



University of Toronto Mississauga Campus Council  
**ACADEMIC AFFAIRS COMMITTEE**  
**Wednesday, September 11, 2013 at 4:10 p.m.**  
**Council Chamber, Room 3130, William G. Davis Building**

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**AGENDA**

- 1. Chair's Remarks**
- 2. Orientation**
- 3. Calendar of Business, 2013-14\***
- 4. Academic Appeals Subcommittee Establishment\***

Be It Resolved

- a) THAT the Academic Affairs Committee (AAC) establish an Academic Appeals Subcommittee, with delegated authority from the AAC and reporting to the AAC, effective immediately; and
- b) THAT the Terms of Reference of the Academic Appeals Subcommittee, be approved.

- 5. Institute of Communication, Culture and Information Technology Name Change\***

Be It Recommended to the Academic Board of the Governing Council,

THAT the name of the *Institute of Communication, Culture and Information Technology* be changed to the *Institute of Communication, Culture, Information **and** Technology*.

- 6. Master of Biotechnology new course and updating of admission requirements in the School of Graduate Studies Calendar**

Be it Resolved,

\* Documentation included

\*\* Documentation for consent item included. This item will be given individual consideration by 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](mailto:mariam.ali@utoronto.ca)

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- a) THAT the new MBiotech course, *Generations of Advanced Medicine: Biologics in Therapy (GAMBiT)* (BTC1860H), offered by the Institute for Management and Innovation (IMI), as described in the attached proposal be approved, effective immediately; and
  - b) THAT the minimum admission requirements as stated in the School of Graduate Studies (SGS) Calendar be updated to reflect the following existing Master of Biotechnology (MBiotech) practices, effective immediately:
    - i) THAT the MBiotech Program consider applicants with an appropriate bachelor's degree from a recognized university in any area of biological sciences, chemistry, engineering, or related field with a minimum mid-B standing in the final two years of study;
    - ii) THAT applicants who have completed their studies outside of Canada also submit their Graduate Record Examination Subject Test scores and meet SGS minimum standards for English Proficiency; and
    - iii) THAT, the MBiotech Program also evaluate applicants on their letter of intent, CV, three references and both a science and business interview.
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### CONSENT AGENDA\*\*

#### 7. Master of Biotechnology Course Name Change

Be it Resolved

- a) THAT a change in the MBiotech course name from *Biotechnology & Corporations* (BTC1810H) to *Biotechnology & Ventures*, as described in the attached proposal be approved, effective immediately.

#### 8. Date of Next Meeting – Wednesday, November 13, 2013, 4:10 p.m.

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#### 9. Other Business

\* 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](mailto:mariam.ali@utoronto.ca)



## Campus Council and Standing Committees Orientation

UTM Academic Affairs Committee: Wednesday, September 11, 2013

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### AGENDA

1. Chair's remarks and introductions [Chair]
  - Overview of the history of the Campus Council and the Standing Committees: Why we evolved to the new system of governance
  - Responsibilities of members (decision-making in the best interests of the institution)
  - Role of governance vs. administration
  - There has been a change in governance, but not in the administrative processes that bring business before governance
2. Mandate and Terms of Reference [Chair]
  - Clarify key elements of the terms of reference
  - Flow of business to other governance bodies, including governance approval path of major items
3. Overview of the Campus [Senior Assessors]
  - Highlights of campus
  - Organizational structure
4. Senior Assessors and their Portfolios [Senior Assessors]
  - Provide very brief summary of the scope and function of portfolios
  - Summaries of priorities for the 2013-14 governance year in reference to the Calendar of business
5. Conducting Business [Chair]
  - Council/Committee context in relation to Governing Council.
  - Agenda planning
  - Meeting conduct and participation
  - How to read cover sheets and their value to members
  - Value and purpose of consent agendas and the Calendar of Business (COB)
  - The rules of order and how they enable full, fair, and respectful debate

Reception to Follow

**UTM Campus Council and Standing Committees Consolidated Calendar of Business 2013-14**

**Acronyms List**

OCC: Office of the Campus Council

VDG: Vice-Dean, Graduate

VPA/Dean: Vice-Principal, Academic and Dean

VP&P: Vice-President and Principal

DSA: Dean, Student Affairs

RGASC: Robert Gillespie Academic Skills Centre

VPR: Vice-Principal, Research

AB: Academic Board

GC/EX: Governing Council/Executive Committee

## UTM Campus Council and Standing Committees Consolidated Calendar of Business 2013-14

Item	Originating Portfolio	Campus Affairs Committee	Action	Academic Affairs Committee	Action	Agenda Committee	Campus Council	Action
<b>UTM Cycle 1 (GC Cycle 2)</b>								
<i>Member Orientation</i>		Sept. 9		Sept. 11			Sept. 30	Info.
Calendar of Business	OCC	Sept. 9		Sept. 11			Sept. 30	Info.
Master of Biotechnology new course, renaming course and change in admission requirements	V DG			Sept. 11	Approval			
Institute of Communication Culture and Information Technology (ICCIT) name change	VPA/Dean			Sept. 11	Recomm. To AB			
Establishment of the Academic Appeals Subcommittee of the AAC	Chair, AAC			Sept. 11	Approval			
Presentation from student governments: UTM Student Union (UTMSU) & UTM Association of Graduate Students (UTMAGS)	VP&P report						Sept. 30	Info.
<b>UTM Cycle 2 (GC Cycle 3)</b>								
Institute for Management in Innovation (IMI) Certificate in Professional Development - Business Practices for PhD Graduate students	VPA/Dean			Nov. 13	Approval			
Undergraduate Curriculum changes (minor)	VPA/Dean			Nov. 13	Approval			
Engineering Minor (FASE@UTM)	VPA/Dean			Nov. 13	Approval			
Budget Report, 2014-15	CAO	Nov. 11	Recomm. To CC			Nov. 26	Dec. 9	Approval/GC EX confirmation
EDU: C - Centre for Professional Accountancy (CPAS) Institute for Management in Innovation (IMI)	VPA/Dean	Nov. 11	Recomm. To CC	Nov. 13	Recomm. To CC	Nov. 26	Dec. 9	Approval/GC EX confirmation

## UTM Campus Council and Standing Committees Consolidated Calendar of Business 2013-14

Item	Originating Portfolio	Campus Affairs Committee	Action	Academic Affairs Committee	Action	Agenda Committee	Campus Council	Action
<b>UTM Cycle 2 (GC Cycle 3) cont.</b>								
Chemical Physical Sciences/Geography Association of Professional Geoscientists of Ontario (APGO) Certification: merger of two programs	VPA/Dean			Nov. 13	Approval			
Capital Project: Project Planning Report	CAO	Nov. 11	Recomm. To CC			Nov. 26	Dec. 9	Recomm. To AB
Strategic Topic CAC: Student Services Plaza	CAO	Nov. 11	Info.				Dec. 9	Info.
Strategic Topic CC: Capital Planning Report	CAO						Dec. 9	Info.
Strategic Topic AAC: Office of the Registrar Initiatives	Registrar		Info.	Nov. 13	For Info.			
VP&P Report	VP&P						Dec. 9	Info.
<b>UTM Cycle 3 (GC Cycle 4)</b>								
New courses: Master of Science in Sustainability and Management (MScSM)	VDG			Jan. 9	Approval			
New courses: Masters of Management and Professional Accounting (MMPA)	VDG			Jan. 9	Approval			
Course Modification: Master of Biotechnology (Mbiotech)	VDG			Jan. 9	Approval			
New Courses: Institute for Management in Innovation (IMI)	VDG			Jan. 9	Approval			
Ancillary Operating Plan, 2014-15	CAO	Jan. 8	Recomm. to CC			Jan. 23	Feb. 6	Approval/GC EX confirmation
Capital Project: North Building Phase 2 Project Planning Report	CAO	Jan. 8	Recomm. to CC			Jan. 23	Feb. 6	Recomm. To AB
Logic Major program closure (Philosophy)	VPA/Dean			Jan. 9	Recomm. To AP&P			

