UTSC Campus Affairs Committee

Orientation

September 11, 2019

Administration

Management of the University

Governance

Oversight, advice, and approval of specific matters within delegated authority bounded by the Committee's Terms of Reference.
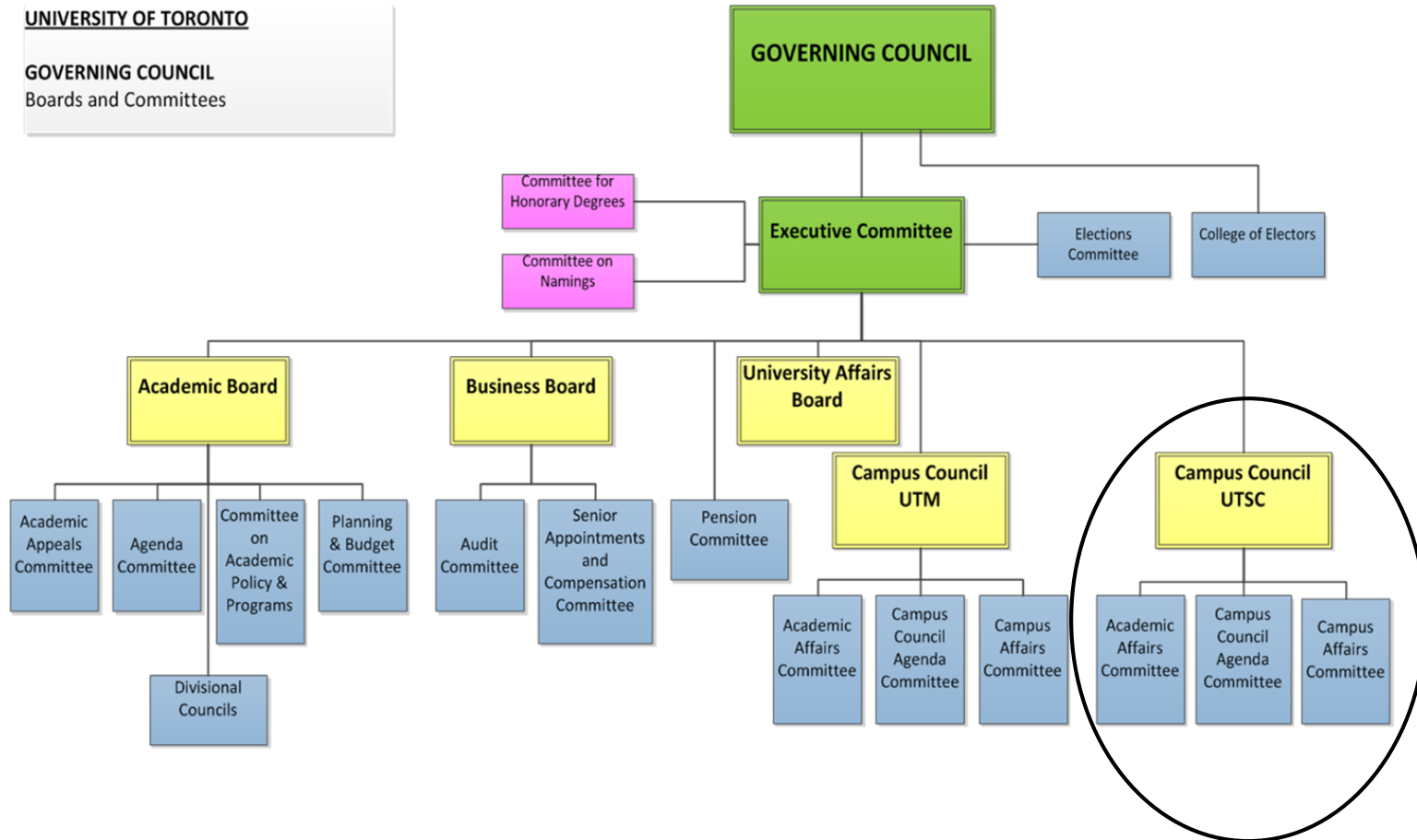
University Decision Making

UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees

GOVERNING COUNCIL

Committee for Honorary Degrees

Committee on Namings

Executive Committee

Elections Committee

College of Electors

Academic Board

Business Board

University Affairs Board

Campus Council UTM

Campus Council UTSC

Academic Appeals Committee

Agenda Committee

Committee on Academic Policy & Programs

Planning & Budget Committee

Audit Committee

Senior Appointments and Compensation Committee

Pension Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

Academic Affairs Committee

Campus Council Agenda Committee

Campus Affairs Committee

Divisional Councils

The Establishment of UTSC Campus Council and its Committees

- The UTSC Campus Council and its Standing Committees was established in 2013 to improve governance oversight on all three campuses;

- The governance processes are aimed at enhancing campus-based decision-making and accountability;

- The Council is comparable to a Board of Governing Council and comprise representatives of the five estates: teaching staff, students, administrative staff, librarians, community members [LGIC, alumni, etc.].

