

Agenda Committee

Background Information

September 2007

* reserve date
 ** special meeting date
 †Saskatoon = cancelled

Governing Council and its Boards and Committees Meeting Schedule 2007-08

9/10/2007

Board or Committee	Committee on Academic Policy & Programs	Planning & Budget Committee	Agenda Committee	Academic Board	Senior Appointments and Compensation Committee	Audit Committee	Business Board	Elections Committee	University Affairs Board	Committee for Honorary Degrees	Executive Committee	Governing Council
Usual meeting time and location	4:10 pm Council Chamber	4:10 pm Council Chamber	2:00 pm Falconer Room	4:10 pm Council Chamber	5:00 pm Chair's Office	4:00 pm Board Room meetings are held in closed session	5:00 pm Council Chamber	2:00 p.m. Falconer Room	4:30 pm Council Chamber	Board Room meetings are held in camera	5:00 p.m. Board Room meetings are held in closed session	4:30 p.m. Council Chamber
Summer Dates												
Retreat / Orientation							Thu Sep 20 9:00 am					Fri Sep 7 10:00 am - 1 pm
Cycle 1	Mon Sep 10	Tues Sep 18	Mon Sep 17	Tue Oct 2	Wed Oct 10		**Tue Sep 4 Mon Oct 1	Wed Sep 19	Tue-Sep-25	Thu Sep 20 8:00 am	Wed Oct 17	Tue Oct 30
Cycle 2	Tue Oct 23	Wed Oct 24	Wed Oct 31	Thu Nov 8	Wed Nov 21		Mon Nov 19	Wed Oct 3 Tue Oct 16	Tue Nov 6	Thu Oct 18 8:00 am	Mon Nov 26	Thu Dec 6
Cycle 3	Tue Nov 27	Wed Nov 28	Tue Dec 4	Thu Dec 13	Wed Dec 12 8:30 am	Thu Nov 29	Mon Dec 17	Tue Oct 16	Tue Dec 11	Wed Nov 14 3:00 pm	Wed Jan 9 12-2:00 pm	Thu Jan 17
Cycle 4	Tue Jan 8	Wed Jan 9	Wed Jan 16	Thu Jan 31	Wed Feb 6		Mon Feb 4		Tue Jan 29		Mon Feb 25	Tue Mar 4
Cycle 5	Tue Feb 26	Wed Feb 6,* 5:00 p.m. Wed Feb 27	Thu Feb 28	Thu Mar 6	Thu Mar 27	* Mon Mar 3	Wed Mar 5		Tue Mar 25		Mon Mar 31	Thu Apr 10
Cycle 6	Tue Apr 1	Wed Apr 2	Wed Apr 9 Wed Apr 23*	Thu Apr 24	Wed Apr 30		Mon Apr 28		Tue Apr 29		Mon May 12	Wed May 21
Cycle 7	Tue May 13	Wed May 14	Mon May 5* Tue May 20	Tue June 3 10 am	Tue June 17	Wed May 28 Wed June 18	Thu June 19		Mon June 2		Mon June 16 5:00 pm Mon June 23 3:00 pm	Mon June 23 4:00 pm

If you are a person with a disability who requires accommodation, please contact the Office of the Governing Council (phone: 978-6576 / email: governing.council@utoronto.ca) three business days in advance of the meeting.

Membership of the Governing Council's Boards and Committees 2007-2008

Agenda Committee

ex officio

Professor Brian Corman (**Vice-Chair**), Vice-Chair, Academic Board
Professor Vivek Goel, Vice-President and Provost and Senior Assessor, Planning & Budget Committee
Professor Avrum I. Gotlieb, Chair, Planning & Budget Committee
Professor Edith M. Hillan, Senior Assessor, Committee on Academic Policy and Programs
Professor Michael R. Marrus (**Chair**), Chair, Academic Board
Professor Andrea Sass-Kortsak, Chair, Committee on Academic Policy and Programs

Students

Mr. James Janeiro, full-time undergraduate student

Teaching Staff

Professor Clare Beghtol
Professor Rick Halpern

Note: The Chair and Vice-Chair of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Agenda Committee.



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

AGENDA COMMITTEE

TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

Chair and Vice-Chair of the Academic Board (*ex officio*)
Chair and Senior Assessor, Committee on Academic Policy and Programs (*ex officio*)
Chair and Senior Assessor, Planning and Budget Committee (*ex officio*)
Vice-President and Provost (*ex officio*)
2 teaching staff members of the Academic Board¹
1 student member of the Academic Board

The Chairman and Vice-Chairman of the Governing Council, the President and the Chancellor are *ex officio* voting members of the Agenda Committee.

The Committee is chaired by the Chair of the Academic Board.

The President may appoint annually University Officers as non-voting assessor members of the Agenda Committee.

1.2 Term

Terms begin on July 1.

The teaching staff and student members shall be appointed by the Academic Board for one-year terms which may be renewed.

2. QUORUM

One third of the voting members (normally 5).

3. FUNCTION

The Agenda Committee is responsible for directing the flow of business within the Academic Board structure and for setting the agenda for the Academic Board meetings. The Committee deals with notices of motion given at the Board or referred to the Board by the Governing Council. On the request of the Chair of the Committee on Academic Policy and Programs or the Chair of the Planning and Budget Committee, the Agenda Committee may deal with notices of motion given to the Committees.

¹ The teaching staff and student members will be appointed by the Academic Board on the recommendation of the Striking Committee.

The Agenda Committee is responsible for determining the readiness of items of business for submission to the Academic Board, and for determining the documentation required to accompany each proposal as well as any guests to be invited to each meeting of the Board.

Issues not referred as a matter of course to a Standing Committee will be assigned to the appropriate committee by the Agenda Committee. The Agenda Committee has the authority to determine the application of the distinction between "major" and "minor" issues, where this is required to implement the terms of reference of the Academic Board and its committees.

The Agenda Committee shall recommend to the Academic Board the establishment, when necessary, of Special Committees including the terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

The Agenda Committee is responsible for establishing a representative Striking Committee composed of the Chair and Vice-Chair of the Board, the Vice-President and Provost, and an administrative staff, alumni and student member of the Board, which recommends the co-opted membership of the Board and the appointment of non-Governing Council members to its Standing Committees.

The Agenda Committee is responsible for establishing the Tribunal Selection Committee² which recommends the appointment of the Senior Chair, the Associate Chairs, and the co-chairs of the University Tribunal.

The Agenda Committee shall approve academic administrative appointments on behalf of the Academic Board, pursuant to the Policy on Appointment of Academic Administrators. In accordance with Section 2 (14) (e) of the University of Toronto Act, the approval shall be confirmed by a committee consisting of the Chairman of the Governing Council, the President, and the Chair of the Academic Board.

4. PROCEDURES

The Agenda Committee meets in closed session.

February 9, 2006

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² The Tribunal Selection Committee shall be composed of a teaching staff, a student and a lay member or former member of the Academic Board or Governing Council, and a President's designate, at least two of whom will have appropriate legal knowledge.

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Organization Chart of the Governing Council, 2007-2008

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