



University of Toronto Scarborough Campus Council

**ACADEMIC AFFAIRS COMMITTEE**

**Tuesday, September 8, 2015**

**4:10 p.m.**

**UTSC Council Chamber, Arts and Administration Building, Room AA 160**

**1265 Military Trail**

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**AGENDA**

- 1. Chair's Remarks**
- 2. Orientation** *(for information)\**
- 3. Assessors' Reports**
- 4. Annual Report: 2014-15 Subcommittee on Academic Appeals** *(for information)\**
- 5. Strategic Topic: Academic Departments—The Year Ahead** *(for information)*

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**CONSENT AGENDA\*\***

- 6. Report of the Previous Meeting: Report 12** – Tuesday, June 16, 2015 *(for approval)\**
- 7. Business Arising from the Report of the Previous Meeting**
- 8. Date of the Next Meeting** –Monday, November 16, 2015, 4:10 p.m. - 6:00 p.m.

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**9. Other Business**

\* Documentation Attached

\*\* Documentation for consent included. This item will be given consideration by the committee only if a member so requests. Members with questions or who would like a consent item discussed by the Committee are invited to notify the Secretary, Ms Amorell Saunders N'Daw at least 24 hours in advance of the meeting by telephone at 416-287-5639 or email at [saunders@utsc.utoronto.ca](mailto:saunders@utsc.utoronto.ca)

\*\*\* Documentation to follow

+ Confidential documentation included for members only



## Committee Members' Quick Reference Guide to On-Line Resources

*During the course of the year, you will receive a lot of documentation. You are encouraged to familiarize yourself with the resource documents in advance of the first meeting.*

1. **Organizational Chart of the Governing Council**
2. **Terms of Reference** (UTSC Academic Affairs Committee )
3. **2015-16 UTSC Academic Affairs Committee Membership List**  
*Includes the names of members' and the constituency they represent.*
4. **2015-16 Presidential Assessors**  
*Includes information on the members of the University's administration who bring forward business to governance bodies.*
5. **2015-16 UTSC Academic Affairs Committee Meeting Schedule**
6. **2015-16 Calendar of Business** (updated every Friday)  
*Includes planned items for approval and information for each governance body.*
7. **List of Commonly Used Acronyms**  
*Includes a list of commonly used acronyms across the University and in governance.*
8. **Guidelines on Attendance at Meetings**  
*Defined are the parameters of open, closed and in camera meetings.*
9. **A Guide to Cover Sheets that accompany each Item / Proposal submitted to Governance**  
*An "at-a-glance" explanation of the components of a key document.*
10. **Principles of Good Governance**  
*Foundations of a robust governance process – approved by the Governing Council on October 28, 2010.*
11. **Expectations and Attributes of Governors and Key Principles of Ethical Conduct**  
*Governors' responsibilities in contributing to an effective governance process – approved by the Governing Council on October 28, 2010.*
12. **Mandate of Governance**  
*Succinct overview of governance mandate: approval, oversight, advice – approved by the Governing Council on October 28, 2010.*
13. **Fiduciary Responsibilities of Members of the Governing Council**

**UTSC Academic Affairs Committee - Orientation**

*Governing Council, University of Toronto  
Consolidated Calendar of Business*

*Campus: UTSC*

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Cont
<b>CYCLE_01</b>													
Highland Hall Capital Project	CAOUTSC	<input type="checkbox"/>	CYCLE_02			CYCLE_01	CYCLE_01	CYCLE_01		CYCLE_01	CYCLE_01	FA	YES
<b>CYCLE_02</b>													
Annual Report: Academic Appeals, UTSC	VPADUTSC	<input type="checkbox"/>		CYCLE_02								FI	-
Appointments: Nominating Committee- UTSC Campus Council	OCCUTSC	<input type="checkbox"/>			CYCLE_02	CYCLE_02						FA	-
Current-year Campus and Institutional Operating Budget, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_02			CYCLE_02						FI	-
<b>CYCLE_03</b>													
Curricular items--Undergraduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_03								FA	-
Operating Budget: Themes and Priorities, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_03			CYCLE_03						FI	-
Presentation by the University Ombudsperson	OGC	<input type="checkbox"/>				CYCLE_03						FI	-
<b>CYCLE_04</b>													
Curricular items--undergraduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_04								FA	-