MISSISSAUGA

DOWNTOWN TORONTO (ST. GEORGE)

SCARBOROUGH
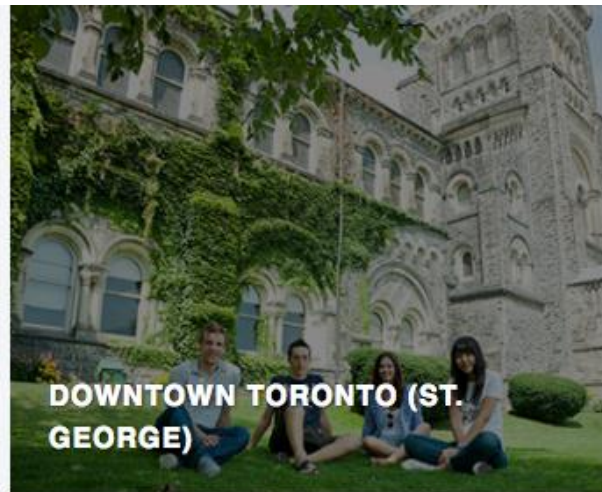
UTSC Governance Bodies
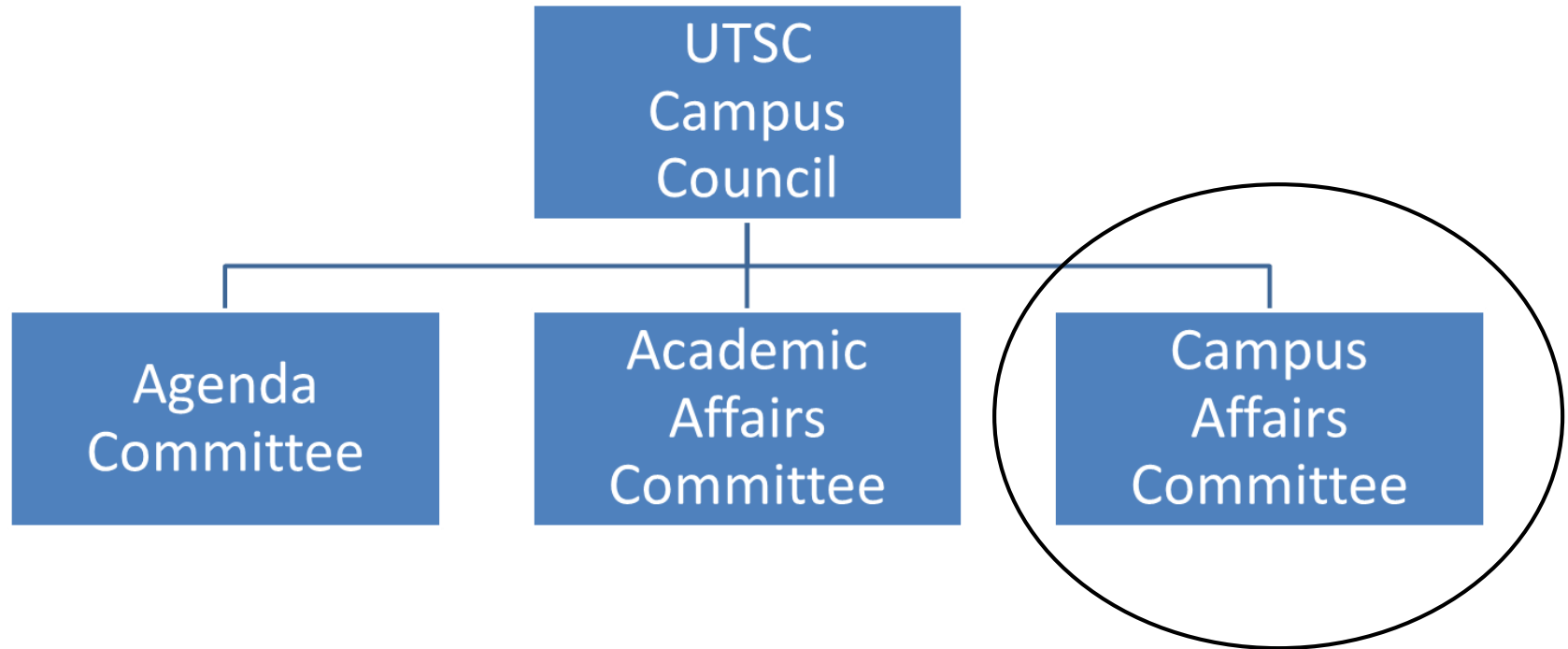
Mandate and Responsibilities of the CAC

