

UTSC Campus Affairs Committee

Orientation

September 12, 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.



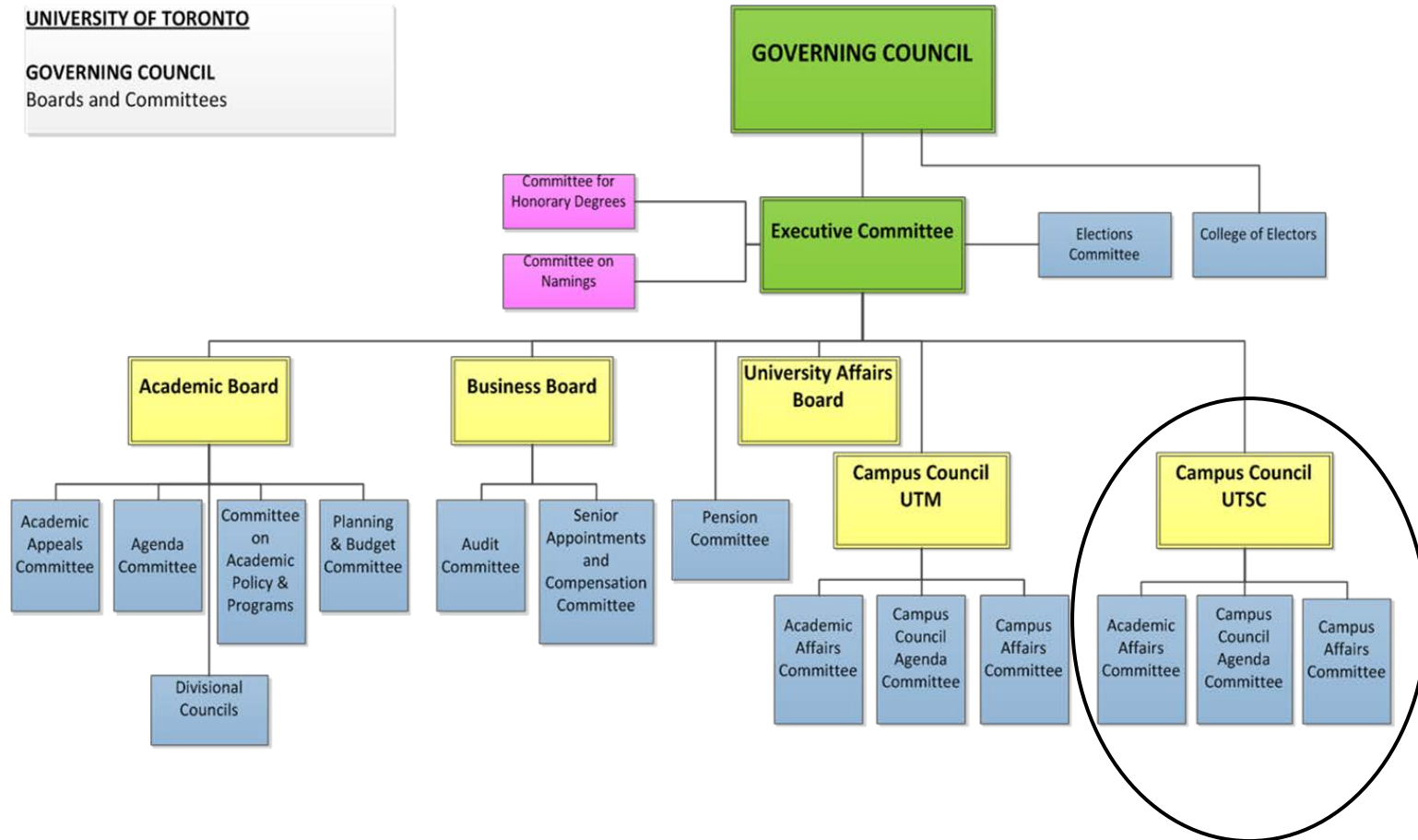
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graph TD; A[Administration] --> D[University Decision Making]; G[Governance] --> D;
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**University
Decision Making**

