



University of Toronto Mississauga Campus Council
ACADEMIC AFFAIRS COMMITTEE
Thursday, January 9, 2014 at 4:10 p.m.
Council Chamber, Room 3130, William G. Davis Building

AGENDA

1. Chair's Remarks

- 2. Presentation on International Students:** Professor Amy Mullin, Vice-Principal Academic & Dean, Mr. Mark Overton, Dean, Student Affairs and Ms. Diane Crocker, Registrar and Director of Enrolment Management

3. New courses: Master of Science in Sustainability Management (MScSM)*

Be It Resolved,

THAT the proposed new Master of Science in Sustainability Management (MScSM) courses offered by the Institute of Management and Innovation (IMI), as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in each of the proposals dated December 10, 2013, be approved, effective on the date specified for each course in each proposal.

4. Program Closure: Logic Major in the Department of Philosophy, University of Toronto Mississauga*

Be it Recommended to the Committee on Academic Policy & Programs,

THAT the proposed closure of the Honours Bachelor of Arts Major in Logic in the Department of Philosophy at the University of Toronto Mississauga as recommended by the Vice-Principal Academic and Dean, Professor Amy Mullin, in the proposal dated December 5, 2013, be approved with an anticipated program closure date of September 1, 2016.

5. Combined H.B.A. and Masters of Information with the Institute of Communication, Culture, Information and Technology (ICCI), UTM and the Faculty of Information (FI), University of Toronto St. George*

* Documentation included

** Documentation for consent item included. This item will be given individual consideration by the Academic Affairs Committee only if a members so requests. Members with questions or who would like a consent item to be discussed by the Academic Affairs Committee are invited to notify the Committee Secretary Mariam Ali at least 24 hours in advance of the meeting by telephone at 905-569-4358 or by email at mariam.ali@utoronto.ca

Be it Resolved,

THAT the proposed Combined H.B.A. and Masters of Information, offered by the Institute of Communication, Culture, Information and Technology (ICCI) and the Faculty of Information (FI), as recommended by the Vice-Principal Academic and Dean, Professor Amy Mullin, in the proposal dated December 4, 2013, be approved, effective September 1, 2014.

6. Assessor's Report

7. Other Business

CONSENT AGENDA**

8. Report of the Previous Meeting: Report 2 – November 13, 2013**

9. Date of the Next Meeting – February 12, 2014, 4:10 p.m.

10. Business Arising from the Report of the Previous Meeting

- Mathematics Preparation for Transitioning Students

* Documentation included

** Documentation for consent item included. This item will be given individual consideration by the Academic Affairs Committee only if a members so requests. Members with questions or who would like a consent item to be discussed by the Academic Affairs Committee are invited to notify the Committee Secretary Mariam Ali at least 24 hours in advance of the meeting by telephone at 905-569-4358 or by email at mariam.ali@utoronto.ca



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean
CONTACT INFO: 905-828-3719, vpdean.utm@utoronto.ca

PRESENTER: Amrita Daniere, Vice-Dean Graduate
CONTACT INFO: 905-569-4768, amrita.daniere@utoronto.ca

DATE: December 18, 2013 for January 9, 2014

AGENDA ITEM: 3

ITEM IDENTIFICATION:

New courses: Master of Science in Sustainability Management (MScSM)

JURISDICTIONAL INFORMATION:

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for major and minor modifications to existing programs.

GOVERNANCE PATH:

1. Academic Affairs Committee [For Approval] (January 9, 2014)

PREVIOUS ACTION TAKEN:

The Master of Science in Sustainability Management (MScSM) Program was approved by the Erindale College council on March 30, 2011 and proceeded through the committee on Academic Policy & Programs (May 16, 2011), Academic Board (June 1, 2011), and received final approval from the Governing Council on June 13, 2011. The proposal was then submitted to the Ontario Universities Council on Quality Assurance (Quality Council) for approval. The proposal was approved by the Quality Council on November 25, 2011 and submitted to the Ministry of Training, Colleges and Universities for final approval. The MScSM was approved by the Government of Ontario on April 30, 2013 for admission beginning in September 2013. Given the need to advertise the new program, the UTM Office of the Dean decided to admit the first students starting in September 2014.

HIGHLIGHTS:

The University of Toronto Mississauga (UTM) currently houses four Professional Graduate Masters Programs and one Professional Graduate Diploma Program under the Institute for Management of Innovation (IMI), including the new MScSM program. The MScSM program is

seeking approval of their suite of new course offerings as required by the terms of the program approval. At this time, the MScSM has developed full course proposals for the following 7 courses:

1. SSM1010Y *Principles of Sustainability Management* which is designed to develop an understanding of the lens of sustainability management and its applications under diverse situations. The course is the required and foundational course of the MScSM program.
2. SSM1020H *Decision Making for Sustainability Management* will provide students with an understanding of a variety of decision making tools and techniques to enable them to manage and control business operations in different industrial contexts and achieve long term financial success as well as environmental sustainability. The course will explore financial reporting and performance evaluation techniques that ensure long-term profitability without causing significant adverse social and environmental impacts. This course is a required course for the MScSM program.
3. SSM1030H *Environmental Science* whose main objectives is to provide a specific foundation of environmental science, identify key environmental problems and discuss scientific approaches addressing these problems. The course focuses on the basic concepts of environmental science using an integrated systems approach to analyze and address sustainability issues. This course is a required course for the MScSM program.
4. SSM1040H *Managerial Economics for Sustainability Management* which will expose students to the application of managerial economic principles and methodologies used by profit and non-profit organizations while making sustainability management decisions. The course focuses on the basic concepts of managerial economics, economics of key sustainability issues, and the integration and application of managerial economic concepts/tools in sustainability management. This course is a required course for the MScSM program.
5. SSM1050H *Ecosystem Science* will provide the scientific foundation to support the sustainable management of diverse ecosystem services including provisioning, regulating, cultural, and supporting services. This course focuses on the basic concepts of ecosystems science using an integrated systems approach to analyze and address ecological aspects of sustainability issues. This course is a required course for the MScSM program.
6. SSM1060H *Managing Sustainable Organizations* will provide a strong background of management principles associated with organizational structure and design, human behaviour in organizations, reward and motivational mechanisms. In addition, students will be exposed to the principles of managing organizational change, and management tools to embed sustainability in organizational goals and cultures. This course is a required course for the MScSM program.
7. SSM2010H *Marketing in Sustainability Management* is designed to develop an understanding of the relationship between sustainability and marketing; to create linkages

between sustainability concerns and people’s behaviour including their behaviour in markets; the differences between the principles of conventional marketing and sustainability marketing; sustainability marketing values and strategies; and the applications of sustainability marketing concepts and tools to a range of profit and non-profit organizations. This course is an elective course for the MScSM program.

FINANCIAL IMPLICATIONS:

There are no financial implications for the creation of these 7 MScSM courses beyond those already pledged by the Dean of UTM and the Library at the time that the MScSM program was approved by governance. As such, all elements of the courses will be met with already committed resources.

There are no net implications for the campus’ operating budget.

RECOMMENDATION:

Be It Resolved,

THAT the proposed new Master of Science in Sustainability Management (MScSM) courses offered by the Institute of Management and Innovation (IMI), as recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and described in each of the proposals dated December 10, 2013, be approved, effective on the date specified for each course in each proposal.

DOCUMENTATION PROVIDED:

- SSM1010Y - Principles of Sustainability Management - MScSM
- SSM1020H - Decision Making for Sustainability Management – MScSM
- SSM1030H - Environmental Science – MScSM
- SSM1040H - Managerial Economics for Sustainability Management – MScSM
- SSM1050H - Ecosystem Science – MScSM
- SSM1060H - Managing Sustainable Organizations – MScSM
- SSM2010H - Marketing in Sustainability Management - MScSM

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

X	New Course (ROSI Form also required)
	Changing Weight of Existing Course (ROSI Form also required)
	Changing Grading Scale of Existing Course
	New Delivery Mode of Existing Course

Faculty: [E.g. Arts and Science, Medicine, etc. If Collaborative Program, please indicate lead Faculty]

University of Toronto Mississauga

Name of Graduate Unit: [Graduate department/centre/institute/school; if this is a Collaborative Program, please provide name of collaborative program]

Institute for Management and Innovation, University of Toronto Mississauga

Course Title: [The full title of the course. Maximum 60 characters recommended]

Principles of Sustainability Management

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

The main challenge to sustainability managers is to have a new lens of sustainability management (SM) that is responsive to the needs and principles of sustainability as well as of management. The new lens has to be based on integrative analyses and syntheses of the principles of sustainability and the principles of management. This course develops the basic foundations (principles and applications) of the new lens of SM. The course is the required and foundation course of the Master of Science in Sustainability Management program.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

The course is designed to develop an understanding of the lens of sustainability management and its applications in diverse decision making situations. The lens of SM is neither the lens of sustainability nor the lens of conventional management but includes both, and is developed using the concepts of integrative science such as the principle and plausibility method. The course is divided into three parts: the first part covers the basic principles of sustainability including the principles of triple-bottom, precautionary, balance, equity, zero and negative discounting, weak and strong sustainability, resource ethics, life cycle, and systems analysis. The second part covers the basic foundations, principles and functions of management including management approaches of Taylor, Fayol, and Weber, neoclassical and systems theory of management and management functions of planning, organising, leading, and controlling. The third part focuses on the lens of SM and its applications such as: sustainability as economic rationality, sustainability as a comprehensive theory of the firm, enhanced management rationalities incorporating sustainability, planning and entrepreneurship (including competitiveness and cooperation) for sustainability of organizations and society, organizing and operations for sustainability, integrative thinkers and leadership for sustainability, investments for sustainability, accountability for sustainability, and responsibility for sustainability. Students will analyze the current management practices in various profit and non-profit organizations using these concepts and will develop models for sustainability management practices.

FORM C

School of Graduate Studies
University of Toronto

3

Course Designator, Number and Weight: [E.g. ABC 1000Y]

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Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student’s transcript.]

P	R	I	N	C	I	P	L	E	S	O	F	S	M						
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Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate “TBA – Graduate Faculty Member”]

Shashi Kant

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

The course will be delivered through a mix of lectures, analysis of business cases, discussion of academic papers and practitioner articles, and seminars by guest practitioners.

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Modular	<input type="checkbox"/> Continuous	<input type="checkbox"/> Extended
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Does this change involve a course that is required to complete a graduate program? [Mark one]

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES (please also submit a completed Governance Form A with revised Calendar entry)
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Note: This is a new entry and not revised entry.

Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

The course will be offered in the Fall semester with weekly contacts of about 4 to 6 hours.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/> Letter Grades	<input type="checkbox"/> CR/NCR
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Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Class participation	20%
Assignments	30%
Group Project	20%
Final Paper	30%

Enrolment Projection: [Provide an estimate.]

20

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

FORM C

School of Graduate Studies
University of Toronto

3

None

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate "None" if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

X	All elements of the course will be met with existing resources
	Additional resources will be required [contact your Faculty Graduate Dean's Office, and provide a brief description below]

- [Insert description of additional resources required]

None

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

September 1st, 2014

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

FORM C

School of Graduate Studies
University of Toronto

3

- [Council Name, Meeting Date]

Academic Affairs Committee, UTM: January 9th, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
GPO	
Comments	

SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)

If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)

Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)? Yes No

Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

	FIELD	ACTIVITY 1	ACTIVITY 2
Maintain Academic Activity Basic Information screen (1ABA)	Academic Activity Code	SSM1010Y	
	Level of Instruction	G	G
	Academic Activity Type (Course or seminar?)	CRS	CRS
	Previous Acad. Activity Code (for renumbered or re-weighted courses)		
	Council Approval Date	N/A	N/A
	Target Start Session	N/A	N/A
	Transcript Print	Y	Y
	Subject Code		
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	SSM1010Y	
	Start Session Code	Fall 2014	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)		
	Administrative Org Code (SGS division)		
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	These should be the same value. If credit is variable please consult with SGS.	
	Maximum Credit		
	Full Course Equivalent Weight (Full or half) F/H	H	
	Credit (Y/N)	Y	Y
	Section Average (Y/N)	Y	Y
	Total Hours	N/A	N/A
	Auditor Allowed (Y/N)	N	N
	Continuous course (multi-year) (Y/N)		
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
SWS – available to students on the SWS? Y/N			
Degree Navigator	N/A	N/A	
Science Credit Y/N	N/A	N/A	

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

SGS Academic Activity (ROSI) Form – 2012-13 v1

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

X	New Course (ROSI Form also required)
	Changing Weight of Existing Course (ROSI Form also required)
	Changing Grading Scale of Existing Course
	New Delivery Mode of Existing Course

Faculty: [E.g. Arts and Science, Medicine, etc. If Collaborative Program, please indicate lead Faculty]

University of Toronto Mississauga

Name of Graduate Unit: [Graduate department/centre/institute/school; if this is a Collaborative Program, please provide name of collaborative program]

Institute for Management and Innovation, University of Toronto Mississauga

Course Title: [The full title of the course. Maximum 60 characters recommended]

Decision Making for Sustainability Management

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

The cornerstone of business sustainability is that corporations must produce sustainable economic performance while adding values for their shareholders and other stakeholders. Practising sustainability requires a good understanding of business management and corporate accountability in a broad social and economic context. Managers must understand the financial consequences of their decision-making, as well as the environmental and social impacts of their business operations. This course will explore financial reporting and performance evaluation techniques that ensure long-term profitability without causing significant adverse social and environmental impact. It will also discuss the managerial decision making framework that facilitates value creation, performance enhancement, and corporate accountability in a broad social and economic setting.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

This course is designed to provide students with an understanding of a variety of decision making tools and techniques that will enable them to manage and control business operations in different industrial contexts to achieve long term financial success and environmental sustainability. These tools include cost behavior analysis, activity-based management, capital budgeting, full cost accounting, performance evaluation and management control, and environmental risk management. The course will integrate these tools with a biophysical decision-making framework such as life-cycle analysis and other techniques developed in industrial ecology. The course will also discuss how capital markets may discipline corporate environmental performance. It will also explore the importance of compliance with the existing accounting disclosure framework under which companies discuss and report the environmental and financial impacts of their business operations. Finally, we will discuss how companies can enhance their sustainability practices by engaging in environmental compliance audits and Global Reporting Initiatives.

Course Designator, Number and Weight: [E.g. ABC 1000Y]

FORM C

School of Graduate Studies
University of Toronto

3

S S M 1 0 2 0 H

Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student’s transcript.]

D E C I S I O N M A K I N G F O R S M

Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate “TBA – Graduate Faculty Member”]

Yue Li

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

This course will be delivered through a mix of lectures, analysis of business cases, and discussion of academic papers and practitioner articles related to the practice of sustainability.

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

X Regular Modular Continuous Extended

Does this change involve a course that is required to complete a graduate program? [Mark one]

NO X YES (please also submit a completed Governance Form A with revised Calendar entry)

Note: This is a new entry and not revised entry.

Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

The course will be offered in the Fall semester with weekly contacts of about 3 hours.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

X Letter Grades CR/NCR

Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Class participation	15%
Group Project	30%
Final Exam	55%

Enrolment Projection: [Provide an estimate.]

