



UNIVERSITY OF
TORONTO
SCARBOROUGH

UTSC Academic Affairs Committee (AAC)

Orientation

Thursday, September 12, 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.



```
graph TD; Admin[Administration] --> UDM([University Decision Making]); Governance[Governance] --> UDM;
```

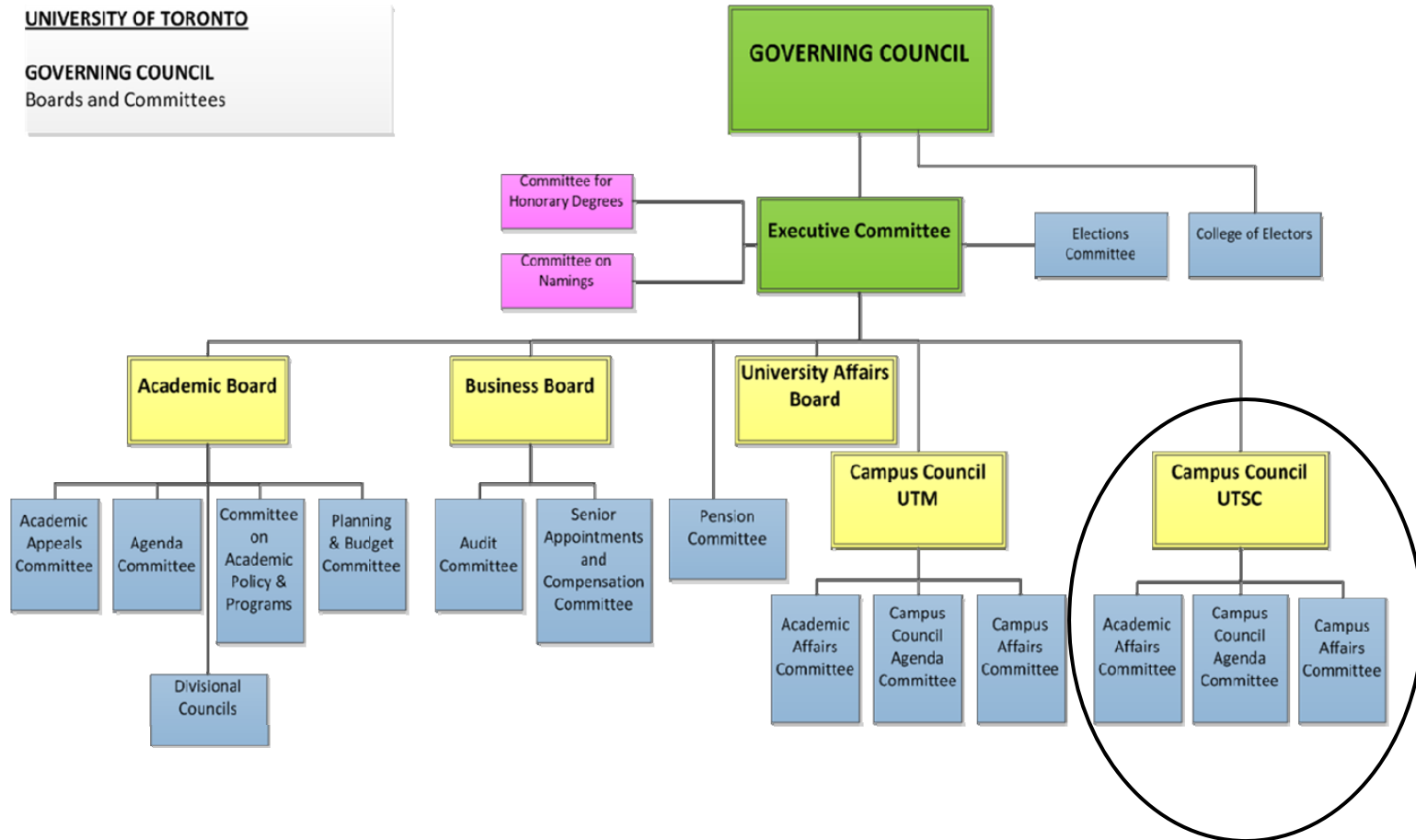
**University
Decision Making**



U of T Tri-Campus Governance Structure

UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees

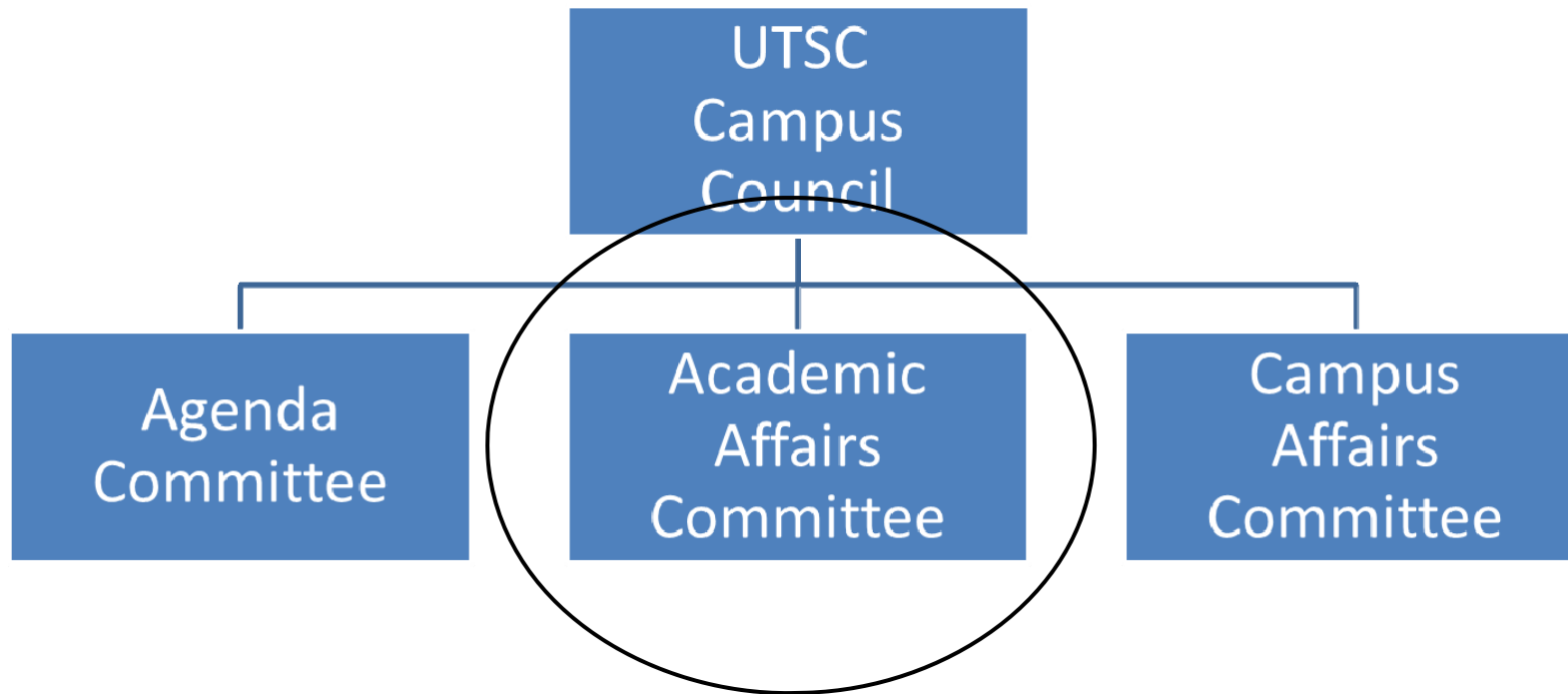


The Establishment of UTSC Campus Council and its Committees

- 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;



UTSC Governance Bodies



Mandate and Responsibilities of the AAC

Teaching

- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching

Learning

- Academic plans and guidelines for such plans, priorities, services, and programs

Research

- Research planning

AAC Membership Composition

2 Administrative Staff

3 Community Members

33 Teaching Staff

2 Librarians

9 Students

2 Presidential Assessors

10 *Ex-Officio* Members

Total Members = 61

2019-20 AAC Presidential Assessors



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



Voting Assessor
Heinz-Bernhard Kraatz
Vice-Principal, Research



Non-Voting Assessor
Ms. Annette Knott
Academic Programs Officer



Non-Voting Assessor
Ms. Varsha Patel
Assistant Dean, Academic Success



Non-Voting Assessor
Shelby Verboven, Associate Registrar and Director of Admissions &
Student Recruitment



Office of the Vice Principal Academic & Dean- Portfolio Overview

Strategic visioning

Divisional review

- Self study
- External review

Strategic Plan

Curriculum Mapping

Access

Bridging programs

Curriculum development

Majors: Creative writing, Computational mathematics, Computational physics

Minor: Entrepreneurship

New Certificates: Bioarcheology (Cat 2)
Evolutionary Anatomy (Cat 1)

New Double Degree: BSc/BA Specialist
Psych & English

Combined Degree programs



Office of the Vice-Principal, Research-Portfolio Overview

- Continue to provide support for research grant applications (review, workshops, administrative support)
- Administration of seed funding available through VPRO, including review process
- UTSC postdoctoral program
- Institutional CFI applications for 2020 round of CFI-IF (in collaboration with Department Chairs)
- Work collaboratively towards large initiatives of distinction
- Implementation and operationalization of UTSC strategic plan

