

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 13 OF THE ACADEMIC AFFAIRS COMMITTEE

September 8, 2015

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

Your Committee reports that it met on Tuesday, September 8, 2015 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Ms Kathy Fellowes, Chair
Dr. Christopher Ollson, Vice-Chair
Professor William A. Gough, Interim Vice-Principal (Academic) and Dean
Professor Heinz-Bernhard Kraatz, Vice Principal, Research
Dr. Syed W. Ahmed
Mr. Dean Carcone
Professor Leslie Chan
Mr. Calvin Chen
Dr. Curtis Cole
Professor George S. Cree
Ms Jacqueline Deane
Professor Neal Dolan
Professor David J. Fleet
Dr. Alen Hadzovic
Professor John A. Hannigan
Professor Clare Hasenkampf
Professor Mark Hunter
Ms Whitney Kemble
Dr. Elaine Khoo
Professor Bruce Kidd
Professor Michael J. Lambek
Professor Patricia Landolt
Mr. Andrew C. Leung
Dr. Jennifer McKelvie
Mr. Joshua Miller
Mr. Perry Mitchell
Mr. Sam Nami
Dr. Matthias Niemeier*
Mr. Eugene K. Ofosu
Dr. Mahinda Samarakoon
Professor Larry A. Sawchuk

Professor Mark A. Schmuckler
Dr. Jayeeta Sharma*
Professor Grace Skogstad
Professor Andre Sorensen
Professor Phil Triadafilopoulos
Professor Greg C. Vanlerberghe
Professor David Zweig

Non-Voting Assessors:

Ms Annette Knott
Dr. Janelle C. LeBoutillier

Secretariat:

Ms Amorell Saunders N'Daw
Ms Rena Prashad (Parsan)

Regrets:

Ms Shivali Barot
Professor Christine Bolus-Reichert
Professor William R. Bowen
Professor Donna R. Gabaccia
Mr. John Kapageridis
Professor Philip Kremer
Dr. Nathan R. Lovejoy
Dr. Karen Lyda McCrindle
Ms Victoria Owen
Ms Lynn Tucker

* Telephone participants

Mr. Desmond Pouyat
Professor Pascal Riendeau

Professor William E. Seager
Dr. Zohreh Shahbazi

In attendance:

Ms Lesley Lewis, Assistant Dean, Office of the Dean and Vice-Principal (Academic)
Dr. Naureen Nizam, Director, Systems and Operations, Registrar's Office
Ms Fiorella Shields, Director of Student Services, Registrar Registrar's Office

1. Chair's Remarks

The Chair welcomed members and guests to the first meeting of the UTSC Academic Affairs Committee for the 2015-16 governance year. She introduced herself along with telephone participants, the Vice-Chair, Assessors, Non-Voting Assessors, and the Secretariat. She invited members to introduce themselves. The Chair congratulated Professor William Gough on his appointment as Interim Vice-Principal (Academic) and Dean, and Professor Heinz-Bernhard Kraatz on his appointment as Vice-Principal, Research.

2. Orientation

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

- Overview and structure of the Governing Council and its Boards and Committees;
- Governance pathways for academic matters;
- Calendar of Business;
- Role of the Administration, Assessors and the Secretariat; and
- Meeting preparation, agendas, coversheets, and the Diligent Boards governance portal

In response to a question regarding the distribution of confidential meeting documentation, the Committee Secretary confirmed that confidential documentation would only be available on the Diligent Boards governance portal.

3. Assessors' Reports

The Chair invited the Assessors to present their reports.

Professor Gough provided the Committee with the following updates from his portfolio:

¹ Presentation- Orientation

- The search for a new Dean and Vice-Principal (Academic) would be initiated by Professor Bruce Kidd, Vice-President and Principal, UTSC, and Professor Cheryl Regehr, Vice-President and Provost in the near future.
- The Concurrent Teacher Education Program (CTEP) and Joint Program initiatives at UTSC would be under the supervision of Professor Mark Schmuckler, Vice-Dean, Undergraduate.
- The duties of the Vice-Dean, Faculty would be subsumed by the Interim Vice-Principal (Academic) and Dean.
- There were changes to department leadership at the Chair/Director level in the departments of: Arts, Culture and Media, Biological Sciences, Physical and Environmental Sciences, Historical and Cultural Studies, and International Development Studies.

