

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 27 OF THE ACADEMIC AFFAIRS COMMITTEE

September 14, 2017

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

Your Committee reports that it met on Thursday, September 14, 2017 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:

Professor Elaine Khoo, Chair
Mr. Conor Anderson, Vice-Chair
Professor Marc Cadotte,
Acting Vice-Principal, Research
Professor Syed W. Ahmed
Ms Nada Barrie
Professor Shelley A. Brunt
Dr. Curtis Cole
Ms Jacqueline M. Deane
Mr. George Fadel
Professor Mark Hunter
Ms Mariam Issa
Professor Margaret Kohn*
Ms Marilyn Kwan
Dr. Jennifer McKelvie
Ms Mari Motrich
Professor William M. Nelson
Professor Sonja Nikkila
Professor Rania Salem
Professor Mahinda Samarakoon
Professor Mark A. Schmuckler
Professor Zohreh Shahbazi
Mr. Ahmad Shanqiti
Professor Mary T. Silcox
Ms Jennifer Xue

Non-Voting Assessors:

Ms Varsha Patel

Secretariat:

Ms Rena Prashad

Absent:

Professor George B. Arhonditsis
Professor William R. Bowen
Mr. Dean Carcone
Professor Li Chen
Professor George S. Cree
Professor Tarun Dewan
Professor Neal Dolan
Ms Colleen Gillon
Professor William Gough
Professor Vassos Hadzilacos
Professor Alen Hadzovic
Professor Clare Hasenkampf
Professor Benj Hellie
Professor Alexander Irving
Ms Whitney Kemble
Professor Thembela Kepe
Professor Bruce Kidd
Ms Annette Knott
Professor Michael J. Lambek
Ms Lydia V.E. Lampers-Wallner
Professor Katherine R. Larson
Professor Andrew C. Mason
Professor Karen Lyda McCrindle
Professor Matthias Niemeier
Ms Victoria Owen

Professor Pascal Riendeau
Professor Larry A. Sawchuk
Professor Sonia Sedivy

Professor Daniel Silver
Professor David Zweig

* Telephone Participants

1. Chair's Remarks

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

2. Orientation of Members

The Chair, Vice-Chair, and Governance Coordinator, Rena Prashad, provided an Orientation presentation to the Committee. The presentation¹ included the follow key points:

- The distinction between university 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 of 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. Minor Undergraduate Curricular Modifications

Professor Mark Schmuckler, Vice-Dean, Undergraduate, reported that the Department of Arts, Culture, and Media was proposing minor curricular changes to the Major (Joint) program in New Media Studies.

He indicated that on February 28, 2017 the Committee had approved minor undergraduate curricular changes that had reduced the total number of credits necessary to complete the program by 1.0 credit, which had consequently made the program impossible to complete. To allow students to select the program as a Subject POST, the Dean's Office and the Department agreed to revert the program back to the requirements in place in the 2016-17 academic year. Professor Schmuckler advised members that the changes took effect in the academic *Calendar* and Degree Explorer for the 2017-18 academic year, so that no student would be negatively impacted.

¹ Presentation- Orientation of Members

In response to a question regarding the total number of credits necessary to complete the program, Professor Schmuckler explained that a total of 9.0 credits were needed, and that 1.0 credit at the C- or D-level was missing from the program requirements that had been approved on February 28, 2017.

On motion duly made, seconded, and carried,

YOUR COMMITTEE APPROVED,

THAT minor curricular modifications to the Major (Joint) program in New Media Studies, submitted by the Department of Arts, Culture and Media, as described in Undergraduate Minor Curriculum Modifications for Approval, Report 6, dated July 26, 2017, and recommended by the Vice-Principal Academic and Dean, Professor William Gough, be approved effective April 1, 2017 for the academic year 2017-18.

4. Annual Report: 2016-17 Subcommittee on Academic Appeals

The Chair invited Dr. Curtis Cole, Registrar & Assistant Dean, Enrolment Management, to present² the *Annual Report: 2016-17 Subcommittee on Academic Appeals*, to the Committee.

