



University of Toronto Scarborough Campus Council

ACADEMIC AFFAIRS COMMITTEE

Tuesday, September 10, 2013, 4:00 – 6:00 p.m.

**UTSC Council Chamber, Arts and Administration Building
1265 Military Trail**

AGENDA

- 1. Chair's Remarks**
- 2. Orientation**
- 3. Calendar of Business, 2013-2014***
- 4. Academic Appeals Subcommittee Establishment***

Be It Resolved

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

CONSENT AGENDA**

- 6. Date of Next Meeting – Tuesday, November 12, 2013, 4:00 – 6:00 p.m.**
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- 7. Other Business**

* Documentation attached

** Documentation for consent item 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



CONSULTATION DRAFT

Campus Council and Standing Committees Orientation

UTSC Campus Affairs Committee:	Tuesday, September 17, 2013 (part of the Committee's inaugural meeting)
UTSC Academic Affairs Committee:	Tuesday, September 10, 2013 (part of the Committee's inaugural meeting)
UTSC Campus Council:	Tuesday, October 8, 2013 (part of the Council's inaugural meeting)
UTM Campus Affairs Committee:	Monday, September 9, 2013 (part of the Committee's inaugural meeting)
UTM Academic Affairs Committee:	Wednesday, September 11, 2013 (part of the Committee's inaugural meeting)
UTM Campus Council:	Monday, September 30, 2013 (part of the Council's inaugural meeting)

DRAFT AGENDA

1. Chair's remarks and introductions [Chair]
 - Overview of the history of the Campus Council and the Standing Committees
 - 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 administration or expected of necessary administrative processes
2. Mandate and Terms of Reference [Chair]
 - Clarify key elements of the terms of reference
 - Flow of business to other governance bodies

Campus Council and Standing Committees Orientation

3. Overview of the Campus [Senior Assessors]
 - Highlights of campus (programs, enrolment, budget, etc.)
 - Basic organizational structure
 - Acronyms
4. Senior Assessors and their Portfolios [Senior Assessors]
 - Provide very brief summary of the scope and function of portfolios
 - Distribute one page 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
 - How to read cover sheets and their value to members
 - Value and purpose of consent agendas
 - The rules of order and how they enable full, fair, and respectful debate; focusing on procedure may be an indication of a problem

Reception to Follow

UTSC Campus Council Draft Calendar of Business 2013-2014

Item	Originating Portfolio	Campus Affairs Committee	Action	Academic Affairs Committee	Action	Agenda Committee	Campus Council	Action
Cycle 2								
Member Orientation		Sept. 17	For Info.	Sept. 10	Info.		Oct. 8.	Info.
Calendar of Business	CCO							
Establishment of Academic Appeals Subcommittee of the AAC	Chair, AAC			10-Sep	Approval		8-Oct	Info.
Sessional Dates 2014-15	Registrar	17-Sep	Info	10-Sep	Recomm. to CC		8-Oct	Approval/GC EX confirmation
Cycle 3								
Presentation by Student Group (LTS)							10-Dec	Info.
Curricular items - Undergraduate programs	Vice-Dean Undergrad			12-Nov	Approval			
Curricular items - Graduate programs	Vice-Dean Graduate			12-Nov	Approval			
Budget Report, 2014-15	CAO	11-Nov	Recomm. to CC				10-Dec	Approval/GC EX confirmation
Cycle 4								
Special Presentation by Student Group							For Info	
Curricular items - Undergraduate programs	Vice-Dean Undergrad			8-Jan	Approval	22-Jan	5-Feb	

