

**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 22 OF THE ACADEMIC AFFAIRS COMMITTEE**

SEPTEMBER 13, 2017

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on September 13, 2017 at 4:10 p.m. in the Council Chambers, William G. Davis Building, at which the following were present:

Professor Judith Poë, Chair
Dr. Laura Taylor, Vice-Chair
Professor Ulli Krull, Vice-President & Principal
Professor Amrita Daniere, Vice-Principal
Academic and Dean
Professor Bryan Stewart, Vice-Principal,
Research
Professor Gordon Anderson
Professor Brett Beston
Professor Liza Blake
Professor Tracey Bowen
Ms Erika Colby
Professor Marc Dryer
Ms Salma Fakhry
Professor Miquel Faig
Professor Alexandra Gillespie
Professor Yuhong He
Professor Sanja Hinic-Frlog
Professor Rosa Hong
Professor Konstantin Khanin
Professor Michael Lettieri
Professor Rhonda McEwen
Professor Ashley Monks
Professor Kent Moore
Professor Emmanuel Nikiema
Ms Lorretta Neebar
Mr. Jay Nirula
Professor Andrea Olive
Professor Manfred Schneider
Professor Joan Simalchik
Professor Alison Syme
Professor Mihkel Tombak

Mr. Doug Varty
Mr. Jose Wilson
Professor Liye Xie

Non-Voting Assessors:

Mr. Mark Overton, Dean of Student Affairs
Ms Yen Du, Program and Curriculum Officer

Regrets:

Professor James Allen
Professor Aurel Braun
Professor Gary Crawford
Ms Elaine Goettler
Professor Claudiu Gradinaru
Ms Shelley Hawrychuk
Professor Nathan Innocente
Professor Kajri Jain
Ms Renu Kanga Fonseca
Mr. Abdelrahman Khater
Ms Jihan Khatib
Professor Anna Korteweg
Professor Teresa Lobalsamo
Professor Heather Miller
Professor Diana Raffman
Ms Nour Shell
Professor Rebecca Wittman
Dr. Daniel Zingaro

In Attendance:

Ms Felicity Morgan, Director, Career Centre
Ms Monica Scott, Chair, Program Plans Steering Committee

Secretariat:

Ms Cindy Ferencz Hammond, Director of Governance, Assistant Secretary of the Governing Council
Ms Mariam Ali, Governance Coordinator

1. Chair's Remarks

The Chair welcomed members to the first meeting of the Academic Affairs Committee for the 2017-18 academic year. She introduced Dr. Laura Taylor, Vice-Chair of the Committee; Professor Ulli Krull, Vice-President and Principal; and the Committee's voting assessors, Professor Amrita Daniere, Vice-Principal Academic & Dean and Professor Bryan Stewart, Vice-Principal, Research. The Committee's non-voting assessors were also introduced: Ms Yen Du, Program and Curriculum Officer and Mr. Mark Overton, Dean of Student Affairs. The Chair noted that a by-election was required for two graduate student positions on the Committee and that nominations would close on September 20th.

2. Orientation

The Chair, Professor Judith Poë, and Ms Cindy Ferencz-Hammond, Director of Governance, UTM and Assistant Secretary of the Governing Council gave an Orientation presentation¹, and members were directed to Orientation Resources available on the Office of the Campus Council website. The Chair explained that the Committee would oversee academic matters affecting the teaching, learning and research functions of the Campus. She also gave an overview of the difference between the roles of governance and administration, and talked about the roles and responsibilities of members. At the invitation of the Chair, Professor Amrita Daniere, Vice-Principal, Academic & Dean and Professor Bryan Stewart, Vice-Principal, Research provided an overview of their portfolios and their priorities for 2017-18.

3. Program Plans

The Chair invited Ms Felicity Morgan, Director, Career Centre, and Ms Monica Scott, Chair, Program Plans Steering Committee to provide an overview of the UTM Program Plans². Ms Morgan informed members that the Program Plans were a web-based reference guide and tool for UTM undergraduate students, providing them with an accessible overview of the many academic and co-curricular opportunities that are available to them. These opportunities have been packaged into plans that were based on each student's major/ specialist program so that suggestions were specific to a particular year of a program, while others may apply to any year. She added that program plans would also help staff and faculty to support students to make informed choices and promote earlier planning and engagement that allowed the creation of individualized plans. Ms Scott provided an overview of the process involved in creating program plans at UTM, which was led by the Steering Committee and reviewed an example of program plans with members. Ms Morgan noted that moving forward, the programs would be looking to document the process, update program plans annually and analyze assessment metrics for further enhancements.

