

**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** UTM Academic Affairs Committee

**SPONSOR:** Sheree Drummond, Secretary of the Governing Council  
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**PRESENTER:** Cindy Ferencz Hammond, Assistant Secretary of the Governing Council  
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**DATE:** September 3, 2024 for September 10, 2024

**AGENDA ITEM:** 3

**ITEM IDENTIFICATION:**

Revisions to the UTM Academic Affairs Committee Terms of Reference

**JURISDICTIONAL INFORMATION:**

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, including the need for some routine, minor changes.

**GOVERNANCE PATH:**

1. UTM Academic Affairs Committee [For Information] (September 10, 2024)
2. UTM Campus Council [For Information] (October 8, 2024)
3. Executive Committee [For Endorsement & Forwarding] (October 28, 2024)
4. Governing Council [For Approval] (November 7, 2024)

**PREVIOUS ACTION TAKEN:**

Changes to the UTM Academic Affairs Committee Terms of Reference were made on February 15, 2017, to reflect changes to the organizational structure and staff of the UTM Office of the Vice-Principal, Academic and Dean and on October 29, 2020, to reflect the creation of two Extra-Departmental Units and to add references to policies and guidelines for clarity.

**HIGHLIGHTS:**

The purpose of the changes to the University of Toronto Mississauga Academic Affairs Committee Terms of Reference (UTM AAC TOR) is to update its composition in light of changes to the organizational structure of the UTM Office of the Dean, recently introduced by Professor Nick Rule, Vice-Principal

Academic and Dean and approved by the Provost and the Agenda Committee of the Academic Board in accordance with the *Policy on Appointment of Academic Administrators*.

The current AAC TOR includes the positions of Vice-Dean, Teaching & Learning and the Vice-Dean, Academic Experience as *ex officio* members. These two positions have now been eliminated, and two new Vice-Dean positions have been created as follows: Vice-Dean, Undergraduate, and Vice-Dean, Academic Programs. The existing position of Vice-Dean, Graduate & Postdoctoral Affairs is not currently an *ex officio* member of the AAC.

It is proposed that the above newly created Vice-Dean Undergraduate and the existing Vice-Dean, Graduate & Postdoctoral Affairs replace the now eliminated positions of Vice-Dean, Teaching & Learning and Vice-Dean, Academic Experience as *ex officio* members of the AAC. This change will allow the Undergraduate and Graduate & Postdoctoral Affairs portfolios to sponsor items for governance. This requires a revision to section 1.1 of the UTM AAC TOR.

Descriptions of the two Vice-Dean positions to be added to the *ex officio* membership of the UTMAAC are below:

#### Responsibilities of the Vice-Dean Undergraduate

The Vice-Dean, Undergraduate (VDU) reports to the Vice-Principal Academic and Dean, and is supported by the Associate Dean, Academic Experience (ADAE) and Associate Dean, Teaching & Learning (ADTL). The VDU provides leadership for strengthening existing undergraduate programs and works with the Vice-Dean, Academic Programs to develop, implement, and regularly review proposals for undergraduate courses and programs. The VDU addresses unexpected course and program support issues, evaluates TA support recommendations, and collaborates on performance indicators to support program success and strategic enrolment management. The VDU monitors and evaluates undergraduate curriculum effectiveness, and supports alignment with the UTM Strategic Framework, the Academic Plan, and responsiveness to changing external and institutional dynamics. The VDU represents UTM at events dealing with teaching, co-curricular initiatives and programs, and academic continuity. Leadership of policies and practices regarding academic integrity for undergraduate education is delegated to the ADAE. Leadership of innovative teaching and learning initiatives and opportunities for undergraduates is delegated to the ADTL.

#### Responsibilities of the Vice-Dean, Graduate & Postdoctoral Affairs

The Vice-Dean, Graduate & Postdoctoral Affairs (VDGPA) reports to the Vice-Principal Academic and Dean. The VDGPA provides leadership for enhancing the graduate student experience at UTM and for strengthening existing and introducing new graduate programs that build upon campus strengths. The VDGPA works with the Vice-Dean, Academic Programs to develop, implement, and regularly review proposals for graduate courses and programs. The VDGPA addresses unexpected course and program support issues, and collaborates on performance indicators to support program success and strategic enrolment management. The VDGPA monitors and evaluates graduate curriculum effectiveness for UTM-based graduate programs, and supports the evolution of graduate strategy at UTM. The VDGPA liaises with the School of Graduate Studies and academic units across the tri-campus, and represents UTM on

institutional committees related to graduate affairs. The VDGPA coordinates UTM-specific awards, fellowships and prizes for graduate students. The VDGPA develops supportive strategies and fosters community for postdoctoral fellows.

**FINANCIAL IMPLICATIONS:**

n/a

**RECOMMENDATION:**

For Information

**DOCUMENTATION PROVIDED:**

UTM Academic Affairs Committee Terms of Reference (track changes version)

UTM Academic Affairs Committee Terms of Reference (proposed final version)

## **University of Toronto Mississauga Academic Affairs Committee**

### **1. MEMBERSHIP**

#### **1.1 Composition**

Total membership of the University of Toronto Mississauga Academic Affairs Committee (UTM Academic Affairs Committee) will be **66** members and will include two voting administrative assessors appointed by the President.

