

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
REPORT NUMBER 201 OF
THE UNIVERSITY AFFAIRS BOARD

June 1, 2017

To the Governing Council,
University of Toronto

Your Board reports that it met on Thursday, June 1, 2017, at 4:30 p.m. in the Council Chamber, Simcoe Hall, with the following members present:

Mr. Andrew Szende, Chair
Ms Catherine Riddell, Vice-Chair
Professor Sandy Welsh, Vice-Provost,
Students
Mr. Vikram Chadalawada
Mr. Nathan Chan
Ms Katherine Dunlop
Mr. Adam Fox
Professor Mark Lautens
Mr. Jorge May
Mr. John F. Monahan
Ms Sylvia Mwangi
Mr. David Alex I. Nyikos
Ms Sherice Robertson
Professor Elizabeth Smyth
Professor Salvatore Spadafora

Mr. W. Keith Thomas
Mr. Larry Whatmore

Non-Voting Assessors:
Professor Kelly Hannah-Moffat, Vice-President
Human Resources and Equity
Ms Anne E. MacDonald, Director, Ancillary
Services
Mr. Mark Overton, Dean of Student Affairs,
University of Toronto Mississauga (UTM)
Mr. Desmond Pouyat, Dean of Student Affairs,
University of Toronto Scarborough (UTSC)
Ms Meredith Strong, Director, Office of the
Vice-Provost, Students
Mr. Ron Swail, Assistant Vice-President,
Facilities and Services

Regrets:
Mr. Aidan Fishman
Ms Sandy Chang
Professor Ira Jacobs
Mr. Modele Kuforiji

Professor Joseph Leydon
Ms Christine Moon
Mr. Mark Henry Rowswell

Secretariat:
Ms Mae-Yu Tan, Acting Secretary

In Attendance:
Ms Brieanne Berry-Crossfield, University of Toronto Graduate Students Union
Dr. Alison Burgess, Sexual and Gender Diversity Officer
Ms Francesca Dobbin, Division of Human Resources and Equity
Ms Rosalyn Figov, Chief Operations Officer, Division of Human Resources and Equity
Ms Katy Francis, Director, Strategic Communications, Division of Human Resources and Equity
Ms Joan Griffin, Acting Manager, Student Policy Initiatives and High Risk
Mr. Jonathan Hamilton-Diabo, Director, Indigenous Initiatives
Mr. Adam Kuhn, Director, Student and Campus Community Development, Office of Student Life
Mr. Mike LeSage, Coordinator, Student Policy Initiatives, Office of the Vice-Provost, Students
Mr. Tom McIlhone, UTSC Campus Community Police Services
Dr. Terry McQuaid, Executive Director, Personal Safety, High Risk, Sexual Violence Support and
Prevention

Mr. Michael Munroe, Acting Associate Director, St. George Campus Police
Mr. David Newman, Senior Director of Student Experience, Office of Student Life
Mr. Gary Pitcher, UTSC Campus Community Police Services

ITEMS 6 AND 11 ARE REPORTED FOR APPROVAL AND ALL OTHER ITEMS FOR INFORMATION.

Pursuant to section 33 (ii) of *By-Law Number 2*, consideration of item 11 will be *in camera*.

The Chair welcomed members and guests to the meeting. He informed members that they would receive an email from the Secretariat asking them to complete the University Affairs Board evaluation survey. The Chair said that he and the Vice-Chair would carefully read members' feedback and incorporate suggestions when possible. He encouraged members to complete the survey and provide their comments.

1. Annual Report: 2016 Annual Report of Equity, Diversity and Excellence

The Chair stated that, under the *University Affairs Board Terms of Reference*, the Board received an annual report on services within its area of responsibility, including human resources and equity. He invited Professor Kelly Hannah-Moffat, Vice-President, Human Resource and Equity, to present the *2016 Annual Report of Equity, Diversity and Excellence*. Matters highlighted by Professor Hannah-Moffat included the following.