4. Major Modification: New Combined Degree Program (CDP) in Honours Bachelor of Science (HBSc)/Honours Bachelor of Arts (HBA) at the University of Toronto Mississauga (UTM) and the Master of Teaching (MT) at the Ontario Institute for Studies in Education (OISE)*

The Chair informed members that the Committee was responsible for major and minor modifications to existing programs. She then invited Professor Amrita Daniere, Vice-Principal Academic & Dean to present this item. Professor Daniere advised the Committee that the proposed Combined Degree Programs were between the Ontario Institute for Studies in Education (OISE) Master of Teaching

¹ A copy of the Orientation Presentation is attached as Attachment A.

² A copy of the Presentation is attached as Attachment B.

program and nineteen (19) UTM undergraduate programs offered through the Departments of Biology, Chemical & Physical Sciences, Mathematical & Computational Sciences, and Language Studies as well as the Forensic Science Program. The proposed Combined Degree Programs would provide the strongest students an opportunity to gain early (conditional) graduate admission, a clear pathway towards the teaching profession, access to an enriched combination of academic programs, early exposure to graduate level courses, and a reduced course load while completing their MT. Professor Daniere noted that there was no acceleration in time to completion in the Combined Degree Programs, however students would benefit from an enhanced academic experience as they would need to complete 1.0 FCE of graduate level courses in the final year (Year 4) of undergraduate studies. Professor Daniere added that faculty and staff in the Departments of Biology, Chemical & Physical Sciences, Mathematical & Computational Sciences, and Language Studies as well as in the Forensic Science at the University of Toronto Mississauga, and faculty in the Master of Teaching program at OISE, were consulted during the development of this proposal. In response to a question, Professor Daniere explained that subject areas for future development would largely be identified by faculty at OISE as they measured which teachable subjects were in demand in the province.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Combined Degree Program, as recommended by the Vice-Principal Academic and Dean, Professor Amrita Daniere, in the proposal dated August 16, 2017, be approved, effective September 1, 2018.

5. Credit/No Credit Policy Update

The Chair advised members that on April 25, 2017, the Committee had considered and approved an update to the Credit/No Credit Policy and the proposed change was to provide further clarification on the deadline to select the Credit/No Credit option. The Chair invited Ms Lorretta Neebar, Interim Registrar and Director of Enrolment Management to present the item. Ms Neebar noted that it would now be explicitly stated that for courses with a final examination, students had to choose CR/ NCR by the final day of classes in the term the course was offered, provided the student had not yet written the final exam. In courses with no final exam, the student must not have written the final test or submitted the final assignment. She added that the same condition was currently used for the Late Withdrawal without Academic Penalty (LWD) option and therefore this minor change to the CR/NCR policy would align the conditions of the two options. In response to a member's question, Professor Daniere explained that currently there were no courses, which did not include a cumulative assignment and that if there were any questions regarding the deadline for selecting the Credit/No Credit option in such cases, the Office of the Registrar would work with the relevant course instructor in order to resolve the question.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the modification to the UTM Credit/No Credit Policy, proposed by the Office of the Registrar, recommended by the Vice-Principal Academic & Dean, Professor Amrita Daniere, and described in the proposal dated August 29, 2017, be approved, effective September 14, 2017.

6. Calendar of Business, 2017-18

The Chair referred members to the Calendar of Business, and advised that the document would be updated on the Office of the Campus Council website on Fridays; she encouraged members to review the Calendar on a regular basis and consult with the Secretariat if they had any questions about forthcoming items.

7. Other Business

There was no other business brought forward.

8. Assessors' Report

Professor Daniere advised members that the Academic Plan had been circulated widely and had undergone an inclusive, thoughtful and creative process. She encouraged members to review the Academic Plan and the Implementation Plan on the [Office of the Dean's Website](#). She noted that the Academic Plan would come to the Committee at its next meeting for consideration.