Dr. Cole reported that the Subcommittee was the third body in the appeals process at the University. He highlighted the membership of the Subcommittee and the role it played in the appeals process. He also explained that the early resolution at the previous stages (i.e. petitioning process and Dean's Advisory Committee (DAC)), helped reduce the number of appeals heard by the Subcommittee. He reported that the Subcommittee heard three appeals between September 1, 2016 and August 31, 2017, which included:

- a request to change course registration status;
- a request for a early return to studies from a one-year suspension; and
- a request to have course work reviewed

A member asked how student members were selected to serve on the appeal bodies. Dr. Cole reported that full-time, part-time or graduate students were often recommended by academic department Chairs, Department of Student Life, or by the Scarborough Campus Students' Union (SCSU). In follow-up, another member asked how faculty members were selected to serve on the two appeal bodies. Professor Schmuckler explained that faculty members were recommended by their department Chair to participate on the bodies in a service capacity.

A member suggested that a recent alumnus serve on the Subcommittee on Academic Appeals to offer the perspective of a student who successfully completed studies at UTSC. Dr. Cole and Professor Schmuckler thanked the member for their suggestion and took it under advisement.

² Presentation- Annual Report: 2016-17 Subcommittee on Academic Appeals

A member asked whether conflicts of interest were common among appeal bodies members and appellants. Dr. Cole explained that it was rare, and in those situations the member would recuse him or herself from the hearing panel.

A member asked how students were made aware of the University's academic appeals process, and Dr. Cole explained that the information was available on the UTSC Registrar's Office website and in the academic Calendar. In addition, he reported that instructors were encouraged to share information on the academic appeals process with students when an academic issue could not be resolved at the department level.

A member asked whether the number of petitions received from first year students was proportionate to the number of petitions received from upper year students, and Dr. Cole confirmed that it was.

5. Reports of the Presidential Assessors

The Chair invited the Assessors to deliver their reports.

On behalf of the Vice-Principal, Academic and Dean, Professor William Gough, Professor Schmuckler reported to the Committee the following 2017-18 decanal priorities and objectives, which included the following key points:

- A proposal to develop the first double degree program at the University (i.e. Bachelor of Business Administration- BBA and Bachelor of Science B.Sc.) with the Departments of Computer and Mathematical Sciences and Management was underway;
- In an effort to increase access to university education, an admissions pathway program agreement with Centennial College was being finalized;
- Three certificate programs were being developed from the Departments of: Anthropology, Biological Sciences, and Physical and Environment Sciences;
- Joint programs were being created with George Brown and Centennial College (i.e. Food Studies and Political Science);
- Academic program reviews were planned for programs in the Departments of: Physical and Environmental Sciences, Arts, Culture, and Media, Psychology, Historical and Cultural Studies, and Centre for French and Linguistics;
- Inclusion of accurate and respectful Indigenous content in curriculum remained a focus;
- Expanded recruitment initiatives to rural communities, and
- Enrich the international student experience and create international opportunities for domestic students.

A member asked whether students from the Centennial College pathway program would affect

enrolment targets for direct entry students. Professor Schmuckler confirmed that those students would be considered transfer students, which would not affect enrolment targets for direct entry students.

In response to a question regarding anticipated Subject POSTs for students from the Centennial College pathway program, Dr. Cole remarked that those students would likely enrol into non-limited Subject POSTs.

A member asked whether Joint Programs had been successful in the past, and Professor Shelly Brunt, Department of Biological Sciences, explained that the Paramedicine program was extremely successful and that Centennial College was a very willing and generous partner.

