



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

**NOVEMBER 13, 2013**

To the Campus Council,  
University of Toronto Mississauga

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

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

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

**Regrets:**

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

**Non-Voting Assessors:**

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

**In Attendance:**

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

**Secretariat:**

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

**1. Chair's Remarks**

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

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

The Chair informed members that every committee meeting would have presentations on particular topics of interest to the academic community. The Chair invited Ms Diane Crocker, Registrar and Director of Enrolment Management to report on Initiatives of the Office of the Registrar, which included the following key points<sup>1</sup>:

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

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

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

---

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

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

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

### **3. Update in Admission Requirements: Master of Biotechnology Program**

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

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

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

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

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

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

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

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

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

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

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

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

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

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

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

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

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

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

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

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

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

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

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

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

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

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

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

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

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

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

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

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

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

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

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

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

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

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

## 7. Assessor's Report

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

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

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

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

**8. Other Business**

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

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

**CONSENT AGENDA**

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

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that Item 9, Report of the Previous Meeting, be approved.

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

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

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

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

The meeting adjourned at 5:28 p.m.

\_\_\_\_\_  
Secretary  
November 18, 2013

\_\_\_\_\_  
Chair



# Report from the Registrar

Diane G. Crocker, Registrar & Director of Enrolment  
Management

Academic Affairs Committee meeting, November 13, 2013

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

### Enrolment Targets

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

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

### Applicant/Student Engagement

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