## UTM Campus Council and Standing Committees Consolidated Calendar of Business 2013-14

Item	Originating Portfolio	Campus Affairs Committee	Action	Academic Affairs Committee	Action	Agenda Committee	Campus Council	Action
<b>UTM Cycle 4 (GC Cycle 5)</b>								
Strategic Topic CC: Advancement / fundraising priorities	Exec.Dir. Advancement			Jan. 9	Info.		Feb. 6	Info.
Strategic Topic CAC: Student Life Portfolio	DSA	Jan. 8	Info.					
Strategic Topic AAC: International Students	VPA/Dean + Registrar			Jan. 9	Info.			
Appointments – UTM Nominating Committee (additional members to Agenda Committee)	Chair					Feb. 20	Mar. 5	Approval
Operating Plans - Student Affairs and Services / Compulsory non-academic incidental fees	DSA	Feb. 10	Recomm. to CC			Feb. 20	Mar. 5	Approval/GC EX confirmation
Student Societies: Requests for Fee Increases	DSA	Feb. 10	Recomm. to CC			Feb. 20	Mar. 5	Approval/GC EX confirmation
Capital Project: Project Planning Report	CAO	Feb. 10	Recomm. to CC			Feb. 20	Mar. 5	Recomm. To AB
New Program: Philosophy Minor	VPA/Dean			Feb. 12	Approval			
New Program: Latin American and Caribbean Studies Minor	VPA/Dean			Feb. 12	Approval			
Strategic Topic AAC: the Robert Gillespie Academic Skills Centre	Director RGASC			Feb. 12	Info.			
Strategic Topic CAC: Co-curricular Record	DSA	Feb. 10	Info.					
Strategic Topic CC: Presentation from the Vice-Principal Research	VPR						Mar. 5	Info.
<b>UTM Cycle 5 (GC Cycle 6)</b>								
New Minor in Visual Culture (Visual Studies)	VPA/Dean			Mar. 26	Approval			

## UTM Campus Council and Standing Committees Consolidated Calendar of Business 2013-14

Item	Originating Portfolio	Campus Affairs Committee	Action	Academic Affairs Committee	Action	Agenda Committee	Campus Council	Action
<b>UTM Cycle 5 (GC Cycle 6) cont.</b>								
Combined ICCIT/Faculty of Information (FOI) Joint Bachelors and Masters of Information	VPA/Dean			Mar. 26	Approval			
Annual Reports: Research, Appeals, Committee On Standing, Academic Discipline, Library	VPR; VPA/Dean/Library/Go v./Reg. Office			Mar. 26	Info.			
Capital Project: Student Centre Redevelopment Project Planning Report	CAO	Mar. 24	Recomm. to CC			Apr.10	Apr. 23	Recomm. To AB
Capital Project: Phase 2 Davis Building Redevelopment Project Planning Report	CAO	Mar. 24	Recomm. to CC			Apr.10	Apr. 23	Recomm. To AB
Strategic Topic CC and CAC: University's operating budget, highlighting UTM's budget	VP Univ. Operations	Mar. 24	Info.				Apr. 23	Info.
Strategic Topic AAC: Reviews of Academic Programs and/or Units	VPA/Dean			Mar. 26	Info.	Apr.10	Apr. 23	Info.
<b>UTM Cycle 6A</b>								
Management: Merger of two programs	VPA/Dean			Apr. 30	Approval			
Institute of Communication, Culture, Information and Technology (ICCIT) Transcript notation	VPA/Dean			Apr. 30	Approval			
Capital Project: Project Planning Report	CAO	April. 28	Recomm. To CC			May. 15	May. 29	Recomm. To AB
Annual Reports: Administration/Assessors TBA	CAO	April. 28	Info.					
Appointments - 2014-15 UTM CC and Standing Committee membership	Chair					May. 15	May. 29	Approval
Strategic Topic CAC: Campus Master Plan		April. 28	Info.					
Strategic Topic AAC: Presentation from the Office of the Vice-Principal Academic & Dean	VPA/Dean			30-Apr	Info.			



**UTM Campus Council and Standing Committees  
Consolidated Calendar of Business 2013-14**

Item	Originating Portfolio	Campus Affairs Committee	Action	Academic Affairs Committee	Action	Agenda Committee	Campus Council	Action
<b>UTM Cycle 6B</b>								
Strategic Topic CC: Presentation from the Office of the Vice-Principal Academic & Dean	VPA/Dean						May. 29	Info.
Appointments: 2014-15 UTM UTM Agenda Committee Membership						June. 10	June. 19	Approval
Summer Executive Authority						June. 10	June. 19	Approval

**FOR APPROVAL****PUBLIC****OPEN SESSION**

TO: Academic Affairs Committee

SPONSOR: Ms. Judith Poë, Chair, Academic Affairs Committee  
 CONTACT INFO: [judith.poe@utoronto.ca](mailto:judith.poe@utoronto.ca), 905-828-3803

PRESENTER: See Sponsor.

DATE: September 4 for September 11, 2013

AGENDA ITEM: **4**

**ITEM IDENTIFICATION:**

Establishment of the Academic Appeals Subcommittee as a Standing Subcommittee of the Academic Affairs Committee

**JURISDICTIONAL INFORMATION:**

Section 3.1 *Standing Subcommittees* of the University of Toronto Mississauga (UTM) Campus Council Academic Affairs Committee (AAC) Terms of Reference provides for the AAC to establish subcommittees to deal with matters within its purview. The Committee shall delegate authority to determine undergraduate academic appeals to a subcommittee established for that purpose, pursuant to the *Policy on Academic Appeals Within Divisions*.<sup>1</sup>

**GOVERNANCE PATH:**

**Academic Affairs Committee (September 11, 2013)**

**PREVIOUS ACTION TAKEN:**

On June 25, 2012, the Governing Council approved a new governance structure for the University of Toronto Mississauga (UTM); subsequent revisions to the Terms of Reference for the governance bodies were approved by the Governing Council on December 13, 2012. Effective July 1, 2013, a UTM Campus Council and its Committees replaced the previously existing Erindale College Council (ECC) its Standing Committees, and its Subcommittees.