UTSC Academic Affairs Committee - Orientation

*Governing Council, University of Toronto  
Consolidated Calendar of Business*

*Campus: UTSC*

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Cont
<b>CYCLE_05</b>													
Compulsory Non-Academic Incidental Fees – Report and Analysis: 2014-15	PROVOST	<input checked="" type="checkbox"/>	CYCLE_05									FI	-
Curricular items--graduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_05								FA	-
Curricular items--undergraduate programs	VPADUTSC	<input type="checkbox"/>	CYCLE_05									FA	-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_05			CYCLE_05			CYCLE_04	CYCLE_04		FA	YES
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_05			CYCLE_05			CYCLE_05	CYCLE_05		FA	YES
<b>CYCLE_06A</b>													
Curricular items--graduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FA	-
Curricular items--undergraduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_06A								FI	-
The University's Budget Incorporating UTSC's Budget Envelop, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_06A			CYCLE_06A						FI	-

UTSC Academic Affairs Committee - Orientation

*Governing Council, University of Toronto  
Consolidated Calendar of Business*

*Campus: UTSC*

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Cont
<b>CYCLE_06B</b>													
Annual Report: Community Partnerships and Engagement-UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06B									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06B						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_06B						CYCLE_06A			FI	-
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	<input checked="" type="checkbox"/>		CYCLE_06B		CYCLE_06B						FI	-
Curricular items--graduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_06B								FI	-
Curricular items--undergraduate programs	VPADUTSC	<input type="checkbox"/>		CYCLE_06B								FA	-



**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** UTSC Academic Affairs Committee

**SPONSOR:** Professor Mark Schmuckler, Vice-Dean, Undergraduate  
**CONTACT INFO:** 416-208-2978, [vice dean@utsc.utoronto.ca](mailto:vice dean@utsc.utoronto.ca)

**PRESENTER:** See Sponsor.  
**CONTACT INFO:**

**DATE:** Tuesday, September 8, 2015

**AGENDA ITEM:** 4

**ITEM IDENTIFICATION:**

Annual Report: 2014-15 Subcommittee on Academic Appeals

**JURISDICTIONAL INFORMATION:**

Section 5.7 of the the Terms of Reference of the University of Toronto Scarborough Academic Affairs Committee (AAC) provides that the Committee receives reports from its Subcommittee on Academic Appeals.

**GOVERNANCE PATH:**

1. UTSC Academic Affairs Committee [For Information] (September 8, 2015)

**PREVIOUS ACTION TAKEN:**

The Annual Report: 2013-14 Subcommittee on Academic appeals was presented for information to the UTSC Academic Affairs Committee on September 8, 2014.

**HIGHLIGHTS:**

The Subcommittee on Academic Appeals considers appeals against the decisions of the Dean’s Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation. The Dean’s Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals. In addition, the Registrar may seek

advice from the Dean’s Advisory Committee on unusual petitions. The Dean’s Advisory Committee plays an integral role in the early resolution process, helping to reduce the number of appeals that are heard by the Subcommittee.

Between the period of September 1, 2014 and August 31, 2015, the Subcommittee heard four appeals, which included the following: late withdrawal from a course with and without academic penalty, late submission and grading of term work, early return from 12 month suspension, and permission to rewrite a deferred exam.

During this period, no decisions of the Subcommittee on Academic Appeals were appealed to the Governing Council’s Academic Appeals Committee.

**FINANCIAL IMPLICATIONS:**

N/A

**RECOMMENDATION:**

For Information

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**DOCUMENTATION PROVIDED:**

Presentation, Annual Report: 2014-15 Subcommittee on Academic Appeals



# Annual Report: 2014-15 Subcommittee on Academic Appeals

**Tuesday, September 8, 2015**





## UTSC Academic Appeals Process

**Petition to the Registrar**



**Request for review by the Dean's Advisory Committee**  
(if the petition is denied by the Registrar)



**Appeal to the Subcommittee on Academic Appeals**  
(if the appeal is denied by the Dean's Advisory Committee)



**Appeal to the Appeals Committee of the Governing Council**  
(if the appeal is denied by the Subcommittee on Academic Appeals)