He concluded by reporting that a campus academic plan based on departmental academic plans would be brought forward to the Committee for consideration along with new undergraduate and graduate programs and program modifications later in the governance year.

Professor Heinz-Bernhard Kraatz provided the Committee with an update on the status of the Environmental Sciences and Chemistry Building (ESCB). He reported that the five storey building was situated adjacent to the Instructional Centre (IC) with world class research labs, office spaces, study spaces, programmable spaces, and a controlled chemical store to purchase and dispose of certain chemicals. Professor Kraatz also reported that the building was constructed according to the environmental LEED Gold standards and incorporated earth tubes for the intake and circulation of air into the building. He concluded by mentioning that the ESCB would have an office for campus police as well as a library office.

A member asked where classes were currently being taught, and Professor Kraatz reported that classes were still primarily being taught in the Science Wing (SW), and that classes in the ESCB would be offered to students for the Winter term.

In response to a question related to the vacated space in the SW, Professor Kraatz reported that the vacated space would be reallocated and redesigned for other academic units.

4. Annual Report: 2014-15 Subcommittee on Academic Appeals

Dr. Curtis Cole, Registrar & Assistant Dean (Enrolment Management) presented the annual report and mentioned that the Subcommittee on Academic Appeals 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 commented that early resolution at the previous stage, the Dean's Advisory Committee, helped reduce the number of appeals heard by the Subcommittee. He reported that the Subcommittee had heard four appeals between September 1, 2014 and August 31, 2015, which included: late withdrawal from a course with and without academic penalty; late submission of term work for grading; early return from a twelve month suspension; and, permission to rewrite a deferred exam.

A member asked what the outcomes were for the appeals to the Subcommittee, and Dr. Cole reported that two appeals were granted and two were denied.

5. Strategic Topic: Academic Departments—The Year Ahead

The Chair invited four academic department Chairs from the Departments of Biological Sciences (Professor Greg Vanlerberghe), Computer and Mathematical Sciences (Professor David Fleet), Human Geography (Professor Andrew Sorensen) and Management (Professor David Zweig) to provide an overview of their respective department plans and objectives for the upcoming academic year. The following key points were raised:

Department of Biological Sciences (Professor Greg Vanlerberghe)

- The department was preparing a Major program in plant biology, which would integrate the study of the molecular, cellular, and ecosystem of plants. The program would include one new course in Plant Research and Global Technology, and would be the only program of its type at the University.

Computer and Mathematical Sciences (CMS) (Professor David Fleet)

- The department was planning to introduce a new Specialist Co-op stream with an Entrepreneurial focus. The program was designed to give students the tools and practical experience to turn theories learnt in the classroom into commercial market place ideas.

In response to a question regarding enrollment into the new program, Professor Fleet reported that the targeted number of students was twenty.

A member asked whether non-CMS students would be admitted into the program. Professor Fleet reported that eventually the program would include students from other departments, but essential Computer Science theories would need to be taught to them in order for them to benefit from the program.

Department of Human Geography (Professor Andre Sorensen)

- There were plans to implement a Specialist in Human Geography and Specialist/Specialist Co-op in City Studies. In addition, plans to embark on new methodologies in GIS to acquire and manage spatial data were underway.

Management (Professor David Zweig)

- The department was preparing to launch two Masters programs in Research Management and Accounting and Finance along with a potential Extra Departmental Unit-A (EDU:A);
- Students were continuing to do well in national and international management competitions;
- For the 2015 admissions, the department achieved its highest admission entrance average to date.

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 6) be approved.

- 6. Report of the Previous Meeting: Report 12 – Tuesday, June 16, 2015**
 - 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.**
-

9. Other Business

No other business was raised.

The meeting adjourned at 5:58 p.m.

