAOUTSC	<input type="checkbox"/>	CYCLE_03			CYCLE_03	CYCLE_03	CYCLE_03		CYCLE_03	CYCLE_03	FA	-
Undergraduate Curricular Modifications: TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_03									-
CYCLE_04													
Annual Report and Analysis: Compulsory Non-Academic Incidental Fees	PROVOST	<input checked="" type="checkbox"/>	CYCLE_04									FI	-
Graduate Curricular Changes: TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_04									-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_04			FA	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_04			FA	YES
Reviews of Academic Programs: ACM, CFL, DPES, HCS, Psychology	VPADUTSC	<input type="checkbox"/>		CYCLE_04								FI	-
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_05			FA	YES
Undergraduate Curricular Modifications: TBD	VPADUTSC	<input type="checkbox"/>		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: 2019-20 UTSC Campus Council Community Members	OCCUTSC	<input type="checkbox"/>			CYCLE_05	CYCLE_05						FA	-
Strategic Plan, University of Toronto Scarborough	VPPUTSC	<input type="checkbox"/>	CYCLE_05	CYCLE_05		CYCLE_05						FA	YES
Undergraduate Curricular Modifications: TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_05									-
UTSC Campus Operating Budget & Allocation of Funds	PROVOST	<input type="checkbox"/>	CYCLE_05			CYCLE_05						FI	-
CYCLE_06A													
Annual Report: Community Partnerships and Engagement-UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06A									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	<input checked="" type="checkbox"/>		CYCLE_06A		CYCLE_06A						FI	-
Appointments: 2019-20 UTSC Campus Council Standing Committee Assignments (including the UTSC Agenda Committee)	OCCUTSC	<input type="checkbox"/>			CYCLE_06A	CYCLE_06A						FA	-
Undergraduate Curricular Modifications: TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_06A									-