Student & Campus Life
- Campus and student services.
- Co-curricular programs, services, and facilities.
- Compulsory non-academic incidental fees.
- Student societies and campus organizations

Planning issues & priorities
- Campus master plan
- Relations with the campus's external community
- Establishment, termination, or restructuring of academic units and proposals for EDU As and Bs

Budgets
- Capital plans, projects, and space

CAC Membership Composition

4 Administrative Staff

4 Community Members

1 Librarian Staff

7 Students

9 Teaching Staff

6 *Ex-Officio* Members

3 Presidential Assessors

Total= 34 Members

2019-20 CAC Presidential Assessors

Voting Assessor
Mr. Andrew Arifuzzaman, Chief Administrative Officer

Voting Assessor
Mr. Desmond Pouyat, Dean of Student Affairs

Voting Assessor
Prof. Maydianne Andrade, Acting Vice-Principal,
Academic and Dean

Non-Voting Assessor
Mr. Jeff Miller, Director, Facilities Management

Non-Voting Assessor
Ms Nadia Rosemond, Assistant Dean, Student Life,
Community Outreach & International Experience

Non-Voting Assessor
Ms Helen Morissette, Director, Financial Services

Office of the Vice Principal Academic & Dean- Portfolio Objectives

Strategic visioning

Divisional review
- Self study
- External review

Strategic Plan

Academic Units

Ongoing Discussions:
- EDU-B's

Equity-Diversity-Inclusion

Indigenous place-making
Online education modules

Campus Affairs Committee

Relationships

Tri-campus review
Internal & External tables

Six priorities on which we continue to focus, and which align closely with and support the strategic direction of the campus:

Work Integrated Learning / Experiential Education	**Community Outreach**
Internationalization / Global Experience	**Mental Health and A Healthy Campus**
Indigenous Priorities informed by the TRC's recommendations and the University's commitment	**Service Excellence, Services and Programs that support Student Success**

Student Affairs and Services Priorities and Objectives 2019-2020

- **Strengthening the student experience**

- **Continuing to increase global mobility opportunities for our students, exchanges, study aboard, research opportunities, etc**

- **Partnerships and community building (Community Outreach, City building, strengthening experiential learning opportunities, support for Indigenous students and Indigenous community outreach)**

- **Collaborating to strengthen the academic success and experience of all students while strengthening campus life experience and outcomes for students with disabilities**

- **Creating a stronger, holistic and integrated student life and managing the impact of the Student Choice Initiative (SCI)**

Building together a healthy campus platform, leveraging all opportunities to do so

Strengthening student engagement in physical activity through a renewed community outreach strategy

Mental health and counselling– maintaining excellence in responsiveness and strengthening access

Equity training and continuing to build positive and inclusive workplace culture

Support and continuing to build strong working relationships with colleagues across campus and tri-campus

Impactful involvement in tri-campus review

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- Strategic Plan

- Evolution of UTSC Budget Model

- Capital Plans and Development
    - Secondary Planning Approval
    - New Student Residence - construction
    - Design
        - Instruction Centre 2
        - Indigenous House
        - Parking Structure
    - Next Phase of Campus Space Plan
    - Completion of Project Planning Reports
        - Arts Centre (ACM, English and DMG)

- Partnerships and Government Relations Support
    - EaRTH and GTA-Rise

- Operationalizing Sustainability Objectives (Campus Retrofits)

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The role of Committee Members

Approve, recommend, confirm etc. business items

Offer advice

Provide oversight

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Approve

Reject

Referred back to the Administration with advice

Withdrawn by the administration

Attend meetings

Reading and evaluate meeting materials

Pose thoughtful questions

Participate in discussions

Act in the best interest of the University

Maintain Confidentiality

Meeting Agendas

- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;

- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;

- The Calendar of Business is updated regularly and posted on the UTSC governance website