<b>CONSTITUENCY <sup>12</sup></b>	<b>CAMPUS COUNCIL</b>	<b>NON-CAMPUS COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	1	1	2
Community Members (including Alumni and LGIC Appointees)			
Governor	0-2		
Non-governor	2-0	0	2
Teaching Staff			
Academic Departments			
Chairs <i>Ex officio</i> or designates		18	
Teaching Staff		18	36
Governor	0-1		
Non-governor	3-2		3
Librarians			
UTM Chief Librarian <i>Ex officio</i>		1	
Librarian		1	2
Students <sup>13</sup>			
Governor	0-1		
Non-governor	2-1	7	9
Presidential Assessors			
Vice-Principal, Academic and Dean		1	1
Vice-Principal, Research		1	1
<i>Ex Officio</i>			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1

<sup>12</sup> Constituency definitions are provided in the *University of Toronto Act*, 1971.

<sup>13</sup> Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

President	1	0	1
Vice-President and Principal, UTM	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, <del>Academic- Experience</del> Undergraduate	0	1	1
Vice-Dean, <del>Teaching &amp; Learning</del> Graduate & Postdoctoral Affairs	0	1	1
Registrar, UTM	0	1	1
<b>TOTAL</b>	<b>13</b>	<b>53</b>	<b>66</b>

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 UTM Academic Affairs Committee

### 1.3.1 Governing Council Members of the UTM Council and UTM Academic Affairs Committee

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

### 1.3.2 UTM Council Members of the UTM Academic Affairs Committee

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

### **1.3.3 Election of Administrative Staff, Librarians, Students and Teaching staff of the UTM Campus**

Non-Governing Council, non-UTM Council members will be elected by and from among their respective estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Administrative staff, librarian staff and teaching staff are normally elected for three-year terms and may serve on the UTM Academic Affairs Committee for a maximum of nine consecutive years. Students are elected for one-year terms and are eligible to be re-elected.

### **1.4 Chair and Vice-Chair of the Academic Affairs Committee**

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

## **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 UTM 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.

### **5.1 The following areas are within the responsibility of the UTM 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  
Campus Strategic Plan <sup>14</sup>  
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.
- Name changes of academic units.

## **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by UTM Council).
- Name changes of academic units (following consideration by the Academic Affairs Committee)
- New undergraduate degrees, graduate programs, and degrees and, joint degrees and programs with external institutions as defined in the *University of Toronto Quality Assurance Process*, and the closure of such programs.

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<sup>14</sup> For concurrence with the recommendation of the UTM Campus Affairs Committee.

## **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 programs, and the closure of such programs, as defined in the *University of Toronto Quality Assurance Process*
- 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 UTM 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 UTM may be delegated to a subcommittee or officer of UTM.
- 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 UTM or by instructors in connection with academic standing in UTM. A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be 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<sup>15</sup> to existing degree programs. All major modifications shall be reported annually for information to the Committee on Academic Policy and Programs.
- New certificates, as defined by the *Policy on Certificates (For-Credit and Not-For-Credit)*, and the closure of such certificates. An annual report on certificates shall be provided for information to the Committee on Academic Policy and Programs.
- 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.

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<sup>15</sup> 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.



## **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 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.

The Committee receives reports from its subcommittee on academic appeals.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTM 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 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 UTM 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.

### **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.

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 UTM 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.

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.

June 25, 2014 – Revisions approved by the Governing Council – Changes to the Distribution of Seats and Length of Terms on the UTM and the UTSC Campus Council and their Standing Committees

November 18, 2016 – Replace *Policy on Diploma and Certificate Programs* with *Policy on Certificates (For Credit and Not-For-Credit)*, approved on February 25, 2016.

February 15, 2017 – Revisions approved by Governing Council – Membership of the Academic Affairs Committee

October 29, 2020 – Revisions approved by the Governing Council.

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Non-governor	2-0	0	2
Teaching Staff			
Academic Departments			
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Vice-Principal, Academic and Dean		1	1
Vice-Principal, Research		1	1
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Chair, Governing Council	1	0	1
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President	1	0	1
Vice-President and Principal, UTM	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	0	1	1
Vice-Dean, Graduate & Postdoctoral Affairs	0	1	1
Registrar, UTM	0	1	1
<b>TOTAL</b>	<b>13</b>	<b>53</b>	<b>66</b>

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## 1.2 Term

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## **2. QUORUM**

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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.

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## **6. PROCEDURES**

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### **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.

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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 UTM 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.

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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.

June 25, 2014 – Revisions approved by the Governing Council – Changes to the Distribution of Seats and Length of Terms on the UTM and the UTSC Campus Council and their Standing Committees

November 18, 2016 – Replace *Policy on Diploma and Certificate Programs* with *Policy on Certificates (For Credit and Not-For-Credit)*, approved on February 25, 2016.

February 15, 2017 – Revisions approved by Governing Council – Membership of the Academic Affairs Committee

October 29, 2020 – Revisions approved by the Governing Council.