20

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

None

FORM C

School of Graduate Studies
University of Toronto

3

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

X	All elements of the course will be met with existing resources
	Additional resources will be required [contact your Faculty Graduate Dean’s Office, and provide a brief description below]

- [Insert description of additional resources required]

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

September 1st, 2014

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- [Council Name, Meeting Date]

Academic Affairs Committee, UTM: January 9th, 2014

FORM C

School of Graduate Studies
University of Toronto

3

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
GPO	
Comments	

SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)

If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)

Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)? Yes No

Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

	FIELD	ACTIVITY 1	ACTIVITY 2
Maintain Academic Activity Basic Information screen (1ABA)	Academic Activity Code	SSM1020H	
	Level of Instruction	G	G
	Academic Activity Type (Course or seminar?)	CRS	CRS
	Previous Acad. Activity Code (for renumbered or re-weighted courses)		
	Council Approval Date	N/A	N/A
	Target Start Session	N/A	N/A
	Transcript Print	Y	Y
	Subject Code		
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	SSM1020H	
	Start Session Code	Fall 2014	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)		
	Administrative Org Code (SGS division)		
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	These should be the same value. If credit is variable please consult with SGS.	
	Maximum Credit		
	Full Course Equivalent Weight (Full or half) F/H	H	
	Credit (Y/N)	Y	Y
	Section Average (Y/N)	Y	Y
	Total Hours	N/A	N/A
	Auditor Allowed (Y/N)	N	N
	Continuous course (multi-year) (Y/N)		
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
SWS – available to students on the SWS? Y/N			
Degree Navigator	N/A	N/A	
Science Credit Y/N	N/A	N/A	

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

SGS Academic Activity (ROSI) Form – 2012-13 v1

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

<input checked="" type="checkbox"/>	New Course (ROSI Form also required)
<input type="checkbox"/>	Changing Weight of Existing Course (ROSI Form also required)
<input type="checkbox"/>	Changing Grading Scale of Existing Course
<input type="checkbox"/>	New Delivery Mode of Existing Course

Faculty:
University of Toronto Mississauga

Name of Graduate Unit:
Institute for Management and Innovation, University of Toronto Mississauga

Course Title:

Environmental Science

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

The environmental pillar is one of the key pillars of sustainability, and the main challenge faced by sustainability managers is to integrate environmental with social and economic perspectives in their decision-making processes. A deep understanding of environmental aspects of sustainability is necessary for the success of sustainability management. This course is designed to present the foundations of environmental science that are essential for sustainability managers. The course focuses on the basic concepts of environmental science and an integrated systems approach to analyze and address sustainability issues. The course is a required course for the Master of Science in Sustainability Management program.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

The main objectives of this course are to provide a scientific foundation of environmental science, identify key environmental problems and discuss scientific aspects of addressing these problems. The course covers the fundamentals of environmental science, sustainability science, environment as a system, systems and chaos theory, earth system, energy systems, urban environments, environmental change, and environmental impacts; and scientific foundations of the key environmental issues including air pollution, ozone depletion, climate change, global warming, water pollution, marine pollution, land pollution, genetic pollution, noise pollution, chlorofluorocarbon, nuclear waste and emissions, electronic waste, loss of biodiversity and resource degradation. The scientific aspects of these environmental issues will be analyzed using a systems approach and case studies will be used to investigate such issues in real-life context.

Course Designator, Number and Weight: [E.g. ABC 1000Y]

S	S	M	1	0	3	0	H
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Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student's transcript.]

E	N	V	I	R	O	N	M	E	N	T	A	L		S	C	I	E	N	C	E									
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FORM C

School of Graduate Studies
University of Toronto

3

Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate “TBA – Graduate Faculty Member”]

TBA – Graduate Faculty Member

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

Lectures, discussion of case studies and academic papers, lab exercises and field visits

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Modular	<input type="checkbox"/> Continuous	<input type="checkbox"/> Extended
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Does this change involve a course that is required to complete a graduate program? [Mark one]

<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES (please also submit a completed Governance Form A with revised Calendar entry)
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Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

2 hours per week lecture plus open office hours for one-on-one contact.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/> Letter Grades	<input type="checkbox"/> CR/NCR
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Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Student participation	10%
Assignments	25%
Research Paper	30%
Final Exam	35%

Enrolment Projection: [Provide an estimate.]

20

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

Enrolment Restrictions – Limited to MScSM Students. Other students will require instructors and MScSM Program Director’s approval.

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

<input checked="" type="checkbox"/>	All elements of the course will be met with existing resources
<input type="checkbox"/>	Additional resources will be required

FORM C

School of Graduate Studies
University of Toronto

[contact your Faculty Graduate Dean's Office, and provide a brief description below]

- [Insert description of additional resources required]

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

January 1st, 2015

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- [Council Name, Meeting Date]

Academic Affairs Committee, UTM: January 9th, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
GPO	

FORM C

School of Graduate Studies
University of Toronto

3

Comments	
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SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)

If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)

Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)? Yes No

Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

	FIELD	ACTIVITY 1	ACTIVITY 2
Maintain Academic Activity Basic Information screen (1ABA)	Academic Activity Code	SSM1030	
	Level of Instruction	G	G
	Academic Activity Type (Course or seminar?)	CRS	CRS
	Previous Acad. Activity Code (for renumbered or re-weighted courses)		
	Council Approval Date	N/A	N/A
	Target Start Session	N/A	N/A
	Transcript Print	Y	Y
	Subject Code		
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	SSM1030	
	Start Session Code	Fall 2014	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)		
	Administrative Org Code (SGS division)		
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	These should be the same value. If credit is variable please consult with SGS.	
	Maximum Credit		
	Full Course Equivalent Weight (Full or half) F/H	H	
	Credit (Y/N)	Y	Y
	Section Average (Y/N)	Y	Y
	Total Hours	N/A	N/A
	Auditor Allowed (Y/N)	N	N
	Continuous course (multi-year) (Y/N)	N	
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
SWS – available to students on the SWS? Y/N			
Degree Navigator	N/A	N/A	
Science Credit Y/N	N/A	N/A	

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

SGS Academic Activity (ROSI) Form – 2012-13 v1

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

<input checked="" type="checkbox"/>	New Course (ROSI Form also required)
<input type="checkbox"/>	Changing Weight of Existing Course (ROSI Form also required)
<input type="checkbox"/>	Changing Grading Scale of Existing Course
<input type="checkbox"/>	New Delivery Mode of Existing Course

Faculty:

University of Toronto Mississauga

Name of Graduate Unit:

Institute for Management and Innovation, University of Toronto Mississauga

Course Title:

Managerial Economics for Sustainability Management

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

Ecological, economic, and social perspectives are the three pillars of sustainability, and the main challenge faced by sustainability managers is to integrate all three perspectives in their decision-making processes. It is critical to understand the importance of all three pillars in order to implement effective sustainability management practices. This course will provide an economics perspective of sustainability management to students. The course focuses on the basic concepts of managerial economics, economics of key sustainability issues, and the integration and application of managerial economic concepts/tools in sustainability management. The course is a required course for the Master of Science in Sustainability Management program.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

The course exposes students to the application of managerial economic principles and methodologies used by profit and non-profit organizations while making sustainability management decisions. Students learn a variety of managerial economic models in order to analyze values, markets, economic institutions and the trade of environmental goods and services, and to explore how changes in economic institutions and policies can have an impact on sustainability management. These economic models are applied to the analysis of sustainability issues such as biodiversity, climate change, carbon trading, deforestation, environmental regulations, and pollution control. Students will learn how firms can create and sustain competitive advantage in the presence of these issues. Concepts of the green economy, such as socially responsible investment, green entrepreneurship, green innovations, green taxation, and green welfare, are also discussed.

Course Designator, Number and Weight: [E.g. ABC 1000Y]

S	S	M	1	0	4	0	H
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Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student's transcript.]

M	A	N	A	G	E	R	I	A	L	E	C	O	N	O	M	I	C	S	F	O	R	S	M		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	--

Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate “TBA – Graduate Faculty Member”]

Varouj Aivazian

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

Lectures

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/>	Regular	<input type="checkbox"/>	Modular	<input type="checkbox"/>	Continuous	<input type="checkbox"/>	Extended
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Does this change involve a course that is required to complete a graduate program? [Mark one]

<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	YES (please also submit a completed Governance Form A with revised Calendar entry)
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Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

2 hours per week lecture plus open office hours for one-on-one contact.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/>	Letter Grades	<input type="checkbox"/>	CR/NCR
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Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Midterm Test 30%
Research Paper 30%
Student participation 5%
Final Exam 35%

Enrolment Projection: [Provide an estimate.]

25

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

Enrolment Restrictions – Limited to MScSM Students. Other students will require instructors and MScSM Program Director’s approval.

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

<input checked="" type="checkbox"/>	All elements of the course will be met with existing resources
<input type="checkbox"/>	Additional resources will be required [contact your Faculty Graduate Dean’s Office, and provide a brief description below]

FORM C

School of Graduate Studies
University of Toronto

3

- [Insert description of additional resources required]

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

January 1st, 2015

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- [Council Name, Meeting Date]

Academic Affairs Committee, UTM: January 9th, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
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FORM C

School of Graduate Studies
University of Toronto

3

Comments	
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SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)

If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)

Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)? Yes No

Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

	FIELD	ACTIVITY 1	ACTIVITY 2
Maintain Academic Activity Basic Information screen (1ABA)	Academic Activity Code	SSM1040H	
	Level of Instruction	G	G
	Academic Activity Type (Course or seminar?)	CRS	CRS
	Previous Acad. Activity Code (for renumbered or re-weighted courses)		
	Council Approval Date	N/A	N/A
	Target Start Session	N/A	N/A
	Transcript Print	Y	Y
	Subject Code		
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	SSM1040H	
	Start Session Code	January 2015	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)		
	Administrative Org Code (SGS division)		
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	These should be the same value. If credit is variable please consult with SGS.	
	Maximum Credit		
	Full Course Equivalent Weight (Full or half) F/H	H	
	Credit (Y/N)	Y	Y
	Section Average (Y/N)	Y	Y
	Total Hours	N/A	N/A
	Auditor Allowed (Y/N)	N	N
	Continuous course (multi-year) (Y/N)		
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
SWS – available to students on the SWS? Y/N			
Degree Navigator	N/A	N/A	
Science Credit Y/N	N/A	N/A	

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

SGS Academic Activity (ROSI) Form – 2012-13 v1

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

X	New Course (ROSI Form also required)
	Changing Weight of Existing Course (ROSI Form also required)
	Changing Grading Scale of Existing Course
	New Delivery Mode of Existing Course

Faculty:

University of Toronto Mississauga

Name of Graduate Unit:

Institute for Management and Innovation, University of Toronto Mississauga

Course Title:

Ecosystem Science

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

<p>The environmental pillar is one of the key pillars of sustainability, and the main challenge faced by sustainability managers is to integrate environmental with social and economic perspectives in their decision-making processes. A deep understanding of the environmental aspects of sustainability is necessary for the success of sustainability management. This course is designed to provide a scientific foundation, related to ecosystems, that is essential for sustainability managers. The course focuses on the basic concepts of ecosystems science and an integrated systems approach to analyze and address ecological aspects of sustainability issues. The course is a required course for the Master of Science in Sustainability Management program.</p>

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

<p>Ecosystem science provides the scientific foundation to support the sustainable management of diverse ecosystem services including provisioning, regulating, cultural, and supporting services. A deep understanding of interactions between different ecosystem services and impacts of different human and natural disturbances on ecosystem health is critical to design and implement sustainability management practices. This course provides an in-depth understanding of ecosystem science and ecosystem-based management systems. The course focuses on terrestrial and aquatic ecosystems. The course covers ecosystem structures and functions, ecological energetics (primary production, secondary production, and consumer energetics), biogeochemistry (carbon, nitrogen, and phosphorous cycles), nutrients and pollutants in ecosystems, ecosystems budgets, ecological restoration, ecosystem-based management, and adaptive management.</p>

Course Designator, Number and Weight: [E.g. ABC 1000Y]

S	S	M	1	0	5	0	H
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Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student’s transcript.]

E	C	O	S	Y	S	T	E	M		S	C	I	E	N	C	E												
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FORM C

School of Graduate Studies
University of Toronto

3

Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate “TBA – Graduate Faculty Member”]

Harvey Shear

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

Lectures

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

Regular Modular Continuous Extended

Does this change involve a course that is required to complete a graduate program? [Mark one]

NO YES (please also submit a completed Governance Form A with revised Calendar entry)

Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

2 hours per week lecture plus open office hours for one-on-one contact.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

Letter Grades CR/NCR

Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Research Proposal 5%
Annotated Bibliography 5%
Draft Research paper 20%
Final Research Paper 30%
Student participation 10%
Final Exam 30%

Enrolment Projection: [Provide an estimate.]

20

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

Enrolment Restrictions – Limited to MScSM Students. Other students will require instructors and MScSM Program Director’s approval.

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

FORM C

School of Graduate Studies
University of Toronto

X	All elements of the course will be met with existing resources
	Additional resources will be required [contact your Faculty Graduate Dean's Office, and provide a brief description below]

- [Insert description of additional resources required]

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

September 1st, 2014

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- [Council Name, Meeting Date]

Academic Affairs Committee, UTM: January 9th, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
GPO	

FORM C

School of Graduate Studies
University of Toronto

3

Comments	
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SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)

If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)

Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)? Yes No

Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

Maintain Academic Activity Basic Information screen (1ABA)	FIELD		ACTIVITY 1	ACTIVITY 2
	Academic Activity Code			SSM1050H
Level of Instruction			G	G
Academic Activity Type (Course or seminar?)			CRS	CRS
Previous Acad. Activity Code (for renumbered or re-weighted courses)				
Council Approval Date			N/A	N/A
Target Start Session			N/A	N/A
Transcript Print			Y	Y
Subject Code				
Maintain Academic Activity Offering Information screen (1ABD)	FIELD		ACTIVITY 1	ACTIVITY 2
	Academic Activity Code			SSM1050H
Start Session Code			Winter 2015	
End Session Code			99999	99999
Primary Organization Code			SGS	SGS
Secondary Organization Code (graduate unit - ROSI code)				
Administrative Org Code (SGS division)				
Co Secondary Org Code (Faculty – ROSI code)				
Minimum Credit	These should be the same value. If credit is variable please consult with SGS.			
Maximum Credit				
Full Course Equivalent Weight (Full or half) F/H			H	
Credit (Y/N)			Y	Y
Section Average (Y/N)			Y	Y
Total Hours			N/A	N/A
Auditor Allowed (Y/N)			N	N
Continuous course (multi-year) (Y/N)				
Computer Requirement Code			N/A	N/A
Min. Mark			N/A	N/A
SWS – available to students on the SWS? Y/N				
Degree Navigator			N/A	N/A
Science Credit Y/N			N/A	N/A

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

SGS Academic Activity (ROSI) Form – 2012-13 v1

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

X	New Course (ROSI Form also required)
	Changing Weight of Existing Course (ROSI Form also required)
	Changing Grading Scale of Existing Course
	New Delivery Mode of Existing Course

Faculty: [E.g. Arts and Science, Medicine, etc. If Collaborative Program, please indicate lead Faculty]

University of Toronto Mississauga

Name of Graduate Unit: [Graduate department/centre/institute/school; if this is a Collaborative Program, please provide name of collaborative program]

Institute for Management and Innovation, University of Toronto Mississauga

Course Title: [The full title of the course. Maximum 60 characters recommended]

Managing Sustainable Organizations

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

For the success of sustainability management, one of the key requirements is embedding sustainability in organizational goals and cultures. This requires a strong understanding of organizations including organizational structure and design, organizational behaviour, design of reward and motivational mechanisms, and change management. This course is designed to provide these necessary inputs related to organizations and embedding sustainability in their goals and cultures to the graduates of Master of Science in Sustainability Management program. The course is a requirement of the program.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

The main objectives of the course are to provide a strong background of management principles associated with organization structure and design, human behavior in organizations, and reward and motivational mechanisms; principles of managing organizational change; and management tools to embed sustainability in organizational goals and cultures. The course is divided into two parts: the first part focuses on organizations and their functions, types of organizations and their characteristics, structural and contextual dimensions of organizational design, individual behavior, group behavior, structural behavior, organizational inertia, and rewards and motivational mechanisms. These concepts will be discussed in sustainability context. The second part focuses on managing organizational change to embed sustainability in organizational goals and culture including topics such as organizational change, change agents, stages of change, principles and processes of change management, and principles and processes to embed sustainability in profit and non-profit organizations.

Course Designator, Number and Weight: [E.g. ABC 1000Y]

S	S	M	1	0	6	0	H
---	---	---	---	---	---	---	---

FORM C

School of Graduate Studies
University of Toronto

3

Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student's transcript.]

