

UNIVERSITY OF TORONTO

COLLEGE OF ELECTORS

Minutes of the College of Electors meeting held on Thursday, September 24, 2009 at 5:30 p.m. in the Council Chamber, Simcoe Hall, at which the following were present:

Dr. Françoise Ko (In the Chair)
Mr. Doug Allen (Architecture, Landscape, and Design)
Ms Sadia Butt (Forestry)
Ms Ruhee Chaudhry (Community Health)
Dr. Vic Chiasson (Innis)
Ms Tiffany Chow* (Engineering)
Professor Mary Condon (SGS)
Dr. Don H. Cowan (Medicine)
Ms L. Diane Dyer (Victoria)
Ms Celeste Francis (Woodsworth)
Dr. Magdalena Goledzinowska (SGS)
Mr. Aran Hamilton (Rotman)
Mr. Craig Hegins (New)
Ms Erica Henderson
Ms Victoria Hurlhey
Dr. Sema Kenan (OISE)
Mr. John Minardi (St. Michael's)

Mr. Peter Murchison (Social Work)
Ms Florence Newman (Victoria)
Mr. Devin S. Ragwen (Scarborough)
Mr. John Richardson (Victoria)
Ms Patricia Robb* (Physical Education and Health)
Ms Barbara Salmon (Physiotherapy & Occupational Therapy)
Mr. Gordon Shantz (Mississauga)
Mr. Al Smith (Mississauga)
Dr. Mahadeo Sukhai (SGS)
Ms Ann Sullivan (St. Michael's)
Mr. Colin Swift (New)
Ms Anne Venton (OISE)
Mr. Todd Will (OISE)
Mr. Jason Wong (UC)
Mr. William Wrigley (Woodsworth)

Regrets:

Dr. Pauline Blendick (OISE)
Mr. Norm Hann (Engineering)
Mr. Scott MacKendrick (Engineering)
Dr. Claire Mallette (Nursing)
Mr. Michael Meth (Information Studies)

Mr. Paul Morrison (Law)
Mr. Lennox Phillips (Mississauga)
Ms Linda Prytula (Pharmacy)
Professor Peter Russell (Trinity)
Mr. Rajesh Uttamchandani (SGS)
Dr. Carolyn Poon Woo (Dentistry)
Mr. Rob Wulkan (Scarborough)

*participated by teleconference

Secretary: Ms Mae-Yu Tan

Guest: Mr. Louis Charpentier, Secretary of the Governing Council

1. Welcome and Chair's Remarks

The Chair welcomed members to the meeting. She noted that a number of members were recipients of the Arbor Award and offered her congratulations to them. The Chair explained that she served as Chair of the College of Electors by virtue of her position as Vice-President, University Governance, of the University of Toronto Alumni Association. She also informed members that she had previously served as a student member of the Governing Council, noting that that experience had been helped her to gain a full understanding of University governance.

The Chair acknowledged the eight new members of the College:

Mr. Norman Hann, Engineering
Ms Diane Dyer, Victoria College
Mr. John Richardson, Victoria College

1. Welcome and Chair's Remarks (cont'd)

Mr. Al Smith, UTM
Dr. Sema Kenan, OISE
Ms Anne Venton, OISE
Mr. Todd Will, OISE
Mr. Rob Wulkan, UTSC

Members then introduced themselves and indicated the alumni group that they represented. The Chair reported that there were currently two vacant seats on the College – Faculty of Music and University of Toronto at Scarborough.

The Chair stated that the Executive Committee of the College had hosted six coffee meetings over the summer. The meetings had been well-attended and some meaningful discussions had taken place. Members spoke favorably of the coffee meetings and expressed their enjoyment of the opportunity to interact with their peers in an intimate setting.

The Chair spoke of the College's responsibility to elect the eight alumni members of the Governing Council and the Chancellor. The College served a critical role in ensuring that highly competent individuals who possessed the characteristics and skills required in a given year were elected to those positions. For 2010, the College would need to elect three alumni governors. All three incumbents whose terms would end on June 30, 2010 (Stefan Larson, Stephen Smith, and Maureen Somerville) were eligible for re-election.

The Chair emphasized that each member of the College played an important role in governance throughout the year. Members' work had an indirect impact on the strategic direction of the University and the senior decisions that were made. For this reason, it was important to remember that members represented all alumni of the University, not just those from their divisions. In making decisions, they should consider the needs of the whole University. The Chair also stated that members were responsible for contributing to an increased awareness within the University community of the College, the Governing Council, and the work of alumni members of the Governing Council. As part of the College's ongoing efforts for improved communication, members were encouraged to provide regular updates about the work of the College to their constituent alumni associations. A variety of vehicles, such as divisional newsletters, e-newsletters, and local websites, could be employed to that end.

