

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 7 OF THE ACADEMIC AFFAIRS COMMITTEE

September 9, 2014

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

Your Committee reports that it met on Tuesday, September 9, 2014 at 4:00 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:

Ms Kathy Fellowes (Chair)
Dr. Christopher Ollson (Vice Chair)
Professor Bruce Kidd, Interim Vice-
President and Principal
Professor Rick Halpern, Vice-Principal and
Dean (Academic)
Mr. Syed W. Ahmed
Ms Maryam Ali
Dr. Johann Bayer
Dr. Corinne Beauquis
Professor Nick Cheng
Dr. Curtis Cole
Professor Neal Dolan
Professor Suzanne Erb
Professor William A. Gough
Professor John A. Hannigan
Professor Clare Hasenkampf
Mr. Jerry Yu Jien
Professor Madhavi Kale
Ms Whitney Kemble
Dr. Elaine Khoo
Dr. Sarah D. King
Professor Heinz-Bernhard Kraatz
Professor Michael J. Lambek
Ms Nancy Carolyn Lee
Mr. Andrew Leung
Professor Nathan R. Lovejoy
Professor John Robert Miron
Ms Susan Murray
Dr. Matthias Niemeier

Mr. George Quan Fun
Professor Mark A. Schmuckler
Professor Mary T. Silcox
Mr. Selim Younes
Mr. Lukas Zibaitis
Professor David Zweig

Non-Voting Assessors:

Ms Jennifer Bramer
Ms Annette Knott

Secretariat:

Mr. Lee Hamilton
Ms Amorell Saunders N'Daw
Ms Rena Parsan

Regrets:

Professor Christine Bolus-Reichert
Professor William R. Bowen
Professor Malcolm Campbell
Professor George S. Cree
Professor David J. Fleet Professor
Benj Hellie
Professor Matthew J. Hoffmann
Mr. John Kapageridis
Ms Noor Khan
Professor Philip Kremer Professor
Patricia Landolt Professor
Andrew C. Mason
Dr. Karen Lyda McCrindle
Mr. Moataz S. Mohamed
Ms Victoria Owen
Ms Charmaine Louise C. Ramirez

Dr. Jayeeta Sharma
Professor Grace Skogstad

Professor Andre Sorensen
Ms Tisha Tan

In attendance:

Mr. Tahsin Chowdhury, President, Scarborough Campus Students' Union (SCSU)
Ms Nicole Dionisio, Vice-President, Academics & University Affairs, (SCSU)
Mr. Kaleab Mulatu, Vice-President, Operations, SCSU

1. Chair's Remarks

The Chair welcomed members and guests to the first meeting of the UTSC Academic Affairs Committee for the 2014-15 governance year. She introduced herself along with the Vice-Chair, Assessors and Non-Voting Assessors.

2. Assessors' Reports

There were no reports from the Assessors.

3. Orientation

The Chair and Ms Amorell Saunders N'Daw, Director of Governance and Assistant Secretary of the Governing Council, provided an Orientation presentation to the Committee. The presentation¹ highlighted the following:

- Overview of the Governing Council and its Boards and Committees;
- Expectations of members;
- Governance pathways;
- Role of the Administration, Assessors and the Secretariat; and
- Meeting preparation;

4. 2014-15 Calendar of Business

The Chair reported to members that the proposed Calendar of Business was a living document and was updated regularly. In addition, she highlighted that the approval pathways for a particular item would be outlined in the calendar.

5. Strategic Topic: New Academic Programs - What's on the Horizon

The Chair invited Professor Rick Halpern, Dean and Vice-Principal (Academic) to present the strategic topic. He reported that his portfolio would be bringing several items of business to the Academic Affairs Committee in the upcoming cycle. He focused on strategic topics, which included health and research, the admissions process, external reviews, and the creation of new

¹ Orientation Presentation

programs in the Departments of Sociology, Historical and Cultural Studies, Management, and Human Geography. Professor Halpern also reported that the Academic Affairs Committee would receive in the spring an updated overview document on the new academic plan that was being developed this year.

6. Undergraduate Program Revisions

Major Modification Type C: Introducing a Combined BSc in Mental Health Studies (UTSC) and Master of Social Work (Factor-Inwentash Faculty of Social Work)

The Chair invited Professor Halpern to introduce the undergraduate program revisions, and he called upon Professor William Gough, Vice-Dean, Graduate Education, to present the item.