## Dean's Advisory Committee

### Membership:

- Chair (Vice-Dean, Undergraduate)
- Three *ex officio* (voting) members:
  - Dean (or designate)
  - Registrar (or designate)
  - Equity and Diversity Officer
- Two (non-voting) assessors:
  - Director of the Academic Advising & Career Centre
  - Director of AccessAbility Services
- Members (voting):
  - Four members of faculty selected by the Chair
  - One student recommended by a faculty member





## Dean's Advisory Committee

- Reviews the decisions of denied petitions.
- Advises the Registrar on unusual petitions.
- Upholds petition denial or grants the petition.



## Annual # of Petitions Filed

Year (Jan-Dec)	# of Petitions Filed
2012	2230
2013	2220
2014	2287
2015 (up to end of summer term)	1292

## # of Petition Decisions reviewed by the Dean's Advisory Committee/Sub-Committee on Standing

Year	# of Petition Decisions Reviewed by DAC/S-CoS
2012	19
2013	31
2014	14
2015	12



## Role of the Subcommittee on Academic Appeals

- Considers appeals against the decisions of the Dean's Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation;
- The Dean's Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals;
- An appeal to the Subcommittee on Academic Appeals must be filed within 90 calendar days of the decisions of the Dean's Advisory Committee;
- The Subcommittee on Academic Appeal's decision is final within UTSC, but it may be appealed within 90 days to the Governing Council's Academic Appeals Committee.



## Subcommittee Membership

Terms are 1 year, and may be renewed.

### **Composition:**

- 14 Teaching Staff (one from each academic department)
- 2 Undergraduate Students

### **Appeal Hearing Quorum:**

- 5 members required; 1 should be a student.
- The Chair must be from among teaching staff.
- The Assistant Registrar, Petitions attends each appeals hearing in a non-voting capacity to defend the decision of the Dean's Advisory Committee.
- The Director of Governance serves as the Subcommittee Secretary.



## Subcommittee Appeal Hearing Procedure

- The Subcommittee on Academic Appeals meets in camera.
- The appellant may appear in person, with or without a representative.
- The Subcommittee may proceed in the appellant's absence.
- The decision of the Subcommittee is recorded and communicated in writing by the Chair.
- An oral statement of the decision without explanation is available from the Secretary of the Subcommittee by telephone request on the day following the hearing.



## Appeal Hearings-Sept 1, 2014- Aug 31, 2015

- Between the period September 1, 2014 and August 31, 2015 the Subcommittee heard **four** appeals:
  - Late withdrawal from a course with and without academic penalty;
  - Late submission and grading of term work;
  - Early return from 12 month suspension; and
  - Permission to rewrite a deferred exam.





# QUESTIONS?

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

**REPORT NUMBER 12 OF THE ACADEMIC AFFAIRS COMMITTEE**

**June 16, 2015**

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

Your Committee reports that it met on Tuesday, June 16, 2015 at 4:00 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

**Present:**

Ms Kathy Fellowes (Chair)  
Professor Bruce Kidd, Vice-  
President and Principal  
Mr. Syed W. Ahmed  
Ms Maryam Ali  
Dr. Johann Bayer  
Dr. Corinne Beauquis  
Professor Nick Cheng  
Dr. Curtis Cole  
Professor George S. Cree  
Professor Suzanne Erb  
Professor David J. Fleet  
Professor William A. Gough  
Ms Whitney Kemble  
Dr. Elaine Khoo  
Professor Michael J. Lambek  
Professor Patricia Landolt  
Mr. Andrew Leung  
Professor Nathan R. Lovejoy  
Professor Andrew C. Mason  
Ms Victoria Owen  
Professor Mark Schmuckler  
Ms Lynn Tucker  
Mr. Selim Younes