**HIGHLIGHTS:**

Under UTM's previous governance structure, an Academic Appeals Board (AAB) reported to the Academic Affairs Committee of ECC. It is proposed that a similar structure and Terms of Reference of the AAB be adopted for the Academic Appeals Subcommittee (AAS), which would be established

<sup>1</sup> <http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppdec122005.pdf>

as part of the new UTM governance structure. Proposed changes to the Terms of Reference have been made to allow for greater consistency with that of the Governing Council's Academic Appeals Committee and to clarify the composition of the Subcommittee.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**RECOMMENDATION:**

Be It Resolved

- a) THAT the Academic Affairs Committee (AAC) establish an Academic Appeals Subcommittee with delegated authority from the AAC and reporting to the AAC, effective immediately; and
  - b) THAT the attached Terms of Reference of the Academic Appeals Subcommittee, be approved.
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**DOCUMENTATION PROVIDED:**

Academic Appeals Subcommittee Terms of Reference  
Academic Appeals Subcommittee Terms of Reference (Track Changes)



## University of Toronto Mississauga Campus Council

### ACADEMIC APPEALS SUBCOMMITTEE TERMS OF REFERENCE

#### 1. MEMBERSHIP

##### 1.1. COMPOSITION

- 15 teaching staff (including the Chair)
- 2 undergraduate students

The UTM Academic Appeals Subcommittee (AAS) is chaired by a teaching staff member appointed by the Vice-Principal Academic and Dean from the members of the Academic Appeals Subcommittee. Each hearing panel is comprised of up to 7 members (including the Chair). Panel members are drawn by the Secretary from a pool of 15 teaching staff members (one appointed by each department) and two undergraduate students. The teaching staff members of the panel are drawn with due consideration to continuity, discipline relevance and quorum needs. Student members are approved by the committee on the recommendation of the Chair.

When possible, no panel member should belong to the same department as the appellant.

In addition, the Secretary and representatives from the Committee On Standing (COS) and/or the Office of the Registrar shall attend hearings in a non-voting capacity.

##### 1.2. TERM

Terms shall commence July 1, and may be renewed.

The teaching staff members shall be appointed for three-year terms, which may be renewed to a maximum of nine consecutive years. Student members shall be appointed for one-year terms, renewable for a maximum of three consecutive years.

##### 1.3 QUORUM

5 members, of whom at least one shall be an undergraduate student member.

#### 2. FUNCTION

The Academic Appeals Subcommittee (AAS) considers appeals against decisions of the University of Toronto Mississauga Committee on Standing (COS) with respect to petitions from undergraduate students relating to exemption from the application of academic regulations or standards pertaining to courses at

Draft Proposed Revision August 15, 2013

the University of Toronto Mississauga. (Appeals pertaining to courses offered on other University of Toronto campuses come under the jurisdiction of the Academic Appeals Subcommittee of the respective campus.) The COS must hear all cases (petitions) before it can be appealed to the AAS. An appeal to the AAS must be filed within 90 calendar days of the decision of the COS. Where this deadline falls on a day when the University is closed, the deadline shall be deemed to fall on the next regular business day of the University. The Subcommittee's decision is final within UTM, but it may be appealed within 90 days of its decision to the Academic Appeals Committee of the Governing Council.

### 3. PROCEDURES

#### 3.1. Appeal Notice

- 3.1.1 Following receipt of a written request for an appeal hearing from the appellant, the Secretary shall give notice to the appellant. The notice will:
  - 3.1.2 Acknowledge receipt of the appeal.
  - 3.1.3 Inform the appellant of the date, time and location of the hearing.
  - 3.1.4 Inform the appellant that, he/she may appear in person, with or without legal counsel, and call evidence and present arguments in person or by counsel if she/he so desires and shall so notify the Secretary.
  - 3.1.5 Inform the appellant that she/he must submit any additional documentation in support of the appeal at least ten working days prior to the day of the hearing. Inform the appellant that he/she bears the onus of proof in the appeal and stress that the provision of supporting documentation strengthens their case.
  - 3.1.6 Inform the appellant that, should she/he fail to attend the hearing on the date and at the time and place aforesaid, the AAS may proceed in her/his absence and that she/he will not be entitled to any further notice of the proceedings.
  - 3.1.7 Prior to the time of the hearing the Secretary shall distribute to each member of the Subcommittee and to the representatives from the COS a copy of the appeal, supporting materials and any other related materials provided by the appellant, the COS or any other relevant office. Members of the Subcommittee shall read, but shall not discuss, the materials prior to the date of the hearing.

#### 3.2 Appeal Hearing

- 3.2.1 When the meeting is called to order the parties present shall be the AAS members, the Secretary and representatives of the COS and/or the Office of the Registrar, the appellant, his/her counsel (if desired) together with any witnesses and experts brought by the appellant or the Subcommittee.
- 3.2.2 The appellant (or his or her counsel) may make an opening statement concerning the appeal and call upon witnesses to present evidence regarding the appeal. The members of the Subcommittee will then have an opportunity to ask (through the Chair) questions of the appellant, witnesses and representatives of the COS in order to clarify issues that have arisen in the appeal. In addition, both

parties in the matter - the appellant as well as representatives of the COS may pose questions and the appellant may make a brief final statement in summation of the appeal.

- 3.2.3 The appellant and counsel will then leave the room and the AAS will proceed to deliberate and determine its decision on the appeal (Representatives of the COS and/or the Office of the Registrar shall remain for the purposes of providing information on University rules and regulations). The decision of the AAS will be on a show of hands and be determined by a majority of the Board present. Procedural matters of the Subcommittee shall be governed by *Robert's Rules of Order*.
- 3.2.4 The decision of the AAS shall be recorded and shall be communicated in writing by the Chair..
- 3.2.5 The AAS has the right to refuse to give formal hearing to an appeal (by unanimous consent of the members and without prior discussion) on the ground that the appeal is not within the jurisdiction of the Subcommittee.
- 3.2.6 The AAS meets in camera.



University of Toronto Mississauga Campus Council

ACADEMIC APPEALS SUBCOMMITTEE

TERMS OF REFERENCE

ACADEMIC APPEALS BOARD SUBCOMMITTEE

1. MEMBERSHIP

1.1. COMPOSITION

- 15 teaching staff (including the Chair)
- 2 undergraduate students

The UTM Academic Appeals ~~board~~ Subcommittee (AAS) is chaired by a faculty teaching staff member appointed by the Vice-Principal Academic and Dean from the members of the Academic Appeals ~~Board Subcommittee~~. Each ~~Board meeting hearing panel~~ is comprised of up to a) no more than 7 teaching staff faculty members (including the Chair). Panel members are drawn by the Secretary ~~to the Board~~ from a pool of 15 teaching staff members (one ~~nominated~~ appointed by each department) ~~and b) together with two undergraduate student members, one full-time and one part-time, established by the Board.~~ ) and two undergraduate students. The teaching staff faculty members of the panel are drawn with due consideration to continuity, discipline relevance and quorum needs. Student members are approved by the committee on the recommendation of the Chair and serve for a term of at least three years, where possible, subject to re-appointment.

When possible, no panel member should belong to the same department as the appellant.

In addition, the Secretary ~~to the Board~~ and representatives from the Committee On Standing (COS) and/or the Office of the Registrar shall attend hearings in a non-voting capacity. A quorum for any hearing shall be 5 members of whom at least one shall be an undergraduate student member.

1.2. TERM

Terms shall ~~be for three years, commencing~~ commence July 1, and may be renewed. The teaching staff members shall be appointed for three-year terms, which may be renewed to a maximum of nine consecutive years. Student members shall be appointed for one xxx-year terms, renewable for a maximum of three consecutive years. xxx.