Professor Gough reported that the proposal concerned a new combined degree that would allow students to complete an Honours Bachelor of Science (BSc) in the Specialist and Specialist Co-operative programs in Mental Health Studies and a Master of Social Work (MSW). He commented that the combined degree program was advantageous because it allowed students in Mental Health Studies to apply earlier to the two year Master of Social Work program (in the third year of their BSc); it offered students access to research opportunities in consultation with a Factor-Inwentash Faculty of Social Work (FIFSW) faculty member and supervised by a UTSC Psychology faculty member during their fourth year. It also provided students with the opportunity to take a fourth year course – PSYD37H3 Social Context of Mental Health and Illness – offered at UTSC by an FIFSW faculty member. He commented that that combined programs were highly desirable, especially from a recruitment perspective. Professor Gough shared comments from the Chair of the Department of Psychology, Professor George Cree, which highlighted UTSC's enthusiasm to partner with the FIFSW.

In response to a question from a member, Professor Gough reported that there were no similar combined programs anywhere else in Canada, and that students would be able to apply to the program in 2014-15.

A member asked how the program helped UTSC meet its academic plan objectives, and Professor Gough explained that providing the option of a combined program would enhance the attractiveness of UTSC's Specialist undergraduate programs in Mental Health Studies (Specialist and Specialist Co-operative) therefore yielding more and better applicants, both domestic and international. Professor Halpern commented that the combined program was an excellent example of interdivisional teaching that was facilitated by the Provost's ability to resource these arrangements.

A member asked what would happen if the program did not get enough applicants, and Professor Mark Schmuckler, Vice-Dean, Undergraduate, commented that combined programs were very attractive to students and that based on his experience, enrollment into the program would not be an issue.

On motion duly made, seconded and carried

YOUR COMMITTEE APPROVED,

THAT the

1. Combined Degree Program, UTSC, Honours Bachelor of Science, Specialist in Mental Health Studies/ Master of Social Work; **and**
2. Combined Degree Program, UTSC, Honours Bachelor of Science, Specialist Co-operative in Mental Health Studies/ Master of Social Work, programs, as described in the proposal recommended by the Dean and Vice-Principal (Academic), Professor Rick Halpern, dated September 3, 2014 be approved to be effective immediately for the academic year 2014-15; and

THAT one associated new course: PSYD37H3 (Social Context of Mental Health and Illness), as described in the proposal recommended by the Dean and Vice-Principal (Academic), dated September 3, 2014, be approved to be effective immediately for the academic year 2014-15.

7. External Review of Undergraduate Programs in International Development Studies (IDS)

The Chair invited Professor Rick Halpern to present the external review of the International Development Studies program.

Professor Halpern explained the external review process for academic programs generally and the IDS program specifically. He highlighted that the programs in Development Studies had received significant praise from the external reviewers. He highlighted key areas of focus, which included questions around increasing faculty compliment and cross appointments, planning and development in the area of graduate studies, and more emphasis on research and economics within the curriculum.

A member asked where students typically went after completing an undergraduate degree in IDS, and Professor Paul Kingston, Chair of the Centre for Critical Development Studies, explained that graduates become critical practitioners in the field while many went on to pursue other advanced professional training. He commented that if a graduate program in IDS were developed, it would be attractive to existing IDS students, but also many non-IDS students as well.

8. Annual Report: 2013-14 Subcommittee on Academic Appeals

The Chair invited Professor Halpern to present the Annual Report: 2013-14 Subcommittee on Academic Appeals² to the Committee.

Professor Halpern reported that the Subcommittee on Academic Appeals was the third body in the appeals process. He highlighted the Subcommittee membership and the role it played in the appeals process. He 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 three appeals in the last cycle, which included a request for early return from a thirty-six month suspension, a review of course work, and a request to rewrite an exam. In addition, he reported that one decision of the Subcommittee on Academic Appeals was appealed to the Governing Council's Academic Appeals Committee during the same time period.

In response to a question from a member, Professor Halpern explained that a student has the right to appeal the decision of the appeals body that denied their request, but added that students were referred to various services on campus to seek advice on whether they should proceed to the next stage of the appeals process.

9. Report of the previous meeting: Report Number 6– April 28, 2014

Report Number 6 (April 28, 2014) was approved.

10. Business Arising from the Report of the Previous Meeting

There was no business arising from the report of the previous meeting.

11. Date of Next Meeting – Monday, November 10, 2014 at 4:00 p.m.

The Chair reminded members that the next scheduled meeting of the Committee was on Monday, November 10, 2014 at 4:00 p.m. in the University of Toronto Scarborough Council Chamber, Arts and Administration Building, Room 160.

