University of Toronto Scarborough Campus Affairs Committee

1. MEMBERSHIP

1.1 Composition

Total membership of the University of Toronto Scarborough Campus Affairs Committee (UTSC Campus Affairs Committee) will be **34** members and will include three voting administrative assessors appointed by the President. A majority of the Committee must be from among the internal members (administrative staff, students, and teaching staff.

CONSTITUENCY[13]	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL
Administrative Staff	1	3	4
Community Members(including Alumni, LGIC Appointees, and other members of the community)[14] Governor Non-governor	0 - 2 2 - 0	2	4
Teaching Staff Governor Non-governor	0 - 1 2 - 1	7	9
Librarians Non-governor	0	1	1
Students Governor Non-governor	1 - 0 0 - 1	6	7
Presidential Assessors Dean and Vice-Principal, Academic Chief Administrative Officer, UTSC Dean of Student Experience & Wellbeing		1 1 1	1 1 1
Ex Officio			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1
President	1	0	1
Vice-President and Principal, UTSC	1	0	1
Chair, AAC or designate	1	0	1
TOTAL	**12**	**22**	**34**

---

[13] Constituency definitions are provided in the *University of Toronto Act, 1971*.

[14] "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

1. MEMBERSHIP (cont'd)

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 UTSC Council in addition to the three voting assessors.

1.2 Term

Terms begin on July 1 and continue to June 30.

1.3 Appointment/Election of Members of the UTSC Campus Affairs Committee

1.3.1 Governing Council Members of the UTSC Council and UTSC Campus Affairs Committee

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

1.3.2 UTSC Council Members of the Campus Affairs Committee

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

1.3.3 Election of Administrative Staff, Librarians, Students and Teaching Staff of the UTSC Campus

Non-Governing Council, non-UTSC Council members will be elected by and from among their respective UTSC 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 UTSC Campus Affairs Committee for a maximum of nine consecutive years. Students are elected for one year terms and are eligible to be re-elected.

1. MEMBERSHIP (cont'd)

1.3.3.2 Appointment of Community Members

The representative UTSC Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTSC Campus Affairs Committee. Membership of this Committee is outlined in Section 1 of the UTSC Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTSC Council Agenda Committee will issue a broadly-based call for nominations for community members of the Campus Affairs Committee. In developing recommendations for community appointments, preference will normally be given to alumni of the UTSC campus. The UTSC Council Agenda Committee will recommend the community membership to the UTSC Council, which is responsible for appointing those members. When serving as the nominating committee, the UTSC Council Agenda Committee meets *in camera*.

1.4 Chair and Vice-Chair of the UTSC Campus Affairs Committee

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

2. QUORUM

One-third of the voting members (normally ten) shall constitute quorum.

3. SUBCOMMITTEES

3.1 Standing Subcommittees

The Committee may establish subcommittees to deal with matters within its purview.

4. FUNCTION

In general, the Campus Affairs Committee is concerned with matters that directly concern the quality of student and campus life. The Committee is also responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of campus resources. Many of the matters within the Committee's scope are matters that have an impact on relationships amongst units on the campus and relationships between the campus and the community at large. The Committee recommends matters for approval to the appropriate body of the Governing Council, through the UTSC Campus Council.

5. AREAS OF RESPONSIBILITY

5.1 The following areas are within the responsibility of the Campus Affairs Committee:

> Budget
> Campus and student services
> Campus Master Plans
> Campus security
> Campus Strategic Plan
> Capital plans, projects and space
> Child care
> Co-curricular programs, services, and facilities
> Compulsory non-academic incidental fees
> Establishment, termination or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
> Relations with the campus's external community
> Student societies and campus organizations

5.2 Levels of Approval

5.2.1 Matters Requiring Approval by the Governing Council

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital plans, projects and space[15]
- Establishment, disestablishment or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (following consideration by the UTSC Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities

5.2.2 Matters Requiring Approval by the UTSC Council

- Campus and student services
- Campus security
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Individual project planning reports
- Relations with the campus' external community
- Student societies and campus organizations

---

[15] Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

5.3 Campus and student services

5.3.1 Ancillaries

a) Policy

The UTSC Campus Affairs Committee is responsible for policy affecting the operation of the campus's service ancillaries. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

b) Operations

Each year the UTSC Campus Affairs Committee considers and recommends to the UTSC Council for approval the operating plans for the campus and student services ancillaries. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5.3.2 Campus Co-Curricular Programs, Services and Facilities

a) Policy

Policy matters concerning the campus's co-curricular programs, services and facilities are the Committee's responsibility. New policy and major policy changes require the approval of the Governing Council.

b) Operations

Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5. AREAS OF RESPONSIBILITY (cont'd)

5.3.3 Other campus and student services

The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval.

5.4 Compulsory non-academic incidental fees

5.4.1 Student services, representative student committees and campus organizations

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

5.4.2 Campus student societies

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

5.5 Student societies and campus organizations

5.5.1 Policy

The Committee is responsible for policy concerning representative student societies and campus organizations.

5.5.2 Constitutions, articles of incorporation, corporate by-laws

The Committee is responsible for approving constitutions, articles of incorporation and corporate by-laws [16] for incorporated student societies and campus organizations for which the University collects fees.

5.6 Campus and facilities

5.6.1 Capital guidelines and plans

Plans are recommended to the Governing Council, through the UTSC Council, for consideration.

---

[16] Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

5. AREAS OF RESPONSIBILITY (cont'd)

5.6.2 Individual plans and projects

The Committee considers reports of project planning committees and recommends to the UTSC Council approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects.* [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project. Significant changes to a space program/approved project require the same level of approval as the original proposal.

5.7 Campus Operating Budget

The Committee receives a status report on campus strategic priories prior to the start of the administrative budget review process. The campus operating budget is presented for information following the administrative budget review process and the approval by Governing Council of the institutional operating budget.

5.8. Academic units and programs

5.8.1 Establishment, Disestablishment or Restructuring of Academic Units

The Committee recommends to the UTSC Council on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

Proposals for Extra-Departmental Units are considered and recommended pursuant to the *Policy on Interdisciplinary Education and Research Planning* and pursuant to the *Guidelines for Extra-Departmental Units*.

5.8.2 New Program Proposals

Where a proposal for a new program, as defined by the *University of Toronto's Quality Assurance Process*, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the UTSC Council through the UTSC Academic Affairs Committee on the planning and resource implications of the proposal. [The UTSC Academic Affairs Committee has responsibility for considering the curricular aspects of academic program proposals.]

[Proposed program changes that would not require the allocation of additional resources from sources outside the division, and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

5. AREAS OF RESPONSIBILITY (cont'd)

5.9 Annual reports

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 but not limited to campus police and campus organizations. These reports are submitted to the University Affairs Board for information.

6. PROCEDURES

6.1 Meetings

The UTSC Campus 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 UTSC Campus 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. PROCEDURES (cont'd)

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, 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 UTSC Campus 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.

_____