UNIVERSITY OF
TORONTO
SCARBOROUGH

OFFICE OF THE CAMPUS COUNCIL

UTSC Campus Council

Wednesday, May 28, 2014
4:00 p.m. - 6:00 p.m.

UTSC Council Chamber, Arts and Administration Building, Room AA160
1265 Military Trail

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AGENDA

1. **Chair's Remarks**

2. **Report of the Interim Vice-President and Principal**

   a. Green Path Student Presentation
   b. UTSC 50th Anniversary Update

3. **UTSC Council on Student Services (CSS): Proposed Revisions to Terms of Reference** *(for approval)*

Be It Resolved,

> THAT the proposed revisions to the University of Toronto Council on Student Services Terms of Reference ("Constitution" and "By-Laws") recommended by the Dean of Student Affairs, Mr. Desmond Pouyat, and detailed in the proposal dated April 9, 2014, be approved, effective immediately.

4. **Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Councils and their Standing Committees** *(for information)*

* 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
*** Documentation to follow
+ Confidential documentation included for members only

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UTSC Campus Council- Wednesday, May 28, 2014

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CONSENT AGENDA**

5. **Report of the Previous Meeting: Report Number 5 – Wednesday, April 24, 2014 ***
   (for approval)

6. **Business Arising from the Report of the Previous Meeting**

7. **Reports for Information**
   a. Report Number 6 of the Agenda Committee (Wednesday, May 14, 2014) *
   b. Report Number 6 of the Academic Affairs Committee (Monday, April 28, 2014) *
   c. Report Number 6 of the Campus Affairs Committee (Wednesday, April 30, 2014) *

8. **Date of the Next Meeting- Thursday, October 9, 2014**

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9. **Other Business**

10. **Question Period**

11. **Reflections: Year In Review**

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IN CAMERA

12. UTSC Campus Council 2014-2015 Appointments to Standing Committees & Leadership Roles+ *(for approval)*

UNIVERSITY OF
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S C A R B O R O U G H

OFFICE OF THE CAMPUS COUNCIL

FOR APPROVAL   **PUBLIC**   **OPEN SESSION**

TO: UTSC Campus Council

SPONSOR: Professor Bruce Kidd, Interim Vice-President and Principal
CONTACT INFO: 416-287-7025; principal@utsc.utoronto.ca

PRESENTER: Ms Sue Graham-Nutter, Chair, UTSC Campus Affairs Committee
CONTACT INFO: 416 407-4007, sue.grahamnutter@rogers.com

DATE: May 21, 2014 for May 28, 2014

AGENDA ITEM: 3

ITEM IDENTIFICATION:

UTSC Council on Student Services (CSS): Proposed Revisions to Terms of Reference

JURISDICTIONAL INFORMATION:

Section 5.1 of the UTSC Campus Council's Terms of Reference provides that the Council is responsible for matters concerning student societies and campus organizations.

Under Section D of the *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (generally known as the *Protocol on Non-Tuition Fees* or simply the *Protocol*), the *Protocol* established an institutional "Council on Student Services" (COSS) and made provision for the creation of bodies within colleges, faculties and campuses, corresponding to COSS. To the present, several other bodies have been created by the councils of their respective divisions including the UTSC Council on Student Services (CSS).

These bodies are collectively referred to as the "Protocol Bodies." While not formally part of the University's governance system, the Protocol Bodies are created by University policy, are subject to the terms of the *Protocol*, and have some accountability to the Governing Council and, where applicable, to the divisional bodies that created them.

CSS was established by the former Scarborough College Council in 1997 (shortly after the approval of the of the *Protocol* by the Governing Council in October, 1996).

Under section 2 of its own Terms of Reference, CSS shall undertake a "…review from time to time and recommend revisions (if necessary) to the constitution and rules which govern proceedings of the council."

Section D.2. of the *Protocol* specifically provides that "the councils of colleges or faculties, including the Councils of Erindale College and Scarborough College, may create bodies within those colleges or faculties, corresponding to the Council on Student Services…" With the establishment of the UTSC and UTM governance structures which came into effect on July 1, 2013, the UTSC Campus Council now has this authority. Accordingly, the Campus Council shall consider revisions to the CSS Terms of Reference upon recommendation by the Campus Affairs Committee.

GOVERNANCE PATH:

1. UTSC Campus Affairs Committee [For Recommendation] (April 30, 2014)
2. **UTSC Campus Council [For Approval] (May 28, 2014)**

PREVIOUS ACTION TAKEN:

The current Constitution for the Council on Student Services was last revised in April of 2008 and approved by former Council of UTSC. On Wednesday, April 30, 2014, the UTSC Campus Affairs Committee recommended the UTSC Council on Student Services (CSS): Proposed Revisions to Terms of Reference for approval to the UTSC Campus Council.

HIGHLIGHTS:

The primary proposed revisions are related to the new governance process and name changes related to department and service titles.

There are also proposed changes in the number of voting members of the Council from 19 to 22. These include:

- The addition of the Vice president external of SCSU
- An increase to seven undergraduate students appointed by SCSU to represent full and part-time UTSC students, none of whom serves on the SCSU as a voting Director, officer, or permanent full-time staff. At least one must be an international and one a resident student.
- The addition of one graduate student appointed by the GSAS to represent graduate students at large.

FINANCIAL IMPLICATIONS:

There are no net financial implications for the campus' operating budget.

RECOMMENDATION:

Be It Resolved,

> THAT the proposed revisions to the University of Toronto Council on Student Services Terms of Reference ("Constitution" and "By-Laws") recommended by the Dean of Student Affairs, Mr. Desmond Pouyat, and detailed in the proposal dated April 9, 2014, be approved, effective immediately.

DOCUMENTATION PROVIDED:

Constitution of the Council of Student Services (Proposed revision approved by University of Toronto Scarborough Campus Council on Student Services committee, April 9, 2014)

Constitution

of the

Council on Student Services

Proposed revision approved by University of Toronto Scarborough Campus CSS Committee

April 2014

April 9, 2014

Constitution of the Council on Student Services (CSS)

Preamble

Under the general provision of the University of Toronto protocols (approved by the Governing Council on October 24, 1996) regarding the student services fee, the Council of the University of Toronto Scarborough has approved, on the recommendation of the President of Scarborough Campus Students' Union (SCSU) and the Vice-President and Principal of the University of Toronto Scarborough, the establishment of the University of Toronto Scarborough Council on Student Services (CSS). The structure, powers, and jurisdiction of the Council are as follows:

Section 1: Purpose

The purpose of the University of Toronto Scarborough Council on Student Services is:

1. To make recommendations to the Vice-President and Principal through the Dean of Student Affairs to the Campus Affairs Committee and the Campus Council of the University of Toronto Scarborough as to the kind and level of services offered to students and funded from the "student services fee" and on the direction and the operation of student services at the University of Toronto Scarborough.

2. To recommend annually to the Dean of Student Affairs the schedule of compulsory non-academic incidental fees.

3. To provide a forum for discussion where the interests and priorities of University of Toronto Scarborough students are represented.

Section 2: Powers and Duties

The Council on Student Services shall have the following powers and duties:

[a]   To advise the Governing Council on policy for the following services provided at the University of Toronto Scarborough:
- Office of Student Affairs
- Student Life
- Access*Ability* Enhancement Fund
- Food and Beverage
- Health & Wellness Centre
- Academic Advising & Career Centre
- Athletics & Recreation
- Space Occupied by Student Societies
- CSS Student Enhancement Fund
- Equity and Community
- International Student Centre
- Any other service that may be assigned to the CSS by Governing Council

[b]   To review, in detail, the annual operating plans, including budgets, for the above services and to recommend levels of funding support for each of the funded services.

[c]   To consider and make recommendations to the Dean of Student Affairs regarding the allocation of Student Space and procedures which govern such allocation.

Constitution of the Council on Student Services (CSS)

[d]   To serve as a forum for discussion on all facets of the Student Experience at the University of Toronto Scarborough.

[e]   To advise the St. George Council on Student Services (COSS) on policy and funding regarding all services that may be attributed to the CSS by COSS

[f]   To achieve these ends, receive reports from the CSS Chair or designate following meetings at COSS

[g]   To receive information on the above services in order to consider current issues in and among the services, and to serve as a mechanism of information, communication and cooperation between the student services and students.

[h]   To advise the Governing Council on proposals for expansion or reduction of student services, including recommendations for new services and/or the elimination of services.

[i]   To review from time-to-time and recommend revisions (if necessary) to this constitution and rules which govern proceedings of this council

[j]   To review funding proposals and approve funding for projects from the Student Enhancement Fund as per the Student Enhancement Fund Guidelines.

Section 3: Supplementary Principles

   A. UNIVERSITY POLICIES

       University of Toronto human resource policies and accounting practices shall apply to all student services and their employees and cannot be altered by the Council

   B. ANCILLARY FEE INCREASE

       In any year, the Vice-President and Principal may recommend to Governing Council, through the Campus Affairs Committee followed by the UTSC Campus Council, an increase in the student ancillary fee up to the year-over-year rate of inflation.

Section 4: Membership and Terms of Office

   A. The following twenty two persons shall be voting members of the Council, student members of which must be eligible for registration at UTSC:

       1.   Dean of Student Affairs
       2.   Director of Access*Ability* Services
       3.   Director of the Academic Advising & Career Centre
       4.   Director of the Health & Wellness Centre
       5.   Director of Athletics & Recreation
       6.   Director of Student Life
       7.   Vice-President and Principal or designate
       8.   President of the Graduate Students' Association Scarborough (GSAS)
       9.   President of the Scarborough College Athletic Association (SCAA)
       10.   President of the Scarborough Campus Students' Union (SCSU)
       11.   President of the Scarborough Campus Residence Council (SCRC)

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Constitution of the Council on Student Services (CSS)

12. Vice President Academic & University Affairs of the SCSU
13. Vice-President Equity of the SCSU
14. Vice-President External of the SCSU
15-21. Seven undergraduate students appointed by the SCSU to represent full and part-time UTSC students, none of whom serves on the SCSU as a voting Director, officer, or permanent full-time staff, of which at least one must be an International student and one a Resident student
22. One graduate student, appointed by the GSAS, to represent graduate students at large

B. The following members shall be Ex-Officio and Non-Voting:

- Vice-Dean, Graduate
- Vice-Dean, Undergraduate
- Chief Administrative Officer
- Coordinator, Leadership Development
- Manager, International Student Centre
- Director of Business Development
- Director of Student Services, Office of the Registrar
- Director of Student Housing and Residence Life
- Associate Dean, Teaching and Learning
- Director of Campus Safety, Issue, and Emergency Management
- Vice-President, Campus Life of SCSU
- Vice-President, Operations of SCSU

C. Voting Membership Distribution and Terms of Office

Total: Faculty and Staff (7) Student Members (15)

Members of the Council shall hold office from May 1st until the next year April 30th, at the pleasure of the body that appointed them.