UTSC Campus Council Draft Calendar of Business 2013-2014

Cycle 4 (Continued)	Originating Portfolio	CAC	Action	AAC	Action	Agenda	CC	Action
Curricular items - Graduate programs	Vice-Dean Graduate			8-Jan	Approval	22-Jan		
Co-op Fees	CAO	7-Jan	Recomm. to CC			22-Jan	5-Feb	Recomm to BB
Principal's Report	Principal						5-Feb	Info.
Dean and VP Academic Report	VPDean			8-Jan	Info			
	CAO	7-Jan	Info					
Cycle 5	Originating Portfolio	CAC	Action	AAC	Action	Agenda	CC	Action
Appointments – UTSC Nominating Committee (additional members to Agenda Committee)	Chair					24-Feb	4-Mar	Approval
Special Presentation by Student Group							4-Mar	Info
Curricular items - Undergraduate programs	Vice-Dean Undergrad			11-Feb	Approval	24-Feb	4-Mar	
Curricular items - Graduate programs	Vice-Dean Graduate			11-Feb	Approval	24-Feb	4-Mar	
Ancillary Operating Plan, 2014-2015	CAO	24-Feb	Recomm. to CC			24-Feb	4-Mar	Approval/GC EX confirmation
Operating Plans - Student Affairs and Services / Compulsory non-academic incidental fees	CAO or D of S?	24-Feb	Recomm. to CC			24-Feb	4-Mar	Approval/GC EX confirmation
Student Societies: Requests for Fee Increases	D of S	24-Feb	Recomm. to CC			24-Feb	4-Mar	Approval/GC EX confirmation

UTSC Campus Council Draft Calendar of Business 2013-2014

Cycle 6A	Originating Portfolio	CAC	Action	AAC	Action	Agenda	CC	Action
Special Presentation by Student Group							24-Apr	Info
Curricular items - Undergraduate programs	Vice-Dean Undergrad			25-Mar	Approval	9-Apr	24-Apr	
Curricular items - Graduate programs	Vice-Dean Graduate			25-Mar	Approval	9-Apr	24-Apr	
Annual Reports: Administration/Assessors TBD	CAO	26-Mar	Info.					
Appointments: 2014-15 UTSC CC and Standing Committee Membership	Chair					9-Apr	23-Apr	Approval
Cycle 6B	Originating Portfolio	CAC	Action	AAC	Action	Agenda	CC	Action
Special Presentation by Student Group							28-May	
Curricular items - Undergraduate programs	Vice-Dean Undergrad			28-Apr	Approval	14-May	28-May	
Curricular items - Graduate programs	Vice-Dean Graduate			28-Apr	Approval	14-May	28-May	
Appointments: 2014-15 UTSC Agenda Committee Membership						3-Jun	17-Jun	Approval
Summer Executive Authority						3-Jun	17-Jun	Approval



Office of the Dean and Vice-Principal (Academic)

FOR APPROVAL

OPEN SESSION

TO: University of Toronto Scarborough Academic Affairs Committee

SPONSOR: Dean and Vice-Principal (Academic), Rick Halpern

CONTACT INFO: vpdean@utsc.utoronto.ca

PRESENTER: Vice-Dean, Undergraduate Mark Schmuckler

CONTACT INFO: vicedean@utsc.utoronto.ca

DATE: September 10, 2013

AGENDA ITEM: (Item Number)

ITEM IDENTIFICATION:

Motion to re-constitute a Subcommittee on Academic Appeals.

JURISDICTIONAL INFORMATION:

Section 3.1 of the Terms of Reference for the University of Toronto Scarborough Academic Affairs Committee states that the "Committee may 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."

GOVERNANCE PATH:

UTSC Academic Affairs Committee (Entry), for Approval; UTSC Campus Council (final) for information.

PREVIOUS ACTION TAKEN:

Consultation has been undertaken with members of the Dean's Office, the Office of the Registrar, the Academic Advising & Career Centre, AccessAbility Services and with members of the previous Subcommittee on Standing. There were no concerns.

HIGHLIGHTS:

With the creation of a new governance structure for the campus, including the creation of the Academic Affairs Committee, its predecessor the Academic Committee was dissolved with all of its Subcommittees, including the Subcommittee on Academic Appeals. This motion is necessary to re-constitute that committee as a Subcommittee of the new body.