Secretary

Chair

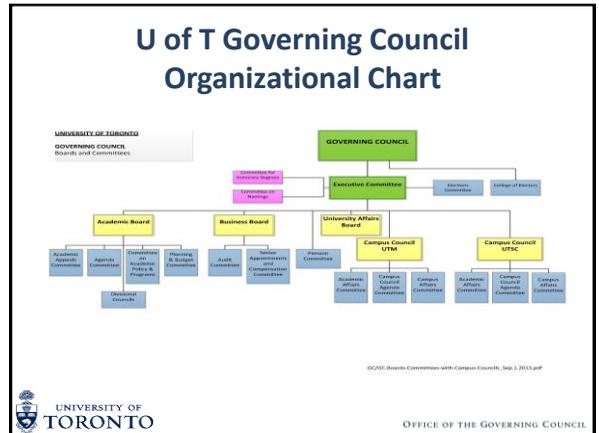


University of Toronto Scarborough Academic Affairs Committee Orientation

September 8, 2015



OFFICE OF THE GOVERNING COUNCIL



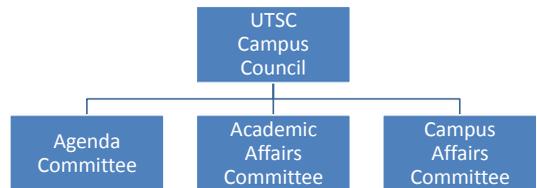
Primary Role of Governance

- policy
- oversight
- advice
- institutional leadership



OFFICE OF THE GOVERNING COUNCIL

The UTSC Campus Council and its Standing Committees



UTSC Campus Council & Committees

- **Campus Councils:** comparable to the Boards of Governing Council and comprise representatives of the five estates; oversight of campus-specific matters.
- **Academic Affairs Committees:** relatively large reflecting the structure of Academic Board.
- **Campus Affairs Committees:** include a majority of members from the internal community.
- **Agenda Committees:** have agenda setting role and delegated responsibilities.



OFFICE OF THE GOVERNING COUNCIL

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; motions passed are subject to Executive Committee confirmation.



OFFICE OF THE GOVERNING COUNCIL

Expectations of Committee Members

- Reflect the perspective of your estate in debate, as appropriate, but **act in the best interests of the institution** as a whole.
- Read/review meeting documentation in advance to facilitate informed participation. Attention to **Cover Sheet**.
- When possible alert assessors in advance to substantive questions to be asked at the meeting (so they can prepare).
- Attend meetings; participate in discussion; ask relevant questions.
- Act ethically and in good faith; declare all conflicts of interest.

Key Elements of the 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

The UTSC Academic Affairs Committee

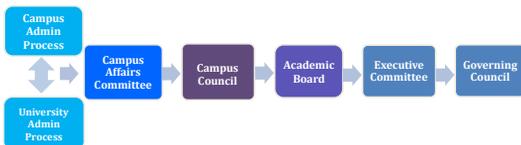
- Concerned with matters dealing with the teaching, learning and research functions of the Campus
- Amendments to academic policy and modifications to existing degree programs
- 61 members
 - 2 administrative staff
 - 3 community members
 - 2 librarian staff
 - 33 teaching staff
 - 9 students
 - 10 *ex officio* members
 - 2 Presidential Assessors



New Graduate Program



Establishment of an Academic Unit (EDU A or EDU B)



Role of Administration/Assessors

- Administration manages the University.
- Function of governance is to sustain and advance the University's mission; focuses on legislative and judicial matters.
- Governance bodies receive proposals and reports from the administration.
- Proposals may be...
 - Approved
 - Rejected
 - Referred back to the administration **with advice**.

Role of Administration/Assessors

- Presidential Assessors are included in the membership of Boards and Committees
- Voting Assessors are members of the University's administration who bring items for consideration.
- Voting Assessors provide recommendations for action on the items.
- Non-voting Assessors serve as subject-matter experts to the Committees.



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Role of Voting Assessors

- Normally attend all agenda planning discussions;
- Normally sit at the table near the Chair at meetings of the body;
- May make motions;
- Normally make a brief report at meetings on matters relevant to the body's terms of reference;
- Respond to questions and comments at the invitation of the Chair;
- During debate, may request permission to comment on a matter.