She added that the upcoming cycle would also include an overview of external reviews. In addition, Professor Daniere advised members that a proposal for an EDU: C, the Centre on Urban Environments (CUE) would be considered by the Campus Affairs Committee and the Campus Council, on September 14 and October 4 respectively. Members interested in the proposal were encouraged to review the documentation available on the Office of the Campus Council website.

CONSENT AGENDA

The Chair informed member that any member may request to have an item removed from the consent agenda and placed on the regular agenda by contacting the Secretary in advance of the meeting.

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted, and that Item 9 - Report of the Previous Meeting.

9. Report of the Previous Meeting: Report 21 – April 25, 2017

Report number 21, from the meeting of April 25, 2017, was approved.

10. Business Arising from the Report of the Previous Meeting

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

11. Date of the Next Meeting – October 30, 2017 at 4:10 p.m.

END OF CONSENT AGENDA

The meeting adjourned at 5:18 p.m.

Secretary

Chair

September 18, 2017



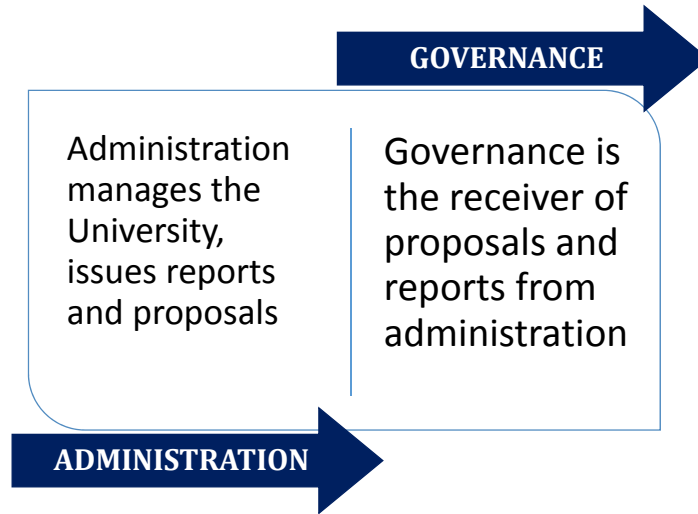
University of Toronto Mississauga Academic Affairs Committee Orientation

September 13, 2017

Agenda

- What is the role of governance as compared to that of administration?
- Where does AAC fit into UofT governance?
- What is the mandate of the AAC?
- Who are the AAC members? What do we do? What is expected of us?
- Who are the Assessors and what do they do?

