

**UNIVERSITY OF TORONTO**  
**THE GOVERNING COUNCIL**

**REPORT NUMBER 175 OF THE AGENDA COMMITTEE**

**September 27, 2011**

To the Academic Board,  
University of Toronto.

Your Committee reports that it held a meeting on Tuesday, September 27, 2011, at 2:00 p.m. in the Forster Room, Room 229, Simcoe Hall.

Present:            Professor Ellen Hodnett (Chair)  
                      Ms Virginia Coons  
                      Dr. Avrum Gotlieb  
                      Professor Hugh Gunz  
                      Professor Cheryl Misak  
                      Ms Judith Poë  
                      Professor Andrea Sass-Kortsak  
                      Professor Charmaine Williams

Ms Mae-Yu Tan, Secretary

Regrets:           Professor Cheryl Regehr

In Attendance:   Mr. David Palmer, Vice-President, Advancement  
                      Mr. Louis Charpentier, Secretary of the Governing Council  
                      Ms Sheree Drummond, Assistant Provost  
                      Dr. Jane Harrison, Director, Academic Programs and Policy, Office of the Vice-President and Provost

**1.     Chair's Remarks**

The Chair welcomed members to the first meeting of the Committee for 2011-2012 and outlined the procedures for the Committee. She stated that the Agenda Committee was composed of nine members from various estates and that attendance by five voting members was needed for quorum. Members were asked to notify the Secretariat in advance if they would be unable to attend a meeting, to ensure that quorum would be met. The Chair explained that meetings were normally held in closed session, but when necessary the Committee would move *in camera* to discuss certain items. Many matters would be discussed in confidence and should remain confidential, unless and until subsequently made public. The Assistant Provost, Ms Sheree Drummond, and the Director, Academic Programs and Policy, Dr. Jane Harrison, normally attended Committee meetings, as their presence was necessary to facilitate the work of the Committee. At the Chair's suggestion, members agreed that it would be appropriate for members from the University of Toronto Mississauga campus to participate in meetings by videoconference when necessary.

**1. Chair's Remarks (cont'd)**

The Chair described the main responsibilities of the Committee, which included setting the agenda for the Academic Board meetings, dealing with any notices of motion presented to the Board or its standing committees, establishing a Striking Committee and a Nominating Committee for the University Tribunal and the Academic Appeals Committee, and approving academic administrative appointments on behalf of the Board.

**2. Report of the Previous Meeting**

Report Number 174 of the meeting of June 28, 2011 was approved.

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

There was no business arising from the Report of the previous meeting.

**4. Report on Approvals Under Summer Executive Authority**

The Chair reported that the following nine academic administrative appointments had been approved under the Agenda Committee's summer executive authority by means of electronic ballot.

**FACULTY OF ARTS AND SCIENCE**

Professor Craig Fraser	Acting Director, Institute for History and Philosophy of Science and Technology September 1, 2011 to August 31, 2012
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Professor Frank Reid	Acting Director, Centre for Industrial Relations and Human Resources July 1, 2011 to December 31, 2011
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**FACULTY OF MEDICINE**

Professor Dimitri Anastakis	Interim Vice-Dean, Continuing Education and Professional Development September 1, 2011 to June 30, 2012 (or until a new Vice-Dean is appointed, whichever comes first)
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Professor Mary Gospodarowicz	Chair, Department of Radiation Oncology [extension] July 1, 2011 to June 30, 2012 (or until a new Chair is appointed, whichever comes first)
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**UNIVERSITY OF TORONTO MISSISSAUGA**

Professor Shyon Baumann	Chair, Department of Sociology September 1, 2011 to June 30, 2014
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**4. Report on Approvals Under Summer Executive Authority (cont'd)**

**ONTARIO INSTITUTE FOR STUDIES IN EDUCATION**

Dr. Kathryn Broad                      Academic Director, Initial Teacher Education Programs  
August 1, 2011 to June 30, 2014

Professor Nancy Jackson              Interim Chair, Adult Education and Counselling Psychology  
August 1, 2011 to December 31, 2011

Professor John Portelli                Academic Director, Graduate Education  
August 1, 2011 to June 30, 2014

**LESLIE DAN FACULTY OF PHARMACY**

Professor Heather Boon                Associate Dean, Graduate Education  
August 1, 2011 to June 30, 2016

**5. 2010-2011 Academic Board Evaluation Survey**

The Chair said that members and voting assessors of the Academic Board for 2010 -2011 had been invited to complete an online feedback form in June, 2011. There had been a 38% response rate (47 of the 122 members had completed the online form), an increase from the 30% rate of 2009-10. Following a summary of the responses provided by the Chair, the Committee discussed the feedback that had been received. Some members of the Board had expressed the view that there was a feeling of “rubber stamping” items that required Board approval. Members discussed the importance of outlining the role of Board members at the upcoming Board meeting. In particular, it would be valuable to explain that, in addition to providing oversight of process, the Board provided input that was at times incorporated into proposals forwarded to higher levels of governance. It would not be feasible to report back to the Board on the outcome of each item on which members had provided feedback. However, the Board could be assured that advice provided during meetings was shared with the Executive Committee and the Governing Council through reports of the Board Chair and Board minutes. Board members’ input was welcomed and valued.

