To the University of Toronto Scarborough Campus Council, University of Toronto Scarborough,

Your Committee reports that it met on Thursday, September 14, 2017 at 4:10 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

**Present:**
Professor Elaine Khoo, Chair  
Mr. Conor Anderson, Vice-Chair  
Professor Marc Cadotte,  
Acting Vice-Principal, Research  
Professor Syed W. Ahmed  
Ms Nada Barrie  
Professor Shelley A. Brunt  
Dr. Curtis Cole  
Ms Jacqueline M. Deane  
Mr. George Fadel  
Professor Mark Hunter  
Ms Mariam Issa  
Professor Margaret Kohn*  
Ms Marilyn Kwan  
Dr. Jennifer McKelvie  
Ms Mari Motrich  
Professor William M. Nelson  
Professor Sonja Nikkila  
Professor Rania Salem  
Professor Mahinda Samarakoon  
Professor Mark A. Schmuckler  
Professor Zohreh Shahbazi  
Mr. Ahmad Shanqiti  
Professor Mary T. Silcox  
Ms Jennifer Xue  

**Secretariat:**
Ms Rena Prashad  

**Absent:**
Professor George B. Arhonditsis  
Professor William R. Bowen  
Mr. Dean Carcone  
Professor Li Chen  
Professor George S. Cree  
Professor Tarun Dewan  
Professor Neal Dolan  
Ms Colleen Dillon  
Professor William Gough  
Professor Vassos Hadzilacos  
Professor Alen Hadzovic  
Professor Clare Hasenkampf  
Professor Benj Hellie  
Professor Alexander Irving  
Ms Whitney Kemble  
Professor Thembela Kepe  
Professor Bruce Kidd  
Ms Annette Knott  
Professor Michael J. Lambeek  
Ms Lydia V.E. Lampers-Wallner  
Professor Katherine R. Larson  
Professor Andrew C. Mason  
Professor Karen Lyda McCrindle  
Professor Matthias Niemeier  
Ms Victoria Owen  

**Non-Voting Assessors:**
Ms Varsha Patel
1. Chair’s Remarks

The Chair welcomed members and guests to the first Committee meeting of the 2017-18 governance year. She introduced herself and invited members to introduce themselves as well.

2. Orientation of Members

The Chair, Vice-Chair, and Governance Coordinator, Rena Prashad, provided an Orientation presentation to the Committee. The presentation\(^1\) included the following key points:

- The distinction between university administration and governance;
- An overview of the Governing Council and its Boards and Committees including the UTSC Campus Council and its Committees;
- Committee membership composition and areas of responsibilities;
- Expectations of Committee members;
- The role of Assessors;
- Types of decisions made by the Committee and guidelines on attendance at meetings; and
- Meeting preparation, agendas, cover sheets, and the Diligent Boards governance portal.

3. Minor Undergraduate Curricular Modifications

Professor Mark Schmuckler, Vice-Dean, Undergraduate, reported that the Department of Arts, Culture, and Media was proposing minor curricular changes to the Major (Joint) program in New Media Studies.

He indicated that on February 28, 2017 the Committee had approved minor undergraduate curricular changes that had reduced the total number of credits necessary to complete the program by 1.0 credit, which had consequently made the program impossible to complete. To allow students to select the program as a Subject POSt, the Dean’s Office and the Department agreed to revert the program back to the requirements in place in the 2016-17 academic year. Professor Schmuckler advised members that the changes took effect in the academic Calendar and Degree Explorer for the 2017-18 academic year, so that no student would be negatively impacted.

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\(^1\) Presentation- Orientation of Members
In response to a question regarding the total number of credits necessary to complete the program, Professor Schmuckler explained that a total of 9.0 credits were needed, and that 1.0 credit at the C- or D-level was missing from the program requirements that had been approved on February 28, 2017.

On motion duly made, seconded, and carried,

YOUR COMMITTEE APPROVED,

THAT minor curricular modifications to the Major (Joint) program in New Media Studies, submitted by the Department of Arts, Culture and Media, as described in Undergraduate Minor Curriculum Modifications for Approval, Report 6, dated July 26, 2017, and recommended by the Vice-Principal Academic and Dean, Professor William Gough, be approved effective April 1, 2017 for the academic year 2017-18.

4. Annual Report: 2016-17 Subcommittee on Academic Appeals

The Chair invited Dr. Curtis Cole, Registrar & Assistant Dean, Enrolment Management, to present the Annual Report: 2016-17 Subcommittee on Academic Appeals, to the Committee.