1.3 QUORUM

5 members, of whom at least one shall be an undergraduate student member.

## 2. FUNCTION

The Academic Appeals ~~Board Subcommittee~~ (AASB) considers appeals against decisions of the University of Toronto Mississauga Committee on Standing (COS) with respect to petitions from undergraduate students relating to exemption from the application of academic regulations or standards pertaining to courses at the University of Toronto Mississauga. (Appeals pertaining to courses offered on other University of Toronto campuses come under the jurisdiction of the Academic Appeals ~~Board Subcommittee~~ of the respective campus.) The COS must hear all cases (petitions) before it can be appealed to the ~~AABAAS~~. An appeal to the ~~AAB-AAS~~ must be filed within 90 calendar days of the decision of the COS. Where this deadline falls on a day when the University is closed, the deadline shall be deemed to fall on the next regular business day of the University. The ~~Board's Subcommittee's~~ decision is final within UTM, but it may be appealed within 90 days of its decision to the Academic Appeals Committee of the Governing Council.

## 3. PROCEDURES

### 3.1. Appeal Notice

- 3.1.1 Following receipt of a written request for an appeal hearing from the appellant, the Secretary ~~to the Board~~ shall give notice to the appellant. ~~The~~ notice will:
- 3.1.2 Acknowledge receipt of the appeal.
- 3.1.3 Inform the appellant of the date, time and location of the hearing.
- 3.1.4 Inform the appellant that, he/she may appear in person, with or without legal counsel, and call evidence and present arguments in person or by counsel if she/he so desires and shall so notify the Secretary ~~to the Board~~.
- 3.1.5 Inform the appellant that she/he must submit any additional documentation in support of the appeal at least ten working days prior to the day of the hearing. Inform the appellant that ~~it is his/her responsibility to convince the~~ he/she bears the onus of proof in the appeal ~~board AAS that due to "circumstances beyond his/her control" he/she should be exempt from an academic regulation~~ and stress that the provision of supporting documentation strengthens their case.
- 3.1.6 Inform the appellant that, should she/he fail to attend the hearing on the date and at the time and place aforesaid, the ~~Board AAS~~ may proceed in her/his absence and that she/he will not be entitled to any further notice of the proceedings.
- 3.1.7 Prior to the time of the hearing the Secretary shall distribute to each member of the ~~Board Subcommittee~~ and to the representatives from the COS a copy of the ~~petition appeal~~, supporting materials and any other related materials provided by the appellant, the COS or any other relevant office. Members of the ~~Subcommittee board~~ shall read, but shall not discuss, the materials prior to the date of the hearing.

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## 3.2 Appeal Hearing

- 3.2.1 When the meeting is called to order the parties present shall be the ~~Board~~ AAS members, the Secretary ~~to the Board~~ and representatives of the COS and/or the Office of the Registrar, the appellant, his/her counsel (if desired) together with any witnesses and experts brought by the appellant or the ~~Board~~ Subcommittee.
- 3.2.2 The appellant (or his or her counsel) may make an opening statement concerning the appeal and call upon witnesses to present evidence regarding the appeal. The members of the ~~Board~~ Subcommittee will then have an opportunity to ask (through the Chair) questions of the appellant, witnesses and representatives of the COS in order to clarify issues that have arisen in the appeal. In addition, both parties in the matter - the appellant as well as representatives of the COS may pose questions. At the end of of the questions, the appellant (or his/her their counsel) and the appellant may make a brief final statement in summation of the appeal.
- 3.2.3 The appellant and counsel will then leave the room and the ~~Board~~ AAS will proceed *in camera* to deliberate and determine its decision on the appeal (Representatives of the COS and/or the Office of the Registrar shall remain for the purposes of providing information on University rules and regulations). The decision of the ~~Board~~ AAS will be on a show of hands and be determined by a majority of the Board present. ~~(the Chair holding a casting vote)~~. Procedural matters of the ~~Subcommittee~~ Board shall be governed by *Robert's Rules of Order*.
- 3.2.4 The decision of the AAS shall be recorded and shall be communicated in writing by the Chair. ~~by prepaid ordinary mail addressed to the appellant at the address given in his/her application.~~
- 3.2.5 The ~~AAS~~ AAS has the right to refuse to give formal hearing to an appeal (by unanimous consent of the members and without prior discussion) on the ground that the appeal is not within the jurisdiction of the Subcommittee.
- ~~3.2.5~~ 3.2.6 The AAS meets in camera.



## FOR RECOMMENDATION TO THE ACADEMIC BOARD

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean  
CONTACT INFO: [amy.mullin@utoronto.ca](mailto:amy.mullin@utoronto.ca), 905-828-3719

PRESENTER: See Sponsor.

DATE: September 4, 2013 for September 11, 2013

AGENDA ITEM: 5

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### ITEM IDENTIFICATION:

Institute of Communication, Culture and Information Technology Name Change

### JURISDICTIONAL INFORMATION:

Under section 5.1 of its terms of reference, the Academic Affairs Committee (AAC) is responsible for name changes of academic units.

Name changes in academic divisions (excluding namings) are considered by the Academic Board and confirmed by the Executive Committee (*AB Terms of Reference, Section 5.2.7*).

### GOVERNANCE PATH:

**Academic Affairs Committee (September 11, 2013)** → Academic Board (October 3, 2013)  
→ Executive Committee (October 23, 2013)

### PREVIOUS ACTION TAKEN:

The Institute of Communication, Culture, and Information Technology was established by Erindale College Council, effective July 1, 2010.

### HIGHLIGHTS:

This is a proposal to change the name of the existing Institute of Communication, Culture and Information Technology (ICCIT), which is an existing Extra-Departmental Unit: A [EDU:A], to the Institute of Communication, Culture, Information **and** Technology.

On November 27, 2012, the name of the Major Program in Communication, Culture and Information Technology (CCIT) offered by the ICCIT was changed to *Communication, Culture, Information and*

*Technology*. This change was approved by the Academic Affairs Committee, a Standing Committee of the Erindale College Council to signal that the CCIT program involves the study of Information and Technology as opposed to Information Technology. When the CCIT program was introduced in 2002, the term *Information Technology* had a broader definition but over the years *Information Technology* has come largely to mean Computer Science or Computer Science-related fields.

At this time, the ICCIT is proposing to change in a corresponding manner the name of the unit. The *Institute for Communication, Culture, Information and Technology* is a more appropriate descriptor of the focus and strengths of the Institute.

The proposed change in name of the Institute would not impact the acronym representing the Institute, nor would it impact any other unit at UTM or within the University of Toronto. The change does however signal an important change in terms of marketing and identity for the Institute.

The ICCIT consulted current and past faculty, students, and staff of the Institute, in addition to relevant University department chairs, program directors, and Sheridan College (a partner in the delivery of the CCIT program), who are all strongly in support of the name change.

#### **FINANCIAL IMPLICATIONS:**

There are no financial implications for this change.

#### **RECOMMENDATION:**

Be it Recommended to the Academic Board of the Governing Council,

THAT the name of the *Institute of Communication, Culture and Information Technology* be changed to the *Institute of Communication, Culture, Information **and** Technology*, effective immediately.