Adjudication of students' requests to be excused from academic regulations falls within the Dean's discretionary authority and is subject to governance oversight. This oversight will be provided by the proposed Subcommittee.

STRUCTURE AND PROCESS UNDER THE PRIOR GOVERNANCE REGIME:

Students may submit requests to be excused from academic regulations by way of petition, filed with the Registrar's Office. The structure and process for adjudication of these requests is described in the 2013-14 Calendar at:

http://www.uts.utoronto.ca/~registrar/calendars/calendar/Special_consideration_petitions_and_appeals.html#F_Appeals.

Petitions were adjudicated by the Registrar or designate; if the student was not satisfied with this decision he/she could request that the decision be reviewed by the Subcommittee on Standing; if the student was not satisfied by that committee's decision he/she could request that it be appealed to the Subcommittee on Academic Appeals; the final level of appeal is the Academic Appeals Committee of Governing Council.

With the dissolution of the former Academic Committee, the Subcommittee on Standing and the Subcommittee on Academic Appeals have also been dissolved. The function of the former Subcommittee on Standing now rests with the newly-created Decanal Committee on Petitions; re-constitution of the Subcommittee on Academic Appeals is the purpose of this motion, pursuant to By-Law II.5 of the UTSC Constitution, which reads: "The membership of the Subcommittee on Academic Appeals shall be consistent with the requirements and guidelines established by the University of Toronto Governing Council and shall be approved by the Executive Committee."

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

Approval by the Academic Affairs Committee and transmission to Campus Council for information.

TERMS OF REFERENCE FOR THE PROPOSED SUBCOMMITTEE ON ACADEMIC APPEALS ARE ATTACHED

UTSC SUBCOMMITTEE ON ACADEMIC APPEALS
PROPOSED TERMS OF REFERENCE

1. MEMBERSHIP

1.1. COMPOSITION

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

The UTSC Subcommittee on Academic Appeals is chaired by a teaching staff member appointed by the Vice-Principal Academic and Dean from the members of the Subcommittee on Academic Appeals. Each hearing panel is comprised of up to 7 members (including the Chair). Panel members are drawn by the Secretary from a pool of 14 teaching staff members (one appointed by each department and academic centre) 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 Decanal Committee On Petitions 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 Subcommittee on Academic Appeals considers appeals against decisions of the Decanal Committee on Petitions with respect to petitions from undergraduate students relating to exemption from the application of academic regulations. The Decanal Committee on Petitions must hear all cases (petitions) before they can be appealed to the Subcommittee on Academic Appeals. An appeal to the Subcommittee on Academic Appeals must be filed within 90 calendar days of the decision of the Decanal Committee on Petitions. 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 UTSC, 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 or lay advisor, 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. 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 Subcommittee on Academic Appeals 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 Decanal Committee on Petitions a copy of the appeal, supporting materials and any other related materials provided by the appellant, the Decanal Committee on Petitions 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 Subcommittee on Academic Appeals members, the Secretary and representatives of the Decanal Committee on Petitions and/or the Office of the Registrar, the appellant, his/her counsel or lay advisor (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 or lay advisor) 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 Decanal Committee on Standing 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 Decanal Committee on Petitions 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 Subcommittee on Academic Appeals will proceed to deliberate and determine its decision on the appeal (Representatives of the Decanal Committee on Petitions and/or the Office of the Registrar shall remain for the purposes of providing information on University rules and regulations). The decision of the Subcommittee on Academic Appeals will be on a show of hands and be determined by a majority of the Board present.
- 3.2.4 The decision of the Subcommittee on Academic Appeals shall be recorded and shall be communicated in writing by the Chair..
- 3.2.5 The Subcommittee on Academic Appeals 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 Subcommittee on Academic Appeals meets in camera.