Section 5: Finance Advisory Committee's Terms of Reference

The Finance Advisory Committee should comprise of, at the minimum, the Presidents of:

- Scarborough Campus Students' Union
- Scarborough College Athletics Association
- Scarborough Campus Residence Council
- Graduate Students' Association at Scarborough

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Constitution of the Council on Student Services (CSS)

By-Laws

Section 1: The Chair

1.1 Members of Council shall elect the Chair at the first meeting of its annual term, from among the student members of Council, by secret ballot

   1.1.1 The Chair will commit to serving one full term and is eligible to serve more than one term.

   1.1.2 The Chair will be familiar with the CSS Constitution and By-Laws and serve as the Council's guide to these documents.

   1.1.3 The Chair will serve as Council's representative to other university bodies and offices, except as specifically provided by Council, and shall endeavor to enhance campus awareness of CSS and matters under its consideration.

   1.1.4 The Chair shall call regular meetings of Council, as provided in the by-laws, and shall be responsible for ensuring quorum.

   1.1.5 The Chair shall set the agenda, subject to the approval of Council at the opening of each meeting, and shall solicit agenda items from all members.

   1.1.6 The Chair shall ensure that the agenda and all supporting documents are provided to the members of Council at least 4 days in advance of a meeting.

1.2 The Chair shall not vote in meeting of Council except as provided in 1.3 below.

1.3 The Chair may temporarily relinquish the Chair during a meeting of Council in order to constitute quorum of student members, in which case the Chair shall be entitled to vote in that temporary role.

1.4 In the absence of the Chair or when the Chair has temporarily relinquished the position, meetings of Council shall be chaired by the Director of Student Life. In the absence of the Director of Student Life, Council may appoint another faculty or staff member of Council to serve as Chair.

Section 2: Term of Office

2.1 Student members who are appointed by the SCSU and GSAS may serve for no more than two annual terms as defined by the CSS Constitution.

2.2 Ex-Officio members, both voting and non-voting, shall hold office continuously for the period of their appointment.

Section 3: Quorum and Voting

3.1 Quorum for any meeting shall be twelve voting members of Council, of whom at least eight must be students.

3.2 Motions intended to provide formal budgetary advice to the Campus Affairs Committee and the Campus Council of the University of Toronto Scarborough, such as the annual CSS budgets, must receive the support of a majority of student members present for the vote.

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Constitution of the Council on Student Services (CSS)

By-Laws

3.3   Motions to amend the Constitution or By-laws must receive the support of two-thirds of voting members present. Such motions will be subject to the requirements of Section 5.

3.4   Other motions, including those involving expenditures such as the approval of Student Enhancement Fund proposals, must receive support from a simple majority of all members present for the vote.

3.5   Both ex-officio and appointed members of the council are empowered to speak and vote according to their conscience.

Section 4: Meetings

4.1   Council shall generally meet monthly (and a minimum of four times a year) during its annual term of May 1 – April 30 at the call of the Chair

4.2   All meetings of the Council shall be open, except as provided in 4.3 below.

4.3   Where matters of an intimate financial or personal nature are to be discussed, council may move, by a simple majority vote, to hold a session in camera. Minutes of portions of meetings held in camera shall not be part of the regular minutes.

Section 5: Procedures of Council

5.1   The Chair shall rule on all points of order. Unless specifically prescribed otherwise by the by-laws, the Chair shall be guided by Bourinot's Rules of Order. The Chair's ruling may be appealed by any member of the Council and, in such case, shall be decided by a simple majority vote of all members present without amendment or debate.

5.2   By-laws may be suspended for the purpose of a specified debate only with the unanimous consent of members present and voting.

5.3   There shall be no proxy voting; in the case of a tied vote, the motion is lost. Except as provided in 1.3 above, the Chair shall not vote on motions before Council.

5.4   All substantive motions require at least five working days' notice before debate by the Council. Substantive matters may be added to the agenda for information, but no motions on such matters will be received without due notice.

5.5   To rescind a motion in the same academic year in which it was adopted shall require the assent of two-thirds of the members present and voting.

5.6   Reconsideration of a failed motion in the same academic year in which it was introduced shall require the assent of two-thirds of the members present and voting. Due notice of a motion to reconsider shall be given.

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UNIVERSITY OF
TORONTO

OFFICE OF THE GOVERNING COUNCIL

FOR INFORMATION   **PUBLIC**   **OPEN SESSION**

TO: University of Toronto Scarborough Campus Council

SPONSOR: Professor William Gough, Chair, Elections Committee
CONTACT INFO: 416-287-7027; william.gough@utoronto.ca

PRESENTER: See Sponsor.
CONTACT INFO:

DATE: May 21, 2014 for May 28, 2014

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC
Campus Councils and their Standing Committees

JURISDICTIONAL INFORMATION:

Section 2(14) (e) of the *University of Toronto Act* empowers the Governing Council to "appoint
committees and delegate thereto power and authority to act for the Governing Council with
respect to matters, provided that where power and authority to act for the Governing Council are
delegated, a majority of the members of the committee shall be members of the Governing
Council." Section 2(14) (na) permits delegation of authority to act for the Governing Council to
committees that lack a majority of members from the Governing Council in certain purely
academic areas: examinations, student academic awards, admission standards, curriculum and
academic requirements.

The Governing Council has established Boards and Committees and assigned responsibilities
among those bodies through their terms of reference. The Governing Council has periodically
approved changes in Board and Committee terms of reference to respond to changing
circumstances and expectations of governance.

GOVERNANCE PATH:

1. **University of Toronto Scarborough Campus Council [For Information] (May 28, 2014)**
2. University of Toronto Mississauga Campus Council [For Information] (May 29, 2014)
3. Executive Committee [For Recommendation] (June 16, 2014)
4. Governing Council [For Approval (June 24, 2014)

UTSC CC - Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Councils and their Standing Committees

PREVIOUS ACTION TAKEN:

On June 25, 2012, the Governing Council initially approved in principle the Terms of Reference for the University of Toronto Mississauga and the University of Toronto Scarborough Campus Councils (CCs) and their Standing Committees, to be effective July 1, 2013. Subsequent revisions to the Terms of Reference were approved by the Governing Council on December 13, 2012. The composition, term, and appointment and election processes for members of the CCs and their standing committees are outlined in their respective Terms of Reference. The *Election Guidelines, 2014*, which was approved by the Elections Committee on October 10, 2013, contains detailed information about Governing Council election processes.

When the establishment of the UTM and UTSC governance bodies was approved, a commitment was made to conduct a review of the governance systems at the end of the 2013-2014 governance year. That meant that members of all estates on the CCs and their Standing Committees would serve a one-year term during the implementation period, and that was reflected in the *Election Guidelines 2013*, *Election Guidelines 2014* and in the nomination forms signed by candidates in both of the elections. It should be noted that the Terms of Reference are silent on the length of term of community members, but those members were appointed for a one-year term for 2013-2014, given the expectation of a future review.

HIGHLIGHTS:

Included in the Election Guidelines, 2014 are lists of seats within each constituency for which an election will be required. Since the establishment of the UTM and UTSC governance bodies on July 1, 2013, and with the second year of election and appointment processes for UTM and UTSC governance bodies now concluding, it is timely that some specific recommendations to strengthen existing processes be put forward for consideration by the UTM and UTSC communities and by the Governing Council. The options proposed below would address some of the challenges presented by the complex staggered elections process followed by the linked appointments process that is currently in place.

The CCs are composed of both Governing Council and non-Governing Council members within each estate - administrative staff, community members, students, and teaching staff. The Terms of Reference state that a) Governing Council members are appointed annually by the Governing Council to the CCs and may be re-appointed; b) non-Governing Council student members are elected annually and are eligible to be re-elected; and c) non-Governing Council administrative staff and teaching staff members are elected for three-year terms and may be re-elected.

Consultations

In February 2014, the Elections Committee endorsed a series of options for proposed changes to the distribution of seats and length of terms on the CCs and their Standing Committees. These proposed changes were widely distributed to the respective UTM and UTSC communities. Consultation sessions were held at UTM on March 24, 2014 and at UTSC on March 25, 2014. The campus communities at UTM and UTSC were asked to provide their feedback on the proposed changes by April 15, 2014.

UTSC CC - Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Councils and their Standing Committees

Proposed Changes

The proposed changes are based on the extensive discussions held at the two consultation meetings and the feedback received from the two campus communities.

<u>Campus Councils</u>

Teaching Staff

- Change to 1 teaching staff governor seat (appointed) and 5 non-governor teaching staff seats (elected) on the CCs
- This would resolve the uncertainty about the number of seats available each year for elected, non-governor teaching staff numbers, as the number of seats would no longer be linked.
- For the first year of implementation (2015-2016), the length of terms for the 5 non-governor teaching staff seats would be varied (e.g. 2 three-year term seats, 2 two-year term seats, 1 one-year term seat). While the uncertainty of seat allocation would be removed with this option, the opportunity for teaching staff governors to participate in the UTM and UTSC governance bodies would be reduced.

Administrative Staff

- Change to 1 non-Governing Council administrative staff seat (elected) and 1 non-Governing Council librarian (elected) seat on the CCs. Ultimately, each seat would be for three-year term, but during implementation phase, one seat would be for a two-year term, to allow for continuity.
- However, with this option, the opportunity for administrative staff governors to participate in the UTM and UTSC governance bodies would be removed.