Professor Marc Cadotte, Acting Vice-Principal, Research, delivered a report highlighting the following key points:

- In 2017-18, the Office of the Vice-Principal, Research (OVPR), anticipated a large volume of internal and external applications for funding, and efforts were being made to streamline processes;
- An application was submitted for an endowed professorship through the [Canada 150 Research Chairs Program](#), and UTSC expected to receive funding for one international scholar or researcher;
- The OVPR planned to host *UTSC Applauds*. An event to recognize outstanding UTSC research faculty;
- The 2017-18 dates for the [Celebration of Research Excellence Lecture Series](#) had been confirmed, and the OVPR planned to work with the Communications and Public Affairs portfolio to promote the lectures to a variety of audiences;
- Information on fostering research excellence, funding opportunities, and services available to faculty was being presented at an upcoming Chairs and Directors (CAD) Retreat and to the Research Advisory Board (RAB); and
- Continued emphasis was placed on research opportunities in the local community (i.e. Toronto Zoo, Parks Canada) to create a UTSC footprint in public space.

6. Report of the Previous Meeting: Report Number 26- Wednesday, June 14, 2017

The report of the previous meeting was approved.

7. Business Arising from the Report of the Previous Meeting

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

8. Date of the Next Meeting– Tuesday, October 31, 2017 at 4:10 p.m.

The Chair reminded members that the next scheduled meeting of the Committee would be held on Tuesday, October 31, 2017 at 4:10 p.m.

9. Other Business

No other business was raised.

The meeting adjourned at 5:50 p.m.

Secretary

Chair

September 22, 2017

UNIVERSITY OF TORONTO SCARBOROUGH

UTSC Academic Affairs Committee (AAC)

Orientation

Thursday, September 14, 2017

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UNIVERSITY OF TORONTO SCARBOROUGH

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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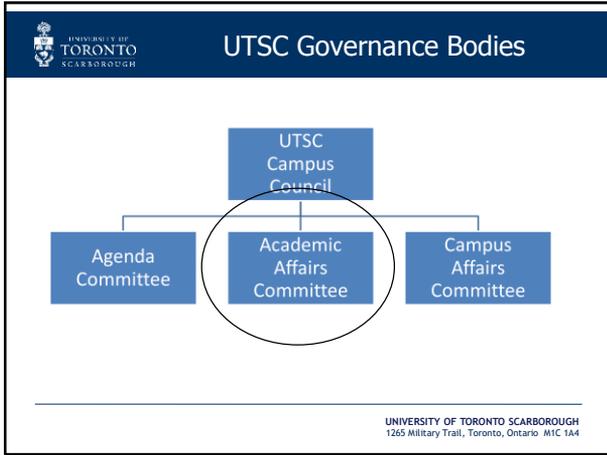
UNIVERSITY OF TORONTO SCARBOROUGH

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;

MISSISSAUGA DOWNTOWN TORONTO (ST. GEORGE) SCARBOROUGH

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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

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AAC Membership Composition

2 Administrative Staff
3 Community Members
33 Teaching Staff
2 Librarians
9 Students
2 Presidential Assessors
10 <i>Ex-Officio</i> Members
Total Members = 61

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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

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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





Strategic Topic/Discussion

- 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

FOR RECOMMENDATION	CONFIDENTIAL	CLOSED SESSION
TO:	Chair of Governance Body	
FROM:	Chair, Assessor, Strategy/Department/Unit	
DATE:	Chair, Assessor, Strategy/Department/Unit	
REASON FOR:	Chair, Assessor, Strategy/Department/Unit	
GENERAL ITEM:	Chair, Assessor, Strategy/Department/Unit	
ITEM IDENTIFICATION:	See the number of items listed on the agenda appear from	
JURISDICTIONAL INFORMATION:	Provide jurisdictional information on the issue and the Governance Body's role to guide them.	
GOVERNANCE PATH:	1. Chair, Assessor, Strategy/Department/Unit 2. Governance Body (Chair, Assessor) 3. Governance Body (Chair, Assessor) 4. Governance Body (Chair, Assessor)	
PREVIOUS ACTION TAKEN:	Provide a summary of previous action.	
PREVIOUS:	Provide a summary of previous action, for highlights of the proposal are contained here.	
FINANCIAL IMPLICATIONS:	Do the financial implications of the proposal are contained in the notes.	
RECOMMENDATION:	Do I recommend by the Chair, Assessor, Strategy/Department/Unit YES/NO/SEEK TO ADVISE, IN ACCORDANCE WITH THE CHARTER.	
DOCUMENTATION PROVIDED:	See Document ID: Chair, Assessor, Strategy/Department/Unit	



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; and
 - An expert resource for policy and procedural advice.

