

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 Verbrugghe, 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 presentation¹ 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 presentation² 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

¹ Presentation- Orientation of Members

² 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 15th. On July 13th, 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 week into the Fall term to ensure student 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.

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 7th and March 1st 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.

Secretary

Chair

UNIVERSITY OF TORONTO SCARBOROUGH

UTSC Campus Affairs Committee (CAC)

Orientation

Wednesday, September 13, 2017

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1265 Military Trail, Toronto, Ontario M1C 1A4

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

The chart shows the hierarchy from the Governing Council down to various committees and boards. The **Campus Council UTSC** is circled in red. It includes sub-committees such as Academic Affairs, Campus Council Agency Committee, and Campus Affairs Committee.

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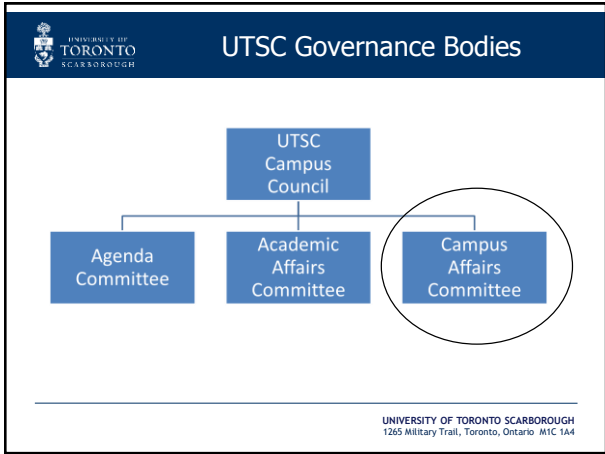
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The Establishment of UTSC Campus Council and its Committees

- 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.].

MISSISSAUGA DOWNTOWN TORONTO (ST. GEORGE) SCARBOROUGH

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-
- 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**
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2017-18 CAC Presidential Assessors

- Voting Assessor**
Mr. Andrew Arfuzzaman, 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**
Ms Liza Arnason, Assistant Dean, Student Life, Community Outreach & International Experience
- Non Voting Assessor**
Ms Helen Morissette, Director, Financial Services

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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

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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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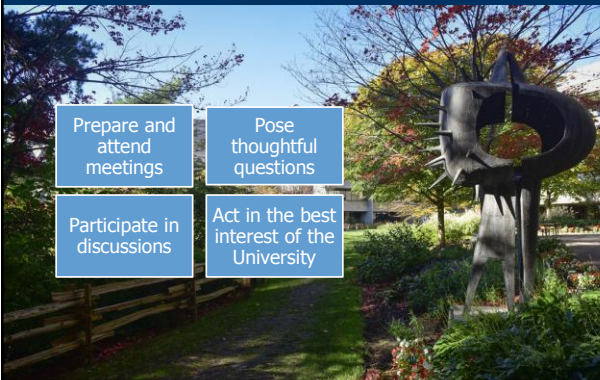
Expectations of Members

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



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, Pastors, Director of Governance/Chair of the Faculty Board	
DATE:	Chair, Pastors, Director of Governance/Chair of the Faculty Board	
REASON FOR:	Chair, Pastors, Director of Governance/Chair of the Faculty Board	
FOR IDENTIFICATION:	Do not enter a name or title on the report unless you are the sponsor or presenter.	
JURISDICTIONAL INFORMATION:	Do not enter jurisdictional information on the form and the Governance Body notes to guide them.	
GOVERNANCE PATH:	<ol style="list-style-type: none"> 1. Chair, Pastors, Director of Governance/Chair of the Faculty Board 2. Governance Body (if applicable) 3. Governance Body (if applicable) 4. Governance Body (if applicable) 	
PREVIOUS ACTION TAKEN:	Previous Governance Body decisions.	
PREVIOUS:	Do not report other body's action of relevance, for highlights of the proposal are contained here.	
FINANCIAL IMPLICATIONS:	Do not report financial implications of the proposal unless it is relevant.	
RECOMMENDATION:	Do not recommend by the Chair, Governance Body, or any other body. THIS IS A DECISION TO BE MADE BY THE GOVERNANCE BODY.	
DOCUMENTATION PROVIDED:	See Document 1000, Document 1000	



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


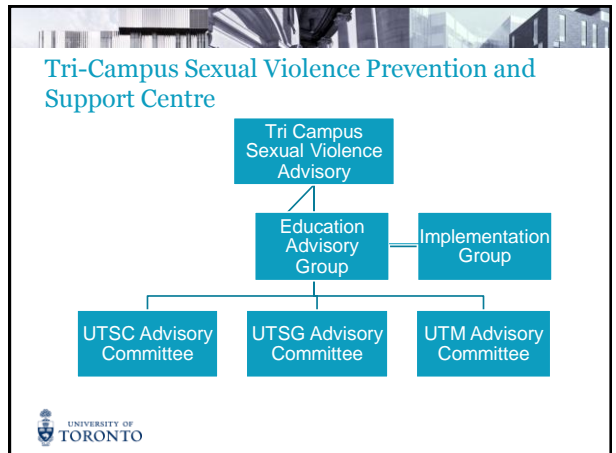
- Sexual Violence Policy
- Education and Prevention
- Other Policy Revisions
- Climate Survey

*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

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
- 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

UofT Downtown Location: 702 Spadina Avenue

UofT Mississauga Location: RM 3094G, Davis Building

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