Community Members

- Continue to have 3 GC community members (appointed) and 8 non-GC community members (appointed).
- Have the 8 non-governor community members on the CCs serve three-year terms. (This requirement would need to be added to the TORs). The Nominating Committees of the CCs have recommended staggered lengths for 2014-2015 (the first year of implementation) to be varied ensuring continuity of membership on the CCs.

Students

- Continue to have 0 or 1 GC student members (appointed) and 4 or 3 non-GC student members (elected) on the CC, each serving a one-year term with the possibility of re-appointment/re-election.
- As part of the general review of the distribution of elected seats for the administrative staff, teaching staff, and student estate seats on the GC, the Elections Committee might in

UTSC CC - Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Councils and their Standing Committees

future recommend allocating one full-time undergraduate seat for each of UTM and UTSC. In such an instance, the TOR for the CCs could be revised to allow for at least one appointed GC student member on each of the CCs.

Academic Affairs Committee

The Terms of Reference of the AAC state that non-CC administrative staff, librarian, and teaching staff members are normally elected for three-year terms and may be re-elected. Non-CC student members are elected annually and are eligible to be re-elected. Governing Council and non-Governing Council members of the CCs are appointed annually to the AACs and may be re-appointed.

The concern of having to stagger three-year terms for administrative staff and librarians on the AACs is not applicable, as each constituency has only one seat for non-CC members. However, within the teaching staff estate, there are multiple seats (each academic unit is represented by one *ex officio* and one elected member). It is proposed that the lengths of terms for 15(UTSC) and 16 (UTM) elected, non-CC teaching staff members be staggered in 2015-2016 through the *Election Guidelines 2015* to ensure continuity of membership.

Campus Affairs Committee

As with the AAC Terms of Reference, the CAC Terms of Reference also state that non-CC administrative staff and teaching staff members are normally elected for three-year terms and may be re-elected. Non-CC student members are elected annually and are eligible to be re-elected. Governing Council and non-Governing Council members of the CCs are appointed annually to the CACs and may be re-appointed.

The CC will appoint one administrative staff member to the CAC. The CC community membership of the CAC should be altered to Governor: 0-2 and Non-Governor: 2-0. Similarly, the CC teaching staff membership of the CAC should be altered to: Governor 0-1 and Non-Governor: 2-0 in order to remove the requirement that the teaching staff governor serve on the CAC, allowing greater flexibility.

Further editorial changes to the TOR of the CACs are proposed to reflect three-year terms for elected librarian members and community members.

FINANCIAL IMPLICATIONS:

There are no financial implications for this proposal.

RECOMMENDATION:

This is being provided for information only.

UTSC CC - Proposed Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Councils and their Standing Committees

DOCUMENTATION PROVIDED:

- Terms of Reference for the UTSC Campus Council with proposed changes shown with track changes.
- Terms of Reference for the UTSC Academic Affairs Committee with proposed changes shown with track changes.
- Terms of Reference for the UTSC Campus Affairs Committee with proposed changes shown with track changes

UNIVERSITY OF TORONTO

OFFICE OF THE GOVERNING COUNCIL

Terms of Reference

University of Toronto Scarborough Campus Council

1. MEMBERSHIP

1.1 Composition

Total membership will be **28** members, reflecting the Governing Council's membership in that half of the University of Toronto Scarborough Campus Council (UTSC Council) membership will be internal (administrative staff, students, and teaching staff of the UTSC campus) and half external (alumni and community members). On the Governing Council, the latter group would be elected alumni and appointed Lieutenant Governor-in-Council (LGIC) governors. There will be one voting administrative assessor, the Vice-President and Principal, UTSC, who serves on the Council *ex officio*.

CONSTITUENCY[1]	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0 10	2 12	2[2]
Community Members, including Alumni, LGIC Appointees, and other members of the community[3]	3	8	11
Teaching Staff[4]	1 or 21	5 or 45	6
Students	0 - 1	4 - 3	4
Ex Officio			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1
President	1	0	1
Vice-President and Principal, UTSC			1
TOTAL	8 118-9	19 1619-18	28

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[1] Constituency definitions are provided in the *University of Toronto Act, 1971*.
[2] Normally, one of the two administrative staff positions will be reserved for a librarian.
[3] "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus. For 2014-2015, the length of terms would be varied (e.g. 3 three-year term seats, 2 two-yeat term seats, and 2 one-year term seats)
[4] For 2015-2016, the length of terms for the 5 non-governor teaching staff seats would be varied (e.g. 2 three-year term seats, 2 two-year term seats, and 1 one-year term seat).

Governing Council/Terms of Reference for UTSC Campus Council and Committees.docx

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Terms of Reference - University of Toronto Scarborough Campus Council

The Secretary of the Governing Council is an *ex officio*, non-voting member.

Terms of Reference - University of Toronto Scarborough Campus Council

1. MEMBERSHIP (cont'd)

The President may appoint annually University Officers as non-voting assessor members of the UTSC Council in addition to the *ex officio* voting assessor.

1.2 Term

Terms begin on July 1 and continue to June 30.

1.3 Appointment/Election of Members

1.3.1 Appointment of Governing Council Members to the UTSC Council

The Governing Council members of the UTSC Council are appointed annually by the Governing Council and may be re-appointed subject to their continued membership on the Governing Council.

1.3.2 Appointment/ Election of Non-Governing Council Members to the UTSC Council

1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTSC campus

Non-governors will be elected by and from among their respective UTSC estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. The non-Governing Council student members are elected annually and are eligible to be re-elected. The non-Governing Council administrative staff and teaching staff members are elected for three-year terms, and may be re-elected. Non-governors may serve on the UTSC Council for a maximum of nine continuous years, which is consistent with the maximum number of years that a member may serve on the Governing Council.[5]

1.3.2.2 Appointment of Community Members by the UTSC Council Agenda Committee

The representative UTSC Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTSC Campus Council.[6] Membership of this Committee is outlined in Section 1 of the UTSC Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTSC Council Agenda Committee will issue a broadly-based call for nominations for community members of Campus Council. In developing recommendations for alumni appointments, preference will normally be given to

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[5] *University of Toronto Act*, Section 2 (9).
[6] The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTSC Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

Terms of Reference - University of Toronto Scarborough Campus Council

1. MEMBERSHIP (cont'd)

alumni of the UTSC campus. The UTSC Council Agenda Committee will recommend the community membership of the UTSC Council, which is responsible for appointing those members. When serving as the nominating committee, the UTSC Council Agenda Committee meets *in camera*.

1.4 Officers of the UTSC Council

1.4.1 Chair and Vice-Chair

The Chair and Vice-Chair of the UTSC Council shall be elected annually from among the members of the Governing Council on the UTSC Council.

1.4.2 Secretary

The Secretary of the UTSC Council shall be appointed by the Vice-President and Principal of UTSC and shall be a non-voting, *ex officio* member of the UTSC Council and its committees.

2. QUORUM

One-third of the voting members (normally nine) shall constitute quorum.

3. COMMITTEES

3.1 Standing Committees

The Standing Committees of the UTSC Council are:

    Academic Affairs Committee
    Campus Affairs Committee
    Campus Council Agenda Committee

3.2 Special Committees

From time to time the UTSC Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the UTSC Council Agenda Committee, when, in the view of the UTSC Council, one or more of the following conditions exist:

    a)   an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;

Terms of Reference - University of Toronto Scarborough Campus Council

3. COMMITTEES (cont'd)

3.2 Special Committees (cont'd)

   b)   an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;

   c)   there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the UTSC Council Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

4. FUNCTION

On behalf of the Governing Council, the UTSC Council exercises governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time to time. In general, the UTSC Council is concerned with matters affecting the Campus' objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Decisions of the UTSC Council may be final with confirmation by the Executive Committee on behalf of the Governing Council, or constitute a recommendation to the Governing Council or one of its bodies.

5. AREAS OF RESPONSIBILITY

5.1   The following areas are within the UTSC Council's responsibility. Matters within these areas may be considered by the UTSC itself and/or one of its Standing Committees:

>   Academic appeals
>   Academic plans and guidelines for such plans
>   Academic priorities for fundraising
>   Academic programs
>   Academic regulations
>   Admissions
>   Awards
>   Budget
>   Campus and student services
>   Campus Master Plans

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

> Campus security
> Capital plans, projects, and space
> Child care
> Co-curricular programs, services, and facilities
> Compulsory non-academic incidental fees
> Establishment, termination or restructuring of academic units
> Examinations and grading practices
> Divisional Guidelines for the Assessment of Teaching and/or Creative
>   Professional activity
> Name changes of academic units
> Relations with the campus's external community
> Research planning
> Student societies and campus organizations

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTSC Council itself from its standing committees. Refer to Attachment A for a detailed map of governance approval pathways.

5.2 Matters Requiring Governing Council Approval

> Academic priorities for fundraising
> Budget (as part of the University's annual operating budget)
> Campus Master Plan
> Capital plans, projects, and space
> Establishment, disestablishment or restructuring of academic units
> New policy and major policy changes concerning campus co-curricular programs,
>   services, and facilities

5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council

Matters listed in Section 5.5 require confirmation by the Executive Committee of the Governing Council, pursuant to the *University of Toronto Act, 1971*, Section 2(14)(e), which states that ":…where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council."

5.4 Matters Requiring Academic Board Approval

> New Campus policies addressing purely academic matters and major amendments
> to such policies (following consideration by the UTSC Council)

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.5 Matters Requiring Approval by the UTSC Council

> Campus and student services
> Campus security
> Child care
> Co-curricular programs, services, and facilities
> Compulsory non-academic incidental fees
> Individual project planning reports
> Relations with the campus' external community
> Student societies and campus organizations

5.6 Matters for Information

The UTSC Council receives annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

6. PROCEDURES

6.1 Meetings

The UTSC Council normally meets in open session but may, pursuant to section 33 of *By-law Number 2* of the Governing Council, meet in closed session or *in camera* when: (i) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof. The UTSC Council will use the procedures set out for the meetings of the Committees of the Governing Council.

6.2 Consent Agenda

The UTSC Council Agenda Committee may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the UTSC Council, unless a member so requests. Rather, members with questions for clarification or requests for further information may contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the UTSC Council should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the UTSC Council in the usual manner.