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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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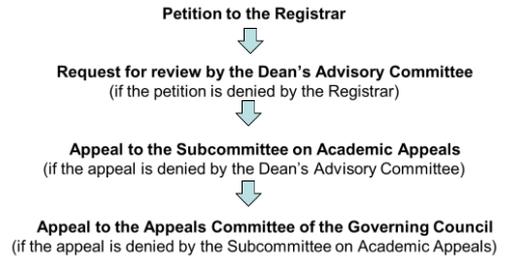
Thank you
Questions?

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Annual Report: 2016-17 Subcommittee on Academic Appeals

UTSC Academic Affairs Committee
September 14, 2017

UofT Academic Appeals Process



Dean's Advisory Committee (DAC)

Membership:

- Chair (Vice-Dean, Undergraduate)
- Three *ex officio* (Voting) members:
 - Dean (or designate)
 - Registrar (or designate)
 - Sr. Advisor, Equity and Diversity
- Two (non-voting) Assessors:
 - Senior Manager: Academic Advising & Career Centre
 - Director of AccessAbility Services
- Members (Voting):
 - Four members of faculty selected by the Chair
 - One student recommended by a faculty member

DAC (cont.)

- Reviews the decisions of denied petitions;
- Advises the Registrar on unusual petitions; and
- Upholds petition denial or grants the petition.

Annual # of Petitions Filed

Year (Jan-Dec)	# of Petitions Filed
2014	2061
2015	2154
2016	2158
2017 (up to Aug 31, 2017)	1187

of Petition Decisions reviewed by DAC

Year	# of petition decisions reviewed by DAC
2014	14
2015	22
2016	20
2017 (up to Aug 31, 2017)	9

Role of the Subcommittee on Academic Appeals

- Considers appeals against the decisions of the Dean's Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation;
- The Dean's Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals;
- An appeal to the Subcommittee on Academic Appeals must be filed within 90 calendar days of the decisions of the Dean's Advisory Committee; and
- The Subcommittee on Academic Appeal's decision is final within UTSC, but it may be appealed within 90 days to the Governing Council's Academic Appeals Committee.

Subcommittee on Academic Appeals Membership

Terms are 1 year, and may be renewed.

Composition:

- 15 Teaching Staff (*one appointed by each department or academic centre*)
- 2 Undergraduate Students

Appeal Hearing Quorum:

- 5 members required; 1 should be a student.
- The Chair must be from among teaching staff.
- The Assistant Registrar, Petitions attends each appeals hearing in a non-voting capacity to defend the decision of the Dean's Advisory Committee.
- The Director of Governance, or designate, serves as the Secretary to the Subcommittee.

Subcommittee on Academic Appeal Hearing Procedure

- The Subcommittee on Academic Appeals meets *in camera*;
- The appellant may appear in person, with or without a representative;
- The Subcommittee may proceed in the appellant's absence.
- The decision of the Subcommittee is recorded and communicated in writing by the Chair; and
- An oral statement of the decision without explanation is available from the Secretary of the Subcommittee by telephone request on the day following the hearing.



Appeal Hearings- Sept 1, 2016- Aug 31, 2017

- Between the period September 1, 2016 and August 31, 2017 the Subcommittee heard **three (3)** appeals:
 1. a request to change course registration status;
 2. a request for an early return to studies from a one-year suspension; and
 3. a request to have course work reviewed
- Historical data on the number of appeals heard by the Subcommittee on Academic Appeals is listed below:

Year	# of appeals heard by the Subcommittee on Academic Appeals
2014-15	4
2015-16	2
2016-17 (up to Aug 31, 2017)	3



Questions?