- Only tool used to distribute confidential meeting documentation to members

- Password protected

- Instructions for setup: http://bit.ly/DBB_Instructions

- Help is available 24/7: 1-866-262-7326

Cover Sheets

Cover Sheets

1. General

2. Header Information

3. Sponsor & Presenter

4. Jurisdictional Information

5. Previous Action Taken

6. Highlights

7. Recommendation

UNIVERSITY OF TORONTO — OFFICE OF THE GOVERNING COUNCIL

FOR RECOMMENDATION   CONFIDENTIAL   CLOSED SESSION

TO: Name of Governance Body

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

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

DATE: Date Prepared for Date of Meeting

AGENDA ITEM: Item Number

ITEM IDENTIFICATION:

The full name of item as listed on the agenda appears here.

JURISDICTIONAL INFORMATION:

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

GOVERNANCE PATH:

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

PREVIOUS ACTION TAKEN:

Previous action taken is delineated here.

HIGHLIGHTS:

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

FINANCIAL IMPLICATIONS:

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

RECOMMENDATION:

Be It Recommended to the Next Governance Body:

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

DOCUMENTATION PROVIDED:

First Document Name
Second Document Name

Guidelines on Attendance at Meetings

Open Session
- Open to members of the University, the public, the media, up to room capacity. Most governance bodies meet in open session.

Closed Session
- Restricted to members of the governance body and individuals whose presence is considered by the body to be necessary (normally members of the administration). A motion is needed to move from open to closed session.

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

The Role of the Secretariat/Office of the UTSC Campus Council

- Provide support to the Committee Chair and Committee members:
  - Meeting preparation and follow-up
  - Communication of decisions
  - Management of governance and membership records
  - An expert resource for policy and procedural advice

Ms Emma Thacker
Assistant Secretary of the Governing Council &
Ombuds Officer
em.thacker@utoronto.ca
416-287-5639
Office- Room BV 504

Ms Rena Prashad

Governance Coordinator, UTSC
rparsan@utsc.utoronto.ca
416-208-5063
Office- Room BV 502

Governing Council

https://www.governingcouncil.utoronto.ca/

Thank you

Questions?

Committee Members' Quick Reference Guide to On-Line Resources

You are encouraged to familiarize yourself with these resource documents in advance of the first meeting. Please click on each hyperlink for more information.

1. **Organizational Chart of the Governing Council**

2. **Terms of Reference** *(UTSC Campus Affairs Committee)*

3. **2019-20 UTSC Campus Affairs Committee Membership List**
   Includes the names of members' and the constituency they represent.

4. **2019-20 Presidential Assessors**
   Includes information on the members of the University's administration who bring forward business to governance bodies.

5. **2019-20 UTSC Campus Affairs Committee Meeting Schedule**

6. **2019-20 Calendar of Business** *(updated every Friday)*
   Includes planned items for approval and information for each governance body.

7. **List of Commonly Used Acronyms**
   Includes a list of commonly used acronyms across the University and in governance.

8. **Guidelines on Attendance at Meetings**
   Defined are the parameters of open, closed and in camera meetings.

9. ***Principles of Good Governance***
   Foundations of a robust governance process – approved by the Governing Council on October 28, 2010.

10. ***Expectations and Attributes of Governors and Key Principles of Ethical Conduct***
    Governors' responsibilities in contributing to an effective governance process – approved by the Governing Council on October 28, 2010.

11. *<u>Mandate of Governance</u>*
Succinct overview of governance mandate: approval, oversight, advice – approved by the Governing Council on October 28, 2010.

12. *<u>Fiduciary Responsibilities of Members of the Governing Council</u>*
Members are expected to act honestly and in good faith with a view to the best interests of the University, and to exercise the level of skill and diligence that can reasonably be expected from an individual of his or her knowledge and experience.

Governing Council, University of Toronto
Consolidated Calendar of Business
Campus: UTSC