Where a consent item requires a resolution of the UTSC Council, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTSC Council and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Terms of Reference - University of Toronto Scarborough Campus Council

6. PROCEDURES (cont'd)

6.2 Consent Agenda (cont'd)

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the UTSC Council without introduction or discussion.

6.3 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the UTSC Council Agenda Committee from time to time will be considered by the members of the UTSC Council following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTSC Council should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTSC Council Agenda Committee. The report will be considered by the UTSC Council at that meeting in the usual manner.

Terms of Reference - University of Toronto Scarborough Campus Council

University of Toronto Scarborough Campus Council Agenda Committee

1. MEMBERSHIP

1.1 Composition

A representative body with total membership of **13** members, the University of Toronto Scarborough Campus Council Agenda Committee (UTSC Council Agenda Committee) is composed of members of the UTSC Council and comprises the five estates of the Governing Council and the UTSC Council.

The UTSC Council shall appoint one additional member of the teaching staff and one additional student member from among its members to sit on the UTSC Council Agenda Committee when the Committee serves as a nominating committee of the UTSC Council.

CONSTITUENCY[7]	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0̶ ̶1̶ 0	1 ̶–̶0̶	1
Community Member (an alumnus/a, LGIC appointee or other member of the community)[8]	0 - 1	1 - 0	1
Teaching Staff	0 - 1	1 - 0	1
Student	0 - 1	1 - 0	1
Ex Officio			
Chancellor	1		
Chair, Governing Council	1		
Vice-Chair, Governing Council	1		
President	1		
Chair, UTSC Council	1		
Vice-Chair, UTSC Council	1		
Chair, Academic Affairs Committee (AAC)		1	
Chair, Campus Affairs Committee (CAC)		1	
Vice-President and Principal, UTSC			1
			9
TOTAL	**6-10**	**6-2**	**13**

The Secretary of the Governing Council is an *ex officio*, non-voting member.

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[7] Constituency definitions are provided in the *University of Toronto Act, 1971*.
[8] "Other member of the community" refers to an individual in the broader community who has an interest in, commitment to or affiliation with the campus.

Terms of Reference - University of Toronto Scarborough Campus Council

1. MEMBERSHIP (cont'd)

1.2 Term

Terms are for one year, beginning on July 1 and continuing to June 30.

1.3 Appointment of Members of the UTSC Campus Council Agenda Committee

Members of the UTSC Council Agenda Committee are appointed annually by the UTSC Council from among its members on the recommendation of the UTSC Council Chair, following nominations by and from among the represented estates on the Campus Council.

1.4 Chair and Vice-Chair of the UTSC Campus Council Agenda Committee

The Chair and Vice-Chair of the UTSC Council are the Chair and Vice-Chair of the UTSC Council Agenda Committee.

2. QUORUM

Quorum shall consist of one-third of the voting members (normally 5).

3. SUBCOMMITTEES

3.1 Special Committees

The UTSC Council Agenda Committee may establish Special Committees for specific purposes.[9]

4. FUNCTION

Subject to the authority of the Governing Council, the UTSC Council Agenda Committee is responsible for directing the flow of business within the UTSC Council, overseeing the operation of the UTSC Council and its Committees, and serving as an advisory body for the Vice-President and Principal, UTSC. No decision of the UTSC Council Agenda Committee is effective until approved by the UTSC Council or unless the UTSC Council has previously assigned authority therefore to the UTSC Council Agenda Committee.

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[9] See Section 3.2 of the Terms of Reference of the Campus Council for procedures governing the establishment of Special Committees by the Agenda Committee.

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY

Governance Oversight

5.1 The UTSC Council Agenda Committee is responsible for the preparation of the agenda for meetings of the UTSC Council. The Committee determines the readiness of items of business for submission to the UTSC Council, the documentation required to accompany a proposal, and any guests to be invited to each meeting of the UTSC Council. As part of its responsibility, the Committee receives and reviews reports of other committees for transmittal to the UTSC Council. The Committee decides which items will be placed on the consent agenda and which reports for information will be published electronically.[10] The UTSC Council Agenda Committee also considers notices of motion given at the UTSC Council.

5.2 The UTSC Council Agenda Committee plays a co-ordinating role in relation to the committees of the UTSC Council. The Committee refers matters to other committees of the UTSC Council. It also screens new issues and assigns them to standing or special committees or to the administration for consideration.

5.3 The UTSC Council Agenda Committee acts as a nominating committee, reviewing and developing nominations for and appointments to the UTSC Council and its committees. It makes its recommendations to the UTSC Council, which has responsibility for approving those appointments.

Additional Responsibilities

5.4 The UTSC Council Agenda Committee may be assigned responsibilities from time to time by resolution of the UTSC Council.

6. PROCEDURES

The UTSC Council Agenda Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of *By-law Number 2* of the Governing Council, the Committee may move *in camera*.

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[10] See Sections 6.2 and 6.3 of the Terms of Reference of the Campus Council.

Terms of Reference - University of Toronto Scarborough Campus Council

6.   PROCEDURES (cont'd)

6.1 Consent Agenda

The Chair may determine that certain items should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, may contact the sponsor of the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the UTSC Council Agenda Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTSC Council Agenda Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the UTSC Council Agenda Committee without introduction or discussion.

6.2 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTSC Council Agenda Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTSC Council Agenda Committee. The report will be considered by the UTSC Council Agenda Committee at that meeting in the usual manner.

Terms of Reference - University of Toronto Scarborough Campus Council

University of Toronto Scarborough Academic Affairs Committee

1. MEMBERSHIP

1.1 Composition

Total membership of the University of Toronto Scarborough Academic Affairs Committee (UTSC Academic Affairs Committee) will be **61** members and will include two voting administrative assessors appointed by the President.

CONSTITUENCY[11]	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL
Administrative Staff			
~~Governor~~	~~0-1~~1		
~~Non-governor~~	~~1-0~~	1	2
Community Members(including Alumni and LGIC Appointees)			
Governor	0-3		
Non-governor	3-0	0	3
Teaching Staff			
Academic Departments			
Chairs *Ex officio* or designates[12]		15	
Teaching Staff		15	30
Governor	0-2		
Non-governor	3-1		3
Librarians			
UTSC Chief Librarian *ex officio*		1	
Librarian		1	2
Students[13]			
Governor	0-1		
Non-governor	2-1	7	9
Presidential Assessors			
Dean and Vice-Principal, Academic		1	1
Vice-Principal, Research		1	1
Ex Officio			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1

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[11] Constituency definitions are provided in the *University of Toronto Act, 1971*.
[12] The Associate Dean, Centre for Teaching and Learning is a member of this constituency.
[13] Student representation from full-time, part-time, undergraduate and graduate constituencies and from a variety of academic units and programs will be sought.

Terms of Reference - University of Toronto Scarborough Campus Council

President	1	0	1
Vice-President and Principal, UTSC	1	0	1
Vice-President and Provost (or designate)	0	1	1
Dean, School of Graduate Studies and Vice-Provost, Graduate Education (or designate)	0	1	1
Vice-Dean, Undergraduate, UTSC	0	1	1
Vice-Dean, Graduate Education and Program Development, UTSC	0	1	1
Registrar, UTSC	0	1	1
TOTAL	**14**	**47**	**61**

The Secretary of the Governing Council is an *ex officio*, non-voting member.

The President may appoint annually University Officers as non-voting assessor members of the Council in addition to the two voting assessors.

1.2 Term

Terms begin on July 1 and continue to June 30.

1.3 Appointment/Election of Members of the UTSC Academic Affairs Committee

1.3.1 Governing Council Members of the UTSC Council and UTSC Academic Affairs Committee

The Governing Council members of the UTSC Council are appointed annually by the Governing Council and may be re-appointed to the UTSC Council and its Committees subject to their continued membership on the Governing Council.

1.3.2 UTSC Council Members of the UTSC Academic Affairs Committee

The non-Governing Council UTSC Council members of the UTSC Academic Affairs Committee are appointed annually by the UTSC Council on the recommendation of the UTSC Council Agenda Committee and may be re-appointed subject to their continued membership on the UTSC Council.

Terms of Reference - University of Toronto Scarborough Campus Council

1. MEMBERSHIP (cont'd)

1.3.3   Non-UTSC Council Members of the Academic Affairs Committee

1.3.3.1 Election of Administrative Staff, Librarians, Teaching Staff and Students of the UTSC Campus

Non-UTSC Council members will be elected by and from among their respective UTSC estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Administrative staff, librarians and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The non-UTSC Council student members are elected annually for a one-year term and are eligible to be re-elected.

Non-UTSC Council members may serve on the Academic Affairs Committee for a maximum of nine continuous years.

1.4 Chair and Vice-Chair of the UTSC Academic Affairs Committee

The Chair and Vice-Chair of the UTSC Academic Affairs Committee shall be appointed annually by the UTSC Council from among the members of the UTSC Council on the recommendation of the UTSC Council Agenda Committee.

2. QUORUM

One-third of the voting members (normally twenty) shall constitute quorum.

3. SUBCOMMITTEES

3.1 Standing Subcommittees

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*.

4. FUNCTION

In general, the UTSC Academic Affairs Committee is concerned with matters affecting the teaching, learning and research functions of the Campus. The Committee recommends for approval to the appropriate body of the Governing Council, through the UTSC Council, amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Campus.

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY

Sections 5.2 to 5.6 indicate the final level of governance approval required for matters. It is expected that items would have been recommended for approval by the Subcommittee on Academic Appeals, the UTSC Academic Affairs Committee, the Committee on Academic Policy and Programs of the Academic Board, the Academic Board, and/or the Executive Committee of the Governing Council, as appropriate. Refer to Attachment A for a detailed map of governance approval pathways.

5.1 The following areas are within the responsibility of the UTSC Academic Affairs Committee:

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)

5.2 Matters Requiring Governing Council Approval

Priorities for fundraising.

5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council

- Academic program proposals, as follows:
  (i) undergraduate programs leading to new degrees;
  (ii) new graduate programs and degrees;
  (iii) the termination of existing degrees and graduate programs;
  (iv) the addition and termination of joint degrees and programs with external institutions;
  (v) the renaming of degrees; and
  (vi) programs that establish significant new academic directions for the Campus or are anticipated to have a substantial impact on relationships amongst divisions or with the public.
- Guidelines for Campus academic plans.
- New diploma or certificate programs with resource implications.
- Name changes of academic units.

