

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 20 OF THE ACADEMIC AFFAIRS COMMITTEE

September 27, 2016

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

Your Committee reports that it met on Tuesday, September 27, 2016 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:

Dr. Elaine Khoo, Chair
Mr. Andrew C. Leung, Vice-Chair
Professor William A. Gough, Vice-Principal, Academic and Dean
Professor Syed W. Ahmed
Mr. Conor Anderson
Ms Hira Ashraf
Professor William Bowen
Professor Shelley Brunt
Mr. Dean Carcone
Professor Leslie Chan
Ms Agatha Cheng
Ms Monica Cheng
Dr. Curtis Cole
Professor Tarun Dewan*
Professor David J. Fleet
Ms Gautami Gupta
Dr. Alen Hadzovic
Professor John A. Hannigan
Professor Alexander Irving
Ms Whitney Kemble
Ms Katie Konstantopoulos
Professor Patricia Landolt
Ms Brenda Librecz
Professor Andrew C. Mason
Dr. Karen Lyda McCrindle
Dr. Jennifer McKelvie
Dr. Matthias Niemeier *

Ms Victoria Owen
Dr. Tayyab Rashid
Dr. Mahinda Samarakoon
Professor Mark A. Schmuckler
Professor Mary T. Silcox
Ms Gobika Sithamparanathan
Professor David Zweig

Non-Voting Assessors:

Ms Annette Knott
Dr. Janelle C. LeBoutillier

Secretariat:

Ms Amorell Saunders N'Daw
Ms Rena Prashad

Regrets:

Professor George B. Arhonditsis
Professor Christine Bolus-Reichert
Professor Li Chen
Professor George S. Cree
Ms Jacqueline Deane
Professor Neal Dolan
Mr. George Fadel
Professor Clare Hasenkampf
Professor Benj Hellie
Professor Mark Hunter
Professor Bruce Kidd
Professor Heinz-Bernhard Kraatz
Professor Philip Kremer
Professor Michael J. Lambek
Mr. Desmond Pouyat
Professor Pascal Riendeau

Professor Larry Sawchuck
Dr. Zohreh Shahbazi
Dr. Jayeeta Sharma
Professor Grace Skogstad
Professor Andre Sorensen
Professor Phil Triadafilopoulos

* Telephone Participants

In attendance:

Dr. Zahra Bhanji, Director, Office of the Vice-Principal, Research
Professor Nick Cheng, Associate Professor, Teaching Stream, Dept. of Computer and
Mathematical Sciences
Professor Hugh Laurence, Associate Professor, Teaching Stream, Dept. of Management
Dr. Naureen Nizam, Director, Systems & Operations, Registrar's Office
Professor Holly Wardlow, Associate Chair, Health Studies Program

1. Chair's Remarks

The Chair of the Committee introduced herself and welcomed members and guests to the first Committee meeting of the 2016-17 governance year. She invited members to introduce themselves.

She congratulated Professor William Gough on his appointment as Vice-Principal, Academic and Dean, which took effect on July 1st. On behalf of the Committee, she offered him well wishes in his new position

2. Orientation of Members

The Chair, Vice-Chair, and Committee Secretary, provided an Orientation presentation to the Committee. The presentation¹ included the follow key points:

- An overview and the structure of the Governing Council and its Boards and Committees;
- The role and responsibilities of the Committee, expectations of members, and conflict of interest;
- The role of Administration/Assessors and the Secretariat;
- Testimonials and perspectives from a continuing Committee member and an Assessor.
- The Calendar of Business; and
- Meeting preparation, meeting types, agendas, cover sheets, and the Diligent Boards governance portal

¹ Presentation- Orientation of Members

3. Out-of-cycle Undergraduate Curricular Changes

The Chair invited Professor Gough to introduce the undergraduate courses submitted out-of-cycle. He explained that out-of-cycle courses were courses submitted for approval outside of the Calendar production timelines and were generally associated with courses being taught by newly hired faculty members.

Professor Mark Schmuckler, Vice-Dean, Undergraduate, reported that five new undergraduate courses were being proposed out of cycle to be taught in Winter 2017 from the Departments of: Anthropology, Management, and Psychology. Professor Schmuckler also reported that courses approved out-of-cycle were well promoted by the affected academic departments and that the courses were not impacted by low enrolment.

On motion duly made, seconded, and carried,

YOUR COMMITTEE APPROVED,

THAT the new courses submitted by UTSC undergraduate academic units, as described in the package dated September 6, 2016 and recommended by the Vice-Principal Academic and Dean, Professor William Gough, be approved effective immediately for the academic year 2016-17.

