



**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 6 OF THE ACADEMIC AFFAIRS COMMITTEE**

APRIL 30, 2014

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on April 30, 2014 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
Dr. Kelly Akers
Professor Shyon Baumann
Professor Tracey Bowen
Professor Craig Chambers
Professor Tenley Conway
Ms Diane Crocker, Registrar and Director of
Enrolment Management
Ms Sara da Silva
Professor Amrita Daniere, Vice-Dean, Graduate
Professor Kelly Hannah-Moffatt, Vice-Dean,
Undergraduate
Ms Shelley Hawrychuk
Ms Pam King
Ms Sue McGlashan
Professor Heather Miller
Professor Emmanuel Nikiema
Mr. Masood Samim
Professor Erik Schneiderhan
Professor Alison Syme
Ms Edith Vig
Mr. Ian Whyte, Chief Librarian
Dr. Maria Wesslen
Professor Kathi Wilson
Dr. Kathleen Wong

Non-Voting Assessors:

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

Regrets:

Professor Varouj Aivazian
Ms Laasya Annadevara
Mr. Hamza Ansari
Professor Andreas Bendlin
Professor Jill Caskey
Professor Philip Clark
Ms Sarah Elborno
Professor Charles Elkabas
Dr. Louis Florence
Mr. Simon Gilmartin
Dr. Stuart Kamenetsky
Professor Yael Karshon
Professor Bernard Katz
Mr. Sheldon Leiba
Dr. Mark Lippincott
Professor Peter Loewen
Mr. Leonard Lyn
Ms Sobia Khan
Professor Peter Macdonald
Professor Kent Moore
Professor Esteban Parra
Professor Kathy Pichora-Fuller
Mr. Michael Paulin
Dr. Christoph Richter
Professor Sasa Stefanovic
Professor Bryan Stewart
Professor Holger Syme
Professor David Francis Taylor
Professor Mihkel Tombak
Professor Shafique Virani
Professor Anthony Wensley

In Attendance:

Len Brooks, Director, Masters of Management and Professional Accounting (MMPA)

Secretariat:

Mr. Jim Delaney, Assistant Secretary of the Governing Council
Ms Mariam Ali, Committee Secretary

1. Chair's Remarks

The Chair welcomed members to the last meeting of the Committee and reflected on the Committee's work this past year. The Chair provided an overview¹ of what the Committee had considered and made decisions on within the new governance structure. These included the addition of 89 undergraduate courses, three new minor programs and a merger of two programs. The Committee also approved the establishment of the Academic Appeals Subcommittee and the first IMI Continuing Education Certificate, the first combined undergraduate and master's program, Bridging Pathway Program as well as the addition of streams to the Bachelor of Business Administration. The Chair noted that strategic topics for information were relayed to the Committee including presentations from the Office of the Registrar, the International Student office, the Robert Gillespie Academic Skills Centre, the UTM Research Office, and on the review of academic programs.. The Chair gave thanks to Professor Amy Mullin, Vice-Principal Academic and Dean, Professor Amrita Daniere, Vice-Dean Graduate, the Governing Council and UTM Secretariat and Committee members for their contributions in facilitating the work of this Committee.

2. Report of the Previous Meeting: Report 5 – March 26, 2014

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT Item 2, Report of the Previous Meeting, be approved.

3. Business Arising from the Report of the Previous Meeting

The Chair reported to members regarding matters arising from the report of the previous meeting. Regarding Item 3, Report from the Office of Research, the information on per capita research funding would be provided at a future meeting of the Committee as it was not currently available. For Item 4, the addition of streams in the Bachelor of Business Administration, the documentation was corrected to indicate the program name as Human Resource Management and Industrial Relations, and that the word stream would not appear on student transcripts and instead the subject post would be noted.