Dr. Cole reported that the Subcommittee was the third body in the appeals process at the University. He highlighted the membership of the Subcommittee and the role it played in the appeals process. He also explained that the early resolution at the previous stages (i.e. petitioning process and Dean’s Advisory Committee (DAC)), helped reduce the number of appeals heard by the Subcommittee. He reported that the Subcommittee heard three appeals between September 1, 2016 and August 31, 2017, which included:

- a request to change course registration status;
- a request for a early return to studies from a one-year suspension; and
- a request to have course work reviewed

A member asked how student members were selected to serve on the appeal bodies. Dr. Cole reported that full-time, part-time or graduate students were often recommended by academic department Chairs, Department of Student Life, or by the Scarborough Campus Students’ Union (SCSU). In follow-up, another member asked how faculty members were selected to serve on the two appeal bodies. Professor Schmuckler explained that faculty members were recommended by their department Chair to participate on the bodies in a service capacity.

A member suggested that a recent alumnus serve on the Subcommittee on Academic Appeals to offer the perspective of a student who successfully completed studies at UTSC. Dr. Cole and Professor Schmuckler thanked the member for their suggestion and took it under advisement.

2 Presentation- Annual Report: 2016-17 Subcommittee on Academic Appeals
A member asked whether conflicts of interest were common among appeal bodies members and appellants. Dr. Cole explained that it was rare, and in those situations the member would recuse him or herself from the hearing panel.

A member asked how students were made aware of the University’s academic appeals process, and Dr. Cole explained that the information was available on the UTSC Registrar’s Office website and in the academic Calendar. In addition, he reported that instructors were encouraged to share information on the academic appeals process with students when an academic issue could not be resolved at the department level.

A member asked whether the number of petitions received from first year students was proportionate to the number of petitions received from upper year students, and Dr. Cole confirmed that it was.

5. Reports of the Presidential Assessors

The Chair invited the Assessors to deliver their reports.

On behalf of the Vice-Principal, Academic and Dean, Professor William Gough, Professor Schmuckler reported to the Committee the following 2017-18 decanal priorities and objectives, which included the following key points:

- A proposal to develop the first double degree program at the University (i.e. Bachelor of Business Administration- BBA and Bachelor of Science B.Sc.) with the Departments of Computer and Mathematical Sciences and Management was underway;
- In an effort to increase access to university education, an admissions pathway program agreement with Centennial College was being finalized;
- Three certificate programs were being developed from the Departments of: Anthropology, Biological Sciences, and Physical and Environment Sciences;
- Joint programs were being created with George Brown and Centennial College (i.e. Food Studies and Political Science);
- Academic program reviews were planned for programs in the Departments of: Physical and Environmental Sciences, Arts, Culture, and Media, Psychology, Historical and Cultural Studies, and Centre for French and Linguistics;
- Inclusion of accurate and respectful Indigenous content in curriculum remained a focus;
- Expanded recruitment initiatives to rural communities, and
- Enrich the international student experience and create international opportunities for domestic students.

A member asked whether students from the Centennial College pathway program would affect
enrolment targets for direct entry students. Professor Schmuckler confirmed that those students would be considered transfer students, which would not affect enrolment targets for direct entry students.

In response to a question regarding anticipated Subject POSets for students from the Centennial College pathway program, Dr. Cole remarked that those students would likely enrol into non-limited Subject POSets.

A member asked whether Joint Programs had been successful in the past, and Professor Shelly Brunt, Department of Biological Sciences, explained that the Paramedicine program was extremely successful and that Centennial College was a very willing and generous partner.

Professor Marc Cadotte, Acting Vice-Principal, Research, delivered a report highlighting the following key points:

- In 2017-18, the Office of the Vice-Principal, Research (OVPR), anticipated a large volume of internal and external applications for funding, and efforts were being made to streamline processes;
- An application was submitted for an endowed professorship through the Canada 150 Research Chairs Program, and UTSC expected to receive funding for one international scholar or researcher;
- The OVPR planned to host UTSC Applauds. An event to recognize outstanding UTSC research faculty;
- The 2017-18 dates for the Celebration of Research Excellence Lecture Series had been confirmed, and the OVPR planned to work with the Communications and Public Affairs portfolio to promote the lectures to a variety of audiences;
- Information on fostering research excellence, funding opportunities, and services available to faculty was being presented at an upcoming Chairs and Directors (CAD) Retreat and to the Research Advisory Board (RAB); and
- Continued emphasis was placed on research opportunities in the local community (i.e. Toronto Zoo, Parks Canada) to create a UTSC footprint in public space.