Item		Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_01														
Minor UndergraduatCurricular Modifications		VPADUTSC	☐		CYCLE_01								FI	-
Annual Report: Subcommittee on Academic Appeals, UTSC		VPADUTSC	☑		CYCLE_01								FI	-
Appointments: UTSC Campus Council Nominating Committee		OCCUTSC	☑			CYCLE_01	CYCLE_01						FA	-
Capital Project-New Student Residence at the University of Toronto Scarborough - Further Revised Total Project Cost and Sources of Funding		CAOUTSC	☐	CYCLE_01			CYCLE_01	CYCLE_01	CYCLE_01		CYCLE_01	CYCLE_01	FA	YES
Category 2 Certificate: Certificate in Bioarchaeology		VPPUTSC	☐		CYCLE_01								FA	-
Current Year Campus and Institutional Operating Budget		CAOUTSC	☑	CYCLE_01			CYCLE_01						FI	-
Orientation		OCCUTSC	☑	CYCLE_01	CYCLE_01		CYCLE_01						FI	-
CYCLE_02														
Ombudsperson Report		OGC	☐				CYCLE_02						FI	-
Proposed Operating Budget, Themes and Priorities		VPPUTSC	☑	CYCLE_02			CYCLE_02						FI	-

Consolidated Calendar of Business

Campus: **UTSC**

Item		Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_03														
2019-20 Sessional Dates		REGUTSC	☐		CYCLE_03								FI	-
Category 1 Certificate- Evolutionary Anatomy		VPADUTSC	☐		CYCLE_03								FA	-
New Program – Major in Creative Writing (BA)		VPADUTSC	☐		CYCLE_03								FA	-
Undergraduate Major Curricular Modifications, TBD		VPADUTSC	☐		CYCLE_03									-
Undergraduate Minor Curricular Modifications, TBD		VPADUTSC	☐		CYCLE_03									-

Consolidated Calendar of Business

Campus: **UTSC**

CYCLE_04

Item		Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
Annual Report and Analysis: Compulsory Non-Academic Incidental Fees		PROVOST	☑	CYCLE_04									FI	-
Capital Project- Instructional Centre 2 (IC2), UTSC		CAOUTSC	☐	CYCLE_04			CYCLE_04	CYCLE_04	CYCLE_04		CYCLE_04	CYCLE_04	FA	YES
Modifications to Academic Regulations		VPADUTSC	☐		CYCLE_04									-
Operating Plans and Fees: Student Affairs and Services - UTSC		DSAUTSC	☑	CYCLE_04			CYCLE_04			CYCLE_04	CYCLE_04		FC	YES
Operating Plans: Service Ancillaries - UTSC		CAOUTSC	☑	CYCLE_04			CYCLE_04			CYCLE_04			FA	YES
Student Societies: Requests for Fee Increases - UTSC		DSAUTSC	☑	CYCLE_04			CYCLE_04			CYCLE_05			FA	YES
Undergraduate Major Curricular Modifications, TBD		VPADUTSC	☐		CYCLE_04									-
Undergraduate Minor Curricular Modifications, TBD		VPADUTSC	☐		CYCLE_04									-
University Operating Budget & Allocation of Funds		VPUO	☑				CYCLE_04						FI	-

Consolidated Calendar of Business

Campus: **UTSC**

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_05													
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	☑		CYCLE_05		CYCLE_05						FI	-
Appointments: 2019-20 UTSC Campus Council Community Members	OCCUTSC	☐			CYCLE_05	CYCLE_05							-
Capital Project- Indigenous House, UTSC	CAOUTSC	☐	CYCLE_05			CYCLE_05	CYCLE_05	CYCLE_05		CYCLE_05	CYCLE_05	FA	YES
Graduate Minor Curricular Modifications	VPADUTSC	☐		CYCLE_05									-
Undergraduate Major Curricular Modifications, TBD	VPADUTSC	☐		CYCLE_05									-
Undergraduate Minor Curricular Modifications, TBD	VPADUTSC	☐		CYCLE_05									-
University Operating Budget: A UTSC Campus Perspective	VPPUTSC	☐	CYCLE_05			CYCLE_05						FI	-

Governing Council, University of Toronto
Consolidated Calendar of Business

Campus: **UTSC**

Item	Portfolio	Annual	Campus Affairs	Academic Affairs	Agenda Committee	Campus Council	Academic Board	Business Board	University Affairs Board	Executive Committee	Governing Council	Action	Ex Conf
CYCLE_06A													
Annual Report: Community Partnerships and Engagement-UTSC	CAOUTSC	☑	CYCLE_06A									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	☑	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	☑	CYCLE_06A						CYCLE_06A			FI	-
Appointments: 2019-20 UTSC Campus Council Standing Committee Assignments (including the UTSC Agenda Committee)	OCCUTSC	☐			CYCLE_06A	CYCLE_06A						FA	-
Proposal for the Creation of a New Degree Program- Master of Science, Environmental Science	VPADUTSC	☐		CYCLE_06A			CYCLE_06A			CYCLE_06A		FC	YES