- The division had been engaged in a number of key initiatives over the course of the year, including the development and implementation of a new policy on sexual violence and sexual harassment, the creation of the Sexual Violence Prevention & Support Centre, the annual International Day for the Elimination of Racial Discrimination (IDERD) campaign, a relaunch of the employment equity survey, and the addition of a third gender identifier in the Human Resources Information System (HRIS).
- A pilot project on anonymized recruitment had begun, as one means of addressing reviewers' unconscious bias. Certain identifying information would be removed from application materials. A number of issues would need to be considered before the practice could be implemented throughout the University.
- In the Fall 2016, the University had released the report, *Gender Equity and Pathways to Leadership: Women in the Tenure Stream at the University of Toronto (2004-05 and 2014-15)*, which demonstrated the progress that had been made in hiring, retaining, and promoting female faculty.
- Employee affinity programs across all three campuses helped create community, facilitate dialogue on important issues, and maintain active engagement among staff. A range of events had been held throughout the past year.
- The Human Resource and Equity portfolio had been very active in providing employee training and development. Mandatory anti-discrimination and anti-bias training had been undertaken, as well as accessibility training.

- Several equity-related roles had been created to support the delivery of programs and initiatives across the University. However, it would be critical to ensure that, going forward, all members of the University community take responsibility for having equity as a priority.
- The University had received a number of employer awards, under the leadership of the previous Vice-President, Human Resource and Equity, Professor Angela Hildyard.

During the Board's discussion, the following matters were raised:

- A member asked about the relationship between campus police and the Division of Human Resource and Equity. Professor Hannah-Moffat explained that there was dotted line reporting from all three campus police offices to her office, via the Office of Safety and High Risk. She noted that campus police were deeply committed to equity within the University and took part in training on a range of equity issues.
- In response to a question about the creation of the Chief Diversity Officer position within the Faculty of Medicine, Professor Hannah-Moffat stated that the Faculty had identified diversity as a priority. As such, a decision had been made to create the position as a means of addressing diversity among faculty, staff, and students. This was a key issue for other professional faculties within the University, and many had equity committees that considered diversity within their community.
- A member asked how the affinity groups were being promoted. Professor Hannah-Moffat said that multiple means were used to raise awareness of the affinity groups among employees. These included outreach by Ms Sandra Carnegie-Douglas, the Anti-Racism and Cultural Diversity Officer, word of mouth, emails, etc.
- Professor Hannah-Moffat clarified that the anonymized recruitment would be piloted on administrative staff, not faculty. Any consultation with faculty would occur through the Office of the Vice-President and Provost with Chairs and Deans.
- A member praised the work being done by the Division of Human Resources and Equity and inquired about plans for expansion of their initiatives. Professor Hannah-Moffat said that the Organizational Development and Learning Centre (ODLC) was currently under review. In response to feedback from staff, ways in which to focus more on the delivery of staff leadership programs in an accessible format and drawing on principles of integrated equity were being considered.
- In response to a question, Professor Sandy Welsh, Vice-Provost, Students, stated that recommendations contained in the [Report of the University of Toronto's Truth and Reconciliation Commission Steering Committee](#) provided direction for steps that could be taken to support indigenous students on all three campuses. Meeting the needs of diverse communities represented at the University would continue to be an area of focus for her Office.

The Chair thanked Professor Hannah-Moffat and her team for their ongoing work and dedication.

2. Annual Report: Recognized Campus Groups

The Chair informed members that, under the *Policy on the Recognition of Campus Groups*, the administration was responsible for granting, denying or withdrawing recognition for campus groups. The Board received for information an annual report of such administrative decisions for the St. George campus, as well as reports presented previously to the University of Toronto Mississauga (UTM) and University of Toronto Scarborough (UTSC) Campus Affairs Committees.