4. Major Modification: Masters of Management & Professional Accounting (MMPA)

The Chair reminded members that major and minor modifications to existing degree programs were considered for approval by the Committee. The Chair then invited Professor Amrita Daniere, Vice-Dean Graduate to introduce the item. Professor Daniere noted that the MMPA program was being modified through the introduction of new courses and changes to existing courses that would affect the learning outcomes of the program. The changes were brought forward to meet changed accreditation standards and were necessary to ensure the program remains competitively attractive to outstanding applicants. She

¹ A copy of the presentation is attached as Attachment A.

informed members that the changes had become necessary as the educational requirements leading to the new Chartered Professional Accounting (CPA) designation had been changed and the accreditation body for business schools and accounting programs (AACSB) had indicated that these changes would be required for maintenance of accreditation. The course changes would affect the 27 month, 24 month and 16 month MMPA programs, and would be largely incremental.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

That the changes in program requirements proposed by the Master of Management & Professional Accounting (MMPA) program, offered by the Institute for Management and Innovation (IMI), recommended by the Vice-Principal Academic & Dean, Professor Amy Mullin, and as described in the proposal dated April 7, 2014, be approved, effective May 1, 2014.

5. Annual Report (2012-13): Office of the Registrar, Committee on Standing

The Chair informed members that the Academic Affairs Committee received from its assessors, annual reports on matters within its areas of responsibility. The Chair invited Ms Diane Crocker, Registrar and Director of Enrolment Management to provide a brief presentation². Ms Crocker informed members that the Committee on Standing (COS) reviewed all appeals for petitions decisions made by the Office of the Registrar. She provided an overview of the various types of petitions assessed by the Office of the Registrar, which totalled 4044 in the given period from 2012-13.

A member asked what reasons would cause a student to receive a three year suspension versus a one year suspension, and Ms Crocker explained that there was a progression of steps taken and it involved the improvement of their annual G.P.A. In a separate question, a member asked about suspension for other reasons. Ms Crocker explained that suspension for academic offenses did not fall under the purview of the Committee on Standing.

In response to a member's question, Ms Crocker responded that international students who were serving a suspension are required to leave the country and are therefore the students least likely to return to resume studies and more likely to pursue studies elsewhere. However, the UTM Office of the Registrar contacts all students prior to the end of their suspension period and invites them in for academic counseling in order to help them to progress towards graduation. Ms Crocker also noted that those who have been suspended were generally not able to enrol in other Ontario universities until they return to good standing.

A member asked if there was a deadline for late withdrawal without academic penalty. Ms Crocker advised there was a deadline, but many students petition after that deadline for a variety of reasons.

In response to a member's question, Professor Mullin stated that the rationale behind late withdrawal without academic penalty was primarily for compassionate reasons so that students were not permanently penalized with respect to their GPA as a result of one course.

² A copy of the presentation is attached as Attachment B.

6. Annual Report (2012-13): Academic Appeals Subcommittee

The Chair again informed members that the Academic Affairs Committee received from its assessors, annual reports on matters within its areas of responsibility. The Chair invited Professor Mullin to provide a brief summary of the report³. Professor Mullin informed the Committee that the Academic Appeals Subcommittee considered appeals against decisions of the Committee on Standing and that COS must hear all petitions before they could be appealed to the Subcommittee. She noted that the key difference in the process was that appellants were required to present their case in person at meetings convened to hear their case, and that it was their responsibility to convince the subcommittee that they be exempt from academic regulations due to circumstances beyond their control. Professor Mullin noted there were 9 appellants with 13 appeals for the given period of which 6 were granted and 7 declined.

7. Annual Report (2012-13): UTM Library

The Chair invited Mr. Ian Whyte, Chief Librarian, UTM to provide a summary of the annual report of the UTM Library. Mr. Whyte informed members that librarians and library staff had completed a multi-year strategic planning process that resulted in the Library Academic Plan, 2012-2017 from which two themes had emerged. The first was the focus on creating vibrant digital and physical spaces that inspired collaboration, experiential learning and technology integration that would enhance teaching and learning. He noted that the second theme was to develop tools, services, programs, and resources in support of the teaching and research mission. Mr. Whyte remarked that the UTM Library was world leading and had taken on the challenge of capturing the value of the library through the exploration of new metrics.

In response to a member's comments regarding noise levels in the library and increased study space, Professor Saini advised that with the proposed renovations in the Davis building there would be improved acoustics to accommodate study spaces in the future. Mr. Whyte also responded that the Library plans to create additional study spaces within the library while continuing to monitor use patterns, which have fluctuated.

A member noted that the number of students that borrowed laptops had decreased, and asked if this was due to the rise in personal computers. Mr. Whyte responded that though it seems as though borrowing had decreased, the Library had actually increased the loan period from 3 to 5 hours and had also increased the number of netbooks available due to student feedback.