4. Out-of-Cycle Graduate Curricular Change

The Chair invited Professor Mary Silcox, Vice-Dean, Graduate, to present the graduate course submitted out-of-cycle. She reported that one graduate course (i.e. EES1137H Quantitative Applications for Data Analysis) was being presented out-of-cycle from the Department of Physical and Environmental Sciences (DPES) to be taught in Winter 2017. She remarked that the motivation for the development of the course was based on student interest.

In response to a question regarding course enrolment, Professor Silcox reported that the course would be open to all graduate students, not just those in the Graduate DPES.

On motion duly made, seconded, and carried,

YOUR COMMITTEE APPROVED,

THAT the new course submitted by the graduate Department of Physical and Environmental Sciences, as described in the package dated September 6, 2016 and recommended by the Vice-Principal Academic and Dean, Professor William Gough, be approved effective immediately for the academic year 2016-17.

5. 2015-16 Annual Report: Academic Appeals, UTSC

The Chair invited Dr. Curtis Cole, Registrar & Assistant Dean, Enrolment Management, to present² the 2015-16 Annual Report: Academic Appeals, UTSC, to the Committee.

Dr. Cole reported that the Subcommittee was the third body in the appeals process at the University. He highlighted the membership of the Subcommittee and the role it played in the appeals process. He also explained that the early resolution process at the previous stage, the Dean's Advisory Committee (DAC), helped reduce the number of appeals heard by the Subcommittee. He reported that the Subcommittee heard two appeals between September 1, 2015 and August 31, 2016, which included:

- A request for late withdrawal from a course after the academic deadline; and
- A request for early return to studies from a 36 month suspension.

In response to a question regarding the number of petitions granted annually, Dr. Cole reported that approximately two-thirds were granted.

A member asked what the selection criteria were for membership on the DAC and UTSC Subcommittee on Academic Appeals. Dr. Cole reported that Academic Department Chairs identified and recommended teaching staff who would be strong members of these bodies, and that student members were selected from among interested and engaged students (i.e. those involved in student government and co-curricular activities).

6. Assessors' Reports

The Chair invited Professor Gough to present his report. Professor Gough's report included the following highlights:

- Through the consultation process, feedback was received on the 2017-18 Sessional Dates and concern was raised on the start date for the Fall 2017 semester (i.e. the Friday prior to Labour Day). Members of the teaching staff commented on low attendance rates on the Fall 2016 start date and asked the Registrar's Office to explore options to revise the dates. The Registrar's Office proposed shortening the exam period by one day, and if necessary, scheduling exams on one or two Sunday afternoons or evenings. As a result, the Fall 2017 semester would begin on the Tuesday after Labour Day;
- The development of the Pathway to Success program with Centennial College was nearing completion;

² Presentation- 2015-16 Annual Report: Academic Appeals, UTSC

- A double degree program (i.e. BSc and BBA) with the Departments of Computer and Mathematical Sciences and Management was being considered. The double degree program would be the first of its kind at the University;
- Plans were underway to develop a Truth and Reconciliation report with the Indigenous Working Group;
- The announcement of a new Vice-Dean, Faculty Affairs and Equity, would be made later this year; and
- The Dean made a commitment to developing a policy/guideline on the use of laptops in lectures.

A member asked whether other methods of evaluation of student work could be explored, and Professor Gough replied that consideration would be given to the matter.

7. Discussion Topic: Your input required

The Chair invited Committee members to share their ideas and suggestions on potential discussion/strategic topics to be included on meeting agendas over the course of the governance year. The following ideas and suggestions were made:

- Study space and the use of space by non-UTSC students; and
- Information on registrarial information for students (i.e. financial aid)

The Chair encouraged members to submit further ideas and suggestions to the Secretariat

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 8) be approved.

8. Report of the Previous Meeting: Report Number 19- Wednesday, June 15, 2016

9. Business Arising from the Report of the Previous Meeting

10. Date of the Next Meeting– Tuesday, November 22, 2016 at 4:10 p.m.

11. Other Business

No other business was raised.

The meeting adjourned at 5:50 p.m.

