

## University of Toronto Scarborough Academic Affairs Committee

### 1. MEMBERSHIP

#### 1.1 Composition

Total membership of the University of Toronto Scarborough Academic Affairs Committee (UTSC Academic Affairs Committee) will be **61** members and will include two voting administrative assessors appointed by the President.

CONSTITUENCY <sup>1</sup>	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL
Administrative Staff			
Governor	0-1		
Non-governor	1-0	1	2
Community Members(including Alumni and LGIC Appointees)			
Governor	0-3		
Non-governor	3-0	0	3
Teaching Staff			
Academic Departments			
Chairs <i>Ex officio</i> or designates <sup>2</sup>		15	
Teaching Staff		15	30
Governor	0-2		
Non-governor	3-1		3
Librarians			
UTSC Chief Librarian <i>ex officio</i>		1	
Librarian		1	2
Students <sup>3</sup>			
Governor	0-1		
Non-governor	2-1	7	9
Presidential Assessors			
Dean and Vice-Principal, Academic		1	1
Vice-Principal, Research		1	1
<i>Ex Officio</i>			
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,	1	0	1

<sup>1</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>2</sup> The Associate Dean, Centre for Teaching and Learning is a member of this constituency.

<sup>3</sup> Student representation from full-time, part-time, undergraduate and graduate constituencies and from a variety of academic units and programs will be sought.

UTSC			
Vice-President and Provost (or designate)	0	1	1
Dean, School of Graduate Studies and Vice-Provost, Graduate Education (or designate)	0	1	1
Vice-Dean, Undergraduate, UTSC	0	1	1
Vice-Dean, Graduate Education and Program Development, UTSC	0	1	1
Registrar, UTSC	0	1	1
<b>TOTAL</b>	<b>14</b>	<b>47</b>	<b>61</b>

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 Council in addition to the two voting assessors.

## 1.2 Term

Terms begin on July 1 and continue to June 30.

## 1.3 Appointment/Election of Members of the UTSC Academic Affairs Committee

### 1.3.1 Governing Council Members of the UTSC Council and UTSC Academic 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 UTSC Academic Affairs Committee

The non-Governing Council UTSC Council members of the UTSC Academic 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. MEMBERSHIP (cont'd)**

### **1.3.3 Non-UTSC Council Members of the Academic Affairs Committee**

#### **1.3.3.1 Election of Administrative Staff, Librarians, Teaching Staff and Students of the UTSC Campus**

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, librarians and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The non-UTSC Council student members are elected annually for a one-year term and are eligible to be re-elected.

Non-UTSC Council members may serve on the Academic Affairs Committee for a maximum of nine continuous years.

### **1.4 Chair and Vice-Chair of the UTSC Academic Affairs Committee**

The Chair and Vice-Chair of the UTSC Academic 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 twenty) shall constitute quorum.

## **3. SUBCOMMITTEES**

### **3.1 Standing Subcommittees**

The Committee may establish subcommittees to deal with matters within its purview. The Committee shall delegate authority to determine undergraduate academic appeals to a subcommittee established for that purpose, pursuant to the *Policy on Academic Appeals Within Divisions*.

## **4. FUNCTION**

In general, the UTSC Academic Affairs Committee is concerned with matters affecting the teaching, learning and research functions of the Campus. The Committee recommends for approval to the appropriate body of the Governing Council, through the UTSC Council, amendments to divisional academic policies. Academic policy sets out the principles for, the general directions of, and/or priorities for the teaching and research activities of the Campus.

## **5. AREAS OF RESPONSIBILITY**

Sections 5.2 to 5.6 indicate the final level of governance approval required for matters. It is expected that items would have been recommended for approval by the Subcommittee on Academic Appeals, the UTSC Academic Affairs Committee, the Committee on Academic Policy and Programs of the Academic Board, the Academic Board, and/or the Executive Committee of the Governing Council, as appropriate. Refer to Attachment A for a detailed map of governance approval pathways.

**5.1** The following areas are within the responsibility of the UTSC Academic Affairs Committee:

- Academic appeals policies and procedures
- Academic plans and guidelines for such plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations
- Academic services
- Admissions
- Awards
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity
- Name changes of academic units
- Research planning (Research policy is considered by the Committee on Academic Policy and Programs)

**5.2 Matters Requiring Governing Council Approval**

Priorities for fundraising.