In response to a member's question about study space, Mr. Whyte responded that the Library would be working with six working groups to review space and how it was used. Professor Saini also commented that the decrease in the number of visits to the Library had corresponded with more study space being built on campus and that these trends would continue to be monitored.

³ A copy of the presentation is attached as Attachment C.

8. Presentation: Professor Ulli Krull, Vice-Principal, Special Initiatives (for information)

The Chair invited Professor Ulli Krull, Vice-Principal, Special Initiatives to provide an overview⁴ of his role. Professor Krull informed the Committee that the Vice-Principal, Special Initiatives was responsible for oversight of major new UTM-wide initiatives, engagement with appropriate academic units, collaboration with external stakeholders and senior administration and representation of UTM at select external organizations. He noted that the motivation for his office was to address core quality and unique opportunities for UTM within a tri-campus U of T system with a tendency towards disciplinary separation. Professor Krull advised that UTM had created a unique perspective, focused on departmental strength and the facilitation of cross-disciplinary undergraduate/graduate programming and research. He noted that the Institute for Management and Innovation (IMI) was an excellent example of cross disciplinary endeavors and had created new opportunities for faculty, staff, students and recruitment. Professor Krull talked about ideas of possible future endeavours available at UTM. He also highlighted current initiatives under development, which included Engineering at UTM, partnerships with the City and Mississauga Board of Trade to attract more talent, support of entrepreneurship education and activities and partnerships with the Royal Ontario Museum and the City of Mississauga's Division of Arts and Culture.

9. Other Business

There were no other items of business.

The Chair reminded members that the next meeting of the Committee was scheduled for the next academic year, on September 18, 2014 at 4:10 p.m. in the Council Chamber, William G. Davis Building.

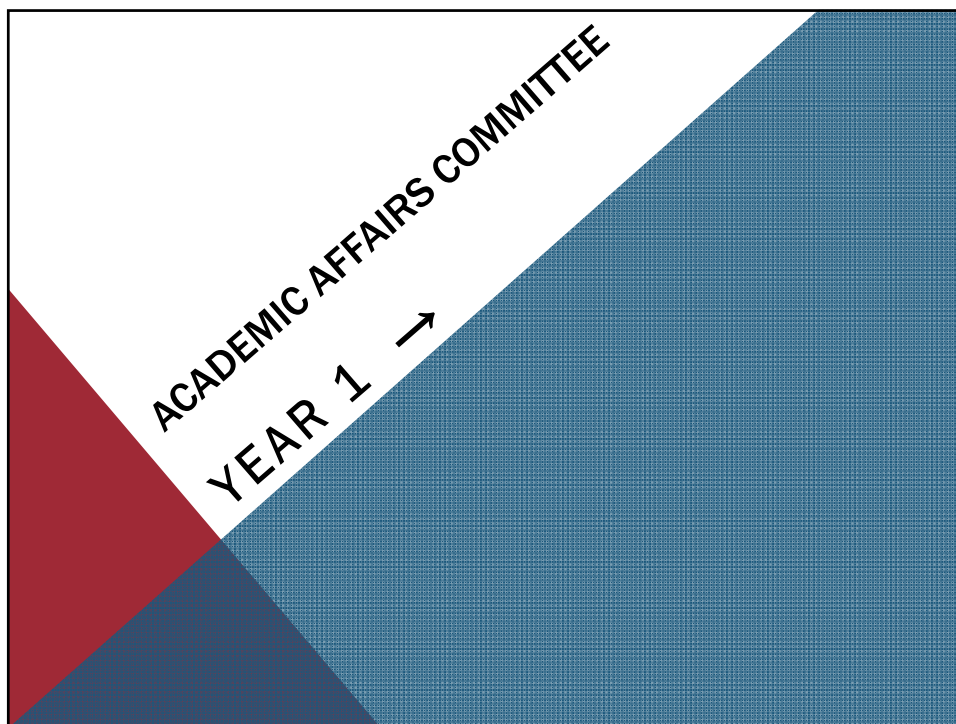
Professor Mullin thanked the Chair for her contributions throughout the year.

The meeting adjourned at 5:23 p.m.

Secretary
May 2, 2014

Chair

⁴ A copy of the presentation is attached as Attachment D.