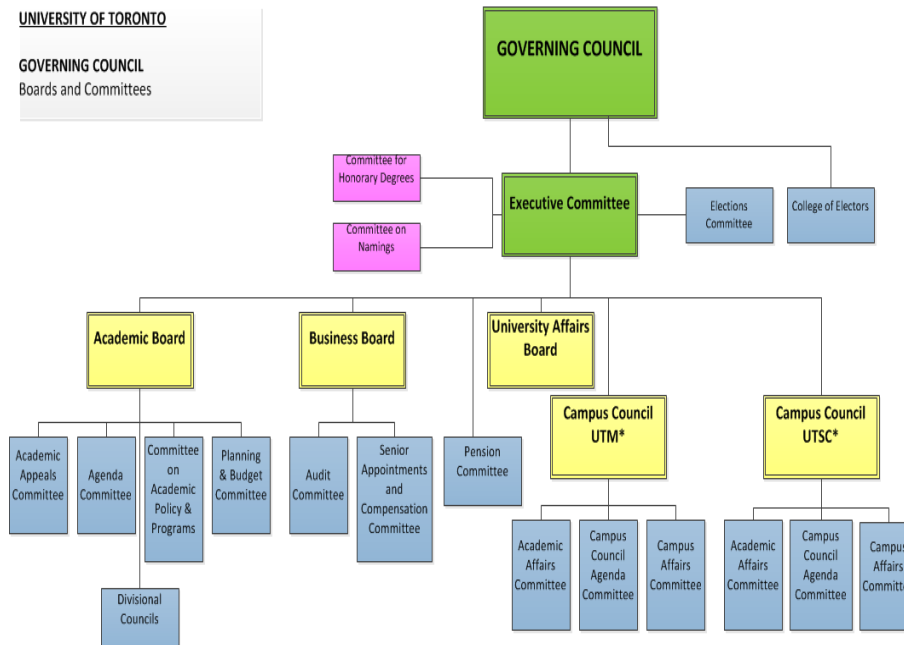
Role of Governance & Administration



3

UNIVERSITY OF TORONTO

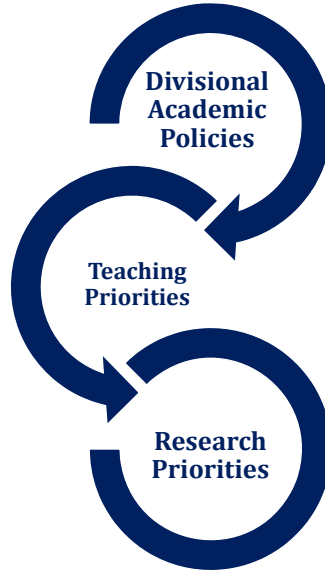
GOVERNING COUNCIL
Boards and Committees



4

Mandate of the Academic Affairs Committee

The UTM Academic Affairs Committee is concerned with matters affecting the teaching, learning and research functions of the Campus.



5

63 Members

35 Teaching Staff	9 Students
10 <i>Ex officio</i>	2 Administrative Staff
3 Community	2 Librarians

6

Types of Items for consideration

Consider for Recommendation

Major Modifications: Combined degree programs, new freestanding minor programs, new campus admission policies

Minor Modifications: New courses, and annual undergraduate curriculum changes, new minor within existing programs

Program Closures or New Undergraduate Programs within existing degrees

Campus policies (credit / no credit)

Provide Oversight & Advice (items for info)

Reviews of Academic Programs
University Policies
Academic Plan (drafts)

Annual Reports: Academic Appeals Subcommittee, Committee on Standing and Library

Strategic Topics (academic accommodation, academic skills)

7

Decisions

Approve (occasionally clarified or amended)

Reject

Referred back to the administration with advice.

Withdrawn by the administration.

8

Expectations of Members

Honesty

Diligence

Good Faith

Confidentiality

Best Interests of the University

9

Assessors [voting]