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.4 Matters Requiring Academic Board Approval

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by UTSC Council).

5.5 Matters Requiring Approval by the Committee on Academic Policy and Programs of the Academic Board

- New Campus admission policies and major amendments to them that affect the entire Campus.
- Amendments to Campus academic regulations that will have a major effect on the entire Campus or that would require an exception to some element of University-wide policy.
- New undergraduate programs within an existing degree, as defined in the *University of Toronto Quality Assurance Process*, and the closure of such programs.
- New graduate diploma and undergraduate certificate programs, and the closure of such programs, as required by the University's *Policy on Diploma and Certificate Programs.*
- New collaborative graduate programs and new fields in existing graduate programs, and the closure of either.
- Major amendments to divisional practices and policies regarding examinations and grading policies, including those which require an exception to some aspect of the University-wide policy and those that have a major impact on the division.
- Revised divisional guidelines for the Assessment of Teaching and/or Creative Professional Activity

5.6 Matters Requiring Approval by the UTSC Academic Affairs Committee

- Amendments to admission policies that are not of major significance to the entire Campus.
- Establishment, termination or amendment of Campus policies on student awards that are consistent with University-wide policy. These are reported to the Provost's Office for information. The responsibility for the award of individual scholarships, bursaries, prizes and other awards in the gift of UTSC may be delegated to a subcommittee or officer of UTSC.
- Minor amendments to Campus academic regulations that are consistent with University-wide policy. These are reported to the Provost's Office for information.
- Minor amendments to Campus examinations and grading policies that are consistent with the University's policy.
- Policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of UTSC or by instructors in connection with academic standing in UTSC. A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.6 Matters Requiring Approval by the UTSC Academic Affairs Committee (cont'd)

> final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the *Policy on Academic Appeals within Divisions*.

- Major and minor modifications[14] to existing degree programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council.
- Modification of diploma certificate programs where authority is delegated to the academic divisions in the University's *Policy on Diploma and Certificate Programs*. An annual report on such actions as required by the *Policy*, shall be provided for information to the appropriate body of Governin*g* Council.
- The Academic Affairs Committee shall receive for information and discussion reviews of academic programs and/or units, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*. The reviews are forwarded to the Committee on Academic Policy and Programs for consideration.
- Transcript notations within existing degree programs. An annual report on the establishment and termination of transcript notations is submitted to the Committee on Academic Policy and Programs for information.

5.7 Matters for Information

The Committee receives annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

The Committee receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including research.

The Committee receives reports from its subcommittee on academic appeals.

6. PROCEDURES

6.1 Meetings

The UTSC Academic Affairs Committee and its sub-committees normally meet in open session but may, pursuant to section 33 of *By-law Number 2* of the Governing Council, meet in closed session or *in camera* when: (i) matters may be disclosed at the meeting of such a nature, having

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[14] Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.*

Terms of Reference - University of Toronto Scarborough Campus Council

6. PROCEDURES (cont'd)

6.1 Meetings (cont'd)

regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof. The UTSC Academic Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

6.2 Agenda

In establishing the agenda for meetings of the Committee, the Chair will usually be advised by an agenda planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning meeting, usually scheduled ten to fourteen days prior to the Committee meeting.

Notwithstanding the usual procedure for establishing the agenda for meetings, matters may be added to the agenda of a current or subsequent meeting, as provided in sections 32 (d), (e) and (f) of *By-law Number 2* of the Governing Council, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

6.3 Consent Agenda

The Chair, in consultation with the agenda planning group, may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification or requests for further information may contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Terms of Reference - University of Toronto Scarborough Campus Council

6. PROCEDURES (cont'd)

6.3 Consent Agenda (cont'd)

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the Committee without introduction or discussion.

6.4 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Committee Chair from time to time will be considered by the members of the UTSC Academic Affairs Committee following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the Committee at that meeting in the usual manner.

Terms of Reference - University of Toronto Scarborough Campus Council

University of Toronto Scarborough Campus Affairs Committee

1. MEMBERSHIP

1.1 Composition

Total membership of the University of Toronto Scarborough Campus Affairs Committee (UTSC Campus Affairs Committee) will be **34** members and will include three voting administrative assessors appointed by the President. A majority of the Committee must be from among the internal members (administrative staff, students, and teaching staff.

CONSTITUENCY[15]	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL
Administrative Staff			
~~Governor~~	~~0~~ 1		
~~Non-governor~~	1 ~~0~~1	3	4
Community Members(including Alumni, LGIC Appointees, and other members of the community)[16]			
Governor	~~1~~0 - 2		
Non-governor	~~1~~2 - 0	2	4
Teaching Staff			
Governor	~~1~~0 - 1		
Non-governor	~~1~~2 - 0	7	9
Librarians			
Non-governor	0	1	1
Students			
Governor	1 - 0		
Non-governor	0 - 1	6	7
Presidential Assessors			
Dean and Vice-Principal, Academic		1	1
Chief Administrative Officer, UTSC		1	1
Dean of Student Affairs		1	1
Ex Officio			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1
President	1	0	1
Vice-President and Principal, UTSC	1	0	1
Chair, AAC or designate	1	0	1
TOTAL	**12**	**22**	**34**

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[15] Constituency definitions are provided in the *University of Toronto Act, 1971*.

[16] "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affliation with the campus.

Terms of Reference - University of Toronto Scarborough Campus Council

1. MEMBERSHIP (cont'd)

The Secretary of the Governing Council is an *ex officio*, non-voting member.

The President may appoint annually University Officers as non-voting assessor members of the UTSC Council in addition to the three voting assessors.

1.2 Term

Terms begin on July 1 and continue to June 30. Elected and appointed members, shall serve a term of two years, where possible. Students shall serve a term of one year.

1.3 Appointment/Election of Members of the UTSC Campus Affairs Committee

1.3.1 Governing Council Members of the UTSC Council and UTSC Campus Affairs Committee

The Governing Council members of the UTSC Council are appointed annually by the Governing Council and may be re-appointed to the UTSC Council and its Committees subject to their continued membership on the Governing Council.

1.3.2 UTSC Council Members of the Campus Affairs Committee

The UTSC Council members of the UTSC Campus Affairs Committee are appointed annually by the UTSC Council on the recommendation of the UTSC Council Agenda Committee and may be re-appointed subject to their continued membership on the UTSC Council.

1.3.3 Non-UTSC Council Members of the Campus Affairs Committee

Non-Governing Council, non-UTSC Council members will be elected by and from among their respective UTSC estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Non-UTSC Council members may serve on the UTSC Campus Affairs Committee for a maximum of nine continuous years.

1.3.3.1 Election of Administrative Staff, **Librarian Staff,** Students, and Teaching Staff of the UTSC Campus

Non-Governing Council, non-UTSC Council UTSC administrative staff, librarian staff and teaching staff, are normally elected for ~~two~~three-year terms and are eligible to be re-elected. The UTSC student members who are not members of the UTSC Council are elected annually for a one-year term and are eligible to be re-elected. Non-UTSC Council members may serve on the Campus Affairs Committee for a maximum of nine continuous years.

Terms of Reference - University of Toronto Scarborough Campus Council

1. MEMBERSHIP (cont'd)

1.3.3.2 Appointment of Community Members

The representative UTSC Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTSC Campus Affairs Committee.[17] Membership of this Committee is outlined in Section 1 of the UTSC Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTSC Council Agenda Committee will issue a broadly-based call for nominations for community members of the Campus Affairs Committee. In developing recommendations for alumni appointments, preference will normally be given to alumni of the UTSC campus. The UTSC Council Agenda Committee will recommend the community membership to the UTSC Council, which is responsible for appointing those members. When serving as the nominating committee, the UTSC Council Agenda Committee meets *in camera*.

1.4 Chair and Vice-Chair of the UTSC Campus Affairs Committee

The Chair and Vice-Chair of the UTSC Campus Affairs Committee shall be appointed annually by the UTSC Council from among the members of the UTSC Council on the recommendation of the UTSC Council Agenda Committee.

2. QUORUM

One-third of the voting members (normally ten) shall constitute quorum.

3. SUBCOMMITTEES

3.1 Standing Subcommittees

The Committee may establish subcommittees to deal with matters within its purview.

4. FUNCTION

In general, the Campus Affairs Committee is concerned with matters that directly concern the quality of student and campus life. The Committee is also responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of campus resources. Many of the matters within the Committee's scope are matters that have an impact on relationships amongst units on the campus and relationships between the

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[17] The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTSC Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

Terms of Reference - University of Toronto Scarborough Campus Council

4. FUNCTION (cont'd)

campus and the community at large. The Committee recommends matters for approval to the appropriate body of the Governing Council, through the Campus Council.

5. AREAS OF RESPONSIBILITY

5.1 The following areas are within the responsibility of the Campus Affairs Committee:

> Budget
> Campus and student services
> Campus Master Plans
> Campus security
> Capital plans, projects and space
> Child care
> Co-curricular programs, services, and facilities
> Compulsory non-academic incidental fees
> Establishment, termination or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
> Relations with the campus's external community
> Student societies and campus organizations

5.2 Levels of Approval

Refer to Attachment A for a detailed map of governance approval pathways.

5.2.1 Matters Requiring Approval by the Governing Council

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital plans, projects and space[18]
- Establishment, disestablishment or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (following consideration by the UTSC Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities

5.2.2 Matters Requiring Approval by the UTSC Council

- Campus and student services
- Campus security

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[18] Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.2.2 Matters Requiring Approval by the UTSC Council (cont'd)

- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Individual project planning reports
- Relations with the campus' external community
- Student societies and campus organizations

5.3 Campus and student services

5.3.1 Ancillaries

a) Policy

The UTSC Campus Affairs Committee is responsible for policy affecting the operation of the campus's service ancillaries. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

b) Operations

Each year the Campus Affairs Committee considers and recommends to the UTSC Council for approval the operating plans for the campus and student services ancillaries. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5.3.2 Campus Co-Curricular Programs, Services and Facilities

a) Policy

Policy matters concerning the campus's co-curricular programs, services and facilities are the Committee's responsibility. New policy and major policy changes require the approval of the Governing Council.

b) Operations

Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.3.3 Other campus and student services

The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval.