6. Report of the Previous Meeting: Report Number 26- Wednesday, June 14, 2017

The report of the previous meeting 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 the Next Meeting— Tuesday, October 31, 2017 at 4:10 p.m.

The Chair reminded members that the next scheduled meeting of the Committee would be held on Tuesday, October 31, 2017 at 4:10 p.m.
9. Other Business

No other business was raised.

The meeting adjourned at 5:50 p.m.

______________________________  ____________________________
Secretary                              Chair

September 22, 2017
UTSC Academic Affairs Committee (AAC) Orientation

Thursday, September 14, 2017

The UTSC Campus Council and its Standing Committees was established in 2013 to improve governance oversight on all three campuses;

• The governance processes are aimed at enhancing campus-based decision-making and accountability;

Administration & Governance

University Decision Making

Administration - management of the university
Governance - oversight, advice, and approval of specific matters within the delegated authority bounded by the Committee’s Terms of Reference

UofT Tri-Campus Governance Structure

The Establishment of UTSC Campus Council and its Committees

• The UTSC Campus Council and its Standing Committees was established in 2013 to improve governance oversight on all three campuses;
• The governance processes are aimed at enhancing campus-based decision-making and accountability;
UTSC Governance Bodies

- UTSC Campus Council
  - Agenda Committee
  - Academic Affairs Committee
  - Campus Affairs Committee

Mandate and Responsibilities of the AAC

- Teaching
  - Examinations and grading practices
  - Divisional Guidelines for the Assessment of Teaching

- Learning
  - Academic plans and guidelines for such plans, priorities, services, and programs

- Research
  - Research planning

AAC Membership Composition

- 2 Administrative Staff
- 3 Community Members
- 33 Teaching Staff
- 2 Librarians
- 9 Students
- 2 Presidential Assessors
- 10 Ex-Officio Members

Total Members = 61

2017-18 AAC Presidential Assessors

- Voting Assessor
  - Professor William Gough
  - Acting Vice-Principal, Research

- Voting Assessor
  - Professor Marc Cadotte
  - Acting Vice-Principal, Academic and Dean

- Non-Voting Assessor
  - Ms. Annette Knott
  - Academic Programs Officer

- Non-Voting Assessor
  - Ms. Varsha Patel
  - Assistant Dean, Academic Success
The role of Committee Members

- Oversight
- Advice
- Approval (or rejection)

Types of Decisions made by the Committee

- Approve
- Reject
- Referred back to the Administration with advice
- Withdrawn by the administration

Expectations of Members

- Prepare and attend meetings
- Pose thoughtful questions
- Participate in discussions
- Act in the best interest of the University

Meeting Agendas

- Agendas are approved two to three weeks before the Committee meeting by the agenda planning group;
- Agendas are set based on the Calendar of Business, which is an overview of all anticipated business to be transacted in the governance year;
- The Calendar of Business is updated regularly and posted on the UTSC governance website
Strategic Topic/Discussion

- Typically, at each meeting an Assessor will present a strategic topic/discussion item with the Committee.
- Members are invited to share their suggestions for potential Strategic Topic/Discussion ideas within the Committee's area of responsibility as per its Terms of Reference.
- Submit your suggestions to the Office of the UTSC Campus Council at: campuscouncil@utsc.utoronto.ca

Guidelines on Attendance at Meetings

- **Open Session**
  - Open to members of the University, the public, the media, up to room capacity. Most governance bodies meet in open session.

- **Closed Session**
  - Restricted to members of the governance body and individuals whose presence is considered by the body to be necessary (normally members of the administration). A motion is needed to move from open to closed session.

- **In Camera**
  - A meeting or part of a meeting may be held in camera where "intimate financial or personal matters of any person may be disclosed." (By-law Number 2). A motion is needed to go into in camera.

Diligent Boards governance portal

- Only tool used to distribute confidential meeting documentation to members
- Password protected
- Instructions for setup: http://uoft.me/governanceportal2017-18
- Help is available 24/7: 1-866-262-7326

Cover Sheets

- General
- Header Information
- Sponsor & Presenter
- Jurisdictional Information
- Previous Action Taken
- Highlights
- Recommendation
The Role of the Secretariat/Office of the UTSC Campus Council

• Provide support to the Committee Chair and Committee members:
  • Meeting preparation and follow-up;
  • Communication of decisions;
  • Management of governance and membership records; and
  • An expert resource for policy and procedural advice.