12. Other Business

The Chair introduced Mr. Lee Hamilton, Acting Assistant Secretary of the Governing Council, to provide the Committee with an update on the Committee to Review the UTM and UTSC Campus Councils (CRCC). He reported that the Committee had been established to evaluate the efficacy of the tri-campus governance model and the manner in which it had been implemented and also to report its findings. Mr. Hamilton also added that the Committee was charged with making recommendations, which would enhance the ability of the Campus Councils and its Committees to execute their respective mandates. He advised the Committee that public town halls would be held at

² Annual Report: 2013-14 Subcommittee on Academic Appeals, Presentation

UTM and UTSC in the Fall along with a Call for Submissions. He reported that the report of the CRCC was expected to be considered by the Governing Council for approval at its meeting on December 11, 2014.

The meeting adjourned at 5:55 p.m.

Secretary

Chair



University of Toronto Scarborough Academic Affairs Committee Orientation

September 9, 2014



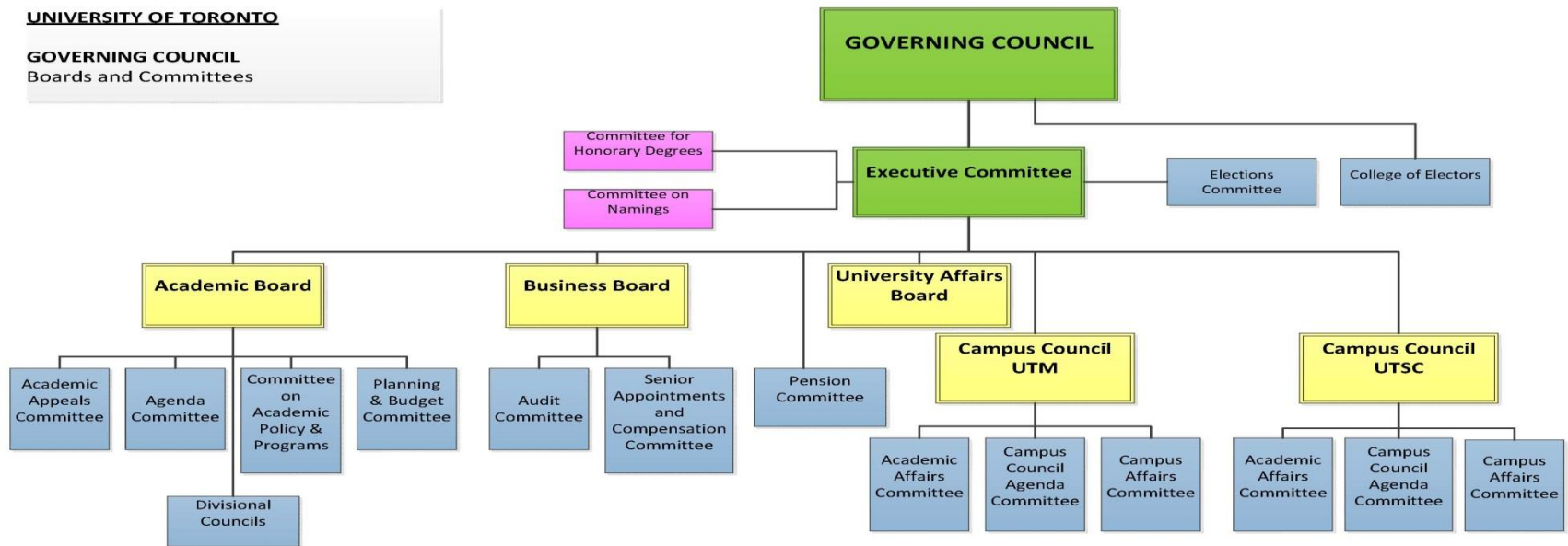
UNIVERSITY OF
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OFFICE OF THE GOVERNING COUNCIL

