

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 33 OF THE ACADEMIC AFFAIRS COMMITTEE

September 13, 2018

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

Your Committee reports that it met on Thursday, September 13, 2018 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:

Elaine Khoo, Chair
Sonja Nikkila, Vice-Chair
Wisdom Tettey, Vice-President and
Principal, UTSC
William Gough, Vice-Principal,
Academic and Dean
Heinz-Bernhard Kraatz, Vice-
Principal, Research
Syed Ahmed
Fareed Amin
Conor Anderson
Danielle Bannis
Corinne Beauquis
Christine Bolus-Reichert
Shelley Brunt
Dakota Bundy
Radhapriya Chawla
Curtis Cole
Suzanne Erb
Barry Freeman
Colleen Gillon
Sarah Guay
Alen Hadzovic
Angela Hamilton
Mark Hunter
Nancy Johnston

Margaret Kohn*
Jacob Koudys
Lydia Lampers-Wallner
Brenda Librecz
Michael Molloy
Fatema Motiwala
Tayyab Rashid
Annie Sahagian
Mahinda Samarakoon
Mark Schmuckler
William Seager
Mary Silcox
Grace Skogstad
Michael Souza*

Non-Voting Assessors:

Annette Knott
Varsha Patel
Shelby Verboven

Secretariat:

Rena Prashad

Absent:

Sandra Bamford
Li Chen
James Donaldson

Alexander Irving
Shiri Iskander
Mariam Issa
Themabela Kepe
Michael Lambek
Patricia Landolt
Katherine Larson
Andrew Mason
Karen McCrindle
William Nelson

Rania Salem
Larry Sawchuk
Lynn Tucker
Jessica Wilson
David Zweig

* Telephone Participants

In attendance:

Sarah Chaudhry, Programs & Curriculum Coordinator, Office of the Vice-Principal,
Academic and Dean
Nick Cheng, Chair, Subcommittee on Academic Appeals
Tina Doyle, Director & Special Advisor to the Dean of Student Affairs on Campus-Wide
Accessibility Issues
Romeo Fournier, Indigenous Academic Advisor and Career Strategist
Naureen Nizam, Associate Registrar & Director of Systems & Operations, Registrar's Office

1. Chair's Remarks

The Chair welcomed members and guests to the first Committee meeting of the 2018-19 governance year. She introduced herself and offered a special welcome to the incoming Vice-Vice-President and Principal, UTSC, Wisdom Tettey and Vice-Chair, Sonja Nikkika. She then invited members to introduce themselves.

2. Orientation of Members

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

- The distinction and role of 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 responsibilities;
- Expectations of Committee members;

¹ Presentation- Orientation of Members

- The role of Assessors and the Committee's Assessors plans and priorities for the 2018-19 academic year;
- 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. Annual Report: 2017-18 Subcommittee on Academic Appeals

The Chair invited Curtis Cole, Registrar & Assistant Dean, Enrolment Management, to present the Annual Report: 2017-18 Subcommittee on Academic Appeals, to the Committee.

Dr. Cole reported that the Subcommittee was the third appeal mechanism in the four-tiered appeals structure for students at the University. He highlighted the membership of the Subcommittee and the role it played in the appeals process, and explained that 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 had heard one appeal between September 1, 2017 and August 31, 2018, which was related to a request for degree credentials. Dr. Cole noted that although the number of appeals heard by the Subcommittee were low, the level of complexity was high.

In response to a comment regarding the increase in petitions, Dr. Cole explained that the vast majority of petitions were related to requests to write deferred exams based on health issues. He further explained that medical certificates did not outline the diagnosed health concern or ailment, but only the level of severity.

In response to a comment regarding the growth in mental health issues in our broader society, Tina Doyle, Director & Special Advisor to the Dean of Student Affairs on Campus-Wide Accessibility Issues, remarked that AccessAbility Services was developing strategies to help UTSC students deal with temporary or ongoing mental health issues.

4. Reports of the Presidential Assessors

The Chair invited William Gough, Vice-Principal, Academic and Dean, to deliver his report.

Professor Gough reported that as of September 4th, the incoming student intake for the academic year was 3,448, and of that, 69.3 percent were domestic and 30.7 percent were international students. Professor Gough anticipated that the full-time undergraduate student enrolment figures would be slightly below the established targets for the November 1, 2018 reporting of the enrolment data to the provincial government due to changes in enrolment status. The incoming entrance average for the current academic year was 86.1 percent, up from 85.3 percent the previous year. He remarked that domestic recruitment continued to be a challenge due to the declining number of Ontario high school students in the system and competition from peer institutions. However, the UTSC recruitment strategy was to create access pathways for traditionally under-represented communities (i.e., Indigenous, black, rural, first in family, LGBTQ, and disabled students) and develop mechanisms and systems to prepare students from those communities for university at UTSC.

5. Report of the Previous Meeting: Report Number 32- Wednesday, May 30, 2018

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 – Tuesday, October 30, 2018 at 4:10 p.m.

The Chair advised members that the Committee would meet again on Tuesday, October 30, 2018 at 4:10 p.m.

8. Other Business

No other business was raised.

The meeting adjourned at 5:17 p.m.

Secretary

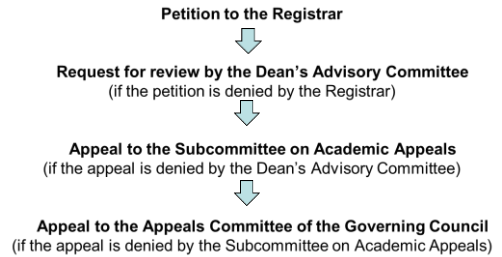
Chair

September 20, 2018

Annual Report: 2017-18 Subcommittee on Academic Appeals

UTSC Academic Affairs Committee
September 13, 2018

University of Toronto 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
2015	2435
2016	2466
2017	2727
2018 (up to August 31, 2018)	1844

of Petition Decisions reviewed by DAC

Year (Jan- Dec)	# of petition decisions reviewed by DAC
2015	22
2016	12
2017	15
2018 (up to August 31, 2018)	5

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, 2017 and August 31, 2018 the Subcommittee heard **one (1)** appeal:

1. a request for degree credentials

Historical data on the number of appeals heard by the Subcommittee on Academic Appeals is listed below:

Year	# of appeals considered by the Subcommittee on Academic Appeals
2015-16	2
2016-17	3
2017-18	1

Questions?