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#### **DOCUMENTATION PROVIDED:**

Institute of Communication, Culture and Information Technology Name Change

**Existing: Institute of Communication, Culture and Information Technology**

**New: Institute of Communication, Culture, Information and Technology**

**Effective Date: Immediately on the final approval by Executive Committee**

The Institute of Communication, Culture and Information Technology (ICCIT) at the University of Toronto Mississauga (UTM) is proposing to change the name of the unit to the Institute of Communication, Culture, Information and Technology. The change reflects an evolution in the meaning of the term *Information Technology* which has come largely to mean “Computer Science”. In its place, “Information and Technology” is a more appropriate descriptor of the focus and strengths of the Institute.

In 2012, the ICCIT changed the name of the Major program in Communication, Culture and Information Technology (CCIT) to Communication, Culture, Information and Technology. The rationale for the change of name was to clearly signal that the CCIT program involved the study of Information and Technology (in addition to Communication and Culture) rather than Information Technology, which is linked with Computer Science. Presently, we are in process of implementing a redesigned marketing program for ICCIT programs and it is increasingly important to be able to distinguish the Institute and its programs both from other programs outside of the University of Toronto that focus on Information Technology, such as those offered at Ryerson University, as well as Communications programs offered at other Canadian institutions that do not address the broad range of studies in Culture, Information and Technology addressed in the ICCIT programs. Our marketing program also stresses the close linkages to Information Studies at the Faculty of Information and to Technology studies at Sheridan College, so a separation of these two words would more aptly represent these two fields of study and two separate partner institutions.

### **Rationale**

The present name of the Institute embeds the term *Information Technology* in its name. This suggests to some students, faculty, parents and the general public that the Institute is associated with studies in Computer Science. The confusion has an impact on the perception of the programs administered by the Institute, the research agenda of the Institute, and its ability to attract new faculty due to the nature of *Information Technology* and its place within the Computer Science sector. Generally speaking the term, *Information Technology*, is used to refer to the technological underpinnings of Computer Science. At the time that the CCIT program was initially named, the term Information Technology had a broader definition. In the late 1990s, Information Technology programs began to emerge in academia in response to the need for staff to manage computing infrastructure in a variety of organizational settings (Computing Curricula 2005, p.11). At first the field was rather broad and referred to the general management of computing resources; over time, however, the field of Information Technology has become more specific in its technical expertise and refers more to the maintenance of software and hardware tools, as well as networks. When the CCIT program was first initiated, the term Information Technology was general enough to apply to this program; however, since that time there have been major developments in the theory and application of computers and related technologies -- such as mobile devices and web-based technologies -- and the CCIT program has moved more toward this

## **Proposal to Change Name of Institute at the University of Toronto Mississauga**

theoretical, broad application of technology and information rather than toward a more specific, technical approach. Since the name of the program has been changed to reflect this, it is also appropriate to make the name of the Institute consistent with the name of the main program administered by the Institute.

Programs within ICCIT are focused on the design, use, and application of many Information Technologies in a social context. Thus, although ICCIT programs address Information Technology artifacts they consider them in a social context and students do not create computer applications or investigate theories of computing, which are the basis for studies in Computer Science. Furthermore, in addition to information technologies, students in ICCIT programs have the opportunity to consider the design, use and management of other technologies such as biotechnology, nanotechnology and other associated technologies.

The increasingly close relationship between the Institute and the Faculty of Information will be enhanced through the explicit identification of “Information” in the title of the Institute. This both reflects on of the strategic directions of the Institute and also signals the combined programs that we are in process of developing with the Faculty of Information. In addition, the ICCIT is in the process of enhancing the offerings to provide students with the opportunity of studying Information theory, information policy and preparedness, surveillance, information infrastructure and media design as part of a new initiative in association with the Faculty of Information.

The renaming of the Institute, such as with the renaming of the Major program within it, does not necessitate a change in the acronym representing both the program (CCIT) or the Institute (ICCIT), which is vitally important from a marketing and identity perspective.

### **Consultation**

We have consulted current and past faculty, students, and staff of the Institute who are strongly in support of the name change. We have also consulted with the Chair of the Department of Visual Studies at UTM, who is well versed in the history of the CCIT Major program from his previous position as Director of the now defunct Institute of Communication and Culture. The ICCIT Director has also been in contact with the Chair of the Department of Mathematics and Computing Science at UTM, who agrees with the name change. In addition, both Michael Rubinoff, Associate Dean - Department of Visual and Performing Arts at Sheridan College, and Michael Jones, CCIT Program Coordinator at Sheridan College, agree that the name change would be appropriate. Finally, the ICCIT Director has discussed the name change with the Dean of the Faculty of Information, who is in full agreement that our institution names should be more closely related. We also have the support of the Vice Principal Academic and Dean at UTM. All of these parties are in support of the proposal.

### **Reference Cited:**

The Joint Task Force for Computing Curricula 2005. (2005). Computing Curricula 2005: Overview Report. Retrieved from the Association of Computing Machinery website: [http://www.acm.org/education/curric\\_vols/CC2005-March06Final.pdf](http://www.acm.org/education/curric_vols/CC2005-March06Final.pdf).

*August 12, 2013*

2

**FOR APPROVAL****PUBLIC****OPEN SESSION**

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean  
 CONTACT INFO: [amy.mullin@utoronto.ca](mailto:amy.mullin@utoronto.ca), 905-828-3719

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

DATE: September 4, 2013 for September 11, 2013

AGENDA ITEM: **6**

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**ITEM IDENTIFICATION:**

Master of Biotechnology New Course and Updating Admission Requirements in the School of Graduate Studies Calendar.

**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 and has responsibility for approving amendments to admission policies that are not of major significance to the entire Campus.

**GOVERNANCE PATH:**

**Academic Affairs Committee (September 11, 2013)**

**HIGHLIGHTS:**

The University of Toronto Mississauga (UTM) currently houses under the Institute for Management of Innovation (IMI) four Professional Graduate Masters Programs, one of which is the Master of Biotechnology (MBiotech) Program, which was created in 2000, and one Professional Graduate Diploma Program.

The MBiotech program would like to enhance their suite of course offerings with the inclusion of BTC1860H *Generations of Advanced Medicine: Biologics in Therapy (GAMBiT)* which will focus on the development and use of biologic medicines. This course will provide students from the host program, as well as those from other health-care related departments, with much needed insights into the biologic medicine frontier.

In addition, the MBiotech Program recommends that its admission practices be reflected in the School of Graduate Studies (SGS) Academic Calendar with admissions requirements that reflect the existing

admissions practice and policy in the Program. At present, the SGS Calendar states that these requirements include “acceptable Graduate Record Examination (GRE) scores and/or marks of A- or better in the final two years of study.” The MBiotech program currently considers applicants with a minimum mid-B standing in their final two years of study in the appropriate academic fields and also requires that applicants who have completed their studies outside of Canada submit their GRE scores and meet SGS minimum standards for English Proficiency. The current practice for the MBiotech program is that other than for international students, the GRE is optional and cannot take the place of meeting the minimum GPA requirements. In addition, the MBiotech Program also evaluates applicants on their letter of intent, CV, three references and both a science and business interview.

It should be noted that the MBiotech Program is not changing its minimum requirements for admission. Rather, it wants to ensure that the SGS Academic Calendar reflects the Program’s admissions practices that have been in place since 2000, in order to provide students with more clearly outlined admissions policies.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications for this change.