CYCLE 1-5 APPROVALS

- 89 new courses and a host of minor undergraduate curriculum changes
- 3 new minor programs: Visual Culture, Ethics and Society, Latin American and Caribbean Studies
- Merger of two programs: Earth Sciences and Environmental Sciences
- Establishment of the first IMI Continuing Education Certificate in Professional Development – Business Practices for Scientists
- Establishment of the Academic Appeals Sub-committee
- Name change for the ICCIT, Institute of Communication, Culture, Information and Technology

CYCLE 1-5 APPROVALS (CONTINUED)

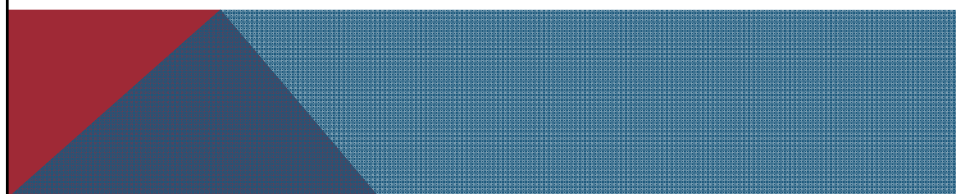
- Combined undergraduate and master's program between the ICCIT and the Faculty of Information (HBA + MA)
- Bridging Pathway Program
- Program Streams: Bachelor of Business Administration
- Closure of the Logic Major program
- Many changes to the MBiotech program's courses and admission requirements

CYCLE 1-5 STRATEGIC TOPICS FOR INFORMATION

- Orientation to the New Governance Structure at UTM
- Office of the Registrar
- International Students
- Robert Gillespie Academic Skills Centre
- Review of Academic Programs
- Office of the Vice-Principal Research

**THANKS TO THOSE WHO FACILITATE THE WORK
OF THIS COMMITTEE**

- Vice-Principal Academic and Dean, Amy Mullin
- Vice-Dean Graduate, Amrita Daniere
- Governing Council Secretariat Officers, Louis Charpentier and Jim Delaney
- UTM Director of Governance, Cindy Ferencz Hammond
- Committee Secretary, Mariam Ali
- Committee Members



REPORT ON COMMITTEE ON STANDING 2012- 2013

- Diane Crocker
- Registrar and Director of Enrolment Management
- Chair of Committee on Standing

Petitions – 2012 / 2013

Late Withdrawal without academic penalty	Granted	283
	Refused	264
	Deferred	0
	Cancelled	7
	Total	554
Extension of time for term work beyond end of course	Granted	124
	Refused	36
	Cancelled	9
	Total	169

Petitions – 2012 / 2013

Lift 1 year suspension	Granted	30
	Refused	40
	Cancelled	6
	Total	76
Lift 3 year suspension	Granted	10
	Refused	8
	Total	18
Return early from 3 year suspension	Granted	9
	Refused	0
	Cancelled	0
	Total	9
Lift "refused further registration"	Granted	1
	Refused	1
	Cancelled	1
	Deferred	1
	Total	4

Petitions – 2012 / 2013

Exception to degree requirements	Granted	14
	Refused	27
	Cancelled	6
	Total	47
Course Overload	Granted	548
	Refused	142
	Deferred	10
	Cancelled	45
	Total	745
Late enrolment	Granted	185
	Refused	98
	Cancelled	17
	Total	300
Other	Granted	126
	Refused	42
	Cancelled	34
	Total	202

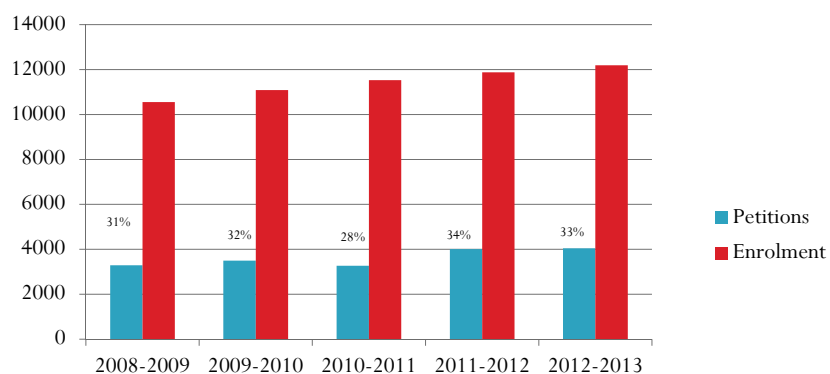
Petitions – 2012 / 2013

First deferral of unwritten UTM course examinations-June	Granted	91
	Refused	0
	Cancelled	1
	Total	92
First deferral of unwritten UTM course examinations-August	Granted	123
	Refused	0
	Cancelled	0
	Total	123
First deferral of unwritten UTM course examinations-December	Granted	561
	Refused	1
	Cancelled	1
	Total	56
First deferral of unwritten UTM course examinations-April	Granted	834
	Refused	6
	Cancelled	3
	Total	843