M A N A G I N G S U S T A I N A B L E O R G

Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate "TBA – Graduate Faculty Member"]

Soo Min Toh/New Assistant Professor in the Department of Management

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

The course will be delivered through a mix of lectures, analysis of business cases, discussion of academic papers and practitioner articles.

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

X Regular Modular Continuous Extended

Does this change involve a course that is required to complete a graduate program? [Mark one]

NO X YES (please also submit a completed Governance Form A with revised Calendar entry)

Note: This is a new entry and not revised entry.

Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

The course will be offered in the Winter semester with weekly contacts of 2 to 3 hours.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

X Letter Grades CR/NCR

Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Class participation	20%
Assignments	30%
Projects	20%
Final Exam	30%

Enrolment Projection: [Provide an estimate.]

20

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

None

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

X	All elements of the course will be met with existing resources
	Additional resources will be required [contact your Faculty Graduate Dean’s Office, and provide a brief description below]

- [Insert description of additional resources required]

None

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

January 1st, 2015

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- [Council Name, Meeting Date]

FORM C

School of Graduate Studies
University of Toronto

3

Academic Affairs Committee, UTM: January 9th, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
GPO	
Comments	

SGS Academic Activity (ROSI) Form

This form is to be completed by the Graduate Administrator to accompany Governance Form C* (for new courses or changing the weight of an existing course) or Governance Form B* (for other changes to existing courses except course renaming, de-activation or changing a course into an extended course).

New Academic Activity Codes (ADD)

If a new course number is required, please check to make sure that it has not been used previously. Previously-used course numbers may only be reused after the previous course has been dormant for five or more years. If a new abbreviation is required, please check that it is not already being used by another program.

Reusing Academic Activity Codes (MODIFY)

Previously-used course numbers may only be reused after the previous course has been dormant for five or more years.

Is this a new course or changing the weight of an existing course (Form C)? Yes No

Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

	FIELD	ACTIVITY 1	ACTIVITY 2
Maintain Academic Activity Basic Information screen (1ABA)	Academic Activity Code	SSM1060H	
	Level of Instruction	G	G
	Academic Activity Type (Course or seminar?)	CRS	CRS
	Previous Acad. Activity Code (for renumbered or re-weighted courses)		
	Council Approval Date	N/A	N/A
	Target Start Session	N/A	N/A
	Transcript Print	Y	Y
	Subject Code		
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	SSM1060H	
	Start Session Code	January 2015	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)		
	Administrative Org Code (SGS division)		
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	These should be the same value. If credit is variable please consult with SGS.	
	Maximum Credit		
	Full Course Equivalent Weight (Full or half) F/H	H	
	Credit (Y/N)	Y	Y
	Section Average (Y/N)	Y	Y
	Total Hours	N/A	N/A
	Auditor Allowed (Y/N)	N	N
	Continuous course (multi-year) (Y/N)		
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
SWS – available to students on the SWS? Y/N			
Degree Navigator	N/A	N/A	
Science Credit Y/N	N/A	N/A	

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

* A complete list of graduate curriculum proposal types, appropriate forms to use and required approvals is available from the [SGS website](#).

SGS Academic Activity (ROSI) Form – 2012-13 v1

FORM C

School of Graduate Studies
University of Toronto

3

Governance Form C

Proposal Type: [Mark one; see Governance Form C Procedures and Guidelines]

X	New Course (ROSI Form also required)
	Changing Weight of Existing Course (ROSI Form also required)
	Changing Grading Scale of Existing Course
	New Delivery Mode of Existing Course

Faculty: [E.g. Arts and Science, Medicine, etc. If Collaborative Program, please indicate lead Faculty]

University of Toronto Mississauga

Name of Graduate Unit: [Graduate department/centre/institute/school; if this is a Collaborative Program, please provide name of collaborative program]

Institute for Management and Innovation, University of Toronto Mississauga

Course Title: [The full title of the course. Maximum 60 characters recommended]

Marketing in Sustainability Management

Rationale: [State the reason for creating the course, changing its weight, changing its grading scheme, or introducing a new mode of delivery; also explain the place of the course in your program.]

A critical aspect of sustainability management is to develop a better understanding of people’s behavior towards different types of products and practices that contribute to sustainability concerns along with factors that influence their attitudes, beliefs, and behaviors towards the goal of a sustainable world. Sustainability-conscious people need accurate and reliable information about sustainable products and practices to make informed decisions. Similarly, businesses need new marketing approaches and strategies for their green products. Hence, an understanding of marketing concepts and a skill-set of marketing tools is essential for sustainability managers; this course is designed to contribute towards these requirements. The course is an elective course for the Master of Science in Sustainability Management program, and it is one of the two elective courses that will be offered directly by the program.

Course Description: [Approx. 100-150 words; may include further description of format or course presentation.]

The course is designed to develop an understanding of: (i) relationship between sustainability and marketing; (ii) linkages between sustainability concerns and people’s behavior including their behavior in markets; (iii) differences between the principles of conventional marketing and sustainability marketing; (iv) sustainability marketing values and strategies; and (v) applications of sustainability marketing concepts and tools to a range of profit and non-profit organizations. The course will include a range of topics such as evolution of marketing, sustainability, and sustainability marketing; elements of sustainability marketing and corporate social responsibility; challenges and opportunities for sustainability marketing; sustainability and consumer behavior; harnessing consumer behavior for sustainability; sustainability marketing values and objectives; sustainability marketing strategies; sustainability marketing mix including customer solutions, communication, cost, and convenience; innovations and sustainability marketing; future directions of sustainability marketing; and applications of sustainability marketing.

FORM C

School of Graduate Studies
University of Toronto

3

Course Designator, Number and Weight: [E.g. ABC 1000Y]

S	S	M	2	0	1	0	H
---	---	---	---	---	---	---	---

Abbreviated Course Title: [Maximum 30 characters including spaces/punctuation. Separate words using spaces/punctuation. Use the full course title if possible. Note: this is the title that will appear on a student’s transcript.]

M	A	R	K	E	T	I	N	G	I	N	S	M															
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of Graduate Faculty Member Responsible for Course: [When unknown, indicate “TBA – Graduate Faculty Member”]

TBA – Graduate Faculty Member

Course Format: [E.g. lecture, seminar, etc.; if eLearning format, 100% of instructional interaction occurs online. Please see Governance Form C: Guidelines]

This course will be delivered through a mix of lectures, analysis of business cases, and discussion of academic papers and practitioner articles related to marketing in sustainability management.

Regular/Modular/Continuous/Extended Course: [Mark one; see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Modular	<input type="checkbox"/> Continuous	<input type="checkbox"/> Extended
---	----------------------------------	-------------------------------------	-----------------------------------

Does this change involve a course that is required to complete a graduate program? [Mark one]

<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES (please also submit a completed Governance Form A with revised Calendar entry)
--	---

Note: This is a new entry and not revised entry.

Contact Hours: [For modular courses, list the overall contact hours for the course; for all other course types, list the contact hours per week. For more information, see Governance Form C: Guidelines.]

The course will be offered in the Fall semester with weekly contacts of about 2 to 3 hours.

Grading Scale: [Mark one. If this is a seminar series course, see Governance Form C: Guidelines.]

<input checked="" type="checkbox"/> Letter Grades	<input type="checkbox"/> CR/NCR
---	---------------------------------

Evaluation Components, Percentage Value and Timing: [List all the components of the course in chronological order with percentage value and timing of evaluation. Class participation may not exceed 20%.]

Class participation	20%
Group Project	30%
Final Exam	50%

Enrolment Projection: [Provide an estimate.]

20

Prerequisites/Co-requisites/Exclusions/Enrolment Restrictions: [If any.]

None

FORM C

School of Graduate Studies
University of Toronto

3

Similarity/Overlap: [List graduate units where significant similarity or overlap may occur. Confirm that consultation with other graduate units has occurred; attach documentation as appropriate. Indicate “None” if there is no similarity or overlap.]

None

Resources Required: [Mark one.]

X	All elements of the course will be met with existing resources
	Additional resources will be required [contact your Faculty Graduate Dean’s Office, and provide a brief description below]

- [Insert description of additional resources required]

None

Effective Session Date: [Month / Day / Year; sessions begin in September, January or May. The Faculty Graduate Office and SGS reserve the right to alter the effective session date.]

September 1st, 2014

Approvals/Actions prior to Faculty Governance Approval: [List graduate unit bodies that have approved the proposal. Include the date of each approval, and summarize substantial questions that have arisen. Consultation with graduate students should be included; indicate how it has occurred.]

- [Graduate Unit Committee Name, Meeting Date]

Graduate Curriculum Sub-Committee, UTM: November 15th, 2013

Chair/Director Name(s): [Name of the Graduate Chair/Director of the unit(s) involved. Also list names and contact information for other individuals who will attend meetings at which the proposal will be discussed.]

- [Last name, First Name; Title, Graduate Unit]

Vice-Dean Graduate:	Daniere, Amrita; Vice-Dean Graduate, UTM
Chair/Director:	Gunz, Hugh; Director, Institute for Management and Innovation
Other:	Kant, Shashi; Director, Master of Science in Sustainability Management

Date: [Date of form completion]

October 28th, 2013

Faculty Council Meeting Date: [Identify the Faculty Council or delegated body that will consider the proposal for final approval and provide the expected meeting date.]

- [Council Name, Meeting Date]

FORM C

School of Graduate Studies
University of Toronto

3

Academic Affairs Committee, UTM: January 9th, 2014

Please note: Posting of this form on the GCT indicates that the Faculty Vice-Dean Graduate, or designate, has reviewed the proposal.

For SGS use only	
GPO	
Comments	

SGS Academic Activity (ROSI) Form

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Reusing Academic Activity Codes (MODIFY)

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Is this a change to an existing course (excl. changing its weight) (Form B)? Yes No

(i.e. renumbering a course, new course designator, splitting one full course into two half-courses, amalgamating two half-courses into one full course, or changing an existing course into a continuous course)

Use this column for the half-course that is created when a full course is being split.

	FIELD	ACTIVITY 1	ACTIVITY 2
Maintain Academic Activity Basic Information screen (1ABA)	Academic Activity Code	SSM2010H	
	Level of Instruction	G	G
	Academic Activity Type (Course or seminar?)	CRS	CRS
	Previous Acad. Activity Code (for renumbered or re-weighted courses)		
	Council Approval Date	N/A	N/A
	Target Start Session	N/A	N/A
	Transcript Print	Y	Y
	Subject Code		
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	SSM2010H	
	Start Session Code	Fall 2014	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)		
	Administrative Org Code (SGS division)		
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	These should be the same value. If credit is variable please consult with SGS.	
	Maximum Credit		
	Full Course Equivalent Weight (Full or half) F/H	H	
	Credit (Y/N)	Y	Y
	Section Average (Y/N)	Y	Y
	Total Hours	N/A	N/A
	Auditor Allowed (Y/N)	N	N
	Continuous course (multi-year) (Y/N)		
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
SWS – available to students on the SWS? Y/N			
Degree Navigator	N/A	N/A	
Science Credit Y/N	N/A	N/A	

SGS division codes: Division I HUMGS; Division II SSCGS; Division III PHSGS; Division IV LFSGS

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SGS Academic Activity (ROSI) Form – 2012-13 v1



FOR RECOMMENDATION

PUBLIC

OPEN SESSION

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean
CONTACT INFO: 905-828-3719, vpdean.utm@utoronto.ca

PRESENTER: See Sponsor.
CONTACT INFO:

DATE: December 18, 2013 for January 9, 2014

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Program Closure: Logic Major in the Department of Philosophy, University of Toronto Mississauga.

JURISDICTIONAL INFORMATION:

Under Section 5.5 of its terms of reference, the consideration of “new undergraduate programs within an existing degree, as defined in the University of Toronto Quality Assurance Process, and the closure of such programs” are among the responsibilities of the Academic Affairs Committee. Such proposals require approval by the Committee on Academic Policy and Programs of the Academic Board.

GOVERNANCE PATH:

1. Academic Affairs Committee [For Recommendation] (January 9, 2014)
2. Committee on Academic Policy & Programs [For Approval] (February 25, 2014)

PREVIOUS ACTION TAKEN:

No previous action in governance has been taken on this proposal.

HIGHLIGHTS:

This is a proposal to close the Honours Bachelor of Arts Major Program in Logic offered by the Department of Philosophy at UTM effective September 1, 2016.

The Logic Major has been offered for more than 20 years. Over the last number of years interest in the Major has declined and enrolment in specialized logic courses has been low. This is in line with trends at other Universities where logic is rarely offered as a standalone program at the

undergraduate level. On the advice of a recent department review and following extended discussion and consultation within both the Department of Philosophy and the Department of Mathematical and Computational Sciences at UTM, the decision was made to close the program.

The Department will continue to offer both a Major and a Specialist program in Philosophy, which include some logic content (every student is required to take PHL245H5 *Modern Symbolic Logic* and additional courses in Logic can be taken to satisfy requirements). Students will continue to have the option of majoring in Philosophy with a Minor in Mathematics or Computational Sciences (or vice-versa) which would allow them to pursue much the same interests as the Logic Major currently allows. Courses in logic will continue to be offered, allowing students in progress (of which there are 46 across all years) to complete the Major. It is anticipated that all students in progress will have completed the program by September 1, 2016.

Admissions to this program was closed as of September 1, 2013. Notification has been placed on the Departmental website and a notation will appear in the UTM Academic Calendar concerning this pending closure.

FINANCIAL IMPLICATIONS:

Courses in logic will continue to be offered.

There are no net implications for the campus’ operating budget.

RECOMMENDATION:

Be it Recommended to the Committee on Academic Policy & Programs,

THAT the proposed closure of the Honours Bachelor of Arts Major in Logic in the Department of Philosophy at the University of Toronto Mississauga as recommended by the Vice-Principal Academic and Dean, Professor Amy Mullin, in the proposal dated December 5, 2013, be approved with an anticipated program closure date of September 1, 2016.

DOCUMENTATION PROVIDED:

Logic Major Closure Proposal



University of Toronto Proposal for the Closure of an Existing Program (Graduate or Undergraduate)

(This template has been developed in line with the University of Toronto’s Quality Assurance Process.)

The process followed for the closure of any program is the same as that required for the approval of any new such program.

Closure Proposed: Please specify precisely what is being closed: i.e., Graduate diploma, field, certificate, option within a program (e.g., specialist, major, or minor), entire program, or degree (graduate or undergraduate)	Logic Major (ERMAJ1736)
Department / Unit (if applicable):	Department of Philosophy
Faculty / Academic Division:	University of Toronto Mississauga
Faculty / Academic Division contact:	Melissa Berger Program and Curriculum Officer Office of the Dean, UTM melissa.berger@utoronto.ca
Department / Unit contact:	Sergio Tenenbaum Department of Philosophy, UTM chair.philosophy.utm@utoronto.ca
Effective date program will be closed to new admissions:	September 1st, 2013
Effective date of full closure of program: (date by which students currently in the program will be expected to graduate)	September 1st, 2016
Version Date:	December 5th, 2013

1 Brief Summary

This is a proposal to close the Major program in Logic. The Logic Major has been offered for more than 20 years. Over the last number of years interest in the major has declined. It has attracted some student interest, but unfortunately students have rarely graduated with this Major. Admissions to the Logic Major will be closed as of September 1st, 2013. The Department will continue to offer both a Major and a Specialist program in Philosophy, which include some logic content (every student is required to take PHL245H5 *Modern Symbolic Logic* and additional courses in Logic can be taken to satisfy requirements). The Logic Major is a joint program between the Departments of Philosophy and Mathematical and Computational Sciences and there has been extensive consultation with the faculty and the Chairs of both Departments. Students will continue to have the option of majoring in Philosophy with a Minor in Mathematics or Computational Sciences (or vice-versa) which would allow them to pursue much the same interests as the Logic Major currently allows. Both Departments felt that the continuation of the Logic Major would not be beneficial to our students.