Contacting the Secretariat

Ms Rena Prashad
Governance Coordinator, UTSC
rparsan@utsc.utoronto.ca
416-208-5063
Office: Room BV 502

More Information on University Governance

UTSC Governance
http://www.utsc.utoronto.ca/governance/

Governing Council
http://www.governingcouncil.utoronto.ca/site3.aspx

Thank you
Questions?
Annual Report: 2016-17
Subcommittee on Academic Appeals

UTSC Academic Affairs Committee
September 14, 2017

Dean’s Advisory Committee (DAC)

Membership:
- Chair (Vice-Dean, Undergraduate)
- Three ex officio (Voting) members:
  o Dean (or designate)
  o Registrar (or designate)
  o Sr. Advisor, Equity and Diversity
- Two (non-voting) Assessors:
  o Senior Manager, Academic Advising & Career Centre
  o Director of AccessAbility Services
- Members (Voting):
  o Four members of faculty selected by the Chair
  o One student recommended by a faculty member

UofT Academic Appeals Process

Petition to the Registrar
Request for review by the Dean’s Advisory Committee
(if the petition is denied by the Registrar)
Appeal to the Subcommittee on Academic Appeals
(if the appeal is denied by the Dean’s Advisory Committee)
Appeal to the Appeals Committee of the Governing Council
(if the appeal is denied by the Subcommittee on Academic Appeals)

DAC (cont.)

- Reviews the decisions of denied petitions;
- Advises the Registrar on unusual petitions; and
- Upholds petition denial or grants the petition.
Annual # of Petitions Filed

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<thead>
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<th>Year (Jan-Dec)</th>
<th># of Petitions Filed</th>
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<td>2014</td>
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<td>2016</td>
<td>2158</td>
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<tr>
<td>2017 (up to Aug 31, 2017)</td>
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# of Petition Decisions reviewed by DAC

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<tr>
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</tr>
<tr>
<td>2015</td>
<td>22</td>
</tr>
<tr>
<td>2016</td>
<td>20</td>
</tr>
<tr>
<td>2017 (up to Aug 31, 2017)</td>
<td>9</td>
</tr>
</tbody>
</table>

Role of the Subcommittee on Academic Appeals

• Considers appeals against the decisions of the Dean’s Advisory Committee on petitions from undergraduate students relating to exemption from an academic regulation;
• The Dean’s Advisory Committee must hear all petitions before a student can appeal to the Subcommittee on Academic Appeals;
• An appeal to the Subcommittee on Academic Appeals must be filed within 90 calendar days of the decisions of the Dean’s Advisory Committee; and
• The Subcommittee on Academic Appeal’s decision is final within UTSC, but it may be appealed within 90 days to the Governing Council’s Academic Appeals Committee.

Subcommittee on Academic Appeals Membership

Terms are 1 year, and may be renewed.

Composition:
- 15 Teaching Staff (one appointed by each department or academic centre)
- 2 Undergraduate Students

Appeal Hearing Quorum:
- 5 members required; 1 should be a student.
- The Chair must be from among teaching staff.
- The Assistant Registrar, Petitions attends each appeals hearing in a non-voting capacity to defend the decision of the Dean’s Advisory Committee.
- The Director of Governance, or designate, serves as the Secretary to the Subcommittee.

Subcommittee on Academic Appeal Hearing Procedure

• The Subcommittee on Academic Appeals meets in camera;
• The appellant may appear in person, with or without a representative;
• The Subcommittee may proceed in the appellant’s absence.
• The decision of the Subcommittee is recorded and communicated in writing by the Chair, and
• An oral statement of the decision without explanation is available from the Secretary of the Subcommittee by telephone request on the day following the hearing.
Between the period September 1, 2016 and August 31, 2017 the Subcommittee heard three (3) appeals:

1. a request to change course registration status;
2. a request for an early return to studies from a one-year suspension; and
3. a request to have course work reviewed

Historical data on the number of appeals heard by the Subcommittee on Academic Appeals is listed below:

<table>
<thead>
<tr>
<th>Year</th>
<th># of appeals heard by the Subcommittee on Academic Appeals</th>
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<tbody>
<tr>
<td>2014-15</td>
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<tr>
<td>2015-16</td>
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<td>2016-17 (up to Aug 31, 2017)</td>
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