Professor Welsh commented on the reports, noting that there were 1,196 recognized campus groups across the University. The range of groups reflected the diverse ways in which students were involved in campus life. In addition to such groups, students also participated in athletics, Hart House clubs, student governments, and other bodies.

a) University of Toronto Mississauga

The Chair acknowledged Professor Joseph Leydon, Chair of the UTM Campus Affairs Committee, and Mr. Mark Overton, Dean of Student Affairs, UTM, both of whom were present. No questions about the UTM Report were raised by members of the Board.

b) University of Toronto Scarborough

The Chair also acknowledged Mr. Larry Whatmore, Chair of the UTSC Campus Affairs Committee, and Mr. Desmond Pouyat, Dean of Student Affairs, UTSC. There were no questions about the UTSC Report from members.

c) University of Toronto, St. George

Professor Welsh informed members that the Office of Student Life had recognized 802 groups on the St. George campus for the 2016-17 academic year. None had been denied recognition, and 40 applications were under review. She thanked Mr. Adam Kuhn, Director, Student and Campus Community Development; Mr. David Newman, Senior Director of Student Experience; and Ms Lucy Fromowitz, Assistant Vice-President, Student Life for managing and overseeing the process of supporting the student groups.

Ms Fromowitz informed the Board that approximately 16,000 students participated in recognized campus groups on the St. George campus. Through their participation, they practiced leadership and helped build community within the University. Many of the executive positions within groups were included on the co-curricular record, providing students with language to outline their participation and engagement on campus. As well, the Office of Student Life had created club hubs which enabled groups with common interests to come together.

A member observed that approximately one-third of the clubs appeared to be new for 2016-17. Ms Fromowitz stated that, while many long-term clubs had a structure in place for succession planning, others did not. As such, some clubs came to an end when the most engaged students graduated. Mr. Kuhn added that while the Ulife system helped track student groups, currently, it was not possible to track how long students had participated in the groups.

3. Annual Report: Police Services

The Chair stated that the University Affairs Board received for information an annual report on campus police services for the St. George campus. The Board also received, for information, the reports that had been previously presented to each of the respective Campus Affairs Committees at UTM and UTSC. Professor Welsh added that the campus police services were committed to the principles of community policing and to the provision of services related to crime prevention and personal safety.

a) University of Toronto Mississauga

There were no questions from the Board about the UTM report.

b) University of Toronto Scarborough

Mr. Pouyat thanked Mr. Gary Pitcher and Mr. Tom McIlhone, UTSC Campus Community Police Services, for their great work on the campus. He noted that the community policing approach worked very well at UTSC. The Police Services had built a number strong partnerships which enabled it to work collaboratively to keep the campus safe.

c) University of Toronto, St. George

Mr. Michael Munroe, Acting Associate Director, Campus Police Services, St. George Campus, spoke to the 2016 Annual Report. He highlighted the creation of a new, tri-campus communications centre which managed emergency calls and responded to crisis situations. This past year, the centre had received over 90,000 calls; that number was expected to increase in the future. Mr. Munroe reported that the number of thefts on the campus had declined since 2015, due to various campus police initiatives. While the number of indecent exposure cases had increased over 2015, several arrests had been made, thanks to the work of the campus police team. There had been some staffing changes during the past year, and the Community Safety Office had been relocated. In addition to carrying out a number of community policing initiatives, campus police continued to adapt to the changing needs of the University community, through training provided by equity officers, including Dr. Alison Burgess, Sexual and Gender Diversity Officer.

During the Board's discussion, the following matters were raised:

- A member asked about the relationship between the campus police and local police forces. Representatives from all three campus police services confirmed that positive relationships existed and were continuing to grow. As appropriate, information was shared so that all parties remained informed of any trends that were observed, and the local police forces provided assistance with investigations, when needed. Professor Hannah-Moffat added that the University was one of only a few institutions that had a Memorandum of Understanding with local forces, allowing for Special Constables on campus.
- A member expressed his appreciation for the provision of the reports. He asked for an update on progress made since the completion of a report on campus police involvement at a free speech rally held on the St. George campus in October 2016. Professor Hannah-Moffat said that the report had been submitted to her and Professor Scott Mabury, Vice-President, University Operations, by Ms Alexis Archbold, Assistant Dean, JD Program, Faculty of Law. There were plans to follow up on a number of fronts including raising

awareness of the role of campus police and informing students of the multiple places where they could lodge complaints. The process of building trust and working with the community would take time. In follow-up, the member suggested that future reports from all three campus police services should outline any complaints that were received against the campus police and their resolution.