2 Rationale

The major was created in the 1980s at a time in when there was significant Faculty interest in the area and Logic had a prominent position in the field. Over time, student and Faculty interest in this area has waned and course enrollments/subject POST registrations have declined as a result.

Although the number of students currently enrolled in the Major is apparently high (46), only 5 students have graduated with the Logic Major in the last 7 years. There are a few courses in the program (PHL347H5 *Many-Valued and Modal Logics*, PHL348H5 *Metalogic*, PHL350H5 *Philosophy of Language*, and PHL451H5 *Seminar in Philosophy of Language and Logic*) which have very low enrolments which is costing the Department resources in order to offer these courses with the frequency (ideally at least every other year) that the Logic Major requires.

Although the Department still has strong Faculty who teach in this area (and Logic still is an important concentration in Philosophy), the conditions today are significantly different. The landscape across North America has changed and almost no other university offers a specialized Logic major at the Undergraduate level. Specialized Logic courses traditionally attract relatively few students and consequently the Logic Major requires a significant investment of teaching resources. In a recent External Review of the Department the reviewers agreed, concluding that “our own view is that a specialized program of this nature should be maintained on the campus only if there are UTM faculty who are passionately invested in its maintenance and flourishing”. The Department believes its resources could be better used elsewhere, providing courses that can potentially attract a larger number of students”.

3 Impact on other programs/units of the proposed closure

The Logic Major program requires students to take Mathematics and Computer Science courses in addition to Philosophy courses. There has been extensive consultation with the Chair and faculty within the Department of Mathematical and Computational Sciences and they have expressed no objection to the closure of this program. Due to low numbers in the program, the impact on both departments will be minimal.

4 Student Accommodation

Table 1: Undergraduate

	Year one	Year two	Year three	Year four
Current enrolment	#2	#34	#9	#1

Table 2: Graduate Breakdown

Current enrolment Masters	N/A					
Current enrolment PhD	N/A					

All the courses in the Logic Major will still be offered on a regular basis (though not as frequently), and students currently enrolled in the major will be able to complete all necessary requirements for the program should they wish to do so. The program will be closed when all students have graduated, which is anticipated to be in September 2016. Students registered in the program were contacted and informed about the proposed closure of the Logic Major and asked to express any concerns they may have. The students raised no concerns. In addition, students were offered academic counseling.. The Department offers a number of courses in related fields that could be substituted if, for any reason, the students are not able to take the required courses for completion of the Logic Major. We will also post information about the closure of the program in our website, and update the academic calendar accordingly.

5 Faculty / Staff Accommodation

There will be a slight change to the frequency of when certain courses will be offered due to the closing of the Logic Major. However, this is no different than with normal schedule changes

that routinely affect Faculty options regarding course offerings. Moreover, all the Faculty teaching these courses have been informed of these changes and they have the unanimous support of all our Faculty members. Since the Logic major required very minimal administrative support, there is no impact on our support staff.

6 Governance Process

	Levels of Approval Required
Decanal / Provostial Sign-Off	
	Faculty/Divisional Council (approval of closure of minors, where there is a continuing (specialist or major)
Submission to Provost's Office	
	AP&P (approval of program closures: undergrad specialists/majors; minors where there is no specialist of major; graduate fields or diploma, and collaborative programs)
	Academic Board (approval of degree, graduate program, diploma closures)
	Executive Committee of Governing Council (executive confirms degree, grad program, closures)
Inclusion in Annual report to Quality Council	
Inclusion in Annual report to MTCU (in case of closure of degree)	



FOR APPROVAL

PUBLIC

OPEN SESSION

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean
CONTACT INFO: 905-828-3719, vpdean.utm@utoronto.ca

PRESENTER: See Sponsor.
CONTACT INFO:

DATE: December 18, 2013 for January 9, 2014

AGENDA ITEM: 5

5

ITEM IDENTIFICATION:

Combined Program: Combined Honours Bachelor of Arts and Master of Information with the Institute of Communication, Culture, Information and Technology (ICCIT), University of Toronto Mississauga and the Faculty of Information (FI), University of Toronto St. George.

JURISDICTIONAL INFORMATION:

Under section 5.6 of its terms of reference, the Academic Affairs Committee is responsible for major and minor modifications to existing programs.

GOVERNANCE PATH:

- 1. Academic Affairs Committee [For Approval] (January 9, 2014)**

PREVIOUS ACTION TAKEN:

This proposal was approved by the Faculty Council of the Faculty of Information on October 18, 2013.

HIGHLIGHTS:

The University of Toronto Mississauga (UTM) is proposing a Combined Program between the Faculty of Information’s (FI) Master of Information (M.I.), and the Institute of Communication, Culture, Information and Technology (ICCIT) undergraduate programs at UTM. The undergraduate and graduate programs will be combined in a manner that enhances the undergraduate learning experience by offering students the opportunity to take graduate level courses while completing their undergraduate degree. There is a strong intellectual synergy between the FI and the ICCIT undergraduate programs: the Interactive Digital Media (IDM) specialist, the Digital Enterprise Management (DEM) specialist, and the

Academic Affairs Committee – Combined H.B.A. and Master of Information with the ICCIT, UTM, and the Faculty of Information (FI), University of Toronto St. George.

Communication, Culture, Information and Technology (CCIT) major which will allow students a natural progression into the Master of Information program offered by the FI.

Students in the CCIT, IDM, and DEM programs receive excellent preparation for the Master of Information curriculum with respect to skills and knowledge in the domains of design, the creation, implementation and interpretation of digital media, research methodologies, visualization and representation, and collaborative project management. The Combined Program will allow students to complete a Bachelor of Arts (B.A.) degree in any of the undergraduate programs identified above, and a Master of Information. The length of study in the Master's program for the Combined Program students is expected to be three sessions of full-time study. The appeal of this program is twofold, it allows students to apply early to the M.I. program (in their third year of the B.A.), and it allows them to complete the Combined Program in less time (4 years + 3 sessions over 2 years) than is normally the case of the M.I. program that follows upon a Bachelor's degree (4 years + 4 sessions over 2 years).

At the time of their application to the Combined Program, full-time undergraduate students will have completed 10.0 FCE (Full Course Equivalent) undergraduate credits in one of the three ICCIT programs (CCIT, IDM, DEM) and will have a GPA in their last two years of study of no less than 3.7 (A-) . Students who have met these criteria may apply to the Master of Information program and may receive a conditional offer of admission to the program. Students will be eligible to take up to 4.0 half (HCEs) or 2.0 full (FCEs) graduate-level courses in their 4th year of study; they must have completed at least 12.5 credits toward their B.A. program before being permitted to enrol in the graduate courses. Within the 2 FCEs taken from the Faculty of Information, 1.0 FCE will satisfy requirements for their Major or Specialist program and the remaining 1.0 FCE will satisfy overall undergraduate degree requirements.

The proposal has been developed in consultation with the Office of the Dean, UTM, the Faculty of Information, and the faculty and staff representing the ICCIT involved. In addition, students in the relevant ICCIT programs have been consulted along with a number of alumni of the relevant ICCIT programs and all are in full support of this proposal.

FINANCIAL IMPLICATIONS:

Students in the Combined Program, when completing the requirements of the Bachelor of Arts degree, will pay UTM tuition. Students in the Combined Program, when enrolled in the twenty credits 20 FCEs (Full Course Equivalent) which are required for a Bachelor of Arts degree (inclusive of the graduate courses being taken for undergraduate credit within the Combined Program) will pay UTM tuition and UTM will receive the revenues associated with this tuition and BIUs (Base Income Units) prior to completion of their program and degree requirements for the Bachelor of Arts degree. When students in the Combined Program commence the Master of Information program, the Faculty of Information will receive the tuition and BIUs associated with registration in the graduate program. There are no additional space or faculty requirements to offer the Combined Program. Admissions will be handled by ICCIT and the Faculty of Information.

There are no net implications for the campus' operating budget.

Academic Affairs Committee – Combined H.B.A. and Master of Information with the ICCIT, UTM, and the Faculty of Information (FI), University of Toronto St. George.

RECOMMENDATION:

Be it Resolved,

THAT the proposed Combined H.B.A. and Masters of Information, offered by the Institute of Communication, Culture, Information and Technology (ICCIT) and the Faculty of Information (FI), as recommended by the Vice-Principal Academic and Dean, Professor Amy Mullin, in the proposal dated December 4, 2013, be approved, effective September 1, 2014.

DOCUMENTATION PROVIDED:

Combined ICCIT FI Joint Bachelors and Masters of Information



University of Toronto Major Modification Proposal – Type C: Combined Program

This template should be used to bring forward proposals for Combined programs for governance approval under the University of Toronto's Quality Assurance Process. It is designed to ensure that all evaluation criteria established by the Quality Council are addressed in bringing forward a proposal for a new program.

Section 1

<p>Program Proposed: <i>Please specify exactly which program will be combined</i></p>	<p>Combined Honours Bachelor of Arts (Major in Communication, Culture, Information and Technology; Specialist in Interactive Digital Media; Specialist in Digital Enterprise Management), UTM/Master of Information. Short form: Combined CCIT-BA/MI Program</p>
<p>Department(s) / Graduate Unit(s) involved:</p>	<p>University of Toronto Mississauga: Institute of Communication, Culture, Information and Technology (ICCIT), & University of Toronto: Faculty of Information</p>
<p>Faculty(s) / Academic Division(s):</p>	<p>University of Toronto Mississauga (UTM) & Faculty of Information (FI)</p>
<p>Faculty / Academic Division Contact:</p>	<p>Melissa Berger Program and Planning Officer Office of the Dean University of Toronto Mississauga melissa.berger@utoronto.ca</p>
<p>Department / Unit Contact:</p>	<p>Professor Anthony Wensley, Director, ICCIT (UTM) Professor Seamus Ross, Dean, FI</p>
<p>Anticipated start date of new program:</p>	<p>September 1st 2014</p>
<p>Version Date:</p>	<p>December 4th, 2013</p>

Section 2

Executive Summary

This is a proposal for a Combined Program between the Faculty of Information's (FI) Master of Information (M.I.), and the Institute of Communication, Culture, Information and Technology (ICCIT) undergraduate programs at the University of Toronto Mississauga (UTM). The undergraduate and graduate programs will be combined to enhance the undergraduate learning experience by offering students the opportunity to take graduate level courses while completing their undergraduate degree. There is also a strong intellectual synergy between FI and the ICCIT in that the undergraduate programs offered by the ICCIT such as the Interactive Digital Media (IDM)¹ specialist, the Digital Enterprise Management (DEM) specialist, and the Communication, Culture, Information and Technology (CCIT) major will allow students a natural progression into the Master of Information (M.I.)² program offered by FI.

In doing so, they are responding to student interest in graduate study in the field of information. Many current students and graduates of the UTM CCIT, IDM and DEM H.B.A. programs have expressed an interest in the expertise a graduate degree in Information can provide. This is especially true for those desiring to work in the creative and knowledge-intensive industries including education, health-care, software and the entertainment industry in all its guises.

The proposed Combined Program is an ideal combination given the strong preparation students in the CCIT, IDM and DEM programs receive for the Master of Information curriculum, with respect to skills and knowledge in the domains of design, the creation, implementation and interpretation of digital media, research methodologies, visualization and representation, and collaborative project management.

The Combined Program will allow students to complete an Honours Bachelor of Arts (H.B.A.) in any of the undergraduate programs identified above, and a Master of Information (M.I.). The appeal of this program is twofold: it allows students to apply early to the Master of Information program (in the third year of the B.A.), and it allows them to complete the Combined Program in less time (4 + three sessions over 2 years) than is normally the case for the Master of Information that follows upon a bachelor's degree (4 years + four sessions over 2 years).

Preparation for the Master of Information program, with respect to skills and knowledge obtained in the CCIT, IDM and DEM programs has synergy with the skills and competences both required for and further developed in the MI concentrations: Critical Information Studies (CIS), Knowledge Management and Information Management (KMIM), Culture and Technology (CT), Information Systems and Design (ISD), and Knowledge Media Design (KMD).

The Faculty of Information M.I. program is a professional Master's program. The combination of this program with the Honours B.A. in Communication, Culture, Information and Technology, Interactive Digital Media, or Digital Enterprise Management is ideal for students looking to work in the creative and knowledge-intensive industries. It also provides a rich intellectual pathway for exceptional

¹ https://registrar.utm.utoronto.ca/student/calendar/program_group.pl?Group_Id=39

² <http://www.ischool.utoronto.ca/degrees/mi>

undergraduate students by providing access to graduate courses and a graduate milieu before the completion of an undergraduate degree. The B.A. Hons. CCIT, IDM and DEM programs share fundamental courses in design, the creation, implementation and interpretation of digital media, communications, collaborative project management and Web and Mobile technologies that serve as excellent preparation for the more technically- oriented concentrations of the M.I. program identified above.

It is anticipated that providing the option of a combined program with the Faculty of Information’s Master of Information degree will enhance the attractiveness of the CCIT Major and IDM/DEM Specialist undergraduate programs yielding more and better applicants, both domestic and international. At present UTM enrolls 160 CCIT Major, 40 DEM Specialist and 25 IDM Specialist students annually. In the case of the IDM Specialist program UTM expects the number of students accepted to rise considerably both because it has only just been launched (this program only began admitting students in 2012) and because of the attractions of the Combined Program The Combined Program will provide an excellent stream of students with a well-defined background to the M.I. program. This will enhance the offerings at UTM by providing an academic pathway for very strong students.

The increase in the number of M.I .students is consistent with FI’s desire to expand the M.I. enrolments with excellent students in all of its concentrations. The Combined Program takes advantage of the considerable synergies that exist between the CCIT, DEM and IDM undergraduate programs and five of the current Master of Information concentrations (Critical Information Studies, Knowledge Management and Information Management, Culture and Technology, Information Systems and Design, and Knowledge Media and Design.) KMD is a new concentration and students will only be admitted into this concentration following the creation of courses.

At the time of their application to the Combined Program, full-time undergraduate students will have completed 10.0 undergraduate credits, will be in their 3rd year of study in one of the three ICCIT programs (CCIT, IDM or DEM) and will have an overall GPA of no less than 3.7 (A-) and plan to complete all of the 2nd year and 3rd year requirements of their respective undergraduate programs. Students who have met these criteria may apply to the Master of Information program and may receive a conditional offer of admission to the Master of Information program. These students will be eligible to take up to 4.0 half (HCEs) or 2.0 full (FCEs) graduate-level courses in their 4th year of study; they must have completed at least 12.5 credits toward their H.B.A. program before being permitted to enrol in the graduate courses in fourth year undergraduate studies . This will ensure that participants have the appropriate background for beginning graduate studies through the Master of Information (M.I.) program.

NOTE: Students completing graduate courses as undergraduate students are subject to the University of Toronto Grading Practices Policy³. Section 4.1.1 specifies “Where an undergraduate student has completed a fully graduate course the student will be assessed according to the undergraduate grading scale and the appropriate undergraduate grade will be reported on the undergraduate student transcript.”

1. Program Rationale

The University of Toronto Mississauga (UTM) has made a provincial commitment to undergraduate

³ http://www.governingcouncil.utoronto.ca/Governing_Council/policies/policies/uniassgpp.htm

enrolment growth, and the FI is committed to graduate enrolment growth. Both are interested in improving the already high quality of their applicant pools. UTM and the FI are consequently proposing to combine excellent existing programs to the benefit of both units.

The offering of three undergraduate programs, a Major in Communication, Culture, Information and Technology (CCIT), a Specialist in Interactive Digital Media (IDM) or a Specialist in Digital Enterprise Management (DEM) at UTM, along with the graduate Master of Information (M.I.) program at FI will produce a well-educated and trained group of information professionals. The Combined program will be five and a half years in length (4+1.5). Synergies between these programs and the specific M.I. program concentrations are provided by the excellent preparation that students in the three undergraduate programs have in understanding the design, creation, implementation and interpretation of digital media and communications, as well as participating in project management, an innovative collaborative project management course, and Web and Mobile technologies.