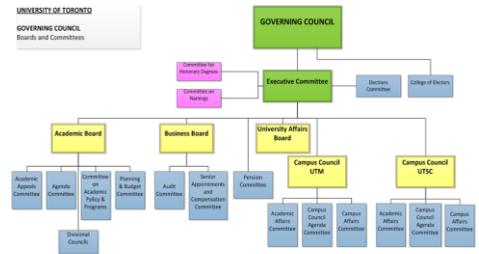
Secretary

Chair

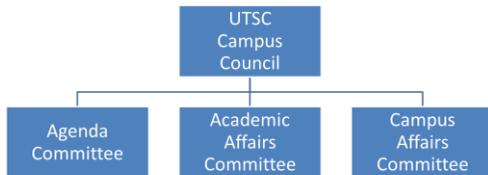
UTSC Academic Affairs Committee Orientation Session for Members

September 27, 2016

Governance Bodies at a glance



UTSC Governance Bodies



Campus Council Roles

- The UTSC Campus Council and its Standing Committees (UTSC Academic Affairs, UTSC Campus Affairs, and UTSC Agenda Committee) were established in 2013 to improve governance oversight on all three campuses.
- Comparable to the Boards of Governing Council and comprise representatives of the five estates (teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.]).
- The governance processes are aimed at enhancing campus-based decision-making and ensuring accountability.

AAC Structure

- Relatively large reflecting the structure of Academic Board.
- 61 members
 - 2 administrative staff
 - 3 community members
 - 2 librarian staff
 - 33 teaching staff
 - 9 students
 - 10 *ex officio* members
 - 2 Presidential Assessors



AAC Terms of Reference

- Matters that concern the teaching, learning and research functions of the Campus
- Monitoring, reviewing and making recommendations concerning divisional academic policies
- Matters that impact priorities for teaching and research activities on Campus
- Most items are approved by the AAC, some items forwarded to AP&P

AAC Areas of responsibility

- Academic appeals policies and procedures
- Academic plans and guidelines for such plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations
- Academic services
- Admissions
- Awards
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity
- Name changes of academic units
- Research planning (Research policy is considered by the Committee on Academic Policy and Programs)

Expectations of Members

- Represent the perspective of your constituency in debate but, in the end, **act in the best interests of the institution** as a whole.
- Read documentation in advance to facilitate informed participation.
- Alert assessors through the Secretariat of substantive questions to be asked at the meeting.
- Actively engage: prepare, participate, pose questions.

Conflict of Interest

- Vote on all matters requiring a decision, except where a conflict of interest may exist.
- Act ethically and in good faith; declare all conflicts of interest.
- Be transparent: disclose any actual, potential or appearance of a conflict.
- If in doubt, please contact the Secretariat.

Role of Members

A member's perspective
Dr. Jennifer McKelvie

Local decision-making

- Committee **members provide approval, oversight and advice** on items of business being brought forward.
- Items of business can be approved, rejected or referred back to the administration.
- Motions can be **approved, recommended for approval or confirmation**.
- Campus Council is final body of consideration at campus level; some motions passed are subject to Executive Committee confirmation.

Bringing business to the Committee

- Standing Committee & Council receive proposals for consideration by Assessors.
- Assessors are senior administrators appointed by the President and serve as subject-matter experts to governance bodies.
- Assessors bring forward proposals from the administration for consideration.
- They also provide reports for information.

 **Administration & Governance**

- Administration manages the University.
- Governance is a receiver of proposals and reports from the administration.
- Function of governance is to sustain and advance the University's mission.

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 **Leading & Managing**

An Assessor's perspective

Prof. William Gough
Vice-Principal (Academic) & Dean

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 **Meeting Agendas**

- Agenda planning is based on the Calendar of Business; an overview of all anticipated business to be transacted in the governance year.
- Calendar of Business updated regularly and posted at:
<http://www.uts.utoronto.ca/governance/resources>
- Current version found in orientation package

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 **Meeting Agendas**

- Chair's Remarks
- Approval items
- Items for discussion and information
- Reports/Presentations
- Assessor reports
- Consent agenda
 - Items for which there may be little or no discussion/debate
 - routine or transactional in nature (e.g. minutes);
 - Members may request that a Consent agenda item be placed on the regular Agenda in advance of the meeting.
- Other business
- *In camera items*

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 **Cover Sheets**

Cover Sheets

- 1 General
- 2 Header Information
- 3 Sponsor & Presenter
- 4 Jurisdictional Information
- 5 Previous Action Taken
- 6 Highlights
- 7 Recommendation



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 **Agenda documentation packages**

- Agenda packages are finalized and posted a week prior to the Committee meeting.
- Non-confidential meeting material is posted to the UTSC Campus Council website:
<http://www.uts.utoronto.ca/governance/academic-affairs-committee-2016-17>
- Members are informed of substantive updates to packages.