UofT Governing Council Organizational Chart

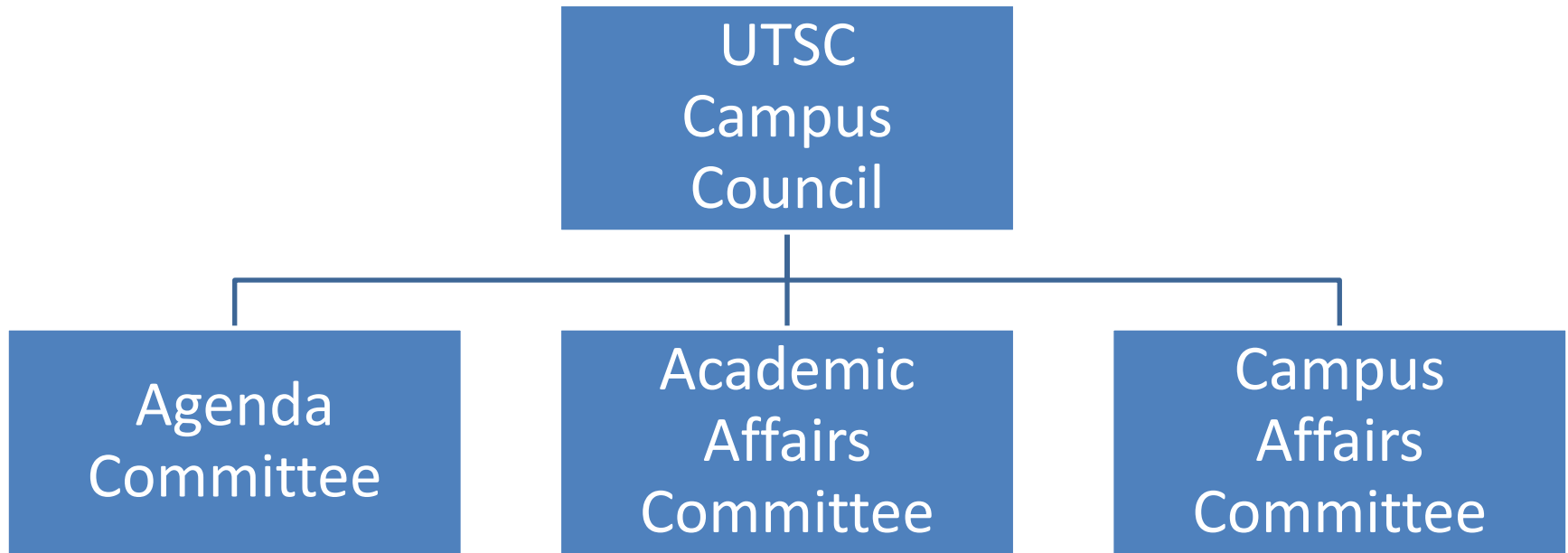
UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees



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The UTSC Campus Council and its Standing Committees



UTSC Campus Council & Committees

Description

- 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.



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.



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 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.
- Act ethically and in good faith; declare all conflicts of interest.



Key Elements of the AAC Terms of Reference

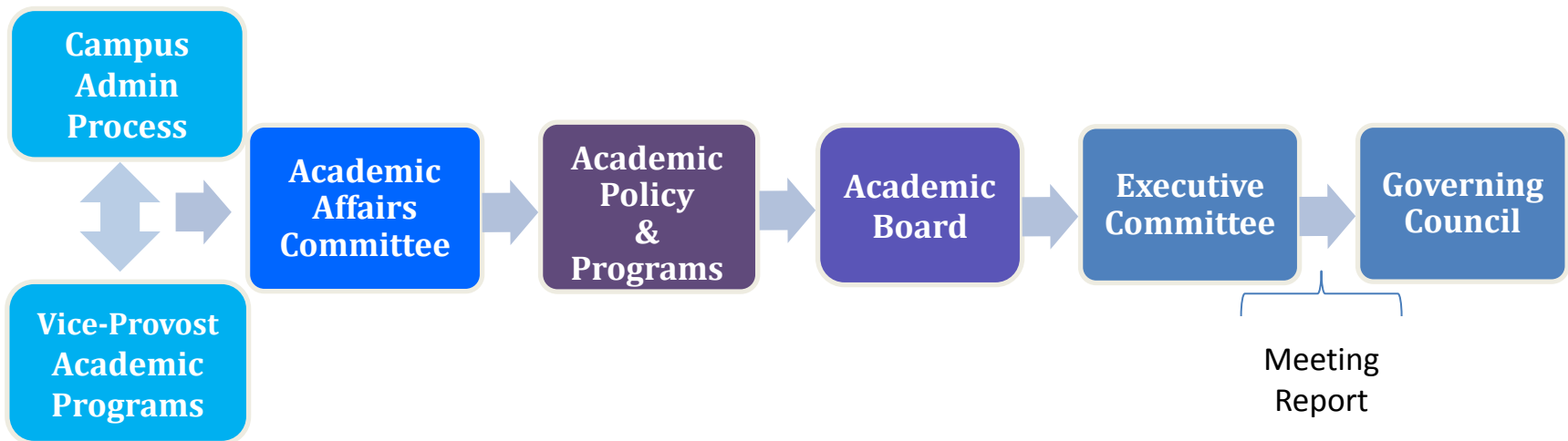
- Matters that concern the teaching, learning and research functions of the Campus
- Monitoring, reviewing and making recommendations concerning divisional academic policies
- Matters that impact priorities for teaching and research activities on Campus
- Most items are approved by the AAC, some items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