UofT Tri-Campus Governance Structure

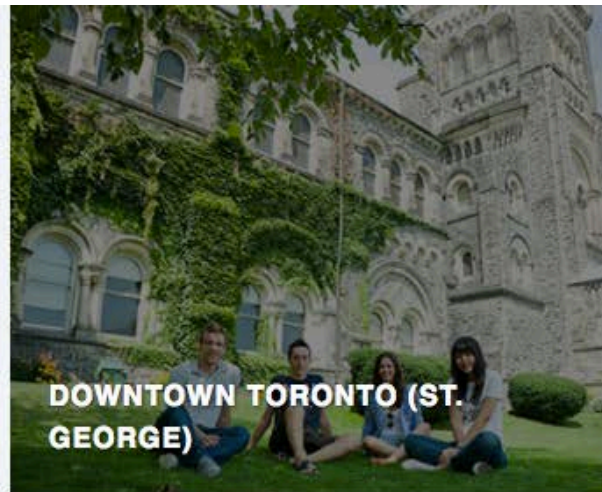
UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees

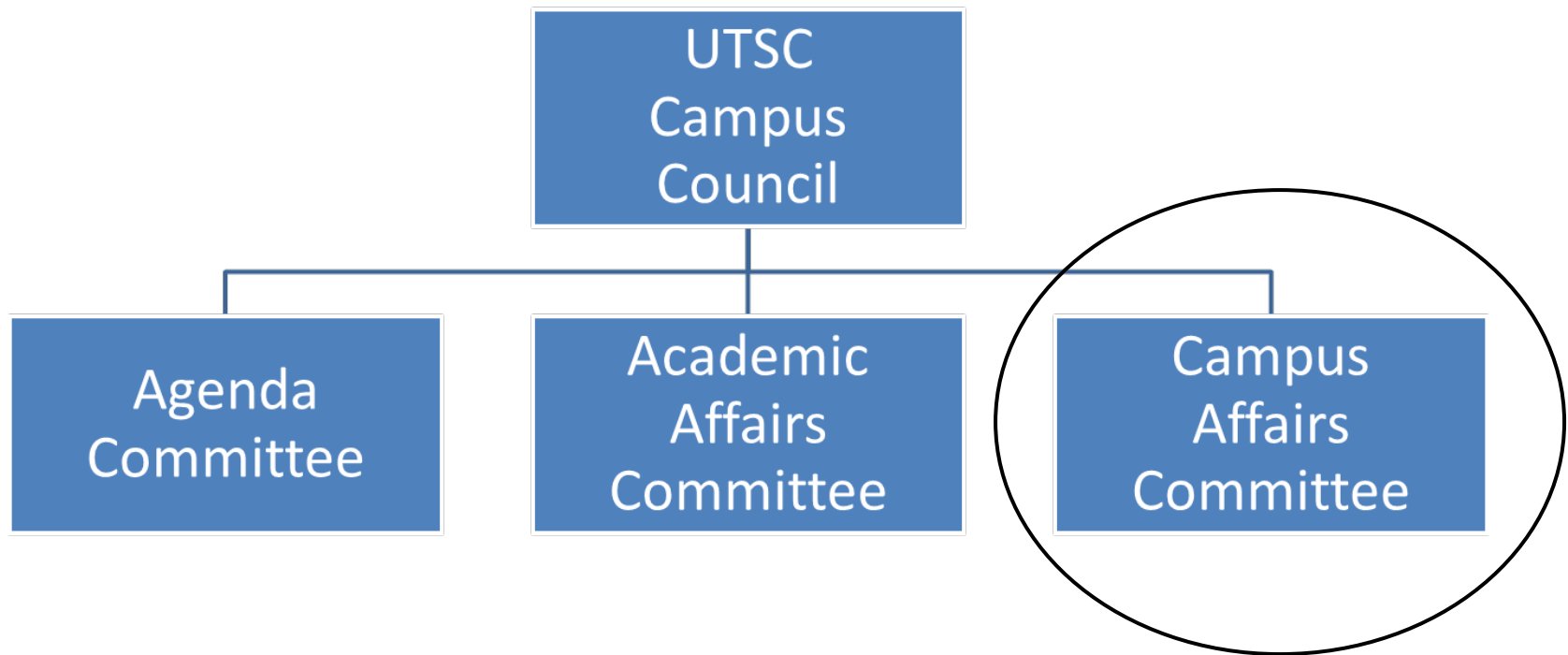


The Establishment of UTSC Campus Council and its Committees

- 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;
- 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.].