**Non-Voting Assessors:**

Ms Jennifer Bramer (Ankrett)  
Ms Annette Knott

**Secretariat:**

Mr. Louis Charpentier  
Ms Amorell Saunders N'Daw  
Ms Rena Parsan

**Regrets:**

Professor Christine Bolus-Reichert  
Professor William R. Bowen  
Professor Neal Dolan  
Professor Rick Halpern  
Professor John A. Hannigan  
Professor Clare Hasenkampf  
Professor Benj Hellie  
Professor Matthew J. Hoffmann  
Mr. Jerry Yu Jien  
Mr. John Kapageridis  
Professor Madhavi Kale  
Ms Noor Khan  
Dr. Sarah D. King  
Professor Heinz-Bernhard Kraatz  
Professor Philip Kremer  
Ms Nancy Lee  
Dr. Karen Lyda McCrindle  
Professor John Robert Miron  
Mr. Moataz S. Mohamed  
Ms Susan Murray  
Professor Matthias Niemeier  
Dr. Christopher Ollson  
Mr. Desmond Pouyat  
Mr. George Quan Fun  
Ms Charmaine Louise C. Ramirez  
Dr. Jayeeta Sharma  
Professor Mary T. Silcox

**REPORT NUMBER 12 OF THE UTSC ACADEMIC AFFAIRS COMMITTEE- June 16, 2015**

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Professor Grace Skogstad  
Professor Andre Sorensen  
Ms Tisha Tan

Mr. Lukas Zibaitis  
Professor David Zweig

**In attendance:**

Dr. Aarthi Ashok, Senior Lecturer, Department of Biological Sciences  
Professor Nicole Klenk, Assistant Professor, Department of Physical and Environmental Sciences  
Ms Debbie Bilinski, Director, Office of the Vice-Principal, Research

**1. Chair's Remarks**

The Chair welcomed members and guests to the final meeting of the governance year.

**2. Assessors' Reports**

The Chair introduced and invited the Acting Dean and Vice-Principal (Academic), Professor William Gough to present his report.

Professor Gough's report described key accomplishments for 2014-15 and future plans for the 2015-16 academic year. The presentation<sup>1</sup> included the following major points:

**Accomplishments**

- New Course Offerings- the approval of the Freestanding Minor in Urban Public Policy & Governance , Culture, Creativity & Cities, and Migration and Ethnic Diversity; and a Minor in City Studies;
- Closures- closure of the Design-Your-Own stream of the Specialist and Specialist Co-op programs in Mathematics;
- Policy Changes- Elimination of the propaedeutic rule, and the granting of a degree based on the nature of a Major or Specialist program;
- Course Changes- 60 new courses were approved, 9 courses underwent level changes, and 72 courses underwent title changes.
- Joint Programs- In 2013-14, the UTSC Joint programs with Centennial College were externally reviewed and follow-up reports were presented to the Committee on Academic Policy and Programs (AP&P).
- Combined Degree Programs- A new CDP with the Specialist/Specialist Co-op in Mental Health Studies (UTSC, Psychology) and the Master's of Social Work program (Factor-Inwentash Faculty of Social Work) was established
- Graduate Programs- minor adjustments were made to the Master's and PhD in Clinical Psychology, and new courses were added to the Master's in Environmental Science.

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<sup>1</sup> Assessors' Report- Year in Review from the Perspective of the Dean and Vice-Principal (Academic) Office

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**Future Plans for the 2015-16 Academic Year**

- Academic Plan- the Academic Plan was expected to be considered by the UTSC governance bodies in Fall 2015;
- Masters Programs- plans to bring forward for approval the Master's of Organizational Behaviour & Research Management and Master's of Accounting.
- Combined Degree Programs (CDP)- plans to combine French, Chemistry, Physics, Mathematics, and Environmental Sciences with the Ontario Institute for Studies in Education (OISE) Master's of Teaching, which were initiatives to respond to the phasing out of the CTEP Program and OISE's new approach to offering a teaching curriculum. In addition, there was a planned CDP with the Major in Health Studies – Population Health (BSc) and the Master's in Rehabilitation Science in the Faculty of Medicine.

A member asked whether the Social Sciences subject areas could be considered for the combined Masters of Teaching with OISE, and Professor Gough replied that it was a future possibility.

A member asked which subjects students from the Department of Physical and Environmental Sciences (DPES) would be eligible to teach considering that Environmental Science was not an elementary/high school course teachable, and Professor Gough explained that students in the Specialist in Environmental Chemistry would qualify to teach Chemistry and students in the Specialist in Environmental Physics would qualify to teach Physics.