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

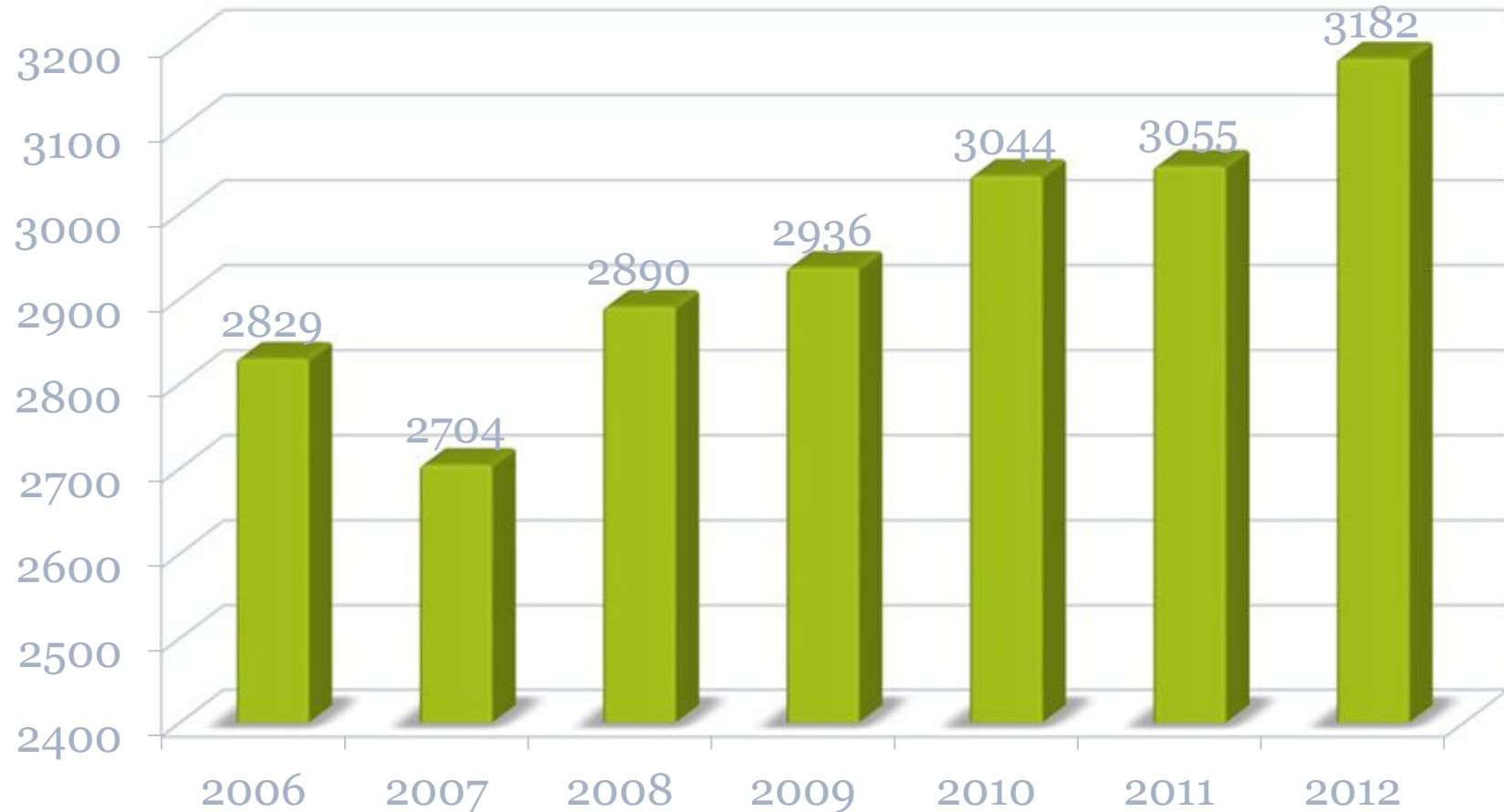
### Service to Students/Faculty

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

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

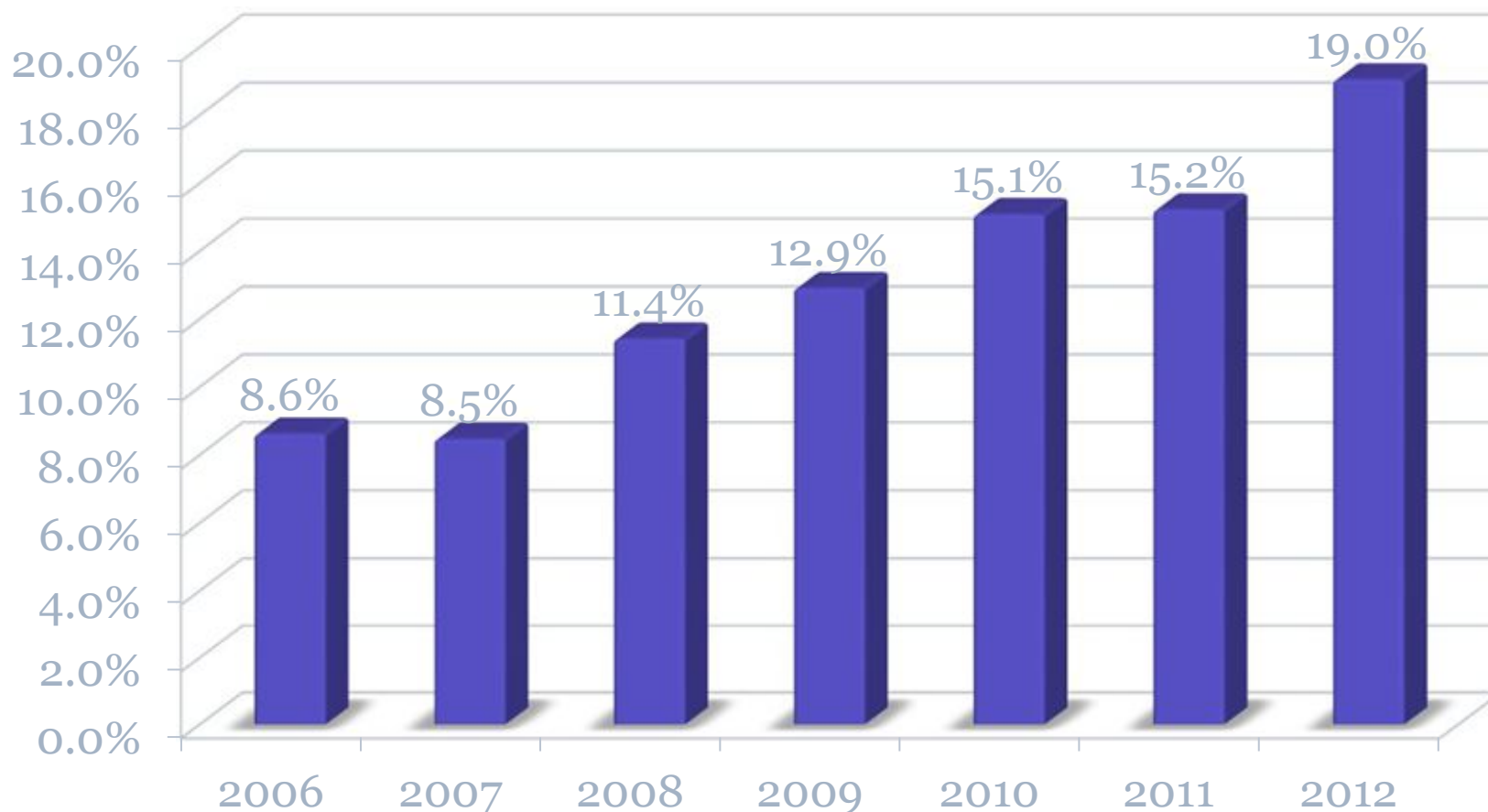
## **Selected Statistics**

## University of Toronto Mississauga Total New Intakes 2006-2012



# University of Toronto Mississauga International Student New Intakes 2007-2012

## Percentage of Internationals in the Total New Intakes

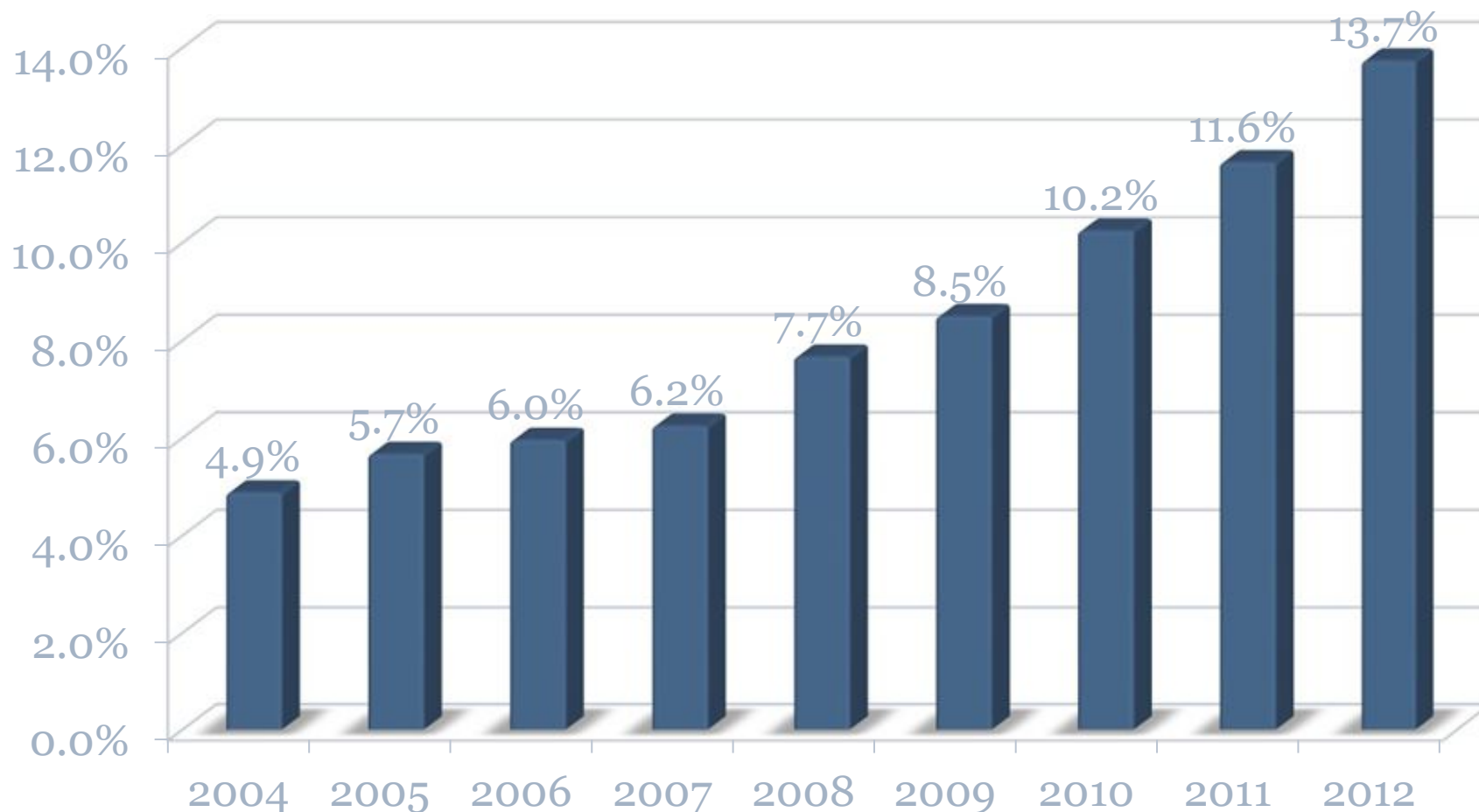


# University of Toronto Mississauga Total Head Count (International & Domestic) 2004-2012

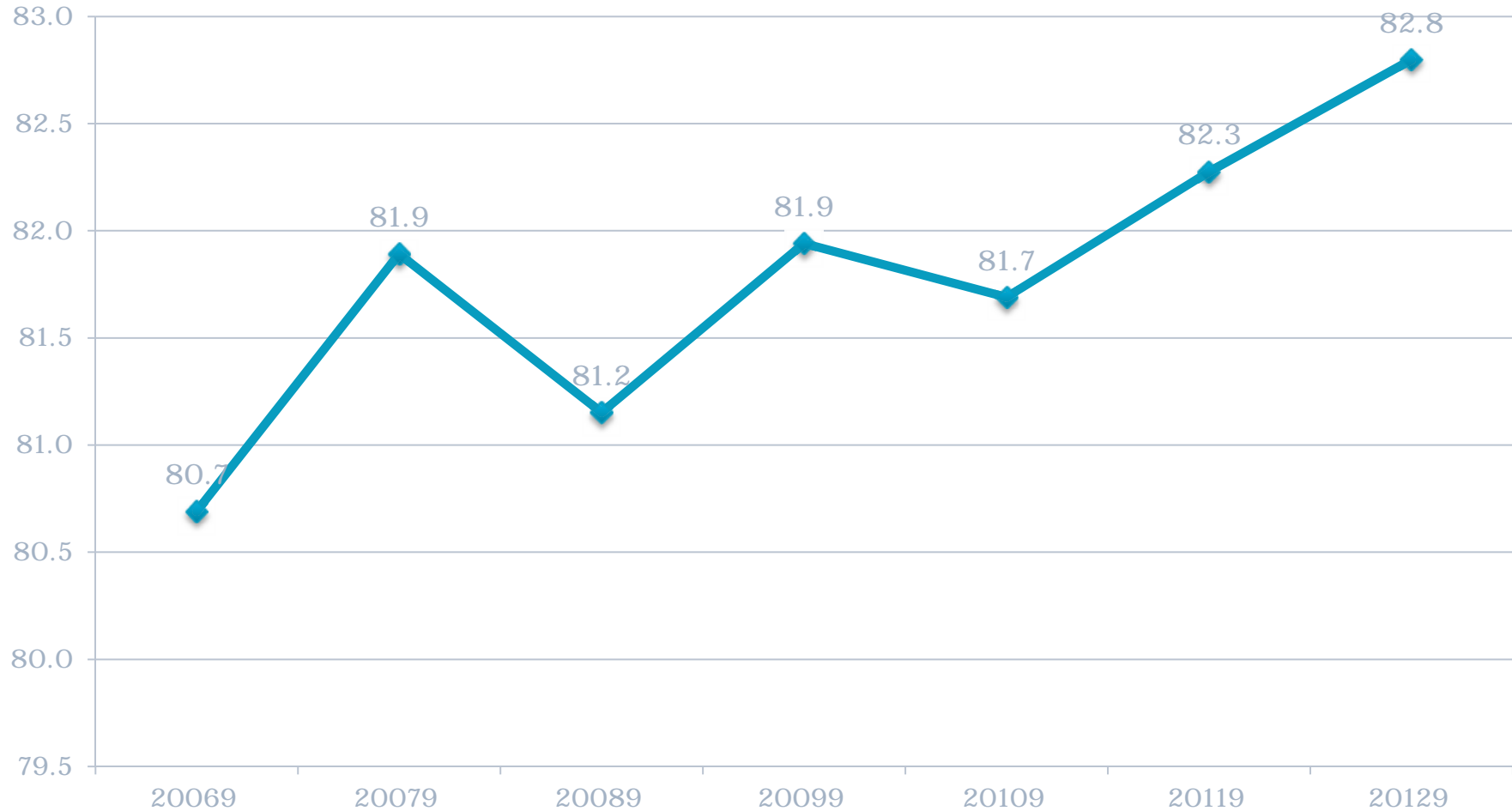




# University of Toronto Mississauga International Student Head Count 2004-2012 Percentage of Internationals in the Total Head Count



# University of Toronto Mississauga 20069-20129 New Intakes -Average of ADM\_AVG\* for Total New Intakes



- Questions regarding the Annual Report

# Campus SEM Group

Jan. 31, 2013

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

Apr. 30, 2013

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

June 18, 2013

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

# Campus SEM Group

Sep. 5, 2013

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

Nov. 19, 2013

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

# Instructor Administered Exams

## Responsibilities Office of the Registrar:

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

## Responsibilities of the Instructor:

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

## December Exam Session Participants:

- 5 instructors
- 127 students