UTSC Governance Bodies



Mandate and Responsibilities of the CAC

Student & Campus Life

- Campus and student services.
- Co-curricular programs, services, and facilities.
- Compulsory non-academic incidental fees.
- Student societies and campus organizations

Planning issues & priorities

- Campus master plan
- Relations with the campus's external community
- Establishment, termination, or restructuring of academic units and proposals for EDU As and Bs

Budgets

- Capital plans, projects, and space

CAC Membership Composition

4 Administrative Staff

4 Community Members

1 Librarian Staff

7 Students

9 Teaching Staff

6 *Ex-Officio* Members

3 Presidential Assessors

Total= 34 Members

2018-19 CAC Presidential Assessors



Voting Assessor

Mr. Andrew Arifuzzaman, Chief Administrative Officer



Voting Assessor

Prof. William Gough, Vice-Principal, Academic and Dean



Voting Assessor

Mr. Desmond Pouyat, Dean of Student Affairs



Non-Voting Assessor

Mr. Jeff Miller, Director, Facilities Management



Non-Voting Assessor

Ms Liza Arnason, Assistant Dean, Student Life,
Community Outreach & International Experience



Non-Voting Assessor

Ms Helen Morissette, Director, Financial Services

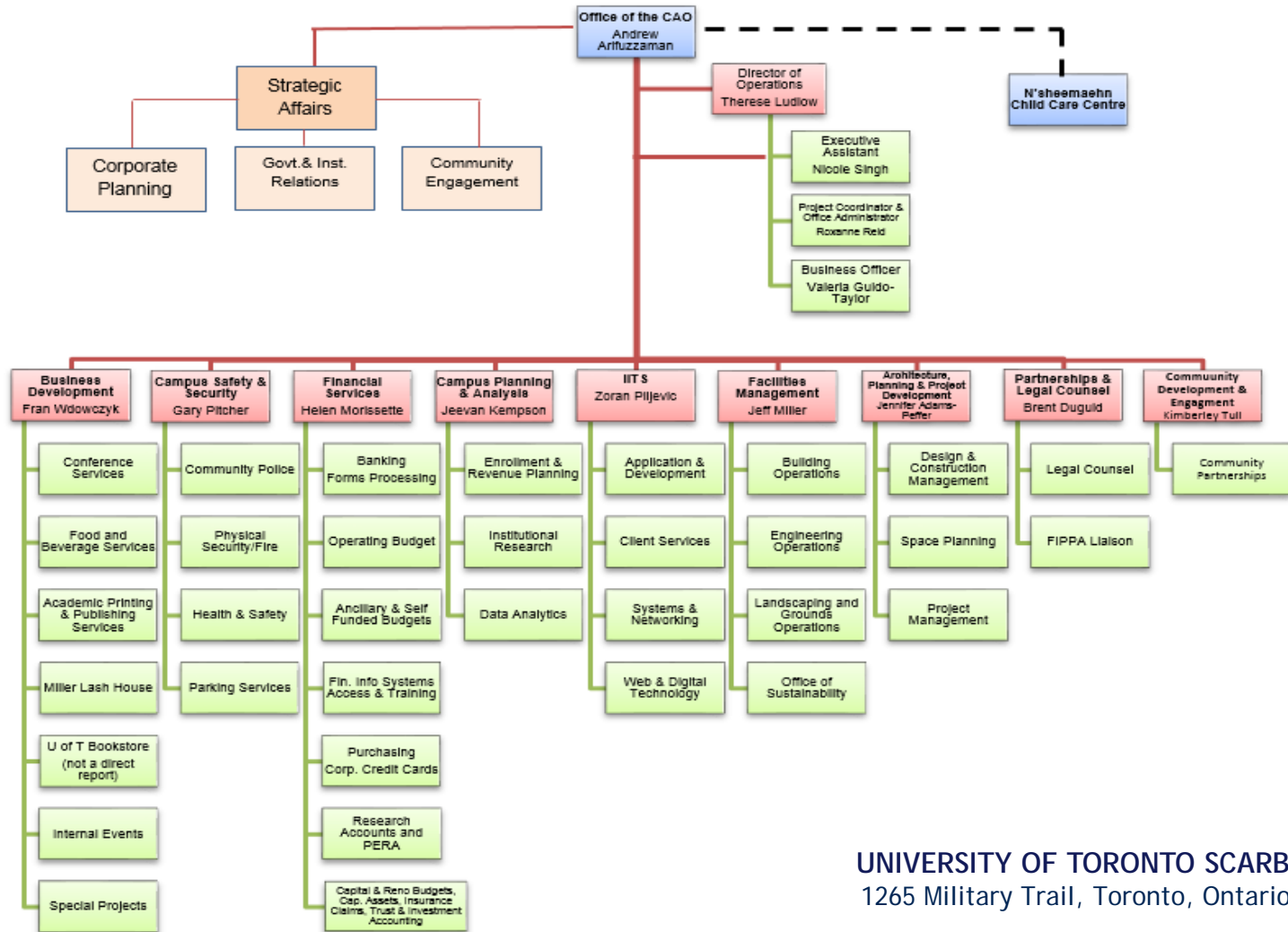
Business Operations & Strategic Affairs

CAC Orientation

Andrew Arifuzzaman
Chief Administrative Officer

Org Chart

Business, Operations, and Strategic Affairs



- Strategic Plan
- Capital Plans and Development
 - Secondary Planning Approval
 - New Student Residence
 - Completion of Project Planning Reports
 - IC2
 - Initiation of Capital Projects
 - Phase II of Campus Space Plan
- Evolution of UTSC Budget Model
- Operationalizing Sustainability Objectives (Campus Retrofits)

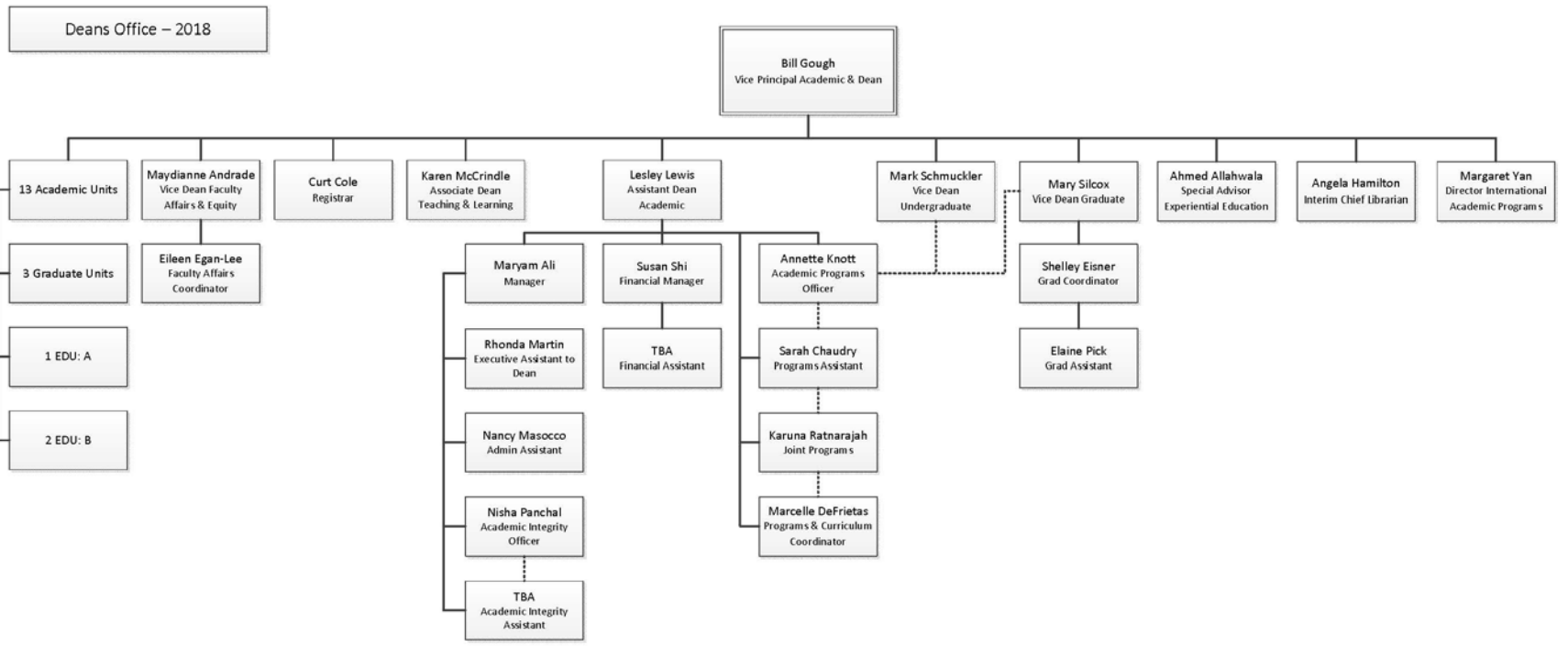
Office of the Vice Principal, Academic and Dean