It is anticipated that this Combined program will enhance the attractiveness of undergraduate study in communication, digital media and culture at UTM yielding more and better undergraduate applicants, both domestic and international. It will also provide an excellent stream of students with a well-defined educational background into the M.I. program.

At present UTM enrolls 160 CCIT Majors, 40 DEM Specialists, and 25 IDM Specialists per year. UTM’s plan is to increase enrollment in its three undergraduate programs. Initially, UTM would expect no more than 5 students will be enrolled in the Combined program though this is expected to rise to a steady state of 10 students per year over a five year time frame. Thus, the combined program will provide an excellent stream of students with an appropriate and well-articulated background to the M.I. program. This will both enhance UTM’s ICCIT programs generally and will also provide a viable and innovative academic pathway for very strong students. It is also appropriate to note that as both ICCIT programs expand, opportunities will arise for further innovative curriculum development addressing both the undergraduate and graduate programs.

The new combined program is consistent with FI’s desire to increase M.I. eligible full-time equivalents by 10 students in each year of the M.I. program at steady state.

2. Need and Demand

The UTM Institute of Communication Culture, Information and Technology (ICCIT) has discussed this proposal with the current undergraduate students in the Communication, Culture, Information and Technology (CCIT) Major, the Interactive Digital Media (IDM) and Digital Enterprise Management (DEM) Specialist programs and keen interest was expressed. It is anticipated that a steady stream of 10 students per year will eventually avail themselves of this opportunity (with an initial number of no more than 5). Linking UTM’s ICCIT undergraduate programs to the FI’s Master of Information program will increase enrolment in both these programs. UTM and FI have the capacity to add more high quality students to the fold.

Given that the Combined program allows students to combine studies leading to a high quality undergraduate program that is presently significantly demanded by employers with a graduate program that is also in high demand both UTM and the Faculty of Information expect students to experience considerable demands for their skills and competencies.

Table 1: Enrolment Projections

Note: The UTM ‘enrollment’ in terms of the number of students in the program at the undergraduate level – as already indicated they will apply to the program in their 3rd year and are eligible on the basis of conditional admission to complete a limited number of graduate courses in their 4th year.

Year in program	Academic year	Academic year	Academic year	Academic year	Academic year	Academic year	Academic year
	2014	2015	2016	2017	2018	2019	2020
3 rd year admission	3	5	5	7	7	10	10
4 th year registrants		3	5	5	7	7	10
Total:	3	8	10	12	14	17	20

Note: The FI ‘enrollment’ in terms of the number of students in the program at the graduate level – as already indicated although they will complete the program is less than 2 years the numbers of students ‘enrolled’ in years 1 and 2 of the graduate program are identified below.

Year in program	Academic year	Academic year	Academic year	Academic year	Academic year	Academic year	Academic year
	2015	2016	2017	2018	2019	2020	2021
1st year	3	5	5	7	7	10	10
2nd year		3	5	5	7	7	10
Total:	3	8	10	12	14	17	20

3. Program Description

The current requirements of both programs will be met by the students in the Combined program.

Students who receive offers of conditional admission to SGS and to the Combined program will complete 1.0 graduate FCE course offered by the Faculty of Information which will count as electives towards the relevant Specialist or Major undergraduate program. The remaining 1.0 FCE will count towards their general BA degree requirements, to total 2.0 graduate FCEs to be taken during the completion of the B.A. The normal time for completion of the Combined Program will be five and a half years (4 + three sessions over 2 years).

The Faculty of Information has recently articulated a set of concentrations for its Master of Information program. Four of the more technically-oriented concentrations have very significant intellectual synergies with the ICCIT program.

Having been conditionally accepted into the Master of Information program all students will be required to take INF1005H and INF1006H (these are each ¼ FCE courses) in their 4th year.

Subsequently, depending on the concentration they have applied for, they will be required to take the following Faculty of Information graduate courses:

Critical Information Studies (CIS)

1. [INF1001H](#) Knowledge and Information in Society
2. [INF2181H](#) Information Policy, Regulation, and Law
3. [INF2198H](#) Critical Histories of Information Technologies

Knowledge Management and Information Management (KMIM)

4. [INF1003H](#) Information Systems, Services and Design
5. [INF1230H](#) Management of Information Organizations
6. [INF1341H](#) System Analysis and Process Innovation

Note: Students electing to take this concentration will be required to have completed CCT225H5 Information Systems.

Information Systems and Design (ISD)

7. [INF1340H](#) Introduction to Information Systems
8. [INF1341H](#) Systems Analysis and Process Innovation
9. [INF2040H](#) Project Management

Note: Students electing to take this concentration will be required to take CCT428H5 Project Management.

Culture and Technology (CT)

1. [INF1501H](#) Culture & Technology I
2. [INF1502H](#) Culture & Technology II
3. [INF1240H](#) Research Methods

Knowledge Media Design (KMD) – New Concentration

4. [KMD1001H](#) Knowledge Media Design: Fundamental Concepts
5. [KMD1002H](#) Knowledge Media Design: Contexts and Practices
6. [KMD2001H](#) Human-Centred Design

4. Admission Requirements

The admission requirements for the Communication, Culture, Information and Technology (CCIT) Major, the Interactive Digital Media (IDM) or the Digital Enterprise Management (DEM) Specialist programs remain the same and are available in Appendix A.

Students will apply to the combined program during the Fall term of the third year of the B.A. program. The minimum admission requirement for the MI program is mid-B overall. For Combined Program students applying to the MI, the minimum admission requirement will be at least an A- average (3.7 CGPA) in the third and fourth years of study in addition to the mid-B overall average. During the fourth year of the undergraduate program (until the undergraduate degree is complete) students will be required to take 2.0 FTEs from the Faculty of Information, 1.0 FTE will be required to complete their requirements for their Major or Specialist program and the remaining 1.0 FTE will be required to satisfy their overall B.A. Requirements. It is expected that Combined Program students will be registered full-time.

5. Program Requirements

Program Description

The Combined program is designed for students who want to combine an undergraduate program with a Specialist in Digital Enterprise Management (DEM), a Specialist in Interactive Digital Media (IDM), or a major in Communication, Culture Information and Technology with a Master of Information at the University of Toronto. The Combined program will allow students to complete their studies in five and a half years rather than the normal six years.

Students interested in pursuing this program will be able to select from any of four concentrations within the Master of Information program (not Archives and Records Management and Library and Information Systems) and will be required to select an area of concentration when they apply for the combined program and apply to the MI program at the end of their 3rd undergraduate year.

Minimum Admission Requirements

Students will have to meet the minimum requirements for the respective Major or Specialist programs and achieve an A- (3.7 CGPA) in the final two years of the undergraduate program, and have an undergraduate average of at least mid-B.

Program Requirements (Identify where students are registered in each year including full-time and part-time registration.)

Year 1 – CCIT BA program (CCT109H5 and CCT110H5)

Year 2 – CCIT BA program (program 2nd year requirements)

Year 3 – CCIT BA program ; student applies to the MI program and may receive a conditional offer commencing in year 5. (program 3rd year requirements).

Year 4 – CCIT BA program ; and INF1005H and INF1006H (together .5 FCE) + additional 1.5 FCE required courses in MI program, according to concentration (The condition on admission to the MI is cleared when the BA degree is conferred.)

Year 5 - FI (Fall/Winter registration)

Year 6 - FI (Fall registration only)

Within this combined program, students must complete all the requirements of the CCIT, DEM or IDM undergraduate programs. 1.0 FCE of graduate courses will count as electives in the relevant undergraduate programs while the other 1.0 FTE of graduate courses will count towards the breadth requirement of their undergraduate H.B.A.

6. Consultation

The Memorandum of Understanding can be found in Appendix B.

The proposal has been developed in consultation with the Office of the Dean, UTM; the Faculty of Information, and faculty and staff representing the Institute involved. In addition students in the relevant ICCIT programs have been consulted along with a number of alumni of the relevant ICCIT programs. All are in full support of this proposal.

7. Resources:

Students in the Combined Program, when enrolled in the twenty credits 20 FCEs (required for a bachelor’s degree and including the graduate courses being taken for undergraduate credit) of the combined program, would pay UTM tuition and UTM would receive the revenues associated with their tuition and BIUs prior to the completion of their program and degree requirements for the bachelor’s degree from UTM. When students in the Combined Program commence the MI program, the Faculty of Information would receive the tuition and BIUs associated with registration in the graduate program. The length of study in the Master’s program for Combined Program students would be three sessions.

There are no additional space or faculty requirements to offer the Combined Program. Admissions will be handled by ICCIT and the Faculty of Information. ICCIT Faculty at UTM will work together with faculty in the Faculty of Information to recruit students into the combined program, and to let prospective UTM students know about the Combined Program. UTM and the Faculty of Information will work together to schedule courses so as to allow students in the combined program to access the four graduate half courses to be completed during the undergraduate program and as part of the B.A. degree requirements at UTM. Provided that the number of students in the combined program is less than 25, no additional administrative support should be required to support academic advising with respect to the Combined Program. Should enrolments exceed that there may need to be limited additional administrative and marketing support provided for the Combined program which will be provided by the Faculty of Information.

8. Governance Process:

	<i>Levels of Approval Required</i>
<i>Consultation with the Provost’s Office</i>	
<i>Decanal Sign Off</i>	
	Approval by units
	Faculty/Divisional Councils
<i>Submission to Provost’s Office</i>	
<i>Report to AP&P</i>	
<i>Report to Ontario Quality Council</i>	

Developed by the Office of the Vice-Provost, Academic Programs: July 16, 2012

Appendix A

Bachelor of Arts Major Program ERMAJ1034 CCIT (Arts)

Within an Honours bachelor’s degree, 8.0 credits are required including at least 4.0 at the 300/400 level as part of the 20 FCEs required for the B.A. overall. Program must be taken in combination with another major or two minors.

Limited Enrolment --Admission is based on academic performance (CGPA) in a minimum of 4.0 credits that must include [CCT109H5](#), [110H5](#). Enrolment in this program is determined annually and is limited to students who have a CGPA of at least 2.0.

Tuition fees for students enrolling in any CCIT Specialist/Major programs will be higher than for other Arts and Science programs.

First Year [CCT109H5](#), [110H5](#) (1.0 credit required)
(3.0 credits required)

Second Year 1. [CCT206H5](#), [208H5](#), [210H5](#) and one other 200 level CCT/VCC course taught at UTM.
2. 1.0 credit from [CCT200H5](#), [204H5](#), [205H5](#), [260H5](#) (Courses taught at Sheridan).

(4.0 credits)
Minimum of 4 half credit CCT courses taught at Sheridan and 4 half credit courses taught at U of T Mississauga from any 300/400 level CCT/HSC/MGD/VCC course. One of these half credits must be at the 400 level.

Third and Higher Years *Note: Students enrolled in the CCIT Major may not enrol in CCT designated courses that are specific to the Digital Enterprise Management Specialist program.*

Note: 300/400-level CCT/MGD courses are restricted to students in CCIT programs only.

Students without pre- and co-requisites or written permission of the CCIT Director can be de-registered from courses at any time.

**Specialist Program ERSPE2172
Interactive Digital Media (Arts)**

Within an honour's degree, 10.5 credits are required.

Interactive Digital Media (IDM) is an interdisciplinary undergraduate program that is run jointly with the Faculty of Information (commonly known as the iSchool) at the University of Toronto. It provides students with a foundation in the generation, diffusion and critical analysis of the social impact of new and emerging technologies. In addition to learning how to analyze and use a variety of media tools, students will focus on digital media and its information communication infrastructures. Students will learn to design and create digital artefacts and create virtual environments suitable for collaboration, communication, learning and exploration. In the fourth year, students will be required to participate in an experiential learning based project relevant to their core interests.

In addition to the CORE courses, students will be required to take two modules, each module consists of 5 half courses. The modules are designed as integrated sets of courses providing students with the knowledge and skills relevant to specific areas of specialization.

The Knowledge Media Design module is designed to provide students with comprehensive knowledge and skills that are relevant for careers that involve the active and thoughtful design of content for knowledge media. These careers will span a range from traditional journalism through electronic publishing to the creation and management of knowledge media in traditional and digital organizations.

The Immersive Digital Media module is designed to provide students with the skills and knowledge for careers involving presentation, analysis, and immersive communication, utilizing data and information obtained from a wide variety of different media sources in a wide variety of formats. These careers span traditional business, web-based business, health care, education, and creative domains including gaming and simulation. Students will also be able to translate their skills and knowledge into performance environments.

Limited Enrolment --Students may apply to enrol after having completed this program's requirements in the first year with a grade of 65% in both [CCT109H5](#) and [CCT110H5](#). Students must have a minimum Cumulative Grade Point Average (CGPA) in a minimum of 4.0 credits in order to be accepted into the Specialist Program. The minimum CGPA is determined annually. It is never lower than 2.5.

Tuition fees for students enrolling in any CCIT Specialist/Major programs will be higher than for other Arts and Science programs.

First Year	CCT109H5 , CCT110H5
Second Year	CCT206H5 , CCT207H5 , CCT213H5 , CCT218H5 , CCT219H5 , CCT275H5 CCT301H5 , CCT341H5 , CCT413H5
Third and Fourth Year	+ 2 modules comprising: Knowledge Media Design: CCT372H5 , CCT374H5 , CCT376H5 , CCT414H5 , CCT471H5 Immersive Digital Media: CCT385H5 , CCT381H5 , CCT382H5 , CCT480H5 ,

[CCT481H5/CCT482H5](#)

Students without pre- and co-requisites can be de-registered from courses at any time.

5

**Specialist Program ERSPE2172
Digital Enterprise Management**

Prepare for management roles in the digital age by developing a working knowledge of emerging technologies. Digital Enterprise Management (DEM) is a Specialist Program offered through Communications, Culture, Information & Technology. Studies in DEM focus on the technologies comprising the Internet and the Web, which are transforming existing companies and providing fertile ground for the creation of new digital enterprises. Experts agree that such enterprises must be managed in fundamentally different ways from their industrial age precursors. This program explores this new managerial environment. Students will gain an understanding of the technologies that underlie digital businesses and the managerial challenges and techniques appropriate for being active and valuable participants in digital enterprises.

Within an Honours degree, 14.5 credits are required, including at least 1.0 credit at the 400 level.

Limited Enrolment --Enrolment in this program is highly competitive and will be limited as follows (meeting the minimum requirements does not guarantee admission):

1. Minimum 4.0 credits to include the following: [CCT109H5](#), [110H5](#); [MGM101H5](#), [102H5](#)
2. Minimum Cumulative Grade Point Average (CGPA) determined annually and is limited to students who have a CGPA of at least 2.4
3. Minimum 63% in both [MGM101H5](#) and [MGM102H5](#)
4. Minimum 65% average between [CCT109H5](#) and [CCT110H5](#), with at least 60% in each course.

Tuition fees for students enrolling in any CCIT Specialist/Major programs will be higher than for other Arts and Science programs.

First Year	CCT109H5 , 110H5 ; MGM101H5 , 102H5
Second Year	CCT206H5 , 208H5 , 224H5 , 225H5 , 226H5
Second and Higher Years	CCT260H5 , 360H5 , 404H5 , 460H5
Third and Higher Years	<ol style="list-style-type: none"> 1. CCT319H5, 321H5, 322H5, 324H5, 355H5, 356H5 2. CCT401H5, 424H5; MGD421H5, 426H5, 428H5 and 0.5 credit from CCT410H5, MGD415H5, 422H5, 423H5, 427H5, 429H5. 3. 2.0 credits from any 300/400 CCT level courses.

Notes:

1. Students cannot combine the Digital Enterprise Management Program with either the Management Major Program or the Commerce Major program.
2. It is intended that students take [CCT224H5](#), [CCT324H5](#) and [CCT424H5](#) in strict sequence.
3. It is intended that students take [CCT260H5](#), [CCT360H5](#) and [CCT460H5](#) in strict sequence.
4. Students without pre- and co-requisites or written permission of the CCIT director can be de-registered from courses at any time.