5.4 Compulsory non-academic incidental fees

5.4.1 Student services, representative student committees and campus organizations

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

5.4.2 Divisional student societies

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

5.5 Student societies and campus organizations

5.5.1 Policy

The Committee is responsible for policy concerning representative student societies and campus organizations.

5.5.2 Constitutions, articles of incorporation, corporate by-laws

The Committee is responsible for approving constitutions, articles of incorporation and corporate by-laws [19] for incorporated student societies and campus organizations for which the University collects fees.

5.6 Campus and facilities

5.6.1 Capital guidelines and plans

Plans are recommended to the Governing Council, through the UTSC Council, for consideration.

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[19] Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.6.2 Individual plans and projects

The Committee considers reports of project planning committees and recommends to the UTSC Council approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects.* [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project. Significant changes to a space program/approved project require the same level of approval as the original proposal.

5.7 Divisional Operating Budget

The annual budget is considered by the Committee for recommendation to the UTSC Council for inclusion in the University's annual operating budget.

5.8. Academic units and programs

5.8.1 Establishment, Disestablishment or Restructuring of Academic Units

The Committee recommends to the UTSC Council on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

Proposals for Extra-Departmental Units (EDU)-A's and B's are considered and recommended for approval while those for EDU-C's are considered and approved, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.

5.8.2 New Program Proposals

Where a proposal for a new program, as defined by the *University of Toronto's Quality Assurance Process*, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the UTSC Council through the UTSC Academic Affairs Committee on the planning and resource implications of the proposal. [The UTSC Academic Affairs Committee has responsibility for considering the curricular aspects of academic program proposals.]

 [Proposed program changes that would not require the allocation of additional resources from sources outside the division, and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

Terms of Reference - University of Toronto Scarborough Campus Council

5. AREAS OF RESPONSIBILITY (cont'd)

5.9 Annual reports

The Committee receives, annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

The Committee receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including but not limited to campus police and campus organizations. These reports are submitted to the University Affairs Board for information.

6. PROCEDURES

6.1 Meetings

The UTSC Campus Affairs Committee and its sub-committees normally meet in open session but may, pursuant to section 33 of *By-law Number 2* of the Governing Council, meet in closed session or *in camera* when: (i) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or part thereof. The UTSC Campus Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

6.2 Agenda

In establishing the agenda for meetings of the Committee, the Chair will usually be advised by an agenda planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning meeting, usually scheduled ten to fourteen days prior to the Committee meeting.

Notwithstanding the usual procedure for establishing the agenda for meetings, matters may be added to the agenda of a current or subsequent meeting, as provided in sections 32 (d), (e) and (f) of *By-law Number 2* of the Governing Council, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

Terms of Reference - University of Toronto Scarborough Campus Council

6. PROCEDURES (cont'd)

6.3 Consent Agenda

The Chair, in consultation with the agenda planning group, may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the Committee should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the Committee without introduction or discussion.

6.4 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the Committee Chair from time to time will be considered by the members of the UTSC Campus Affairs Committee following their electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the Committee at that meeting in the usual manner.

June 25, 2012 - Approved by the Governing Council.
December 13, 2012 - Revisions approved by the Governing Council – Membership for Campus Council, Academic Affairs Committee and Campus Affairs Committee.

Minutes of the Meeting of the Campus Council of April 24, 2014

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 5 OF THE CAMPUS COUNCIL

April 24, 2014

Mr. R. Mark Krembil, (Vice-Chair)
Professor Bruce Kidd, Interim
      Vice-President & Principal
Mr. Preet Banerjee
Mr. Harvey Botting
Mr. Asher Chohan
Mr. Luki Danukarjanto
Mr. Adrian De Leon
Ms Kathy Fellowes
Ms Sue Graham-Nutter
Mr. Roshan Gunapalasundaram
Dr. Brian Harrington
Mr. John Kapageridis
Ms Marilyn Kwan
Ms Nancy Carolyn Lee
Mr. Hussain Masoom
Ms Alyssa Moses
Professor Stephen Rockel
Ms V. Elaine Thompson

Mr. Andrew Arifuzzaman (Chief
      Administrative Officer)
Professor Rick Halpern (Dean and Vice-
      Principal, (Academic))

Secretariat:
Mr. Jim Delaney
Ms Sheree Drummond
Ms Amorell Saunders N'Daw
Ms Rena Parsan

Absent:
Ms Sara Allain
Professor Suzanne Erb
Professor William A. Gough, (Chair)
Dr. Elaine Khoo
Dr. Christopher Ollson
Dr. Effie Sauer

In attendance:

Mr. Trevor Carozza, Student Athlete Presenter
Mr. Scott McRoberts, Director, Athletics and Recreation
Ms Helen Morissette, Director, Financial Services
Ms Anna Sullivan, Student Athlete Presenter

Minutes of the Meeting of the Campus Council of April 24, 2014

1. Chair's Remarks

The Vice-Chair, Mr. Mark Krembil, introduced himself and reported that he would be Chairing the meeting in the absence of the Chair, Professor William Gough. He also welcomed Mr. Preet Banerjee who participated in the meeting by teleconference, and Mr. Ben Coleman, Student Governor-Elect who observed the meeting by videoconference. The Chair requested that all members introduce themselves and the constituency they belonged to..

2. Report of the Interim Vice-President and Principal

Professor Bruce Kidd began his report by introducing Mr. Scott McRoberts, Director of Athletics and Recreation. Mr. McRoberts began his presentation with a short video clip highlighting athletic and recreational programming. In his presentation, he emphasized how involvement in athletics and recreation gave students opportunities to make friends, meet new people, and become a part of the UTSC community. Mr. McRoberts introduced two graduating students, Mr. Trevor Carozza and Ms Anna Sullivan, to discuss how athletics had impacted their academic life at UTSC. Mr. Carozza commented on how athletics had taught him discipline, which he had transferred into the classroom. Ms Sullivan described how being involved with athletics had connected her to faculty who had encouraged her to pursue graduate studies in her field of study.

A Council member asked whether there had been any community involvement in athletics and recreation, and Mr. McRoberts explained that any involvement with the community had included a connection to the campus and an opportunity for leadership and learning by our students. In response to an inquiry about whether community members had access to the Athletics and Recreation Centre, Mr. McRoberts indicated that a membership was required.

In response to a question from a member, Mr. McRoberts reported that the Department of Athletics and Recreation had been working on certifying more students as referees and coaches.

Professor Kidd thanked Mr. McRoberts, Mr. Carozza and Ms Sullivan for presenting to the Council.

Returning to his report, Professor Kidd updated the Council on the Pan-Am facility. He reported that the Pan-Am Games would involve 20, 000 volunteers, and that 2000 volunteers had already been secured. He emphasized how important the Pan Am Games would be for enhancing the visibility of UTSC as a world class institution for men and women who would want to pursue both academics and athletics. Professor Kidd commented on the transit debate

Minutes of the Meeting of the Campus Council of April 24, 2014

and the short term solution versus the high demand for transit when the Pan-Am Games would begin. He reported that the construction on the Environmental Sciences and Chemistry Building had been progressing well with the second floor completed, and that the UTSC 50th anniversary steering Committee had been established with Ms Shelley Romoff and Ms Frances Wdowczyk as Co-Chairs of the Committee.

3. UTSC Strategic Plan

The Chair invited Mr. Andrew Arifuzzaman to present the UTSC Strategic Plan[1] to the Council for approval. The presentation highlights were as follows:

- The approach to the current strategic plan was to update and refresh the existing 2008 plan.
- The updated Strategic Directions included:
  1. New and emerging areas of scholarship- lead thinking in traditional disciplines, and build new areas of scholarship.
  2. Innovative research-Create and share new knowledge in new ways.
  3. Global perspective- Harness the advantage of our local surroundings and global reach
  4. Experiential learning- Enhance learning through experiences on campus and beyond.
  5. Strong foundations- Create strong interpersonal connections through the campus of tomorrow.
- The academic plan, service/administrative/capital plans, campus plan and annual budget would be developed from the strategic plan and directions.

A member asked Mr. Arifuzzaman how UTSC differentiated itself within the Ontario university system and whether that is embedded in the strategic plan. Mr. Arifuzzaman responded by explaining that UTSC differentiation was embedded throughout the entire strategic plan, but more specifically under innovative research and experiential learning.

In response to a member's question, Mr. Arifuzzaman explained that community engagement falls under the strong foundations strategic direction, and he provided several examples, including the Scarborough Film Festival and the East Scarborough Storefront to demonstrate how UTSC was interacting with the surrounding community.

A Council member asked what strategies were in place to engage students so that they would develop an affinity for UTSC. Mr. Arifuzzaman explained that the current strategy was to get students involved beginning in their first year at UTSC. He commented on the excellent work that the Department of Student Life and Scarborough Campus Students' Union (SCSU) had done in getting students to participate in orientation activities. He reported that if strong connections were made at an early stage, pride in UTSC would develop.

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[1] See Presentation Attached

Minutes of the Meeting of the Campus Council of April 24, 2014

In response to a comment from a member regarding transit issues, Mr. Arifuzzaman reported that municipal changes had slowed down the pace of transit discussions. He reported that he did not expect any major decisions or changes in this election year and noted that the Toronto Transit Commission (TTC) and Metrolinx had indicated that they were committed to transit solutions.

A member asked what the next steps were for the Strategic Plan and Mr. Arifuzzaman reported that academic departments would update academic plans and support units would update operational plans.

The Chair thanked Mr. Arifuzzaman for his report.

On motion duly moved, seconded and carried,

> YOUR COUNCIL APPROVED,
>
> > THAT subject to confirmation by the Executive Committee,
> >
> > THAT "The Five Strategic Directions" detailed on pages 11 to 15 of the University of Toronto Scarborough Strategic Plan, as proposed in the documentation from the Interim Vice-President and Principal, Professor Bruce Kidd, dated March 18, 2014, be approved in principle, effective July 1, 2014.