CAC Orientation

Professor William Gough
Vice-Principal, Academic and Dean

Org Chart

Office of the Vice-Principal, Academic and Dean



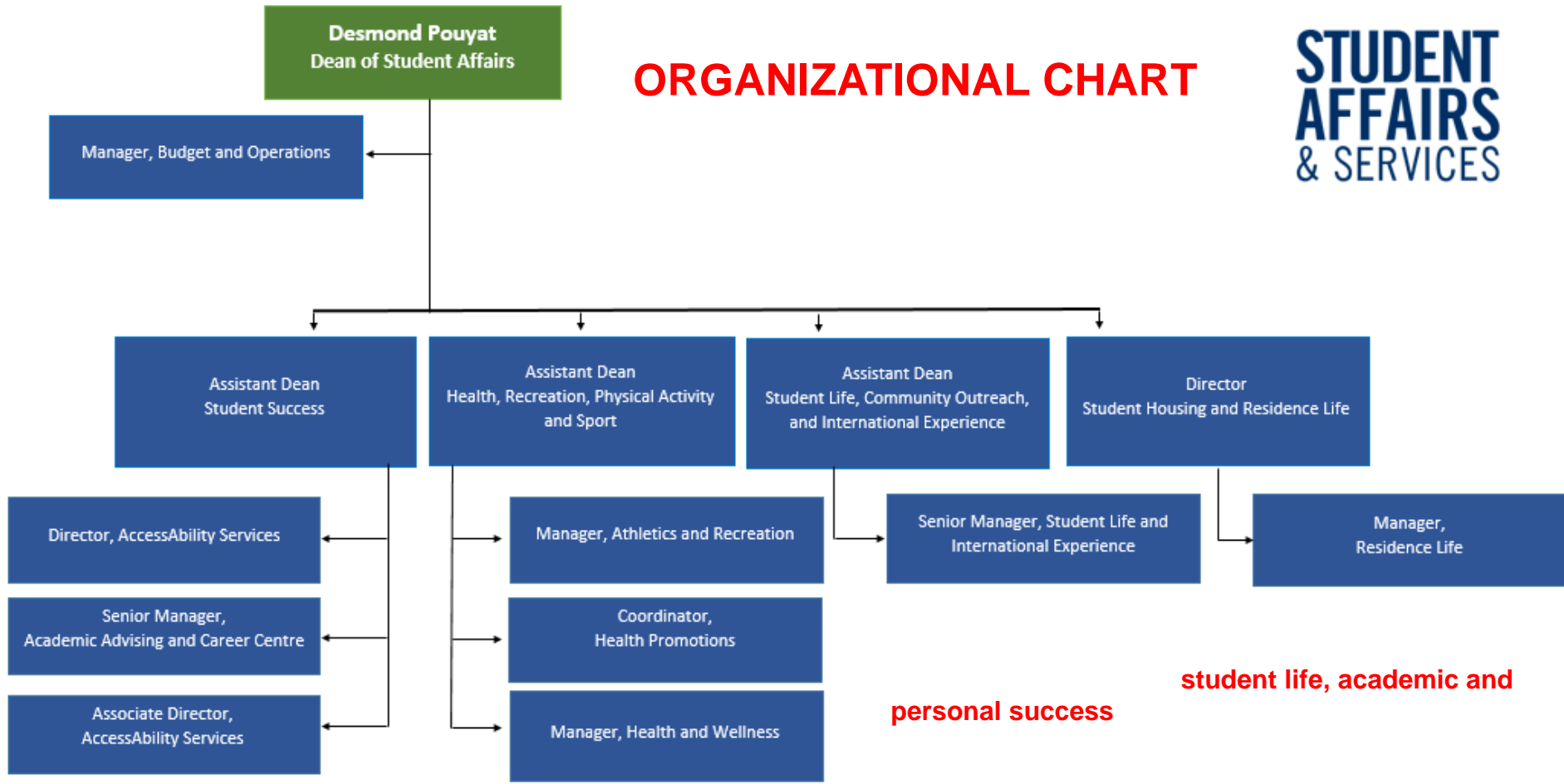
- Campus Strategic Plan
- Academic Plan
- Curricular Development
 - Major in Creative Writing
 - Double Degree English and Psychology
 - Combined Degree Program – new options for Master of Teaching
 - Type 3 certificate approval process
 - Other initiatives
- Bridging Programs
 - Centennial, Loyalist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