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Governance portal- Diligent Boards



- Only tool used to distribute confidential meeting documentation to members.
- Password protected.
- Instructions for setup:
<http://uoft.me/governanceportal>
- Help is available 24/7: 1-866-262-7326

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Meeting Types

Open Session:

- Open to members of the University, the public, the media, up to room capacity. Most Council, Board and Committee meetings meet in open session.

Closed Session:

- Restricted to members of the Council, Board or Committee and individuals whose presence is considered by the Committee to be necessary (normally members of the administration). Motion needed to move from open to closed session.

In Camera:

- A meeting or part of a meeting may be held *in camera* where "intimate financial or personal matters of any person may be disclosed." (*By-law Number 2*) Motion needed to go into *in camera* session.

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The Role of the Secretariat

- Provides support to Committee/Council Chairs and Committees:
 - Advises members on all governance matters related to UTSC Campus Council
 - Coordinates meeting logistics
 - Communicates Council/Committee decisions to affected parties
 - Manages governance records and maintain Council and Committee membership

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Contacting the Secretariat

Ms Amorell Saunders N'Daw
Director of Governance &
Assistant Secretary of the Governing Council
saunders@utsc.utoronto.ca
416-287-5639

Ms Rena Prashad
Committee Secretary
rparasan@utsc.utoronto.ca
416-208-5063



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More Information

U of T Home
<http://www.utoronto.ca/>

Governing Council
<http://www.governingcouncil.utoronto.ca/site3.aspx>

UTSC Governance
<http://www.utsc.utoronto.ca/governance/>

About U of T
<http://www.utoronto.ca/about-uoft.htm>

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Your Governance IQ

- How many members serve on the UTSC Affairs Committee?**
a. 34, b. 28, c. 61, d. 15
- Which individuals bring business items forward to the Council and/or Committees for consideration?**
a. Students, b. Secretariat, c. Administrative Staff, d. Assessors
- How often is the Calendar of Business updated?**
a. Annually, b. Monthly, c. Weekly, d. Daily

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4. There are _____ standing Committees of the UTSC Campus Council.

- a. 1, b. 2, c. 3, d. 4

5. At a UTSC Campus Council or Standing Committee meeting, a business item can be:

- a. Approved, b. Rejected, c. Referred back to the administration, d. All of the above

6. Normally, how many times during the governance year do the UTSC Campus Council and its Standing Committees meet?

- a. 4, b. 8, c. 6, d.10

7. What Committee sets the agenda for the UTSC Campus Council?

- a. Agenda Committee, b. Academic Affairs Committee, c. Campus Affairs Committee, d. All of the above

8. What information is included on governance Cover Sheets?

- a. Assessor information, b. Governance path, c. Motion, d. all of the above

9. The Agenda Committee and Agenda Planning Meetings take place in:

- a. open session, b. closed session, c. in-camera, d. none of the above

10. Diligent Boards is the UTSC governance_____:

- a. professional development initiative for Council/Committee Members
b. online resource for meeting documentation,
c. the teleconference company used by the Secretariat,
d. a new governance Committee for exemplary staff

Thank you.

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Annual Report: 2015-16 Subcommittee on Academic Appeals

UTSC Academic Affairs Committee
September 27, 2016

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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)

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Dean's Advisory Committee (DAC)

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

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DAC (cont.)

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

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Annual # of Petitions Filed

Year (Jan-Dec)	# of Petitions Filed
2013	2230
2014	2220
2015	1292
2016 (up to Aug 30, 2016)	1635

of Petition Decisions reviewed by DAC

Year	# of petition decisions reviewed by DAC
2013	31
2014	14
2015	20
2016 (up to Aug 30, 2016)	14

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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.

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 **Subcommittee on Academic Appeals Membership**

Terms are 1 year, and may be renewed.

Composition:

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

Appeal Hearing Quorum:

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

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 **Subcommittee on Academic 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.

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 **Appeal Hearings- Sept 1, 2015- Aug 31, 2016**

- Between the period September 1, 2015 and August 31, 2016 the Subcommittee heard **two** appeals:
 1. a request for late withdrawal from a course after the academic deadline.
 2. a request for early return to studies from a 36 month suspension.
- Historical data on the number of appeals heard by the Subcommittee on Academic Appeals is listed below:

Year	# of appeals heard by the Subcommittee on Academic Appeals
2013-14	4
2014-15	4
2015-16	2

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 **Conclusion**

QUESTIONS?

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