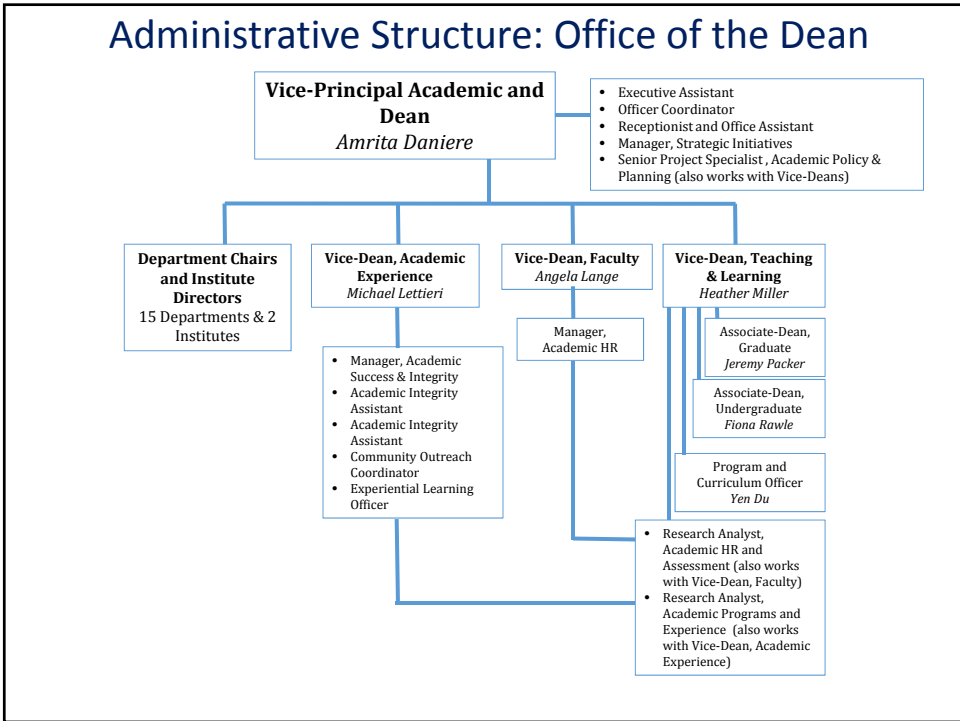
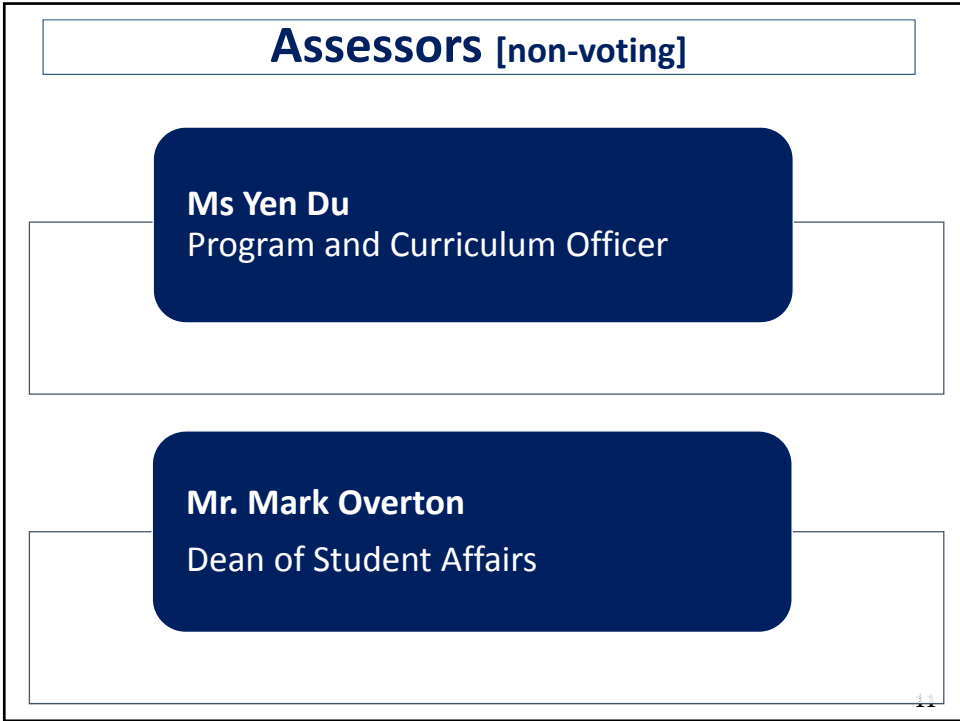


Professor Amrita Daniere
Vice-Principal, Academic & Dean
[voting]



Professor Bryan Stewart
Vice-Principal, Research
[voting]

10



Member Resources

- <http://uoft.me/OrientationUTM201718>
- Available on the portal as well as the website
– Resources section

13

Questions?

Contact: Chair and Secretary
Council.utm@utoronto.ca

14

UTM Program Plans

Monica Scott, Chair, Program Plans Steering Committee

Felicity Morgan, Director Career Centre

September 22, 2017



What are the UTM Program Plans?

- Reference guide for undergraduate students of UTM resources
- Anchored in their academic program, including institutional priorities and high impact practices, with actionable items
- Deepens, broadens engagement in academic, and non-academic activities, leverages opportunities
- Cultural shift to engagement for all students



Program Plan Benefits



- Engages students; enables them to create their individualized plan
- Assists staff and faculty as they support students
 - Provides accurate and current information
 - Offers topics for discussion
 - Assists students in making informed choices
 - Promotes earlier planning and engagement

UTM's Process

- Support from Academic Dean, Principal, Chairs
- Steering Committee: Career Centre; 5 Academic Departments- Geography, Sociology, Philosophy, Chemical & Physical Sciences, Anthropology; Office of the Registrar; Experiential Education Office; Robert Gillespie Academic Skills Centre; International Education Centre; Student Affairs plus Content Researcher, Graphics/Website Design, Database development
- Key sections and content, design, infrastructure
- Focus groups with students
- Departments edited their plans



Program Plans Today

Launched September 2017

<http://www.utm.utoronto.ca/program-plans/>



Moving Forward

- Website enhancements
- Database development
- Process documentation
- Updates annually each spring for next two years
- Analyzing assessment information