Petitions-2012/2013

Second deferral of unwritten UTM course examinations	Granted	152
	Refused	41
	Cancelled	1
	Total	194
First/Second deferral of unwritten St. George/UTSC examinations	Granted	97
	Refused	4
	Cancelled	4
	Total	105
Grand Total		4044

University of Toronto Mississauga Petitions vs. Enrolment 2008-2013

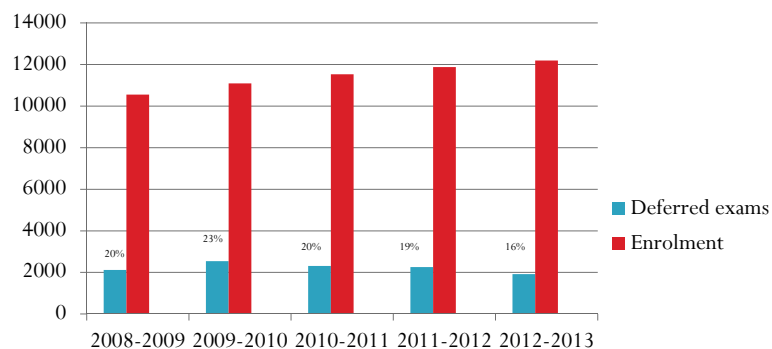


WDR vs. LWD Reporting Period: September 1, 2012 to August 31, 2013

Year	WDR	LWD	Total	LWD% vs. Enrolment
2006-2007	1779	-	1779	-
2007-2008	1798	91*	1889	-
2008-2009	741	2605	3346	24%
2009-2010	517	3134	3651	28%
2010-2011	570	2954	3524	26%
2011-2012	665	3421	4086	29%
2012-2013	554	3057	3611	25%

*LWD first offered in 2008 Summer term

University of Toronto Mississauga Percentage of Deferred Exams vs. Enrolment



Committee on Standing

Petitions processed in 2012-2013

	Students	Petitions	Granted	Refused
Late withdrawal	6	12	2	10
One year suspension lift	6	6	0	5*
Three year suspension lift	2	2	1	1
Extension of time	1	1	0	1
Late Enrolment	1	1	0	1
Exception to Degree Requirements	7	7	3	4
Other	4	4	1	3
Rewrite of Final Examinations	2	2	0	2
Deferral of Final Examinations	4	4	1	3
Total	33	39	8	30

*COS granted exception to LWD and this resolved academic status

**The Committee on Standing reviews all appeals on petitions decisions made by the Office of the Registrar

Academic Appeals Subcommittee (AAS)

Annual report to the Academic Affairs Committee for
the period: September 1, 2012 – August 31, 2013

April 30, 2014



Role of the AAS

- Considers appeals against decisions of the Committee on Standing (COS)
- COS must hear all cases (petitions) before it can be appealed to the Subcommittee
- The Terms of Reference for the AAS is available at: <http://uoft.me/AAS>



Procedure

- Appellants are required to present their case in person, at a meeting convened to hear their case and may bring counsel
- At the meeting, it is the responsibility of the appellant to convince the subcommittee that due to circumstances beyond their control, they should be exempt from an academic regulation



Membership

- No more than 7 faculty members (including the Chair) drawn by the Secretary to the Board from a pool of 15 members (one nominated by each department)
- The Subcommittee also includes two undergraduate student members, one of whom must be present for meeting quorum
- Representatives from the Office of the Registrar attend the meetings in a non-voting capacity



AAS Cases: September 1, 2012 – August 31, 2013

Appeal Type	No. of Appellants	No. of Appeals	Appeals Granted	Appeals Declined
Lift – One Year Suspension	2	2	1	1
Late Withdrawal	4	7	3	4
Exception to Degree Requirement	1	1	-	1
Early Return – Three Year Suspension	1	1	1	-
Exam Re-Write	1	2	1	1
Total	9	13	6	7