OFFICE OF THE GOVERNING COUNCIL

Role of Non-Voting Assessors

- Normally, do not sit at the table during meetings;
- May be required by Voting Assessors to address various matters, and then may do so at the invitation of the Chair;
- Respond to questions and comments at the invitation of the Chair.
- Attend agenda planning discussions as requested by a Voting Assessor when a relevant item of business is being brought forward.



OFFICE OF THE GOVERNING COUNCIL

Role of the Secretariat

- Provides support to Committee/Council Chairs and Committees:
 - Meeting preparation
 - Meeting follow-up
 - Communicate Council/Committee decisions
 - Manage governance records
 - Maintain Council and Committee membership records
 - Expert resource/policy advice



OFFICE OF THE GOVERNING COUNCIL

Meeting Agendas

- Agenda planning is based on the Calendar of Business; an overview of all anticipated business to be transacted in the governance year.
- Agenda planning is the "hand-off" from the administration to governance.
- Setting the agenda for Committee meeting is the responsibility of the Agenda planning group.



OFFICE OF THE GOVERNING COUNCIL

Meeting Agendas

- Meeting agendas may include:
 - Chair's Remarks
 - Assessor Reports
 - Approval items
 - Reports/Presentations
 - Consent Agenda
 - Items for which there may be little or no discussion/debate because they are more routine or transactional in nature;
 - Committee members may request to move a Consent Agenda item to the regular Agenda in advance of the meeting.
 - Other business
 - *In camera items*



OFFICE OF THE GOVERNING COUNCIL

Meetings

- Meetings may be held in open session, closed session or *in camera*:
- **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.

Agenda 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.utsc.utoronto.ca/governance/>

Governance portal: Diligent

- Only tool used to distribute confidential meeting documentation to members, and therefore the expectation is that all members make use of it
- Password protected
- Instructions for setup:
<http://uoft.me/governanceportal>
- Help is available 24/7: 1-866-262-7326



Cover Sheets

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

UNIVERSITY OF TORONTO OFFICE OF THE GOVERNING COUNCIL

FOR RECOMMENDATION CONFIDENTIAL CLOSED SESSION

TO: Name of Governance Body

SPONSOR: Name, Position, Division/Department/Unit
CONTACT INFO: Phone Number, Email Address

PRESENTER: Name, Position, Division/Department/Unit
CONTACT INFO: Phone Number, Email Address

DATE: Date Prepared for Date of Meeting

AGENDA ITEM: Item Number

ITEM IDENTIFICATION:
The full name of item as listed on the agenda appear here.

JURISDICTIONAL INFORMATION:
Jurisdictional information related to the item and the Governance Body's role is specified here.

GOVERNANCE PATH:
1. Every Other Governance Body (Chair of Meeting)
2. This Governance Body (Chair of Meeting)
3. Next Governance Body (Chair of Meeting)
4. Governance Body (Chair of Meeting)
5. Governance Body (Chair of Meeting)
6. Full Governance Council (Chair of Meeting)

PREVIOUS ACTION TAKEN:
Previous action taken is delineated here.

HIGHLIGHTS:
In respect of the Body's terms of reference, the highlights of the proposal are summarized here.

FINANCIAL IMPLICATIONS:
The financial implications of the proposal are outlined in this section.

RECOMMENDATION:
It is recommended to the Next Governance Body
THAT the action be taken, to be effective on the date specified.

DOCUMENTATION PROVIDED:
See Discussion Name
Second Discussion Name

Decisions

Proposals may be:

- Approved
- Rejected
- Referred back to the administration **with advice.**

Motions may be:

- For Approval
- Recommendation for approval
- For Confirmation

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>

Secretariat Contacts

Ms Amorell Saunders N'Daw

Director of Governance &
Assistant Secretary of the Governing Council
saunders@utsc.utoronto.ca
416-287-5639

Ms Rena Prashad (Parsan)

Committee Secretary
rparsan@utsc.utoronto.ca
416-208-5063



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Questions



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