The Chair referred to the confidential nature of many of the matters discussed by the College, and she stated that such discussions must not be shared with non-members.

The Chair outlined the College's process for the coming year. The meeting on November 26th would be held jointly with the Alumni Council of Presidents. At that meeting, the Chair of the Governing Council, the President of the University of Toronto, and the President of the University of Toronto Alumni Association would address the College, and members would have an opportunity to learn of the requirements for the alumni member positions that were to be filled. The College would then meet on March 4, 2010 to review the applications that had been submitted, to select the candidates to be interviewed, and to finalize the details of the interview process. Two dates, rather than one (Wednesday, March 24th and Thursday, March 25, 2010, 4:00 – 8:00 p.m.), had been set for interviews with candidates. The intent was to begin the interviews earlier in the afternoon so that those meetings of the College would adjourn earlier than in past years. The Chair added that the meeting dates in the Winter term had been scheduled somewhat earlier in the term than in the past in order to accommodate the Secretariat's tight schedule for the Board and Committee assignment process which would begin in March, 2010.

2. Minutes of the Previous Meeting – April 7, 2009

The minutes of the meeting of April 7, 2009 were approved.

3. Business Arising

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

4. Report of the Nominating Committee

The Chair stated that the Nominating Committee had met on May 4, 2009 to review the applications for positions on the 2009-2010 Executive Committee.

The College moved *in camera*.

(a) Vice-Chair

On motion duly moved, seconded, and carried

The College of Electors APPROVED

THAT Dr. Mahadeo Sukhai be Vice-Chair for 2009-2010.

(b) Executive Members

On motion duly moved, seconded, and carried

The College of Electors APPROVED

THAT Mr. Doug Allen, Ms Ruhee Chaudhry, and Ms Victoria Hurlhey be appointed to the Executive Committee of the College of Electors for 2009-10.

The College returned to open session.

The Chair congratulated the new members of the Executive Committee and expressed her thanks to Mr. Garry Kwan, Dr. Betty Power, and Ms Maria Topalovich for their service on the 2008-09 Nominating Committee.

5. Selection of a Nominating Committee, 2009-10

The Chair stated that the Nominating Committee was composed of three members who were chosen by election or formed of volunteers from among the members who were in their final year on the College. The Nominating Committee was responsible for recommending to the College the Vice-Chair and three other members of the Executive Committee of the College. The Nominating Committee normally met once prior to the fall meeting of the College to develop its recommendations. Dr. Mary Condon, Mr. Gordon Shantz, and Mr. Colin Swift volunteered to serve on the 2009-2010 Nominating Committee.

6. Governance Overview

The Chair drew members' attention to a document that had been placed on the table. A chart containing a range of items of business and the level of governance at which they would be presented over the coming months had been compiled for members. Members were welcome to review the documentation and relevant meeting reports for items of interest to them; all material would be available from the Governing

6. Governance Overview (cont'd)

Council's website. The Chair encouraged members of the College to attend meetings of the Governing Council and its Boards and Committees in order to gain a deeper understanding of the types of issues considered by those bodies. It would be interesting for members to report to the College on their observations of such meetings.

At the invitation of the Chair, Mr. Louis Charpentier, Secretary of the Governing Council, provided an overview of the University's governance system. A copy of his presentation slides are attached hereto as [Appendix "A"](#).

7. Governance Case Study: Review of Academic Programs and Units

Mr. Charpentier presented a case study on the University's process for the review of academic programs and units. A copy of his presentation slides are attached hereto as [Appendix "B"](#). Among the highlights of his presentation were the following.

Accountability Within Governance

Mr. Charpentier emphasized the importance of accountability within the governance structure. Reviews of academic programs and units occurred regularly within the University; some were governed by bodies external to the University, such as accreditation reviews for professional programs, and some were commissioned by divisional heads or the Vice-President and Provost. The monitorial function of the Governing Council was critical in ensuring that the quality of academic programs within the University was maintained at an appropriate standard. The Committee on Academic Policy and Programs (AP&P) served a key role in carefully reviewing the divisional and provostial reviews and the administrative response to each review. Specifically, AP&P members determined whether the summaries of the reviews accurately reflected the review report, whether the administrative responses addressed the issues identified, and whether there were any questions, comments, or issues which the Committee should consider.

Mr. Charpentier drew members' attention to the review of the Department of Curriculum, Teaching, and Learning, within the Ontario Institute for Studies in Education (OISE) and the review of the Paramedicine Program which was offered jointly by the University of Toronto at Scarborough and Centennial College. He noted that the complete 2007-08 annual report of reviews was available from the Governing Council website¹.

Provincial Review Process

Mr. Charpentier explained that a number of changes were occurring within the provincial review process. A new quality assurance body, the Ontario Universities Council on Quality Assurance, had been established to ensure that a rigorous framework was maintained within the province. However, it was acknowledged that quality assurance and program improvement were the responsibility of universities themselves. While provincial oversight would continue, universities would serve as the commissioners of program reviews.