**6. 2011-2012 Calendar of Business**

The Chair informed members that the 2011-2012 Agenda Committee’s Calendar of Business contained annual items expected to be presented to the Committee over the course of the year. The Calendar was subject to change, and items could be added at any point. The Committee discussed whether or not it would be possible to incorporate themes into Board meetings. Feedback from Board members had indicated that while members were supportive of such a goal, they questioned whether or not it would be practical, given the need to address approval items in a timely manner. Professor Misak stated that a recurring theme for the coming year would be the discussions on how

## **6. 2011-2012 Calendar of Business (cont'd)**

well the University was following through on the *Towards 2030: A Long-Term Planning Framework for the University of Toronto* vision. She intended to seek input and report regularly on that process throughout the year. In future years, it was anticipated that Board meetings would include more strategic discussion, as recommended by the Task Force on Governance.

A member suggested that the Calendar be revised to indicate that the semi-annual review of academic programs and units agenda item was considered by the Agenda Committee and the Academic Board in the cycle after that in which it had been presented to the Committee on Academic Policy and Programs (AP&P) (i.e. cycles 1 and 2 for Part 1 and cycles 4 and 5 for Part 2). This practice enabled the Agenda Committee to receive the AP&P Report, which contained a detailed record of the Committee's discussion of the reviews, together with the rest of the documentation.

## **7. Academic Board Agenda – Thursday, October 6, 2011**

Members reviewed and approved the draft agenda for the October 6, 2011 Academic Board meeting. Upon discussion of the substantive agenda and the important items that would be presented to the Board, the Committee agreed that the Chair should not present detailed orientation information that had been delivered in past years. Rather, members should be encouraged to review the material provided to them in advance of the meeting, particularly the *Frequently Asked Questions* document.

Members agreed that the motion for the proposed name change of the Faculty of Physical Education and Health to the Faculty of Kinesiology and Physical Education should be altered to have an effective date of January 1, 2012 rather than immediate implementation upon approval. That would allow more time for the Office of Convocation to update the parchments for future graduands.

Mr. Charpentier provided an overview of the proposed revisions to the Academic Board Terms of Reference that had arisen from the work of the Implementation Committee for the Task Force on Governance. He explained that the Board's final decision-making authority in purely academic matters had been emphasized and its responsibility with respect to divisional academic plans and guidelines for the plans had been added. Mr. Charpentier noted that some minor editorial changes had been made to the Agenda Committee Terms of Reference. Two procedural options – the inclusion of more routine agenda items as “consent” items and the option to provide certain reports for information in electronic formats to members – had been added to the terms of reference of all Boards and Committees. In response to a question regarding consent agenda items, the Chair clarified that it would be the Agenda Committee's responsibility to determine which items should be placed on the consent portion of the Board's agenda.

A member suggested that Professor Misak provide to the Board in the coming year some information on the University's process for receiving donations, as there had been insufficient time for this matter to be presented in the previous year. Professor Misak stated that she would be pleased to do so at one of the Board meetings when time permitted. Members agreed that the Board meeting time should be extended to 6:30 p.m. to permit sufficient consideration of all agenda items.

**8. Date of Next Meeting**

The Chair stated that the next meeting would be held on Wednesday, November 9, 2011 from 2:00 to 3:00 p.m.

**9. Other Business**

There were no items of other business.

The Committee moved *in camera*.

**10. 2011-2012 Striking Committee Appointments**

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

THAT the following members of the Academic Board be appointed to the 2011-2012 Striking Committee of the Academic Board for a term from September 28, 2011 to June 30, 2012.

Mr. Liam Mitchell, administrative staff member  
Ms Anne Kerubo, alumna  
Mr. Aly Madhavji, student

**11. Academic Administrative Appointments**

On motion duly moved, seconded, and carried

YOUR COMMITTEE APPROVED

the following academic administrative appointment.

**FACULTY OF MEDICINE**

Professor Reinhart Reithmeier	Chair, Department of Biochemistry (extension) July 1, 2011 to December 31, 2012 (or until a new Chair is appointed, whichever is first)
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The Committee returned to closed session.

The meeting adjourned at 3:20 p.m.

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Secretary  
October 4, 2011

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Chair