### **RECOMMENDATION:**

Be it Resolved,

- a) THAT the new Master of Biotechnology (MBiotech) course, *Generations of Advanced Medicine: Biologics in Therapy (GAMBiT)* (BTC1860H), offered by the Institute for Management and Innovation (IMI), as described in the attached proposal, be approved, effective immediately; and
- b) That the minimum admission requirements as stated in the School of Graduate Studies (SGS) Calendar be updated to reflect the following existing Master of Biotechnology (MBiotech) practices, effective immediately:
  - i) THAT the MBiotech Program consider applicants with an appropriate bachelor’s degree from a recognized university in any area of biological sciences, chemistry, engineering, or related field with a minimum mid-B standing in the final two years of study;
  - ii) THAT applicants who have completed their studies outside of Canada also submit their Graduate Record Examination Subject Test scores and meet SGS minimum standards for English Proficiency; and
  - iii) THAT, the MBiotech Program also evaluate applicants on their letter of intent, CV, three references and both a science and business interview.

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### **DOCUMENTATION PROVIDED:**

Master of Biotechnology Item Minor Modification - New Course - BTC1860H GAMBiT  
 Master of Biotechnology Minor Modification - Admissions Requirement Update

FORM C

School of Graduate Studies  
University of Toronto**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:** [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 of Innovation (IMI), University of Toronto Mississauga

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

Generations of Advanced Medicine: Biologics in Therapy (GAMBiT)

**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.]

There are currently no existing graduate courses offered by the MBiotech Program that focus exclusively on the development and use of biologic medicines, nor to our knowledge is such a course offered by any department at the University of Toronto. Whilst the Faculty of Pharmacy offers a wide range of courses at the undergraduate level covering conventional medicinal chemistry, which is confined to small-molecule drug entities, an advanced course that disseminates the emergence and profound implications for clinical practice of complex biotechnological products such as the insulin's, erythropoietin's, blood clotting factors, replacement enzymes and the hugely disruptive monoclonal antibodies, exemplified by rituximab, infliximab and trastuzumab, has yet to be mounted. We feel that the proposed GAMBiT course will provide graduates not only of the host program, but also those from other health-care related departments, with much-needed insights into the underlying molecular complexity, multifunctionality and manufacturing production challenges that lie at the heart of this new therapeutic frontier. Last year, seven of the world's top ten selling drugs were biologic molecules, all generated using molecular biological techniques rather than synthetic chemistry, and this proportion is set to grow even further. Moreover, the conventional rules for generalization of biologics do not apply, leading regulatory bodies worldwide to develop new parameters for the assessment of comparability between innovator biologic products and their emerging so-called biosimilar counterparts. With several major patents in this therapeutic sector approaching expiry in the next decade, today's biologic blockbusters will face competition in an as yet largely unproven regulatory environment, and physicians, pharmacists and payers will need to manage risk and cost when substituting products. The proposed course aims to bridge this educational gap through the introduction of carefully selected case studies that highlight some of the pitfalls and learning's that have emerged from our thirty years' clinical experience with biologics. The course content is well-aligned with the mission of the MBiotech Program, because biotherapeutic innovation lies at the core of biotechnology, and because a large proportion of the program's graduates go on to build careers in the pharmaceutical sector through our internship program with industry leaders such as Sanofi, GlaxoSmithKline, AMGEN, AstraZeneca and Hoffmann-LaRoche. All of these multinationals have biologics as major components of their product portfolios.



FORM C

School of Graduate Studies  
University of Toronto**Course Description:** [Approx. 100-150 words; may include further description of format or course presentation.]

This course focuses exclusively on the dominant role of biologic therapies in modern medicine. In 2012, 7 of the 10 top-selling drugs were molecules of biologic origin, namely those manufactured primarily by biosynthetic rather than chemical means. The lucrative preeminence of biologics is set to continue, with the introduction of innovative delivery strategies, such as novel conjugates and fusions, as well as the robust staying power of market leaders resulting from the higher-than-usual regulatory hurdles faced by biosimilars manufacturers. We survey this changing landscape, highlighting critical scientific and process parameters **unique** to biologics that distinguish them from conventional small-molecule medicines, including their molecular architecture and mechanisms of action, manufacturing considerations, analytical and functional lot release assays, and clinical trial design. We explore some of the pitfalls by examining a roster of clinical case studies. The capacity of payers to afford these high-cost therapies in the face of current economic trends will be discussed.

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

B	T	C	1	8	6	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.]

G	A	M	B	i	T	:	B	i	o	l	o	g	i	c	s		i	n		T	h	e	r	a	p	y			
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**Name of Graduate Faculty Member Responsible for Course:** [When unknown, indicate "TBA – Graduate Faculty Member"]

Professor Leigh Revers

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

Lecture and Case Study Discussion.

**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 checked="" type="checkbox"/>	NO	<input 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.]

24 Contact 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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FORM C

School of Graduate Studies  
University of Toronto

**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%.]

1.	Team Presentations.....	30%
2.	Case Reports (4 x 15%).....	60%
3.	Participation .....	10%

**Enrolment Projection:** [Provide an estimate.]

16 with a maximum of 20

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

Enrolment is restricted to graduate students in biotechnology. Students in other health related graduate programs may enrol with permission of the instructor.

**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.]

Jan/1/2014

**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]

Decanal Curriculum Oversight Committee, UTM: August 9<sup>th</sup>, 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.]

FORM C

School of Graduate Studies  
University of Toronto

Vice-Dean Graduate:	<b>Professor Amrita Daniere (amrita.daniere@utoronto.ca)</b>
Chair/Director:	<b>Professor Scott Prosser (scott.prosser@utoronto.ca)</b>
Other:	<b>Dr. Leigh Revers, Associate Director, MBiotech Program (leigh.revers@utoronto.ca)</b>

**Date:** [Date of form completion]  
28-March-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: September 11<sup>th</sup>, 2013

**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.	
Maintain Academic Activity Basic Information screen (1ABA)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	ADD	
	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	BTC1860H	
Maintain Academic Activity Offering Information screen (1ABD)	FIELD	ACTIVITY 1	ACTIVITY 2
	Academic Activity Code	ADD	
	Start Session Code	BTC1860H	
	End Session Code	99999	99999
	Primary Organization Code	SGS	SGS
	Secondary Organization Code (graduate unit - ROSI code)	BTC1860H	
	Administrative Org Code (SGS division)	BTC1860H	
	Co Secondary Org Code (Faculty – ROSI code)		
	Minimum Credit	0.5 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)	Y	
	Computer Requirement Code	N/A	N/A
	Min. Mark	N/A	N/A
	SWS – available to students on the SWS? Y/N	Y	
	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 A

School of Graduate Studies  
University of Toronto**Governance Form A****Proposal Type:**

[Mark all that apply; see Governance Form A Procedures and Guidelines.]