- A member asked about lessons that could be learned from the work of the campus police. Mr. Pitcher praised the University's policing model, which enabled a positive relationship with the Toronto Police Services. He noted that the three campuses varied in their demographics, and that much of the crime that occurred on campus was carried out by people external to the University community.
- In response to a question, Professor Hannah-Moffat confirmed that it was expected that the number of reported cases of sexual assault at the University would continue to rise. That was likely a positive outcome of students feeling more comfortable in making a report. The administration recognized that there were barriers to disclosure, and the new *Policy on Sexual Violence and Sexual Harassment* outlined mechanisms designed to support the complainant.
- Referring to an incident that had occurred in June 2016, the member asked whether there were areas of the University that were particularly lacking in security. Professor Hannah-Moffat stated that the administration had been examining its management of critical incidents. There was a protocol in place in the event of an emergency situation, and the University was working hard to ensure that it was prepared to implement the protocol. Regarding particular buildings, the University conducted regular safety audits of its property and also appreciated being informed by the community of areas of concern.
- Professor Hannah-Moffat said that members of the University could report safety concerns to campus police at any time. If necessary, campus police would determine whether an individual of concern was a member of the University.

4. Annual Report on the *Code of Conduct for Trademark Licensees*

The Chair stated that the University Affairs Board's areas of responsibility included the use of the University of Toronto name. The University's *Trademark Licensing Policy* charged the Board with receiving annual reports on the operation of and issues connected with the trademark licensing program. The report was received by the Board for information.

At the invitation of the Chair, Ms Anne Macdonald, Director, Ancillary Services, commented briefly on the Annual Trademark Licensing Report, noting that one employee supported the Trademark Licensing Office, working with stakeholders across all three campuses. She spoke to the importance of ensuring that University merchandise was manufactured in workplaces compliant with the University codes of conduct; information from third-party inspections in developing countries provided such assurance. Ms Macdonald pointed to the role of partnerships with other North American universities with bigger licensing programs, which leveraged the collective buying power of all institutions, and with the University's Communications division in facilitating the positive work of the Trademark Licensing Office.

A member thanked Ms Macdonald for the thorough report. The member asked about oversight of the use of the University name for purposes other than merchandise, for example for social media campaigns. Ms Macdonald stated that the Trademark Licensing Office worked closely with the Communications division, seeking guidance as needed.

A member noted that surplus revenues of approximately \$200,000 had been generated in the previous year and asked how the funds were used. Ms Macdonald replied that funds were primarily used to support the operating costs of the Trademark Licensing Office, with additional funds paid to the Faculty of Kinesiology and Physical Education for their role as a partner in the athletic marks program. In addition, Trademark Licensing contributed annually to the Student Initiative Fund.

5. Update: Proposed Draft Involuntary Leave of Absence Policy

The Chair said that, at the previous meeting of the Board, Professor Welsh had reported on the development of a new student leave policy. At the Chair's invitation, Professor Welsh gave an update on the policy.

Professor Welsh addressed the need for a non-disciplinary policy that would provide a way in which a student's registered status might be temporarily ceased in order for the student to address serious mental health concerns. The *2014-15 Report of the University Ombudsperson and the 2015-16 Administrative Response* had addressed the need to develop such a policy to aid students. The *Code of Student Conduct* provided interim measures for the University to remove a student in circumstances involving serious threats or violent behaviour. However, a means other than the *Code* was needed to enable the University to aid students who were very ill, while protecting them and the University community from harm.

Professor Welsh outlined that the proposed policy would be invoked in a very small number of instances each year and only after every attempt had been made to accommodate the student or have the student take a voluntary leave. In a very small number of serious instances where students elected not to take a voluntary leave, there might be need for the University to impose a mandatory leave once all other options had been exhausted. The proposed policy would outline clear pathways to be followed by divisional heads in such situations.

Professor Welsh stated that the University's goal would be for students on mandatory leave to resume their academic activities safely as soon as possible. It would be important for students to return in a manner in which they could be supported by the University. Their case manager would play a key role in helping students obtain assistance. The proposed policy outlined suggested terms and conditions for students' safe return to the University and their right to appeal any decision to put them on a mandatory leave. Scenarios in which the proposed policy would be invoked were provided to the Board.