The UTSC Academic Affairs Committee

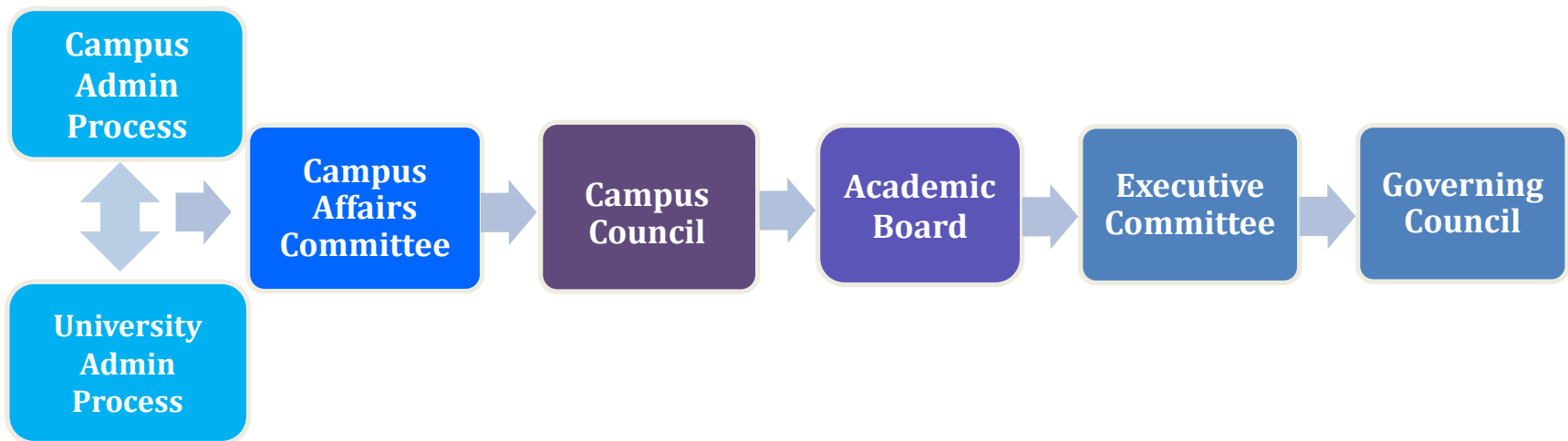
- Concerned with matters dealing with the teaching, learning and research functions of the Campus
- Amendments to academic policy and modifications to existing degree programs
- 61 members
 - 2 administrative staff
 - 3 community members
 - 2 librarian staff
 - 33 teaching staff
 - 9 students
 - 10 *ex 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 (*ref. TOR & By-law Number 2*).
- Senior Assessors assist with the discharge of the President's responsibilities with respect to the 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.



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

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.

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*

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.



Decisions

Proposals may be:

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

Motions may be:

- For Approval
- Recommendation for approval
- For Confirmation

Cover Sheets

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



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 appears here.

JURISDICTIONAL INFORMATION:

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

GOVERNANCE PATH:

1. Entry Point Governance Body (Date of Meeting)
2. This Governance Body (Date of Meeting)
3. Next Governance Body (Date of Meeting)
+ Governance Body (Date of Meeting)
+ Governance Body [For Information] (Date of Meeting)
4. Final Governance Body (Date 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:

Be It Recommended to the Next Governance Body:

THAT the action be taken, to be effective on the date specified.

DOCUMENTATION PROVIDED:

First Document Name
Second Document Name

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/>

Diligent Boardbooks

- 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/DBBInstructions>
- User Name: “firstname lastname” and the temporary Password is “July2014”.