Master of Information

In this innovative program information is explored in all its breath, depth and richness. Become the next generation of valued professionals who are able to lead the progression of information design, organization, storage, access and retrieval, dissemination, preservation, conservation, policy and management.

Foundational beliefs

- Information penetrates all aspects of our digitally-mediated society
- Information professionals need to understand the political, technological, and epistemological consequences of rapidly changing information practices
- Education of information professionals must therefore address issues of leadership and critical thinking, and engage in studies of fundamental concepts, theories, and practices
- Thorough explorations of technology and resources for information institutions, services, and professionals are essential

Key program characteristics

- Broad-based and inclusive, with information-focused fields from different disciplinary and professional viewpoints
- Flexible curriculum, customizable to each individual student's interests and needs
- You may choose a particular focus, or take a broad range of courses (including non-iSchool courses) or participate in a collaborative program with other U of T graduate departments
- You may choose a thesis option
- The program may be taken on a part-time basis

Computer Competencies

View the [expectations](#) with using information technologies.

CONCENTRATIONS

These prescribed options highlight core research strengths and allow you to explore aspects of information within particular professions or research traditions.

- [Archives & Records Management](#)
- [Critical Information Studies](#)
- [Culture & Technology](#)
- [Information Systems & Design](#)
- [Knowledge Management & Information Management](#)
- [Knowledge Media Design](#)
- [Library & Information Science](#)

Appendix B

5

Memorandum of Understanding (see attached)

Memorandum of Understanding (MOU) – Combined Program

Communication, Culture, Information & Technology (CCT) Major;
Interactive Digital Media (IDM) Specialist, University of Toronto Mississauga &
Master of Information (MI), Faculty of Information

October 1, 2013

Preamble

The Institute of Communication, Culture and Information Technology (ICCIT) offerings include a Communication, Culture, Information & Technology (CCIT) Major, a Digital Enterprise Management (DEM) Specialist, and an Interactive Digital Media (IDM) Specialist. The latter was undertaken as a collaborative initiative at the undergraduate level with the Faculty of Information (FI), with FI faculty teaching roughly half of the courses in the program, and collaborating in its design with UTM providing the administrative resources and students being registered at UTM. To build on this successful collaboration, the ICCIT and FI propose the creation of a Combined Undergraduate + Graduate Program taking advantage of the current CCIT Major, DEM and IDM Specialist programs and the Faculty of Information’s Master of Information (MI) program.

The proposed Combined Program is an ideal area for collaboration given the strong preparation students in the CCIT, IDM and DEM programs receive for the Masters of Information curriculum, with respect to skills and knowledge in the domains of Knowledge Media Design (KMD), Digital Media (Analysis, Design and Creation), Information Preparedness and Policy and Communications, and Information Systems Design and Project Management. The Combined Program will allow students to complete a Bachelor of Arts (B.A.) in either of the undergraduate programs identified, and a Master of Information (MI). The appeal of this program is twofold: It allows students to apply early to the Master of Information (in the third year of the B.A. and after completing 10.0 credits minimum), and it allows students to complete the Combined Program in less time than is normally the case of the Master of Information degree that follows a Bachelor’s degree.

Students will be required to take 2.0 FTEs of Faculty of Information graduate courses during their 3rd or 4th years of their undergraduate study. The Faculty of Information guarantees that space will be available for all students admitted into the Combined program to take the required graduate courses while they are completing their undergraduate degree.

Highlights

The Combined Program will admit students in the fall of their third year (or after having completed 10.0 credits minimum) of their undergraduate study. During the conditional admission period students must maintain at least an A- average in the third and fourth years of study. After completing 12 credits, students will be eligible to take 4.0 half credit (2.0 FCE equivalent) courses at the graduate level through the Faculty of Information’s Master of Information program which will be counted toward completion of both their undergraduate Bachelor of Arts degree (B.A.) and Master of Information degree (MI). These courses will be eligible to fulfill undergraduate program requirements in the CCIT, IDM, and DEM

Memorandum of Understanding (MOU) – Combined Program

Communication, Culture, Information & Technology (CCT) Major;
Interactive Digital Media (IDM) Specialist, University of Toronto Mississauga &
Master of Information (MI), Faculty of Information

programs at UTM. The conditions placed on admission are those typically imposed by and are consistent with the School of Graduate Studies (SGS) policy.

Admission

Students are admitted into the UTM Bachelor of Arts (B.A.) degree. Students can register in the Communication, Culture, Information & Technology (CCIT) Major, the Interactive Digital Media (IDM) and Digital Enterprise Management (DEM) Specialist programs. Students will apply to the Combined Program during the Fall term of their third year of the B.A. program after having completed a minimum of 10 credits. Offers of admission will be conditional on maintaining at least an A- average in the third and fourth years of study. Students in the Combined Program who have accepted conditional offers of admission to the MI program will be eligible to take up to 4.0 half courses from the Master of Information courses after having completed a minimum of 12.5 credits of study in the B.A.. Students in the Combined Program will be eligible for admission to the MI concentrations in Critical Information Studies, Knowledge Management and Information Management, Information Systems and Design, Knowledge Media and Design, and Culture and Technology.

Resource Implications

Students in the Combined Program, when enrolled in the first twenty credits (required for a bachelors' degree) of the Combined Program, would pay UTM tuition, and UTM would receive the revenues associated with their tuition and Basic Income Units (BIU) prior to the completion of their program and degree requirements for the bachelor's degree from UTM. The Faculty of Information would receive the tuition and BIUs associated with the period following upon students' completion of their degree requirements at UTM. The length of study in the Master's program would be either 1.5 years or 2 years, depending upon the extent to which the students accelerated their progress toward the Masters of Information degree.

There are no additional space or faculty requirements to offer the Combined Program over and above those provided for the Interactive Digital Media Specialist program.

Admissions will be handled the Recruitment and Admissions Committee of the Faculty of Information and the CCIT, IDM and DEM programs at UTM will work together with faculty in the Faculty of Information to recruit students into the combined program, and to let prospective UTM students know about the Combined Program. UTM and the Faculty of Information will work together to schedule courses so as to allow students in the Combined Program to access the 4.0 HCE of graduate courses while completing their other program and degree requirements at UTM. Any additional administrative support will be provided by the Faculty of Information apart from the administration of admissions into the Combined program, which, as noted above, will be administered jointly by the Faculty of Information and the Institute of Communication, Culture and Information Technology.

2

Memorandum of Understanding (MOU) – Combined Program
Communication, Culture, Information & Technology (CCT) Major;
Interactive Digital Media (IDM) Specialist, University of Toronto Mississauga &
Master of Information (MI), Faculty of Information

There has been extensive consultation between the Offices of the Dean at the University of Toronto Mississauga (UTM) & the Faculty of Information (FI). Both Dean's Offices have reviewed, agreed upon and signed (below) this Memorandum of Understanding (MOU).

5



Vice-Principal and Dean Academic, UTM
Professor Amy Mullin

Oct 2 2013

Date



Dean, Faculty of Information
Professor Seamus Ross

20 Oct 2013

Date



**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 2 OF THE ACADEMIC AFFAIRS COMMITTEE**

NOVEMBER 13, 2013

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on November 13, 2013 at 4:10 p.m. in the Council Chambers, William G. Davis Building, at which the following were present:

Ms Judith Poë, Chair
Dr. Shay Fuchs, Vice-Chair
Professor Deep Saini, Vice-President & Principal
Professor Amy Mullin, Vice-Principal Academic and Dean
Professor Bryan Stewart, Vice-Principal, Research
Dr. Kelly Akers
Mr. Hamza Ansari
Professor Shyon Baumann
Professor Andreas Bendlin
Professor Tracey Bowen
Professor Craig Chambers
Professor Philip Clark
Professor Tenley Conway
Ms Diane Crocker, Registrar, UTM
Ms Sara da Silva
Professor Amrita Daniere, Vice-Dean, Graduate, UTM
Professor Charles Elkabas
Dr. Louis Florence
Professor Kelly Hannah-Moffat, Vice-Dean, Undergraduate, UTM
Ms Shelley Hawrychuk
Dr. Stuart Kamenetsky
Professor Yael Karshon
Professor Bernard Katz
Ms Pam King
Mr. Leonard Lyn
Professor Heather Miller
Ms Sue McGlashan
Dr. Mark Lippincott
Professor Peter Loewen
Professor Peter Macdonald
Ms Sue McGlashan
Professor Kent Moore

Professor Emmanuel Nikiema
Professor Esteban Parra
Professor Kathy Pichora-Fuller
Mr. Michael Paulin
Dr. Christoph Richter
Mr. Masood Samin
Professor Erik Schneiderhan
Professor Sasa Stefanovic
Professor Alison Syme
Professor Holger Syme
Professor Mihkel Tombak
Ms Edith Vig
Professor Anthony Wensley
Dr. Maria Wesslen
Mr. Ian Whyte, UTM Chief Librarian
Professor Kathi Wilson
Dr. Kathleen Wong

Regrets:

Ms Laasya Annadevara
Professor Varouj Aivazian
Professor Jill Caskey
Professor Philip Clark
Ms Sarah Elborn
Mr. Simon Gilmartin
Ms Sobia Khan
Mr. Sheldon Leiba
Mr. Leonard Lyn
Professor Heather Miller
Professor David Francis Taylor
Professor Shafique Virani

Non-Voting Assessors:

Prof. Ulli Krull, Vice-President, Special Initiatives
Mr. Mark Overton, Dean of Student Affairs

In Attendance:

Mr. John Switzer, Chair, UTM Campus Council
 Ms Melissa Berger, Program and Planning Officer, Office of the Dean
 Dr. Leigh Revers, Associate Director, Masters of Biotechnology

Secretariat:

Ms Cindy Ferencz Hammond, Director of Governance
 Ms Mariam Ali, Committee Secretary
 Mr. Jim Delaney, Acting Secretary of Governing Council

1. Chair's Remarks

The Chair explained that the format for the Academic Affairs Committee agenda had been modified so that items of Other Business were considered prior to the Consent Agenda. The Chair explained that items of Other Business could be brought forward by members as an opportunity to start discussion on academic matters of importance to the UTM community.

2. Presentation on Initiatives of the Office of the Registrar: Ms Diane Crocker, Registrar and Director of Enrolment Management

The Chair informed members that every committee meeting would have presentations on particular topics of interest to the academic community. The Chair invited Ms Diane Crocker, Registrar and Director of Enrolment Management to report on Initiatives of the Office of the Registrar, which included the following key points¹:

- Enrolment targets: improving the quality of the class (on target); international student enrolment (exceeded target); scholarships enhanced; Academic Culture and English program (ACE@UTM) enrolment has also increased.
- Applicant and Student Engagement: introduction of video advising clips have grown in popularity; financial aid sessions aimed at high schools in catchment area; new student advising series based on discipline/stream; use of social media such as Skype for international applicants.
- Services to Students and Faculty: Tri-campus Professional development day; web-based attendance tracking system; moved routine business processes online to reduce waiting times for students; new scheduling system has improved exam scheduling; establishment of Campus Strategic Enrolment Management (SEM) group.
- Reviewed key statistics from the 2012-13 Annual Report of the Office of the Registrar
- Campus SEM Group: meets 5 times throughout academic year for the purpose of measuring enrolment and retention of students.
- Instructor Administered Exams: overview of responsibilities divided amongst Office of the Registrar and Instructor; participation included 5 instructors, 127 students

In response to a member's question about whether she had information about comparative acceptance rates across universities, Ms. Crocker advised it was not normal practice for universities to publish such statistics.

A member pointed to the embassy strike which led to a delay in processing international student visas, and asked what the University had done to accommodate students in this situation. Ms. Crocker responded that the normal practice was to offer deferred enrolment for the next academic

¹A copy of the Office of the Registrar's Initiatives Presentation is attached as Attachment A.

year or to re-apply, however in this case, affected international students were offered deferred enrolment for January.

A member inquired regarding the rationale for the increased enrolment of international students. Ms Crocker responded that the enrolment of international students added to the diversity of the university and efforts were being made to diversify international students throughout programs.

3. Update in Admission Requirements: Master of Biotechnology Program

The Chair noted that based on advice from members at the last meeting of the AAC, the Committee decided to refer this item back to the administrative assessor for clarification of the wording of the admission requirements with both the MBiotech program and the School of Graduate Studies (SGS).

Professor Mullin invited Prof. Daniere, Vice-Dean Graduate to speak to the item. Professor Daniere noted that MBiotech has not changed the minimum requirements for admission into the program, rather they have ensured SGS Academic Calendar reflects the admissions practices already in place in the program since 2000 in order to provide students with more clearly outlined admissions policies. There were no substantive changes since the previous submission of this proposal to the September 11 meeting of the AAC, but rather the text was more precisely crafted, so that there would be no room for misinterpretation of the requirements.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the School of Graduate Studies (SGS) Calendar specify the following minimum admission requirements for the Master of Biotechnology (MBiotech) program:

- Applicants are admitted under the General Regulations of the School of Graduate Studies. Applicants must also satisfy the Institute for Management and Innovation's additional admission requirements stated below
- Admission to the program requires a University of Toronto bachelor's degree, or its equivalent from a recognized university, in any area of biological sciences, chemistry, engineering, or related field, with an average grade of at least a mid-B in the applicant's final two years of study;
- Applicants whose primary language is not English, and who are not graduates of a university whose language of instruction is English, must meet SGS minimum standards for English Proficiency;
- Every applicant must submit an application form, transcripts of the applicant's academic record at each university attended, a curriculum vitae, a statement of intent and three letters of reference, and the applicant must participate in a science and business interview; and
- Applicants who did not graduate from a Canadian university must submit Graduate Record Examination Subject Test scores.

4. Merger of Two Programs: Earth Sciences Specialist (Department of Chemical and Physical Sciences) and Environmental Sciences Specialist (Department of Geography)

The Chair invited Professor Mullin to speak to this item. Professor Mullin advised members this was a proposal to merge two existing programs at UTM, the Earth Sciences Specialist in the Department of Chemical and Physical Sciences (CPS), and the Environmental Sciences Specialist in the Department of Geography (GGR) to form the Environmental Geosciences Specialist Program effective September 1, 2014. Professor Mullin noted amalgamation of these two programs would provide students with the necessary academic requirements for certification as a Professional Geoscientist (P.Geo.) in conformity with the stipulations of the Association of Professional Geoscientists of Ontario (APGO) and the Canadian Council of Professional Geoscientists (CCPG). Neither of the existing programs currently meets these requirements individually. Professor Mullin advised members, faculty from the Departments of Chemical and Physical Sciences, and Geography were consulted, and all are in full support of this program merger. Departments outside of Chemical and Physical Sciences and Geography, that house courses to be used toward the completion of this program were also consulted and expressed support.

In response to a member's question, Professor Mullin responded that Chemical and Physical Sciences would have the lead on oversight of the proposed program, but both departments would be responsible for academic advising.

A member asked if there was a precedent for two departments to oversee a program together. Professor Mullin responded that there were several such examples and that in fact, UTM has many existing interdisciplinary programs. In response to a member's question, Professor Mullin clarified that this proposal was for a merger, not a combined program. Whereas a combined program would involve two existing degree programs in different disciplines, the combination would normally comprise two graduate programs or a graduate and an undergraduate program. A merger would be a one-time occurrence, after which the program would be referred to as the Environmental Geosciences Specialist program. Professor Mullin emphasized that both the originating programs in this merger (Earth Sciences Specialist and Environmental Sciences Specialist) would continue to operate and offer courses as standalone programs.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed merger of the Earth Sciences Specialist in the Department of Chemical and Physical Sciences (CPS) and the Environmental Sciences Specialist in the Department of Geography (GGR), resulting in the Environmental Geosciences Specialist Program, be approved effective September 1, 2014.