The role of Committee Members

Oversight

Advice

Approval
(or
rejection)



Types of Decisions made by the Committee

Approve

Reject

Referred
back to the
Administration
with advice

Withdrawn by the
administration



Expectations of Members

Read and
evaluate meeting
materials

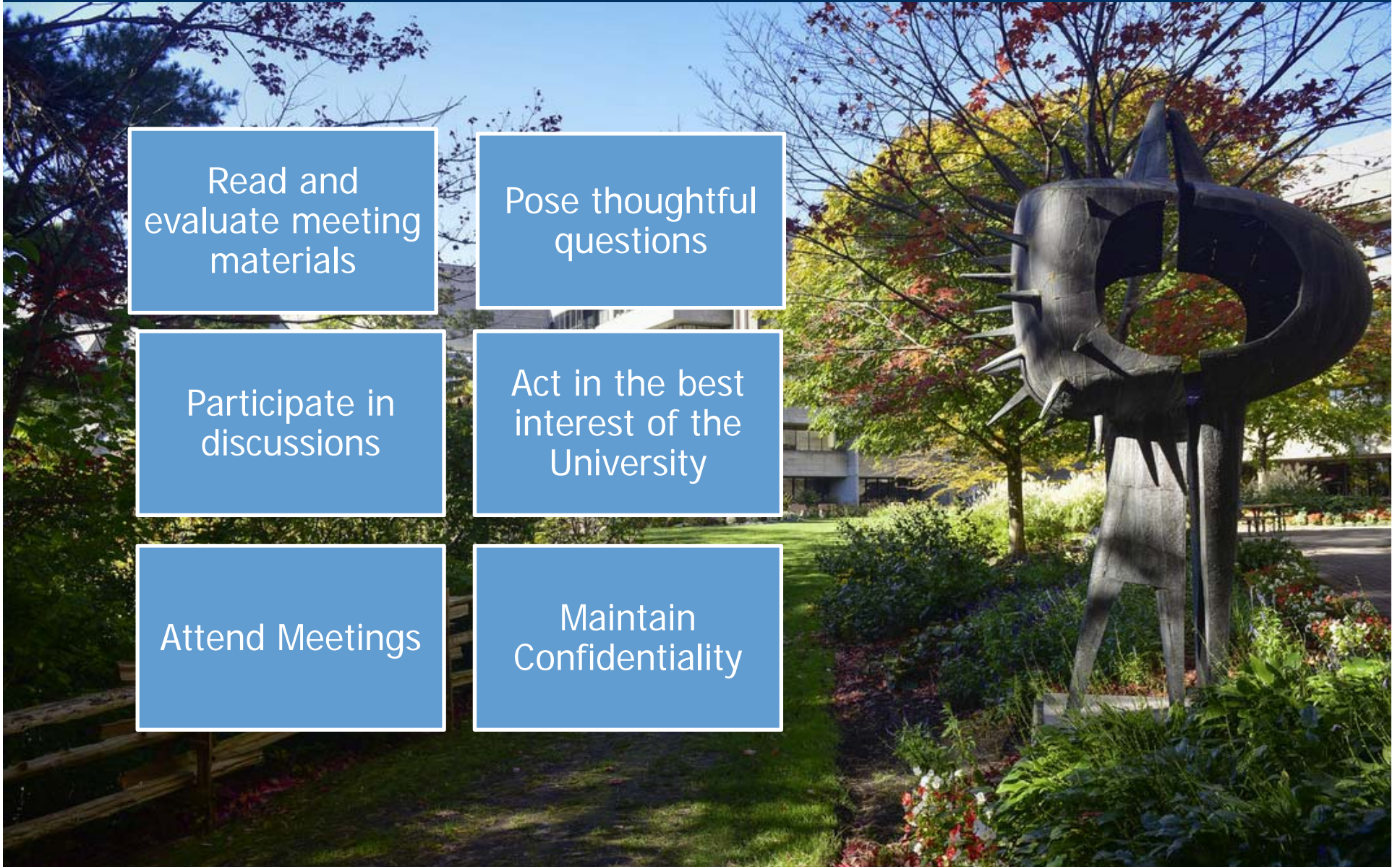
Pose thoughtful
questions

Participate in
discussions

Act in the best
interest of the
University

Attend Meetings

Maintain
Confidentiality



Meeting Agendas

- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;
- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;
- 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

- 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:		
<ol style="list-style-type: none"> 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.		
<hr/>		
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



Contacting the UTSC Secretariat

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





More Information on University Governance

Governing Council

<https://governingcouncil.utoronto.ca/>





UNIVERSITY OF
TORONTO
SCARBOROUGH

**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 Academic Affairs Committee*)
3. [**2019-20 UTSC Academic 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 Academic 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. Mandate of Governance

Succinct overview of governance mandate: approval, oversight, advice – approved by the Governing Council on October 28, 2010.