Calendar of Business: Highlights

- New Academic Programs—What's on the Horizon
- Admissions Overview
- External Review Report-Office of the Dean and Vice-Principal (Academic)
- Modifications to Undergraduate and graduate programs
- The UTSC Academic Plan

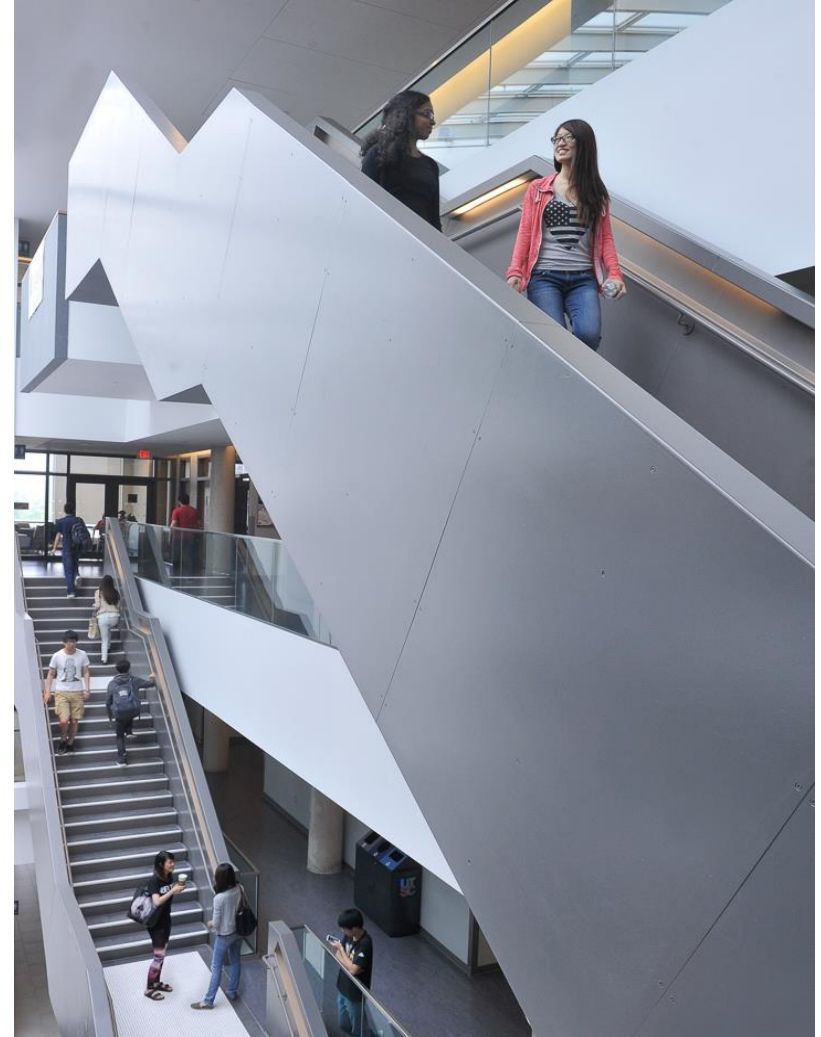
UTSC Campus Council
Calendar of Business 2014-15

	Academic Affairs Committee	Action	Agenda Committee	Campus Council
9-Sep-14	Info.			
9-Sep-14	Info.			
9-Sep-14				



Overview of UTSC

- More than 11,500 students from 80 countries
- 15 academic departments & academic centres
 - Anthropology
 - Arts, Culture and Media
 - Biological Sciences
 - Computer and Mathematical Sciences
 - Critical Development Studies
 - English
 - French and Linguistics
 - Historical and Cultural Studies
 - Human Geography
 - Management
 - Philosophy
 - Physical and Environmental Sciences
 - PhD Program
 - Master Program
 - Political Science
 - Psychology
 - MA/PhD in Clinical Psychology
 - Sociology
- 315 faculty
- Over 180 program options
- More than 1,200 courses offered annually





Questions



Annual Report: 2013-14 Subcommittee on Academic Appeals

Tuesday, September 9, 2014

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)

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 and Career Centre
 - Director of Accessibility Services
- Members (voting):
 - Four members of faculty selected by the Chair
 - One student recommended by a faculty member



- 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 (up to end of summer term)	1504

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	13 (incl. 7 scheduled for Sept. 15)

- 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.

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.

- 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.

- Between the period September 1, 2013 and August 31, 2014 the Subcommittee heard the following 3 appeals:
 - Request for early return from a thirty-six month suspension;
 - Review of course work;
 - Request to rewrite an exam.
- During this period, one decision of the Subcommittee on Academic Appeals was appealed to the Governing Council's Academic Appeals Committee.

QUESTIONS?