5. Institute for Management and Innovation (IMI) Continuing Education Certificate in Professional Development: Business Practices for Scientists

The Chair invited Professor Daniere to speak to this item. Professor Daniere, advised members that the certificate was geared toward recent alumni and students of University of Toronto thesis-based science doctoral programs and the Master of Science in Biomedical Communications (MScBMC) program. The Continuing Education Certificate in Professional Development - Business Practices for Scientists would provide recent alumni along with current science-based University of Toronto doctoral students and those in the MScBMC with insight into career opportunities and strategies for creating the greatest impact from the advanced knowledge obtained in their research degrees. The activities within the Certificate will include elements from business networking events in the external

community such as the Research Innovation Commercialization Centre (RIC Centre), webcasts or attendance at seminars in business practices offered by IMI, mentoring events offered by the UTM Career Centre, courses offered by the School of Continuing Studies (SCS), and activities offered by Venture, a graduate student organization at the University of Toronto, who facilitate the transition from an academic to a professional environment for students pursuing advanced degrees.

Professor Daniere stated the proposal was developed in partnership with Venture, the Director of Institute of Management and Innovation (IMI), IMI program faculty and the Director of the UTM Career Centre. There was also consultation with the University of Toronto Mississauga Association of Graduate Students (UTMAGS), the leadership of the School of Continuing Studies, the Chairs of the Departments of Biology, Chemical and Physical Sciences, and Psychology, and all supported this proposal.

Professor Mullin commented the proposal was very forward thinking for alumni as well as students and has no resource implications.

A member asked how this proposal was initiated; Professor Daniere responded it was in response to a demand for those graduates who were looking to gain professional skills after lengthy periods in research/education. The member praised the concept and encouraged broader advertisement of this program.

A member asked how administrators planned to cope with higher demand for the program. Professor Mullin responded that the program targets PhD students in their later years, therefore the target enrolment group is small. She added that the Institute for Management and Innovation would have to look at alternate funding models, should it decide to accept more than 20 students.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Institute for Management and Innovation (IMI) Continuing Education Certificate in Professional Development - Business Practices for Scientists, be approved, effective January 1, 2014.

6. Minor Undergraduate Curriculum Changes: Humanities, Sciences and Social Sciences

The Chair invited Professor Mullin to speak to the item. Professor Mullin first explained the process by which curriculum reports and changes arrive to the Academic Affairs Committee. The Decanal divisional curriculum committees of Humanities, Social Sciences, and Sciences met in September and October. Each curriculum committee was appointed a Committee-Chair by the Vice-Principal Academic and Dean, also each academic unit whose curricular changes were discussed by the committee was represented by the unit's chair or director (in the case of ICCIT) or designate, including the unit's undergraduate advisor. Representatives from the Office of the Registrar attended as did the Program and Curriculum Officer from the Office of the Dean. Consultation with students occurred at the level of the academic unit. Resource implications were discussed and approved by the Office of the Dean and the Hazel McCallion Academic Learning Centre (typically the Chief Librarian).

Professor Mullin thanked the curriculum committees, specifically the chairs: Professor Paula Maurutto (Social Sciences), Professor George Espie (Sciences) and Professor Charles Elkabas (Humanities), for their hard work and careful attention to detail in leading the work of the curriculum

committees. Professor Mullin also thanked Melissa Berger, the Office of the Dean's Program and Curriculum Officer for her many contributions to the process.

Professor Mullin explained the Curriculum Reports are comprised of Major and Minor curriculum changes. In the context of the University of Toronto Quality Assurance Process (UTQAP), Major changes involved new programs (Minors, Majors, and Specialists), closure of programs, major modifications to existing programs, the creation of transcript notations, and certificates. The remainder of the curricular changes would have significant positive impact on a cumulative basis, but are considered Minor changes in the context of the UTQAP. Professor Mullin referred to the reports, which identified the calendar copy information for Major changes, however the full proposals for these Major changes will be submitted separately to the AAC throughout the governance year.

Professor Mullin indicated resource implications for various course changes and new course additions were noted in the curriculum reports and were discussed and approved by the Office of the Dean. New courses that did not require resources would be taught by existing or new faculty. All library resources have been discussed and approved by the Hazel McCallion Academic Learning Centre (HMALC).

Professor Mullin advised the Humanities Curriculum Committee (HCC) met on two occasions. HCC received several requests for major changes including the introduction of three new minor programs in Visual Culture, Latin American and Caribbean Studies, and Ethics and Society and proposed closure of the Logic Major program – these would be submitted for the AAC's consideration at a later date. A number of programs introduced minor changes such as changes to their gateway courses, and changes in course requirements to reflect new courses or the deletion of old courses. A total of 21 FCEs of new courses were introduced, these included independent reading courses, an Internship in French Studies, a field course in theatre performance and history that includes attendance at the Shaw Festival, Mafia in Italian cinema, Science fiction and philosophy.

Professor Mullin noted there were no resource implications for the course additions with one exception. The new courses would either be taught by new full-time faculty, current faculty members as part of their teaching load, or taught by faculty members on a rotational basis. Religion has obtained budget approval from the Dean's Office for the resource implications associated with addition of tutorials to one of its new courses. Other minor changes were made with respect to renumbering of courses, reweighting of courses, course description changes, changes in course names, or updating prerequisites and exclusions.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Humanities minor undergraduate curriculum changes for the 2014-15 academic year, as detailed in the respective curriculum reports, be approved.

Professor Mullin noted the Sciences Curriculum Committee (SCC) also met on two occasions. There were no new science programs introduced or programs terminated. An extensive array of changes occurred to some science program core courses, program descriptions, prerequisites, co-requisites and program options and credit requirements. The SCC report indicated an addition of twenty half courses and the deletion of ten existing half courses. This reflects the addition of new faculty with new areas of expertise, modernization of course content, the loss of faculty expertise, or expansion of

course offerings. Other changes included course renumbering, reweighting, course description, course exclusions, and renaming to better reflect course content and emphasis.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Sciences undergraduate curriculum changes for the 2014-15 academic year, as detailed in the respective curriculum reports, be approved.

Professor Mullin indicated that the Social Sciences Curriculum Committee (SSCC) met on three occasions and did not receive any requests for major changes. Several minor program modifications and new courses were introduced and recommended for approval. Professor Mullin reviewed various changes proposed in the Social Sciences Curriculum Change report. She also noted that additions or deletion of courses across departments reflected changes in faculty complement, new courses were added to reflect the expertise of new hires and the changed interests of existing faculty. All departments identified St. George and Scarborough course equivalents, which resulted in a substantial number of minor course changes.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Social Sciences undergraduate curriculum changes for the 2014-15 academic year, as detailed in the respective curriculum reports, be approved.

Ms Diane Crocker urged members to carefully review the Curriculum reports, which detailed the many changes that would in her opinion have a positive impact on students.

7. Assessor's Report

Professor Mullin encouraged members to make suggestions to be included in future assessor's reports, so long as items were relevant to the Office of the Dean's portfolio and were related to the terms of reference of the Academic Affairs Committee. Such items could be forwarded to Ms Melissa Berger, Program and Curriculum Officer, Office of the Dean.

Professor Mullin reported that there have been provincially mandated changes to Bachelors of Education, which affected UTM's Concurrent Teaching Education Program (CTEP), which leads to a Bachelors degree of Arts or Science, as well as a Bachelors of Education degree. The Province would now require that B.Ed degrees be completed in two years and that admissions rates be decreased by 50 percent, while at the same time reducing provincial funding for students. She reported that as a result of these provincially mandated changes, students who would complete current degree requirements after 2017 would not be recognized as appropriate candidates for a professional license, and therefore admissions to CTEP have been halted.

Professor Mullin reported on initiatives from her office that would be submitted for consideration by members early in the New Year. These included a proposal for a combined undergraduate/graduate program with the Faculty of Information which would be a great opportunity for academically strong students in (Communication, Culture, Information and Technology) CCIT, Digital Enterprise Management (DEM) or Interactive Digital Media (IDM) programs to apply for conditional

admissions to Masters programs. Another proposal for the committee’s consideration in early 2014 would be a bridging initiative to support transition to university studies for mature students with a focus on programs that do not require specific grade 12 subject requirements beyond English. Other items for future governance consideration will be a proposal to close the Logic Major program and the introduction of a large number of courses for the Masters of Science in Sustainability Management (MScSM), since that program will be admitting its first students for the fall of 2014.

8. Other Business

The Chair raised an item of business, to suggest a working group to consider the establishment of for credit foundational courses to help prepare high school students for university studies, particularly in the areas of mathematics and English. A member noted that non-credit foundational courses for Mathematics are currently offered to transitioning high school students by the Department of Mathematics and Computational Sciences, however the challenge still remains on promoting such programs to students.

A member brought forward an item of business, regarding the weighting of final exams, suggesting that the minimum weighting of 33 percent be reduced to 25 percent as it was considered restrictive.

CONSENT AGENDA

The Chair explained to members that certain routine items were placed on a “consent” agenda in order to allow greater time for the Board to focus its discussion on more substantive matters. Unless questions or requests to place any of the consent items on the regular agenda were submitted to the Secretary 24 hours before a meeting, the items would normally be handled without presentation or discussion.

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, be approved.

9. Report of the Previous Meeting: Report 1 – September 11, 2013

10. Business Arising from the Report of the Previous Meeting.

11. Date of Next Meeting – January 9, 2014, 4:10 p.m.

The Chair reminded members that the next meeting of the Committee was scheduled for January 9, 2014, 4:10 p.m. in the Council Chamber, William G. Davis Building.

The meeting adjourned at 5:28 p.m.

Secretary
November 18, 2013

Chair

Report from the Registrar

Diane G. Crocker, Registrar & Director of Enrolment
Management

Academic Affairs Committee meeting, November 13, 2013

8

2012-13 Annual Report of the Office of the Registrar - Highlights

Enrolment Targets

- First-year class: entry average increased: 82.8%
- Overall: On target
- Exceeded international target: 19% of first-year class
- Scholarships enhanced: offers made with Offer of Admission, instead of after acceptance
- 230 high school and college visits by recruiters
- ACE@UTM growing

2012-13 Annual Report of the Office of the Registrar – Highlights

Applicant/Student Engagement

- New student advising series based on program of discipline stream
- Financial Aid sessions at UTM and in select high schools
- Social media prevalent in recruiting; Skype – international applicants
- Video advising clips introduced – strong viewership
- Exclusive FB group for 2013 grads

2012-13 Annual Report of the Office of the Registrar – Highlights

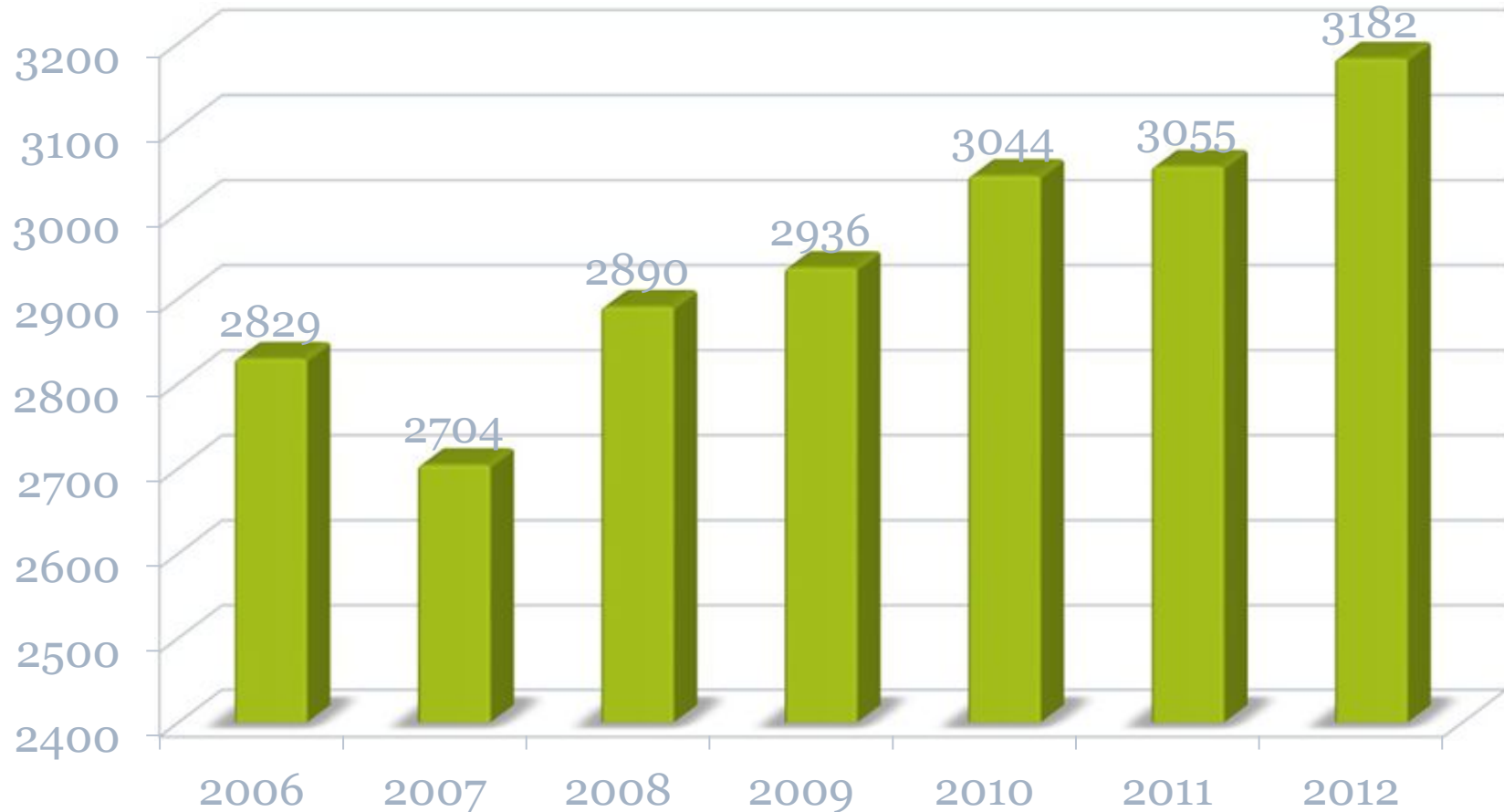
Service to Students/Faculty

- Tri-campus Professional Development Day – Best practices
- Web-based Attendance Tracking System
- Moved more routine business processes online:
 - RESP confirmation letters
 - Degree Requirements Checklist
 - Confirmation of Enrolment/OSAP
- Data driven decision-making: Re-engineered scheduling process
- Campus Strategic Enrolment Management (SEM) Group established