X	Changing Admission Requirements
	Changing Program Requirements
	Changes to Timing of Existing Program Requirements
	Adding Option to Existing Program
	Removing Option from Existing Program
	Renaming of Program
	Renaming of Field
	Renaming of Emphasis
	New Emphasis in Existing Program
	Renaming of Degree
	Program Changes Affecting MoA with an External Institution
	Collaborative Program Changes Affecting MoA (Complete <a href="#">Addendum</a> )

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

University of Toronto Mississauga

**Name of Graduate Unit:**

Institute for Management of Innovation (IMI), University of Toronto Mississauga

**Graduate Programs Involved in Proposal:** [List program(s) and degree(s) (or, for collaborative programs, list all participating programs and degrees) involved]

- [Program\_Name] , [Degree(s)]

Master of Biotechnology, M.Biotech

**Brief Summary of Proposed Change(s):** [Ensure ALL changes in the proposal are summarized here; for program requirement changes, state how overall FCE requirements would be changed or confirm that they are not being changed; a revised Calendar entry is needed for most proposal types. For changes to a Collaborative Program, complete MOA [Addendum](#) to Governance Form A].

Modification of minimum admission requirements as stated in the SGS Calendar to bring them in line with the actual policy and existing practice of the Master of Biotechnology Program.

- An appropriate bachelor's degree from a recognized university in any area of biological sciences, chemistry, engineering, or related field with a minimum mid-B standing in the final two years of study.
- Applicants who have completed their studies outside of Canada must submit scores for both a GRE Subject Test and meet School of Graduate Studies minimum standards for English Proficiency.

FORM A

School of Graduate Studies  
University of Toronto**Rationale:** [State the reason for each change being proposed and the anticipated effect on the program/s and students]

This proposal is not changing the minimum requirements for admission to MBiotech, but is simply bringing the stated admission requirements listed in the SGS Calendar in line with existing practice and policy.

The MBiotech Program will consider applicants with an appropriate bachelor's degree from a recognized university in any area of biological sciences, chemistry, engineering, or related field with a minimum mid-B standing in the final two years of study. Each year, MBiotech receives a large number of competitive applications and the grade requirements listed should be considered minimum requirements. Applicants are also evaluated on their letter of intent, CV, three references and both a science and business interview. Applicants who have completed their studies outside of Canada must also submit scores for both a GRE Subject Test and meet School of Graduate Studies minimum standards for English Proficiency.

At present, the SGS Calendar states that requirements include "Acceptable Graduate Record Examination (GRE) scores and/or marks of A- or better in the final two years of study." This is not accurate as the GRE is optional for candidates (other than international applicants) and can not take the place of meeting the minimum GPA, and while the majority of admitted students have an average of A- or higher in their final two years of study, MBiotech will consider applicants with mid-B or higher who present strong applications.

**Does this change have any financial and/or resource implications?** [Mark one]

X	NO
---	----

	YES (please contact Faculty Graduate Dean's Office and provide brief description below)
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- [Insert description of additional resources required]

**Effective Session Date:** [Month / Day / Year. Sessions begin in September, January or May. See Governance Form A: Guidelines]

Please attach a revised Calendar entry based on the currently-approved entry in the Calendar ([available from the SGS website](#))

January 2014
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**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. Explain how consultation with graduate students has occurred.]

- [Graduate Unit Committee Name, Meeting Date]
- [Consultations]
- [Comments arising as appropriate]

Decanal Curriculum Oversight Committee, UTM: August 9 <sup>th</sup> , 2013
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FORM A

School of Graduate Studies  
University of Toronto

**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:	<b>Dr. Amrita Daniere (amrita.daniere@utoronto.ca)</b>
Chair/Director:	<b>Dr. Scott Prosser, Director, MBiotech (scott.prosser@utoronto.ca)</b>
Other:	<b>Dr. Leigh Revers, Associate Director, MBiotech (leigh.revers@utoronto.ca)</b>

**Date:** [Date of form completion]

**May 1<sup>st</sup>, 2013**

**Faculty Council/Delegated Body 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/Committee Name, Meeting Date]

Academic Affairs Committee, UTM: September 11<sup>th</sup>, 2013

**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	

## FORM A

School of Graduate Studies  
University of Toronto

## Revised Calendar Entry

### Degree Programs

#### Biotechnology

#### Master of Biotechnology

##### Admission Requirements

- An appropriate bachelor's degree from a recognized university in any area of biological sciences, chemistry, engineering, or related field.
- Acceptable Graduate Record Examination (GRE) scores and/or marks of A- or better in the final two years of study.

##### Program Requirements

- The program is a full-time, course-based master's degree which is *launched during the month of May each year*.
- Students are required to complete 8.5 graduate full course equivalents (FCEs) over a 24-month period:
- 5.5 to 6.5 FCEs science credits (includes credits for Seminar and Placement)
- 2.0 FCEs business credits
- up to 1.0 FCE elective credit

An ongoing seminar series led by university, industry, and government specialists links all the participants with the academic, practical, and applied aspects of the program. Normal Program Length: 9 sessions (2 years) full-time  
Time Limit: 3 years full-time

### Course List

#### Required Courses

A general description of each required course is posted at [www.utm.utoronto.ca/mbiotech](http://www.utm.utoronto.ca/mbiotech).

BTC 1600H Seminar in Bioscience/Biotechnology I  
BTC 1610H Seminar in Bioscience/Biotechnology II  
BTC 1700H Molecular Biology Laboratory  
BTC 1710H Biomaterials and Protein Chemistry Laboratory  
BTC 1800H Biotechnology in Medicine  
BTC 1810H Biotechnology & Ventures  
BTC 1820H Biotechnology in Agriculture and Natural Products  
BTC 1900Y<sub>0</sub> Work Term I  
BTC 1910Y<sub>0</sub> Work Term II  
BTC 2000H Effective Management Practices  
BTC 2010H Fundamentals of Managerial Concepts  
BTC 2020H Society, Organizations & Technology  
BTC 2030H Management of Technological Innovation

#### Elective Courses

BTC 1840H Patent Law for Life Sciences  
BTC 1850H Creating Life Science Products  
BTC 1860H Generations of Advanced Medicine: Biologics in Therapy  
BTC 1920Y Work Term III  
BTC 2040H Change Management  
BTC 2100Y Topics in Biotechnology  
BTC 2110H Topics in Biotechnology  
BTC 2120H Topics in Biotechnology  
Other graduate courses approved by Program Directors.

### Program Committee

Cell and Systems Biology  
Lange, Angela - BSc, PhD  
Revers, Leigh - MA, DPhil (*Associate Director*)  
Westwood, J. Timothy - BSc, MSc, PhD  
Chemistry  
Krull, Ulrich - BSc, MSc, PhD, AstraZeneca Professor  
of Biotechnology  
Prosser, Scott - BSc, MSc, PhD (*Director*)  
Management  
Tombak, Mihkel - BASc, MBA, AM, PhD



FORM A

School of Graduate Studies  
University of Toronto

Additional faculty are selected from Cell and Systems Biology, Chemistry, and related departments as well as from experts in industry and government.



**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

TO: Academic Affairs Committee

SPONSOR: Amy Mullin, Vice-Principal Academic and Dean  
CONTACT INFO: [amy.mullin@utoronto.ca](mailto:amy.mullin@utoronto.ca), 905-828-3719

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

DATE: September 4, 2013 for September 11, 2013

AGENDA ITEM: **7 (Consent Agenda)**

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**ITEM IDENTIFICATION:**

Master of Biotechnology Course Name Change (minor modification).