**5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

- Academic program proposals, as follows:
  - (i) undergraduate programs leading to new degrees;
  - (ii) new graduate programs and degrees;
  - (iii) the termination of existing degrees and graduate programs;
  - (iv) the addition and termination of joint degrees and programs with external institutions;
  - (v) the renaming of degrees; and
  - (vi) programs that establish significant new academic directions for the Campus or are anticipated to have a substantial impact on relationships amongst divisions or with the public.
- Guidelines for Campus academic plans.
- New diploma or certificate programs with resource implications.
- Name changes of academic units.

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.4 Matters Requiring Academic Board Approval**

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by UTSC Council).

### **5.5 Matters Requiring Approval by the Committee on Academic Policy and Programs of the Academic Board**

- New Campus admission policies and major amendments to them that affect the entire Campus.
- Amendments to Campus academic regulations that will have a major effect on the entire Campus or that would require an exception to some element of University-wide policy.
- New undergraduate programs within an existing degree, as defined in the *University of Toronto Quality Assurance Process*, and the closure of such programs.
- New graduate diploma and undergraduate certificate programs, and the closure of such programs, as required by the University's *Policy on Diploma and Certificate Programs*.
- New collaborative graduate programs and new fields in existing graduate programs, and the closure of either.
- Major amendments to divisional practices and policies regarding examinations and grading policies, including those which require an exception to some aspect of the University-wide policy and those that have a major impact on the division.
- Revised divisional guidelines for the Assessment of Teaching and/or Creative Professional Activity

### **5.6 Matters Requiring Approval by the UTSC Academic Affairs Committee**

- Amendments to admission policies that are not of major significance to the entire Campus.
- Establishment, termination or amendment of Campus policies on student awards that are consistent with University-wide policy. These are reported to the Provost's Office for information. The responsibility for the award of individual scholarships, bursaries, prizes and other awards in the gift of UTSC may be delegated to a subcommittee or officer of UTSC.
- Minor amendments to Campus academic regulations that are consistent with University-wide policy. These are reported to the Provost's Office for information.
- Minor amendments to Campus examinations and grading policies that are consistent with the University's policy.
- Policies and procedures with respect to petitions and appeals by undergraduate students in connection with the application of academic rules and regulations by officers of UTSC or by instructors in connection with academic standing in UTSC. A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be

## **5. AREAS OF RESPONSIBILITY (cont'd)**

### **5.6 Matters Requiring Approval by the UTSC Academic Affairs Committee (cont'd)**

final and binding, subject to an appeal to the Governing Council. Procedures for academic appeals by graduate students are determined by the School of Graduate Studies in accordance with the *Policy on Academic Appeals within Divisions*.

- Major and minor modifications<sup>4</sup> to existing degree programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council.
- Modification of diploma certificate programs where authority is delegated to the academic divisions in the University's *Policy on Diploma and Certificate Programs*. An annual report on such actions as required by the *Policy*, shall be provided for information to the appropriate body of Governing Council.
- The Academic Affairs Committee shall receive for information and discussion reviews of academic programs and/or units, consistent with the protocol outlined in the *University of Toronto Quality Assurance Process*. The reviews are forwarded to the Committee on Academic Policy and Programs for consideration.
- Transcript notations within existing degree programs. An annual report on the establishment and termination of transcript notations is submitted to the Committee on Academic Policy and Programs for information.

### **5.7 Matters for Information**

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 research.

The Committee receives reports from its subcommittee on academic appeals.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTSC Academic 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

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<sup>4</sup> Definitions of major modifications of existing programs, minor modifications, and new academic programs are provided in the *University of Toronto Quality Assurance Process* and are subject to change. Guidance from the Office of the Vice-Provost, Academic Programs, should be sought prior to the development of any such proposal.

## **6. PROCEDURES (cont'd)**

### **6.1 Meetings (cont'd)**

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 Academic 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, by: a vote of two thirds of the members present and voting to add a matter to the agenda of a meeting; a resolution to determine that a matter be included on the agenda of a subsequent meeting; a written request signed by at least 10% of the voting members and submitted at a meeting that a stated matter be included on the agenda of the next regular meeting; or a notice of motion approved by the Chair for inclusion on the agenda of a subsequent meeting.

### **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 may 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.

## **6. PROCEDURES (cont'd)**

### **6.3 Consent Agenda (cont'd)**

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 Academic 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.