During the Board's discussion, the following matters were raised:

- A member said that the proposed policy would serve as a very important tool which the University could use to support students.
- In response to a question about the decision for a mandatory leave being made by the University rather than by a medical professional, Professor Welsh explained that the University was responsible under its own policies and under provincial and federal

legislation. With regards to the process, the Division Head would inform the Vice-Provost, Students, of serious cases where there might be need to apply the policy.

- A member suggested that the descriptor of “mandatory” rather than “involuntary” leave be considered for use in the policy. Professor Welsh stated that much consultation on the terminology had occurred. Generic language would be used on student records.
- Professor Welsh elaborated that the proposed policy would benefit, not harm, international students, as they would retain an enrolment status at the University.
- A member asked for further information about the process for students to return to academic activities from a leave. Professor Welsh stated that the terms and conditions for students’ return to the University would be specified and would have to be met. Students could provide new, relevant information to the Vice-Provost, Students, if they wished to return before the end of their leave. As well, there was a provision for an appeal process.
- Initial consultation with members of the University community had occurred and had highlighted that the policy would be welcome. Further consultation would take place before the proposed policy was taken to governance bodies for approval in the Fall.

6. Report of the Previous Meeting: Report Number 200, May 1, 2017

Report Number 200, from the meeting of May 1, 2017 was approved.

7. Business Arising from the Report of the Previous Meeting

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

8. Date of Next Meeting: Monday, October 2, 2017 at 4:30 p.m.

The Chair informed members that the next meeting was scheduled for October 2, 2017 at 4:30 p.m.

9. Report of the Senior Assessor

Professor Welsh provided an update on the number of cases heard under the *Code of Student Conduct*, stating that from July 2016 to April 2017, there had been a total of 19 cases and 26 offences under the *Code*. Statistics on the full 2016-17 academic year would be available in the fall.

Professor Welsh also informed the Board that Ms Meredith Strong, Director, Office of the Vice-Provost, Students, had been appointed as a non-voting member of the Complaints Resolution Council for Student Societies. Ms Strong would provide advice and support for the Council.

Professor Welsh expressed her thanks for the input that University Affairs Board members, especially students, had provided over the 2016-17 year. She also thanked Mr. David Walders, Secretary of the University Affairs Board; Ms Catherine Riddell; and Mr. Andrew Szende for their contributions and support of the student experience.

10. Other Business

The Chair thanked Professor Welsh, the other Assessors, and their team members for their contributions, which enabled the Board to be confident that it was meeting its mandate. He recognized and thanked Ms Fromowitz for her extraordinary service to the University over the past nine years and wished her well as she assumed a new role of Vice-Provost, Students, at York University.

The Chair also thanked all the members of the Board for their service over the past year and acknowledged those whose terms on the Board would end as of June 30th. He closed by thanking Ms Catherine Riddell, the Vice-Chair, for her support.

The Board moved *in camera*.

11. Annual Report: Striking Committee – University Affairs Board

On a motion duly moved, seconded and carried

IT WAS APPROVED

THAT the following be appointed to the University Affairs Board for a one-year term from July 1, 2017 to June 30, 2018.

Administrative Staff

Mr. Steve Bailey
Mr. Vikram Chadalawada*
Ms Cristina Peter

Students

Ms Jiayi Chen
Mr. Zhenglin Liu
Ms Pingki Mazumder
Mr. Julian Oliveira
Mr. Eric Schwenger

Membership of the Discipline Appeals Board

On a motion duly moved, seconded and carried

IT WAS APPROVED

THAT the following be appointed to the Discipline Appeals Board for a one-year term from July 1, 2017 to June 30, 2018.

Staff Members

Professor Joel Kirsh*
Ms Cheryl Shook*

Student Members

Ms Caitlin Campisi*
Mr. Aidan Fishman
Ms Susan Froom*
Ms Sherice Robertson

*Returning Members

The Board returned to Open Session.

The meeting adjourned at 6:42 p.m.

Secretary

Chair

June 12, 2017