**JURISDICTIONAL INFORMATION:**

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

**GOVERNANCE PATH:**

**Academic Affairs Committee (September 11, 2013)**

**HIGHLIGHTS:**

The MBIotech program is proposing to change the name of one of its existing courses, BTC1810H, from *Biotechnology & Corporations* to *Biotechnology & Ventures* in order to better reflect the scope of the materials being covered.

**FINANCIAL IMPLICATIONS:**

There are no financial Implications for these changes.

**RECOMMENDATION:**

Be it Resolved,

- a) THAT a change in the MBiotech course name from *Biotechnology & Corporations* (BTC1810H) to *Biotechnology & Ventures*, as described in the attached proposal be approved, effective immediately.
- 

**DOCUMENTATION PROVIDED:**

Master of Biotechnology Course Name Change (minor modification)

FORM B

School of Graduate Studies  
University of Toronto**Governance Form B****Proposal Type:** [Mark one; see Governance Form B: Procedures]

<input checked="" type="checkbox"/>	Renaming Course
<input type="checkbox"/>	Renumbering Course (ROSI form also required)
<input type="checkbox"/>	New Course Designator (including joint courses) (ROSI form also required)
<input type="checkbox"/>	Deactivating Course
<input type="checkbox"/>	Splitting one Full Course into Two Half-Courses (ROSI form also required)
<input type="checkbox"/>	Amalgamating Two Half-Courses into One Full Course (ROSI form also required)
<input type="checkbox"/>	Changing Existing Course into Continuous or Extended Course (ROSI form also required for continuous courses)

**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 of Innovation (IMI), University of Toronto Mississauga

**Existing Course Identifier(s) and Title(s):** [E.g. ABC 1000Y: Title of a Graduate Course. If amalgamating two half-courses in to one full course, list both half-courses.]

BTC 1810H – Biotechnology &amp; Corporations

**Brief Summary of Proposed Change:** [Explain the proposed change (e.g. provide the new course title); if splitting a full course, note the full title of the half-course that is being created.]

Change course title to “Biotechnology & Ventures” with the rationale that entrepreneurial endeavors in the field of biotechnology are not always embodied by incorporated entities, but may also take the shape of sole-proprietorships or partnerships. The substitution of the word “Ventures” in the course title is a more accurate term that does not delimit the Instructor to discussing corporate structures alone.

**Does this change involve a course that is required to complete a graduate program?** [Mark one] NO YES (attach revised Calendar entry)**Revised Course Title:** [For any change affecting a course title. Include the full title of the course. Maximum 60 characters recommended]

Biotechnology &amp; Ventures

**Revised Course Designator, Number & Weight:** [for any change affecting a course identifier, e.g. ABC 1000Y]

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**Would you like to deactivate the existing course?** [if renumbering]

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**NO**

~~YES (confirm course designator and number below)~~

[Insert course designator, number and weight to be deactivated]

**Revised Abbreviated Course Title:** [For any change affecting a course title. Maximum 30 characters including spaces and 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.]

B I O T E C H N O L O G Y & V E N T U R E S

**New Course Title:** [The full title of the course. Maximum 60 characters recommended]  
Biotechnology & Ventures

**New Course Designator, Number & Weight:** [for the half-course that is created when a full course is being split, e.g. ABC 1000Y]

**New Abbreviated Course Title:** [for the half-course that is created when a full course is being split. Maximum 30 characters including spaces and punctuation. Separate words using spaces/punctuation. Use full course title if possible. Note: this is the title that will appear on a student's transcript.]

**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. Proposals are effective no sooner than the beginning of the following session. Retroactive proposals require SGS approval.]

5/1/2014

**Graduate Unit approval:**

- [Graduate Unit Committee Name, Meeting Date]

Decanal Curriculum Oversight Committee, UTM: August 9<sup>th</sup>, 2013  
Academic Affairs Committee, UTM: September 11<sup>th</sup>, 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.]

Vice-Dean Graduate:	<b>Professor Amrita Daniere (amrita.daniere@utoronto.ca)</b>
Chair/Director:	<b>Professor Scott Prosser (scott.prosser@utoronto.ca)</b>
Other:	<b>Dr. Leigh Revers, Associate Director, MBiotech Program (leigh.revers@utoronto.ca)</b>

**Date:** [Date of form completion]  
**28 March 2013**

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**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		
	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		
	Start Session Code		
	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		
	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

## Revised Calendar Entry

### Degree Programs

#### Biotechnology Master of Biotechnology

##### Admission Requirements

- An appropriate bachelor's degree from a recognized university in any area of biological sciences, chemistry, engineering, or related field.
- Acceptable Graduate Record Examination (GRE) scores and/or marks of A- or better in the final two years of study.

##### Program Requirements

- The program is a full-time, course-based master's degree which is *launched during the month of May each year*.
- Students are required to complete 8.5 graduate fullcourse equivalents (FCEs) over a 24-month period:
- 5.5 to 6.5 FCEs science credits (includes credits for Seminar and Placement)
- 2.0 FCEs business credits
- up to 1.0 FCE elective credit

An ongoing seminar series led by university, industry, and government specialists links all the participants with the academic, practical, and applied aspects of the program. Normal Program Length: 9 sessions (2 years) full-time  
Time Limit: 3 years full-time

### Course List

#### Required Courses

A general description of each required course is posted at [www.utm.utoronto.ca/mbiotech](http://www.utm.utoronto.ca/mbiotech).

BTC 1600H Seminar in Bioscience/Biotechnology I  
 BTC 1610H Seminar in Bioscience/Biotechnology II  
 BTC 1700H Molecular Biology Laboratory  
 BTC 1710H Biomaterials and Protein Chemistry Laboratory  
 BTC 1800H Biotechnology in Medicine  
 BTC 1810H Biotechnology & Ventures  
 BTC 1820H Biotechnology in Agriculture and Natural Products  
 BTC 1900Y<sub>0</sub> Work Term I  
 BTC 1910Y<sub>0</sub> Work Term II  
 BTC 2000H Effective Management Practices  
 BTC 2010H Fundamentals of Managerial Concepts  
 BTC 2020H Society, Organizations & Technology  
 BTC 2030H Management of Technological Innovation

#### Elective Courses

BTC 1840H Patent Law for Life Sciences  
 BTC 1850H Creating Life Science Products  
 BTC 1860H Generations of Advanced Medicine: Biologics in Therapy  
 BTC 1920Y Work Term III  
 BTC 2040H Change Management  
 BTC 2100Y Topics in Biotechnology  
 BTC 2110H Topics in Biotechnology  
 BTC 2120H Topics in Biotechnology  
 Other graduate courses approved by Program Directors.

### Program Committee

Cell and Systems Biology  
 Lange, Angela - BSc, PhD  
 Revers, Leigh - MA, DPhil (*Associate Director*)  
 Westwood, J. Timothy - BSc, MSc, PhD  
 Chemistry  
 Krull, Ulrich - BSc, MSc, PhD, AstraZeneca Professor  
 of Biotechnology  
 Prosser, Scott - BSc, MSc, PhD (*Director*)  
 Management  
 Tombak, Mihkel - BASc, MBA, AM, PhD

Governance Form B: Minor Modifications to Courses – 2012-13 v1



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Additional faculty are selected from Cell and Systems Biology, Chemistry, and related departments as well as from experts in industry and government.