**3. New Courses & Minor Curricular Modifications, Undergraduate Academic Units**

The Chair invited Professor Gough to introduce the item.

At the request of Professor Gough, Professor Schmuckler reported that program changes in the Department of Physical and Environmental Sciences (DPES) and new courses in the Departments of Political Science, Biological Sciences, and Anthropology (Health Studies) were being brought forward for approval. He highlighted the changes made to the Major in Environmental Studies (B.A), which was a shared program with the Departments of Physical and Environmental Science and Political Science. He added that BIOD35H3 (Sports Science) would be the only course of its kind at the University of Toronto, and would be taught at the Toronto Pan-Am Sports Centre. To conclude, he remarked that HLTD23H3 (Special Topics in Health) would focus on the study of historical and contemporary issues and challenges related to persons with physical disabilities, and will be taught by The Honourable David Onley, Senior Lecturer & Distinguished Visitor at UTSC.

A member expressed concern regarding the current number of Special Topics courses in Health Studies already listed in the undergraduate Calendar with similar titles, descriptions,

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and pre-requisites. The member asked how an instructor, who could be from outside of the department, would be able to meet the curriculum standards of a D-Level course. The Chair called upon Professor John Scherk, Associate Chair Health Studies, to respond to the questions. Professor Scherk explained that the higher number of Special Topics courses in Health Studies were necessary at the D-Level for two primary reasons: (1) it allowed the Health Studies group to cycle the courses appropriately, and (2) the field of Health Studies changed rapidly and the Health Studies group needed to be able to explore new areas of study. Professor Scherk noted that as the Health Studies group matured there would be a reduced need for Special Topics courses. Professor Schmuckler reported that there was a rigorous review process for approving Special Topics courses to ensure that the academic standards and quality were upheld whether the course was taught by an external instructor or by faculty within the department.

A member asked why Physics was only listed as recommended preparation for BIOD35H3 (Sports Science). Professor Andrew Mason, Chair of the Department of Biological Sciences, explained that the study of Physics would be applied in a practical context in the course. He added that the Physics content of the course was at the discretion of the instructor, which was why in this case Physics was only listed as recommended preparation.

At the request of a member and with the approval of the Committee, the original motion was split into two parts and each was voted on separately.

On motion duly made, seconded and carried,

**YOUR COMMITTEE APPROVED,**

THAT new courses and minor modifications to programs submitted by UTSC academic units, with the exception of HLTD23H3 (Special Topics in Health), as described in the documentation dated May 26, 2015 and recommended by the Dean and Vice-Principal (Academic), Professor Rick Halpern, be approved, effective immediately for the academic year 2015-16.

On motion duly made, seconded and carried,

**YOUR COMMITTEE APPROVED,**

THAT the new course HLTD23H3 (Special Topics in Health), submitted by the Department of Anthropology, as described in the documentation dated May 26, 2015 and recommended by the Dean and Vice-Principal (Academic), Professor Rick Halpern, be approved, effective immediately for the academic year 2015-16.

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**CONSENT AGENDA**

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the consent agenda be adopted and that the item requiring approval (item 5) be approved.

- 4. Editorial & Minor Curricular Modifications, Undergraduate & Graduate Academic Units**
- 5. Report of the Previous Meeting: Report 11 – Monday, April 27, 2015**
- 6. Business Arising from the Report of the Previous Meeting**
- 7. Date of the Next Meeting –Tuesday, September 8, 2015, 4:00 p.m. - 6:00 p.m.**

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**8. Other Business**

The Chair thanked members for their service on the Committee and commented on its successes over the past year, which were reflected in the presentation made by Professor Gough. She also thanked the members of the Decanal Portfolio, particularly Ms Annette Knott, the Vice-Chair, the Chair of the UTSC Campus Council, the members of the Secretariat, and her home department for their continued support in her role as Chair of the Committee.

She concluded by encouraging members to complete the online Committee evaluation survey, which they would receive from the Secretariat requesting their feedback on the Committee's work and activities over the past year, and their role on the Committee.

The meeting adjourned at 5:00 p.m.

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Secretary

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Chair