In February 2008, the Council of Ontario Universities (COU) Undergraduate Program Review and Audit Committee (UPRAC) had completed its Report on the University. The auditors had found that the new program approval process was commendable. However, they had also found the undergraduate program review process lacking in several respects and had identified areas for improvement, such as the implementation of guidelines for reviews by academic divisions. The University was mindful of these areas which had been highlighted within the Audit Report, and such matters would be addressed. The recently appointed Vice-Provost, Academic Programs, was working with divisional leaders on possible changes to the review process and she would report to AP&P once further progress had been made.

¹ <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=6016>

8. Proposal for the Refinement of the Interview Process for Candidates for Alumni Members of Governing Council

The Chair introduced the proposal to refine the interview process for candidates for alumni members of Governing Council. The proposal was outlined in the memorandum to the Committee dated September 9, 2009, and a copy is attached to this Report as [Appendix "C"](#). A motion to delegate authority for interviewing candidates for alumni members of Governing Council to the Executive Committee of the College and two-co-opted members of the College (motion 1) was proposed. An expanded motion that allowed for the remaining members of the College to observe the interviews in a separate room through the use of a video feed (motion 2) was also proposed. The aim of the proposals, which had been developed by the Executive Committee during the Summer, 2009 following consultation with members of the College and had also been based on feedback from candidates who had been through the interview process, was to engage candidates more fully in a more intimate interview setting. It was thought that a revised approach would strengthen the process, improve interactions with the candidates, and ensure that a pool of highly-qualified candidates would continue to be available for the College to elect an alumni member from in any given year.

Among the matters raised during the discussion were the following.

Use of a Video Feed During Interviews

A number of members suggested that they would be willing to consider motion 2, as it would allow the entire College to observe the candidates' interviews. However, there were opposing views as to whether or not the use of a video feed during the interview would be helpful.

Recommendations from an Interview Committee

Some members expressed opposition to the proposal that an Interview Committee would provide a recommendation of candidates to the College following their interviews with the short-listed individuals. Specifically, members disagreed with the suggestion that the number of candidates that would be recommended by the Committee should correspond to the number of seats that would need to be filled in any given year. Some members felt that the presentation of a recommended slate by the Committee would minimize their roles on the College, seeing that it would diminish their participation in the decision-making process. The Chair clarified that members of the college would continue to actively participate in assisting in the identification of skilled candidates, participate in the review of all materials that are distributed to potential candidates, and review nomination packages. The election of each candidate by the College would still be maintained. As well, the names of all candidates who had submitted an application in a given year would be included on the ballot, as was required by the Constitution.

Questions with respect to the selection process of the proposed co-opted members who would serve on the Interview Committee were also raised.

Members agreed that the debate on the proposal should be adjourned for the meeting and the proposal revised with consideration of matters raised. The Chair asked members to send their comments on the proposal to the Secretary. The Executive Committee would then review the feedback and prepare a revised proposal for consideration at the subsequent meeting of the College.

9. University of Toronto Magazine Advertisement for Alumni Members of Governing Council

Members agreed that the application period would be held between Friday, January 8, 2010 and Friday, February 5, 2010. The shorter application period (which would be two weeks less than in past years) would allow more time for the Secretariat to verify application materials and prepare for subsequent Executive Committee and College meetings. The Chair noted that, in comparison, the nomination period for other Governing Council constituencies, such as administrative staff, students, and teaching staff, was two weeks in length.

Members reviewed the advertisement for the Call for Applications for Alumni Members of the Governing Council that would be placed in the Winter 2010 issue of the University of Toronto Magazine.

10. Date of Next Meeting

The Chair informed members that the next meeting of the College was scheduled for Thursday, November 26 2009 at 5:30 p.m. in the Council Chamber, Simcoe Hall.

11. Other Business

At the invitation of the Chair Mr. Colin Swift provided an update on the Mentoring Program. New members to the College had been matched with continuing members for 2009-2010. Mr. Swift thanked members who had volunteered to serve as mentors and informed new members that all members of the College would be pleased to serve as a resource for them throughout the year. The Chair thanked Mr. Swift for his facilitating this initiative. She recalled that the idea for the program had arisen from a past summer coffee meeting.

The Chair informed members that the Autumn 2009 issue of the U of T Magazine contained an article featuring the two alumni members whom the College had elected in the spring, Mr. Bill Crothers and Mr. John Switzer. The article was also available online².

The meeting adjourned at 7:30 p.m.

Secretary

Chair

October 28, 2009

² <http://www.magazine.utoronto.ca/all-about-alumni/new-alumni-members-u-of-t-governing-council>