3. **Compulsory Non-Academic Incidental Fees – Student Society Fees: UTSC Student Society Proposals for Fee Increases*** *(for approval)*

The Chair invited Ms Sue Graham-Nutter, Chair of the Campus Affairs Committee, to introduce the item and make the motion.

Ms Graham-Nutter reported that on March 4, 2014 the UTSC Campus Council approved the proposal for student societies fee increases, and that the proposed increase for approval was, in fact, included in the documentation from the previous meeting. She explained that the fee request was inadvertently left out of the resolution presented for approval, and that one additional increase was sought concerning a cost of living increase in the Student Centre portion of the fee.

There were no questions raised.

On motion duly moved, seconded and carried,

> YOUR COUNCIL APPROVED,
>
> > THAT subject to confirmation by the Executive Committee,

Minutes of the Meeting of the Campus Council of April 24, 2014

THAT beginning in the Fall 2014 session, the SCSU fee be increased as follows: (a) an increase of $0.55 per session in the Student Centre portion of the fee ($0.25 part-time)

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CONSENT AGENDA

4. **Report of the Previous Meeting: Report Number 4 – Tuesday, March 4, 2014** *(for approval)*
5. **Business Arising from the Report of the Previous Meeting**
6. **Reports for Information**
7. **Date of the Next Meeting- Wednesday, May 28, 2014**

On motion duly moved, seconded and carried,

YOUR COUNCIL APPROVED,

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

8. **Other Business**

There were no other items of business.

9. **Question Period**

There were no questions raised.

THE UTSC CAMPUS COUNCIL MOVED *IN CAMERA*

10. **Appointments: 2014-15 UTSC Campus Council and Standing Committee, Community Members +**

YOUR COUNCIL APPROVED,

THAT the recommended appointment of Community Members of the University of Toronto Scarborough Campus Council and the UTSC Campus Affairs Committee, as recommended by the Nominating Committee, be approved for terms of up to three years as specified in the documentation dated April 17, 2014 effective July 1, 2014, subject to changes in the Terms of Reference of the UTSC Campus Council.

Minutes of the Meeting of the Campus Council of April 24, 2014

THE UTSC CAMPUS COUNCIL MOVED TO OPEN SESSION

The meeting adjourned at 6:16 p.m.

_____   _____

          Secretary   Chair

Report Number 6 of the UTSC Agenda Committee- May 14, 2014

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 6 OF THE AGENDA COMMITTEE

May 14, 2014

To the Campus Council
University of Toronto Scarborough.

Your Committee reports that it held a meeting on Wednesday, May 14, 2014 at 4:00 p.m. in the University of Toronto Scarborough, Arts and Administration Building, Council Chamber, Room 160.

Present:	Professor William Gough (Chair)
	Ms Sara Allain
	Ms Kathy Fellowes
	Ms Sue Graham-Nutter
	Professor Bruce Kidd, Interim Vice-President and Principal
	Dr. Elaine Khoo
	Ms Alyssa Moses

| Regrets: | Mr. Mark Krembil (Vice-Chair) |
| | Mr. Asher Chohan |

Secretariat:	Mr. Louis Charpentier
	Mr. Jim Delaney
	Ms Amorell Saunders N'Daw
	Ms Rena Parsan

The meeting was held in closed session.

1. **Chair's Remarks**

   The Chair welcomed members to the meeting.

Report Number 6 of the UTSC Agenda Committee- May 14, 2014

2. **Agenda for the Meeting of the University of Toronto Scarborough Campus Council, Wednesday, May 28,2014**

   The committee discussed and approved the agenda for the Campus Council meeting on Wednesday, May 14, 2014, as presented.

CONSENT AGENDA

4. Date of the Next Meeting- Tuesday, September 30, 2014, 4:00 p.m. - 5:00 p.m.

5. Report of the Previous Meeting- Report Number 5- April 9, 2014

The consent agenda was adopted and the item requiring approval (Item 5) was approved.

The Chair reminded members that the next scheduled meeting of the Committee was not until Tuesday, September 30, 2014 at 4:00 p.m. in the University of Toronto Scarborough Council Chamber, Arts and Administration Building.

6. Other Business

There were no other items of business.

The meeting adjourned at 5:20 p.m.

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            Secretary   Chair

UNIVERSITY OF TORONTO

THE UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 6 OF THE ACADEMIC AFFAIRS COMMITTEE

April 28, 2014

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

Your Committee reports that it met on Monday, April 28, 2014 at 4:00 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:
Ms Kathy Fellowes (Chair)
Professor Suzanne Erb (Vice-Chair)
Professor Rick Halpern, Dean and
     Vice- Principal (Academic)
Professor Julie McCarthy, Acting
     Vice-Principal, Research
Mr. Syed W. Ahmed
Dr. Johann Bayer
Professor William R. Bowen
Professor Nick Cheng
Professor George S. Cree
Mr. Adrian De Leon
Ms Ariane Ganji
Professor John Hannigan
Professor Paula Hastings
Professor Sherri Helwig
Mr. Jerry Jien
Mr. John Kapageridis
Dr. Sarah D. King
Professor Michael J. Lambek
Professor Patricia Landolt
Mr. Andrew Leung
Professor Andrew C. Mason
Professor Alice Maurice
Professor Karen Lyda McCrindle
Professor John Robert Miron
Dr. Christopher Ollson
Ms Victoria Owen

Professor Stephen Rockel
Ms Paulina Rousseau
Professor Larry A. Sawchuk
Professor Mark A. Schmuckler
Dr. Sisi Tran
Professor David Zweig

Non-Voting Assessor:
Ms Annette Knott

Secretariat:
Mr. Anwar Kazimi
Ms Amorell Saunders N'Daw
Ms Rena Parsan

REPORT NUMBER 6 OF THE UTSC ACADEMIC AFFAIRS COMMITTEE- April 28, 2014

Regrets:

Professor Daniel Bender
Dr. Curtis Cole
Mr. Luki Danukarjanto
Ms Hanan Domloge
Professor Kelin Emmett
Professor David J. Fleet
Dr. Brian Harrington
Professor Rena Helms-Park
Professor Matthew Hoffmann
Dr. Nancy Johnston

Professor Heinz-Bernhard Kraatz
Professor Garry Martin Leonard
Professor Nathan R. Lovejoy
Ms Charmaine Ramirez
Ms Lindsay Raoufi
Professor Bill Seager
Professor Grace Skogstad
Professor Andre Sorensen
Ms Tisha Tan

In attendance:

Ms Debbie Bilinski, Director, Office of the Vice-Principal, Research
Professor Roberta Fulthorpe, Professor and Graduate Chair, Department of Physical and Environmental Sciences
Professor Nicholas Mandrak, Associate Professor, Department of Biological Sciences

1. Chair's Remarks
The Chair welcomed members and guests to the final meeting of the Academic Affairs Committee for the current governance year, and welcomed Dr. Christopher Ollson who participated in the meeting by teleconference. The Chair advised Committee members that they would receive an e-mail inviting them to complete an on-line evaluation survey. She encouraged everyone to complete the survey, noting that the feedback was valuable to the Secretariat to gain an understanding of members' experiences on the Committee this year. She also commented that the information would be used to assist in future planning.

2. Assessor Reports
The Chair invited Professor Julie McCarthy, Acting Vice-Principal, Research, to provide the Committee with a brief report. Professor McCarthy reported on highlights from the Office of the Vice-Principal, Research during 2013-2014:

- Recognition of research through the Principal's Research Award, Graduate Student Research Awards, Research Recognition Award, and the New Frontiers Seminar Series;
- Increased student engagement in the research enterprise;
- Sponsorship of research-related events such as the New Frontiers Seminar Series, the Keynote lecture for launch of the Centre for Planetary Sciences, and the Giant Panda scientific presentation in partnership with the Toronto Zoo;
- Investment in faculty research through the Research Impact Fund (RIF) and the Research Competitiveness Fund (RCF).
    - The RIF supported the presentation or publication of research results in high quality venues and enhanced the profile of UTSC in the academic community.

REPORT NUMBER 6 OF THE UTSC ACADEMIC AFFAIRS COMMITTEE- April 28, 2014

- o The RCF enhanced the competitiveness of external grant applications submitted by UTSC faculty with an emphasis on Tri-Council applications.
- UTSC crossed the $9 million threshold in total external research in the 2011-2012 grant year. UTSC's total research funding increased by another 5% in 2012-2013 to $9.76 million.
- The two largest research funding sources at UTSC are from the Natural Sciences and Engineering Research Council (NSERC) at 34 percent and the Social Sciences and Humanities Research Council (SSHRC) at 14 percent.

A member of the Committee asked why the SSHRC rates were lower than the NSERC rates, and Professor McCarthy replied by explaining that NSERC funded more grants, but researchers were less likely to receive the total amount of funding they requested. She added that SSHR funded fewer grants, but researchers were more likely to receive the funding they requested.

The Chair thanked Professor McCarthy for her report.

3. Graduate Program Revisions

a) Major Modification Type B to add two new fields to the existing Master of Environmental Science (MEnvSc)

The Chair invited Professor Rick Halpern, Vice-Principal and Dean (Academic), to introduce the item. Professor Halpern commented that the program was continually developing and that the addition of the two new fields would be beneficial. He invited Professor William Gough, Vice-Dean, Graduate, to present the item. Professor Gough explained that the two new fields in the Master of Environmental Science (MEnvSc) were Climate Change Impact Assessment and Conservation and Biodiversity. He explained that adding the two new fields required the addition of eight new courses, and that because the program was growing, more focused options were necessary for students.