Student Affairs and Services Priorities and Objectives 2018-2019

September 2018

ORGANIZATIONAL CHART



personal success **student life, academic and**

Priorities & Strategic Direction

Six priorities on which we are strongly focused, which align closely with and support the strategic direction of the campus:

**Work Integrated Learning /
Experiential Education**

Community Outreach

**Internationalization /
Global Experience**

Healthy Campus

**Indigenous Priorities informed
by the TRC's recommendations
and the University's
commitment**

**Service Excellence, Services
and Programs that support
Student Success**

Key Portfolio Objectives 2018-19

- **Strengthening the student experience**
- **Increasing global mobility opportunities for our students, exchanges, study abroad, research opportunities, etc**
- **Partnerships and community building (Community Outreach, City building, strengthening experiential learning opportunities, support for Indigenous students and Indigenous community outreach)**
- **Collaborating to strengthen the academic success and experience of all students while strengthening campus life experience and outcomes for students with disabilities**
- Building together a healthy campus platform, leveraging all opportunities to do so
- Strengthening student engagement in physical activity through a renewed community outreach strategy
- Mental health and counselling– maintaining excellence in responsiveness
- Continuing our emphasis on education around sexual violence, integration of the SVC into our campus apparatus of supporting students, and managing risk
- **Equity training and building positive and inclusive workplace culture**
- Support and continuing to build strong working relationships with colleagues across campus and tri-campus
- Impactful involvement in tri-campus review
- **Advancing metric development and data driven decision making**

The role of Committee Members

Approve,
recommend,
confirm etc.
business items

Offer advice

Provide
oversight



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 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




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 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

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 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>



UNIVERSITY OF
TORONTO
SCARBOROUGH

Thank you

Questions?

UNIVERSITY OF TORONTO SCARBOROUGH
1265 Military Trail, Toronto, Ontario M1C 1A4



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 Campus Affairs Committee)**
3. **2018-19 UTSC Campus 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 Campus 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									-