12. Fiduciary Responsibilities of Members of the Governing Council

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 Undergraduate Curricular Modifications	VPADUTSC	<input type="checkbox"/>		CYCLE_01								FI	-
Annual Report: Subcommittee on Academic Appeals, UTSC	VPADUTSC	<input checked="" type="checkbox"/>		CYCLE_01								FI	-
Appointments: UTSC Campus Council Nominating Committee	OCCUTSC	<input checked="" type="checkbox"/>			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	<input type="checkbox"/>	CYCLE_01			CYCLE_01	CYCLE_01	CYCLE_01		CYCLE_01	CYCLE_01	FA	YES
Category 2 Certificate: Certificate in Bioarchaeology	VPPUTSC	<input type="checkbox"/>		CYCLE_01								FA	-
Current Year Campus and Institutional Operating Budget	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_01			CYCLE_01						FI	-
Orientation	OCCUTSC	<input checked="" type="checkbox"/>	CYCLE_01	CYCLE_01		CYCLE_01						FI	-
CYCLE_02													
Ombudsperson Report	OGC	<input type="checkbox"/>				CYCLE_02						FI	-
Proposed Operating Budget, Themes and Priorities	VPPUTSC	<input checked="" type="checkbox"/>	CYCLE_02			CYCLE_02						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_03													
2019-20 Sessional Dates	REGUTSC	<input type="checkbox"/>		CYCLE_03								FI	-
Category 1 Certificate- Evolutionary Anatomy	VPADUTSC	<input type="checkbox"/>		CYCLE_03								FA	-
New Program – Major in Creative Writing (BA)	VPADUTSC	<input type="checkbox"/>		CYCLE_03								FA	-
Undergraduate Major Curricular Modifications, TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_03									-
Undergraduate Minor Curricular Modifications, TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_03									-

*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_04													
Annual Report and Analysis: Compulsory Non-Academic Incidental Fees	PROVOST	<input checked="" type="checkbox"/>	CYCLE_04									FI	-
Capital Project- Instructional Centre 2 (IC2), UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_04			CYCLE_04	CYCLE_04	CYCLE_04		CYCLE_04	CYCLE_04	FA	YES
Modifications to Academic Regulations	VPADUTSC	<input type="checkbox"/>		CYCLE_04									-
Operating Plans and Fees: Student Affairs and Services - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_04	CYCLE_04		FC	YES
Operating Plans: Service Ancillaries - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_04			FA	YES
Student Societies: Requests for Fee Increases - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_04			CYCLE_04			CYCLE_05			FA	YES
Undergraduate Major Curricular Modifications, TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_04									-
Undergraduate Minor Curricular Modifications, TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_04									-
University Operating Budget & Allocation of Funds	VPUO	<input checked="" type="checkbox"/>				CYCLE_04						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_05													
Annual Report: Vice-Principal, Research- UTSC	VPRUTSC	<input checked="" type="checkbox"/>		CYCLE_05		CYCLE_05						FI	-
Appointments: 2019-20 UTSC Campus Council Community Members	OCCUTSC	<input type="checkbox"/>			CYCLE_05	CYCLE_05							-
Capital Project- Indigenous House, UTSC	CAOUTSC	<input type="checkbox"/>	CYCLE_05			CYCLE_05	CYCLE_05	CYCLE_05		CYCLE_05	CYCLE_05	FA	YES
Graduate Minor Curricular Modifications	VPADUTSC	<input type="checkbox"/>		CYCLE_05									-
Undergraduate Major Curricular Modifications, TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_05									-
Undergraduate Minor Curricular Modifications, TBD	VPADUTSC	<input type="checkbox"/>		CYCLE_05									-
University Operating Budget: A UTSC Campus Perspective	VPPUTSC	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	CYCLE_06A									FI	-
Annual Report: Police Services - UTSC	CAOUTSC	<input checked="" type="checkbox"/>	CYCLE_06A						CYCLE_06A			FI	-
Annual Report: Recognized Campus Groups - UTSC	DSAUTSC	<input checked="" type="checkbox"/>	CYCLE_06A						CYCLE_06A			FI	-
Appointments: 2019-20 UTSC Campus Council Standing Committee Assignments (including the UTSC Agenda Committee)	OCCUTSC	<input type="checkbox"/>			CYCLE_06A	CYCLE_06A						FA	-
Proposal for the Creation of a New Degree Program- Master of Science, Environmental Science	VPADUTSC	<input type="checkbox"/>		CYCLE_06A			CYCLE_06A			CYCLE_06A		FC	YES