In response to a comment from a member, Professor Mandrak explained that there were currently no courses in conservation policy with a focus on the impact on human populations. He reported that as the field develops, the opportunity to include additional courses will evolve.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT proposed fields in Conservation and Biodiversity, and Climate Change Impact Assessment be added to the existing Master of Environmental Science (MEnvSc), as described in the proposal dated April 22, 2014 and recommended by the Dean and Vice-Principal (Academic), Professor Rick Halpern, be approved effective immediately for the academic year 2014-15; and

THAT eight new courses – EES1134H, EES3000H, EES3001H, EES3002H, EES3003H, EES3111H, EES3113H and EES3114H – aforementioned in the

REPORT NUMBER 6 OF THE UTSC ACADEMIC AFFAIRS COMMITTEE- April 28, 2014

proposal dated April 22, 2014, be approved effective immediately for the academic year 2014-15.

b) Minor modifications to curriculum submitted by the Graduate Department of Psychological Clinical Science

The Chair invited Professor Rick Halpern to introduce the item. Professor Gough and Professor George Cree, Interim Chair, Graduate Department of Psychological Clinical Science, provided details on the item. Professor Cree indicated that the minor modification to the Graduate Department of Psychological Clinical Science was to move CPS 1103 (Advanced Statistical Models) from the MA to the PhD program in Clinical Psychology. He reported that moving the course would give students the opportunity to acquire advanced training in Statistics during a time when they will be more likely to require the knowledge (i.e. preparing data for their dissertation)

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT all minor modifications to curriculum in the Graduate Department of Psychological Clinical Science, as described in the proposal dated April 8, 2014, and recommended by the Dean and Vice-Principal (Academic), Professor Rick Halpern, be approved effective immediately for the academic year 2014-15.

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CONSENT AGENDA

4. Undergraduate Program Revisions *(for approval)*

a) Out-of-cycle minor modifications to curriculum submitted by six academic units

YOUR COMMITTEE APPROVED,

THAT all minor modifications to curriculum in the Department of Anthropology, Centre for Critical Development Studies, Department of English, Department of Historical and Cultural Studies, Department of Human Geography and Department of Sociology, as described in the package dated April 9, 2014 and recommended by the Dean and Vice-Principal (Academic), Professor Rick Halpern, be approved effective immediately for the academic year 2014-15.

5. Report of the Previous Meeting: Report 5 – Tuesday, March 25, 2014 *(for approval)*

6. Business Arising from the Report of the Previous Meeting

7. Date of the Next Meeting –Tuesday, September 9, 2014, 4:00 p.m. - 6:00 p.m.

REPORT NUMBER 6 OF THE UTSC ACADEMIC AFFAIRS COMMITTEE- April 28, 2014

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the consent agenda be adopted and the item requiring approval (items 4 and 5) be approved.

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8. Other Business

The Chair thanked the members for their service on the Committee over the past year. She also thanked the Vice-Chair, Assessors, Campus Council Secretariat, and her home department, (Academic Advising and Career Services), for support in her role as Chair of the Committee.

The meeting adjourned at 4:45 p.m.

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Secretary   Chair

UNIVERSITY OF TORONTO

UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS COUNCIL

REPORT NUMBER 6 OF THE CAMPUS AFFAIRS COMMITTEE

April 30, 2014

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

Your committee reports that it met on Wednesday, April 30, 2014 at 4:00 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Present:
Ms Sue Graham-Nutter (Chair)
Ms Marilyn Kwan (Vice-Chair)
Professor Rick Halpern, Dean and Vice-
Principal (Academic)
Mr. Andrew Arifuzzaman, Chief
Administrative Officer
Mr. Desmond Pouyat, Dean of Student
Affiairs
Ms Sara Allain
Professor Jonathan S. Cant
Mr. Ommer Chohan
Ms Sarah Fedko
Ms Kathy Fellowes
Mr. Roger Francis
Ms Hannah Yukari Hori
Ms Lydia V.E. Lampers-Wallner
Ms Nancy Lee
Mr. Kevin Ramlal
Professor Erin L. Webster

Non-Voting Assessors:
Ms Louise Beckley
Ms Helen Morissette

Secretariat:
Ms Amorell Saunders N'Daw
Ms Rena Parsan

Regrets:
Ms Hivin Alarashi
Ms Erin Bradford
Ms Precia Darshan
Dr. Tarun Dewan
Ms Nicole Dionisio
Professor William A. Gough
Professor Ken W.F. Howard
Mr. Filippo Raso
Professor Stephen G. Reid
Mr. Tony Rupnaraine
Dr. Effie Sauer
Dr. Zohreb Shahbazi
Professor Lucan Way

In attendance:

Ms Liza Arnason, Director, Student Life
Mr. Brent Duguid, Director of Partnerships and Legal Counsel
Mr. Gary Pitcher, Director, Campus Safety, Issue and Emergency Management
Ms Kimberley Tull, Manager, Community Development and Engagement

REPORT NUMBER 6 OF THE UTSC CAMPUS AFFAIRS COMMITTEE- April 30, 2014

1. Chair's Remarks

The Chair welcomed members to the final Campus Affairs Committee meeting of the governance year.

2. Assessors Reports

There were no reports from the Assessors.

3. Annual Reports

The Chair reported that the Terms of Reference for the UTSC Campus Affairs Committee stated that the Committee received on an annual basis from the appropriate administrators, reports on services within its areas of responsibility. The Chair invited Mr. Andrew Arifuzzaman, Chief Administrative Officer and Mr. Desmond Pouyat, Dean of Student Affairs to introduce the reports.

a. Recognized Campus Groups

Mr. Pouyat reported that the Department of Student Life received 212 applications for recognition of campus group status as of April 9, 2014, and that recognition was granted to 192 with none being denied or withdrawn. He commented that the recognized groups on campus contributed to the intellectual, cultural and recreational aspects of the campus. Mr. Pouyat expressed that one of the major challenges for campus groups was issues relating to space.

A Committee member asked why the Department of Student Life would reject an application, and Ms Liza Arnason, Director, Student Life, explained that a rejection would be granted if the group did not meet the conditions of the *Policy on the Recognition of Campus Groups,* or if they were not following the constitution established with the Department of Student Life. In addition, Ms Arnason explained that an application would be withdrawn if the campus group became a Departmental Student Association, which represents and advocates on academic issues for all students enrolled in that department. (i.e. Management and Economics Students Association) A member asked how UTSC monitors public perceptions when a student association or group makes an extreme claim. Professor Rick Halpern, Vice-Principal and Dean (Academic) commented that the University's policy on freedom of speech would apply and Mr. Pouyat added that the Department of Student Life worked collegially with student organizations and associations to mitigate risk and manage issues.

b. Campus Police Services

Mr. Andrew Arifuzzaman introduced Mr. Gary Pitcher, Director of Campus Safety, Issue and Emergency Management, to present the Campus Police Service report. Mr. Pitcher reported that at UTSC Campus Police are Special Constables sworn in by the Toronto Police Service, and that the approach to safety was based on a community model. He also explained that the statistical overview contained in the documentation showed minor changes during 2011-2013, and that an analysis could not be drawn from the slight changes in the data over the three-year period.

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He commented on the high level of engagement that the Campus Police has with the community, including involvement with the Green Dot Program, Student Crime Stoppers, and Cops for Cancer.

The Chair asked whether there were plans for Campus Police presence on the North Campus with the current expansion, and Mr. Pitcher replied that there were plans for building a Campus Police office in the new Environmental Science and Chemistry building.

c. Community Partnerships and Engagement

Mr. Andrew Arifuzzaman introduced Mr. Brent Duguid, Director of Partnerships and Legal Counsel and Ms Kimberley Tull, Manager, Community Development and Engagement to present the Community Partnerships and Engagement report. The report included the following major points:

- UTSC evolving into the intellectual, cultural and sporting hub of the Eastern GTA; a place in which the community can take pride and experience positive change.
- Engagement with community groups, agencies, the public sector, businesses, students, alumni, donors and charities to strengthen the position as a destination of choice for teaching, learning and research.
- Community Partnership examples included the Malvern Action for Neighborhood Change (ANC), Parks Canada (Rouge National Urban Park), and the East Scarborough Storefront.

In response to a question from a member, Mr. Duguid reported that the Office of Partnerships and Legal Counsel was looking into creating an e-newsletter and website to highlight and recognize the work done in the community by other academic departments and centres.

A member asked what the challenges were for community engagement at UTSC, and Mr. Duguid replied by explaining that limited human resources meant that the Office often prioritized projects based on where the greatest impact could be made.

In response to a question from a member, Mr. Arifuzzaman reported that there was dialogue with United Way given that UTSC was situated among several communities that have been designed as priority neighborhoods.

A member asked whether there was any community engagement with local refugee populations, and Ms Tull replied that there were no current projects targeting local refugees at this time.

4. UTSC Council on Student Services (CSS): Proposed Revisions to Terms of Reference

The Chair invited Mr. Pouyat to present the UTSC Council on Student Services (CSS): Proposed Revisions to Terms of Reference to the Committee. He reported that the last revision to the

REPORT NUMBER 6 OF THE UTSC CAMPUS AFFAIRS COMMITTEE- April 30, 2014

Council on Student Services (CSS) Terms of Reference was in April 2008. He reported that the proposed revisions were related to the new governance process and name changes related to department and service titles. Mr. Pouyat also explained that there were proposed changes to the number of voting members of the Council from 19 to 22 with the following additions: the Vice-President External of Scarborough Campus Students' Union (SCSU), a graduate student appointed by the Graduate Students' Association at Scarborough (GSAS), and an increase to seven undergraduate students appointed by SCSU to represent full and part-time UTSC students.

On motion duly made, seconded and carried,

> YOUR COMMITTEE RECOMMEDS,

>> THAT the proposed revisions to the University of Toronto Council on Student Services Terms of Reference ("Constitution" and "By-Laws") recommended by the Dean of Student Affairs, Mr. Desmond Pouyat, and detailed in the proposal dated April 9, 2014, be approved, effective May 1, 2014.

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CONSENT AGENDA

5. Report of the Previous Meeting: Report 5 – March 26, 2014 *(for approval)*

6. Business Arising from the Report of the Previous Meeting

7. Date of the Next Meeting – Tuesday, September 16, 2014

On motion duly made, seconded and carried,

> YOUR COMMITTEE APPROVED,

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

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8. Other Business

The Chair advised Committee members that they would receive an e-mail inviting them to complete an on-line evaluation survey. She encouraged everyone to complete the survey, noting that the feedback was valuable to the Secretariat to gain an understanding of members' experiences on the Committee this year. She also commented that the information would be used to assist in future planning.

The Chair thanked the members for their service on the Committee over the past year. She also thanked the Vice-Chair, Assessors, and the Campus Council Secretariat for their work on the Committee.

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The meeting adjourned at 5: 20 p.m.

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               Secretary   Chair