2012-13 Annual Report of the Office of the Registrar Highlights

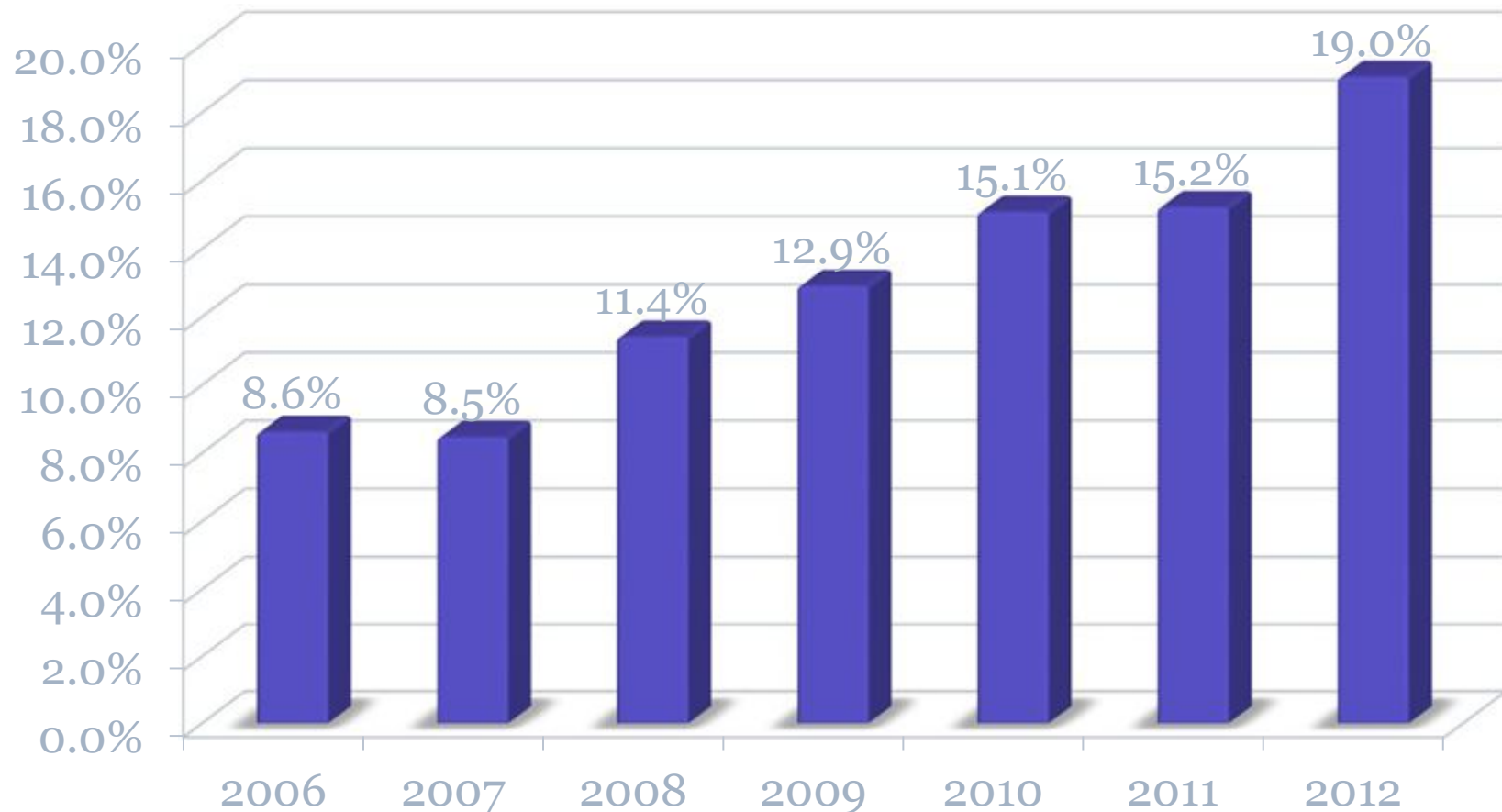
Selected Statistics

University of Toronto Mississauga Total New Intakes 2006-2012



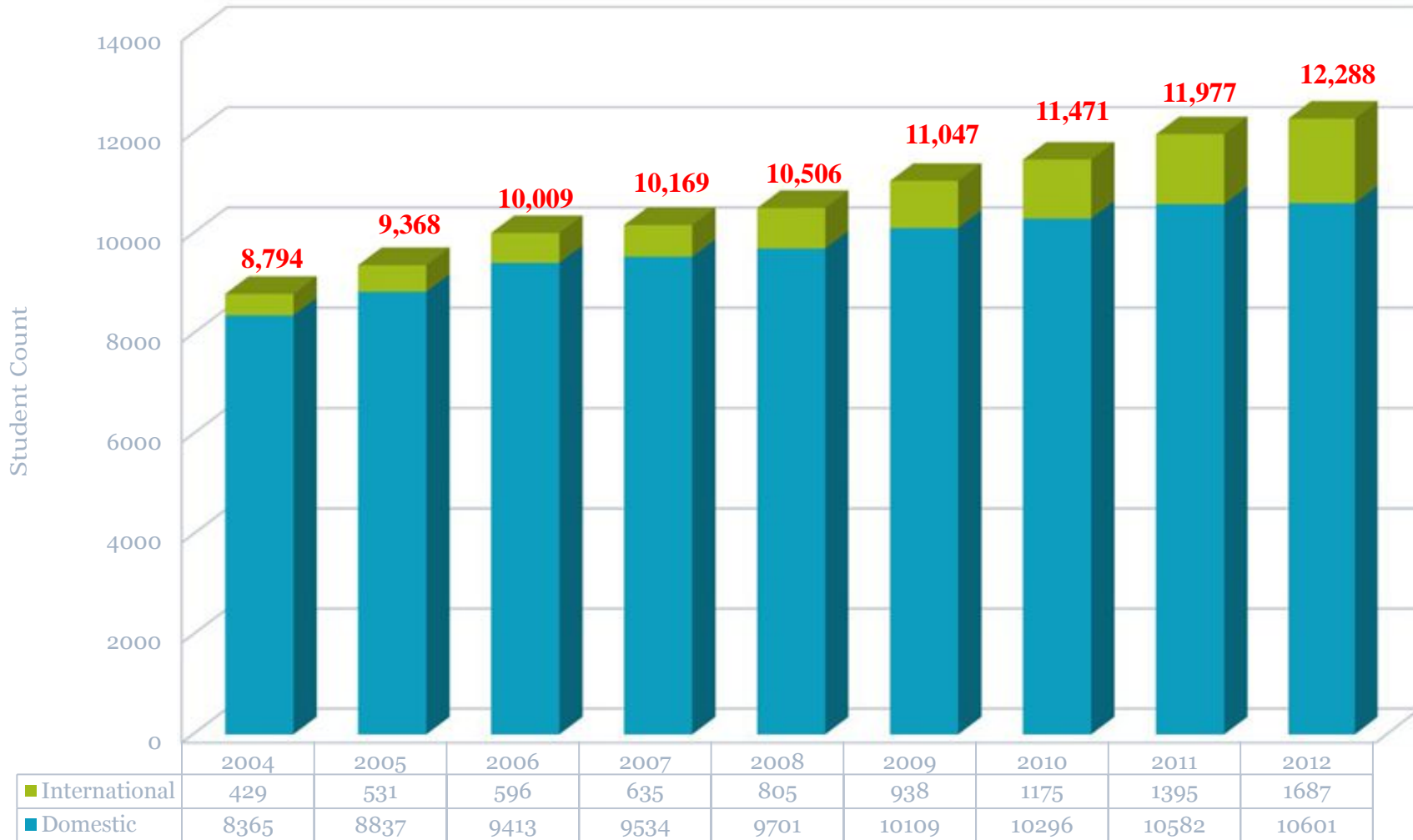
University of Toronto Mississauga International Student New Intakes 2007-2012

Percentage of Internationals in the Total New Intakes

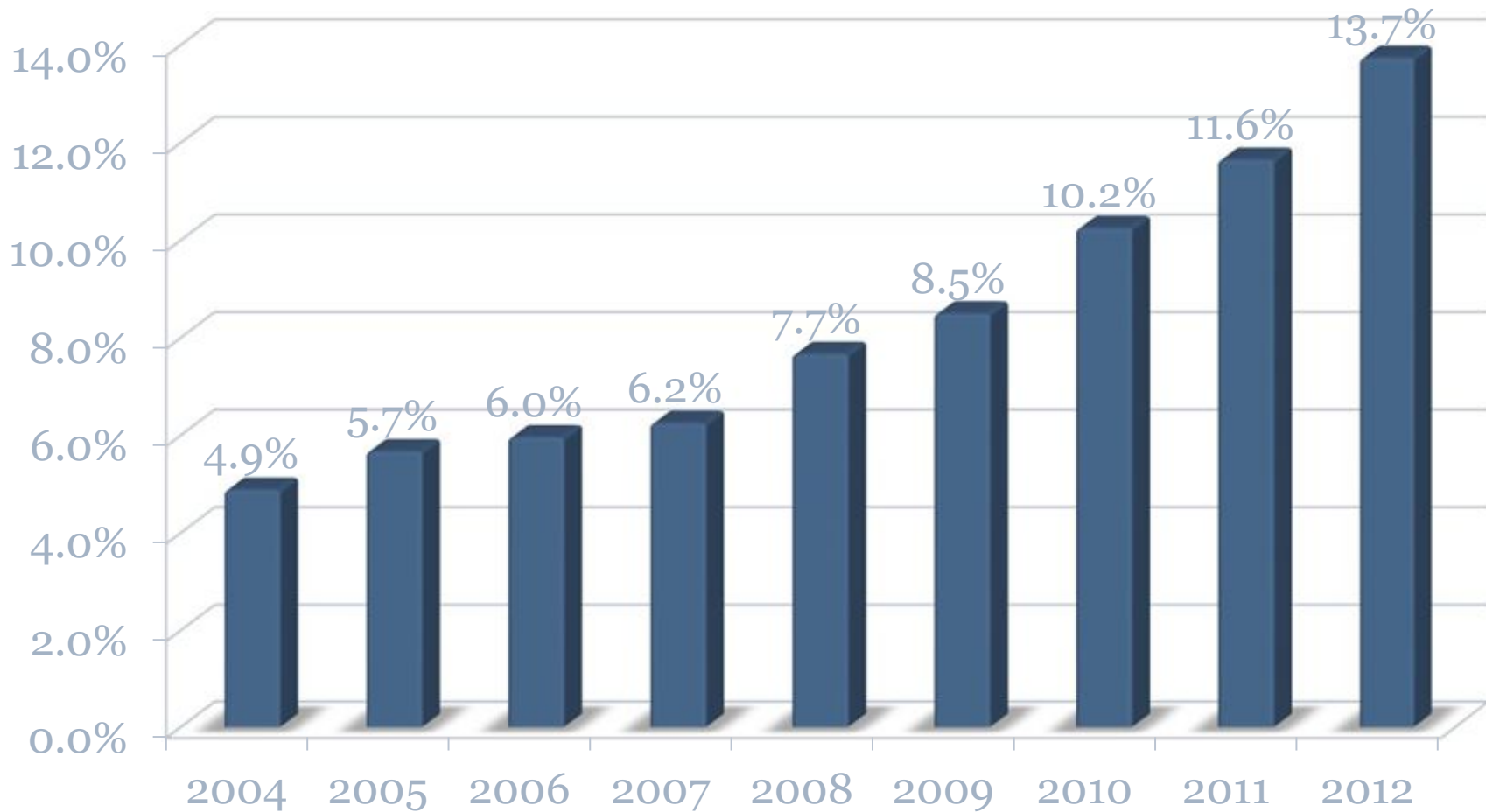


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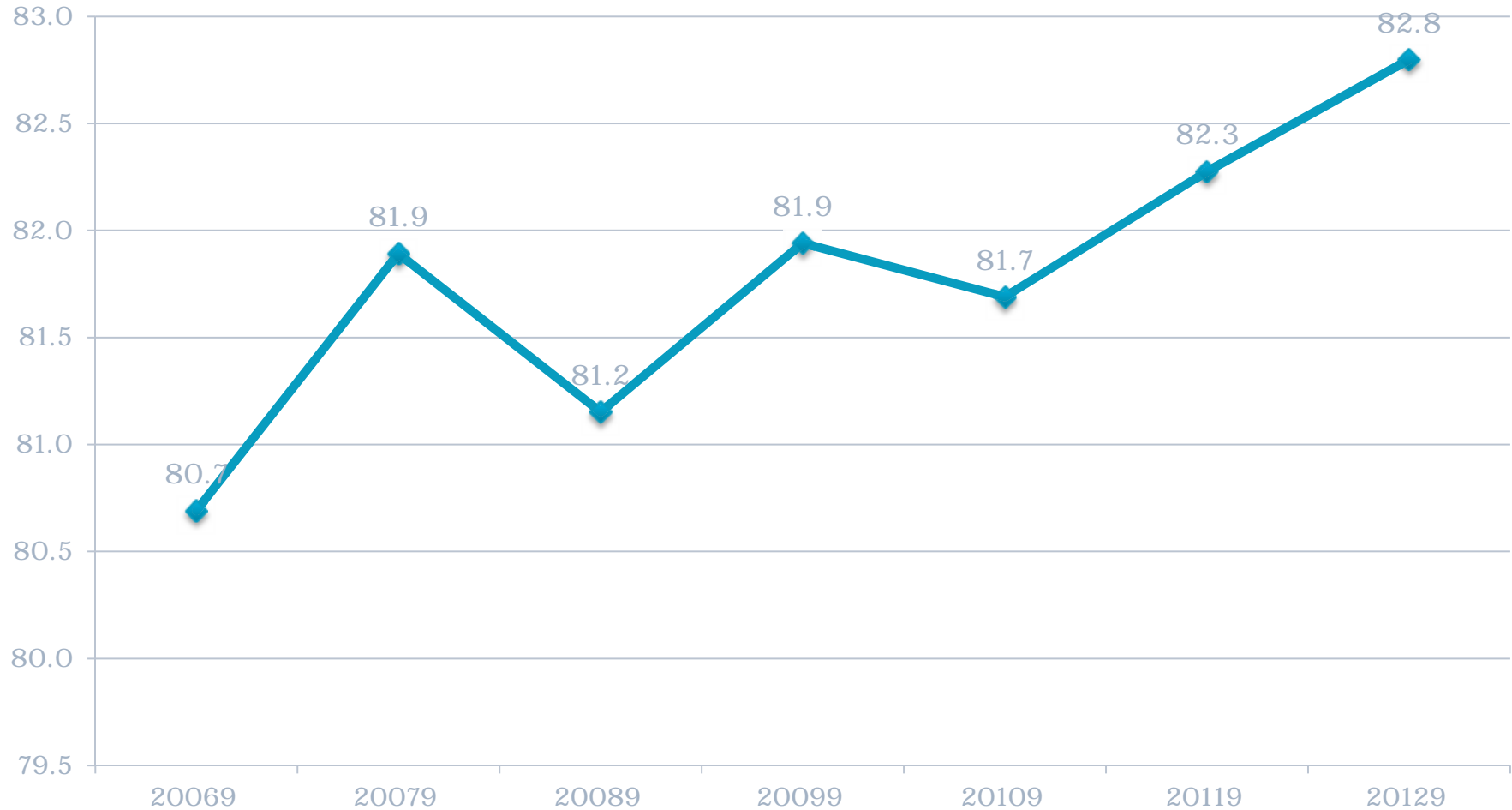
University of Toronto Mississauga Total Head Count (International & Domestic) 2004-2012



University of Toronto Mississauga International Student Head Count 2004-2012 Percentage of Internationals in the Total Head Count



University of Toronto Mississauga 20069-20129 New Intakes -Average of ADM_AVG* for Total New Intakes



8

- Questions regarding the Annual Report

Campus SEM Group

Jan. 31, 2013

- Enrolment Targets to 2018
- Recruitment strategies/activities
- Applications for 20139
- Admissions process for 101 and 105
- Conversion Activities

Apr. 30, 2013

- Admission Offer data
- Application, Admit, Accept Counts
- Yield rate

June 18, 2013

- Domestic vs. international acceptances (20139)
- 2004-20139 new intake count and admission average
- Course enrolment information/Wait lists
- New student group advising

Campus SEM Group

Sep. 5, 2013

- New intake monitoring report
- Fall/Winter enrolment report
- ACE@UTM/Science Without Borders/other
- Department SEM reports

Nov. 19, 2013

- OUF
- Fall Campus Day
- November 1 count
- Program Enrolment Data
- Retention Rate
- Graduation Rate

Instructor Administered Exams

Responsibilities Office of the Registrar:

- Schedule the exam conflict free for students and instructor in a room alone
- Provide printable forms for conducting the exam (eg: anomaly, late form, announcements etc)
- Provide an application to track exam attendance

Responsibilities of the Instructor:

- Conduct exam in accordance with all exam policies and procedures ensuring that students have the same exam experience regardless of where they write their exam (eg: supply all exam materials, make announcements, take attendance, deal with emergencies etc.)

December Exam Session Participants:

- 5 instructors
- 127 students