MINUTES OF THE EXECUTIVE COMMITTEE MEETING OF ERINDALE COLLEGE COUNCIL, held on Wednesday, March 24, 2004 at 12:10 p.m., in the Alumni Lounge, Room 3138, South Building.

Present: R. Beck (in the Chair), I. Orchard, P. Donoghue, S. Aster, J. Lim, R. Baker, J. Linley
Regrets: A. Mirza

The Minutes of the previous meeting (February 25, 2004) were approved. (I. Orchard/ P. Donoghue)

The Executive Committee met to set the agenda for the Tuesday, April 6, 2004 meeting of Erindale College Council. The Chair, R. Beck, called on the Chair of each standing committee to summarize recent business and to submit potential agenda items for future meetings.

On behalf of the College Affairs Committee (CAC), which met on March 22, 2004, Mr. Linley reported that the working group took into consideration the feedback and ensuing discussion from the last meeting of the CAC before generating its proposal. He summarized the group’s recommendation. It is proposed that the CAC be dissolved and be replaced by a web based platform, consisting of a comprehensive list of commonly asked questions and answers dealing with issues such as quality of student life, food services, grounds monitoring, and any other issue of concern previously addressed through meetings of CAC. The proposed website would direct users to the appropriate operational department or governance committee. An email address would also be established, monitored by the Secretary of Council for those users who would like to bring issues to the attention of governance bodies and for those issues that are not operational in nature or need further clarification. The Secretary of Council would submit these issues to the Executive Committee for consideration as possible items of business at Erindale College Council or other standing committees. It was also proposed that upon approval by Erindale College Council and the creation of the website, the CAC would meet to review the website content and then dissolve. Mr. Linley also reported that there was some discussion about making the website a live forum, but members rejected it because of issues with confidentiality and maintenance of the website.

On motion duly moved and seconded, the Executive Committee approved the recommendation of the College Affairs Committee and its Working Group and recommended it for Erindale College Council approval. (J. Linley / R. Baker)

The Vice-President and Principal commented that when the CAC was established, its terms of reference included areas that had no existing administrative department to oversee them.

Professor Robert Baker reported that the March 15th meeting of the Resource Planning and Priorities Committee was cancelled.
Joe Lim reported that the Computing Committee met on March 23, 2004. Mr. Vyas received the input of the Committee on the user survey, designed to gage the satisfaction of the UTM community with computing services. Committee members made suggestions to improve the survey. Responding to a question, Mr. Lim explained that a separate survey designed to gage student opinion would be developed in the future. The Computing Committee also heard an update on the virus and spam problem, and on the spam filter, which is currently in the testing stages. Finally members received a report from the Library technology liaison on the results of the faculty needs assessment survey.

The Academic Affairs Committee met on Tuesday, March 16, 2004 and received reports from Mary Ann Mavrinac on the Library subcommittee and Professor Gordon Anderson on the terms of reference of the Academic Appeals Board (AAB). The terms of referenced of the AAB existed under that of the Faculty of Arts & Science. The new document is very similar to the terms of reference of the Academic Appeals Committee of Governing Council. Professor Aster reported that the main discussion on the motion centered on whether the right to refuse hearings should be broadened. In the end, the Committee agreed to protect right of students to automatically appeal the decision of the Committee On Standing. After examination of the proposed terms of reference the Executive Committee discussed making the language surrounding the appointment of the Chair of the AAB more precise by requiring the Chair to be nominated by and from the members of the AAB. Assuming this would be a friendly amendment to the working group, it would be taken forward to Council.

The Executive Committee proceeded to establish the agenda of the upcoming Erindale College Council meeting, based on the reports above.

A member suggested that the terms of reference of the Academic Affairs Committee be reviewed to reflect recent changes in subcommittee structure as well as obsolete issues. Members agreed and suggested that this type of exercise would be a useful one with the Resource Planning and Priorities Committee and the Computing Committee as well.

On motion duly moved and seconded, it was approved that the Executive Committee request the Computing, Resource Planning and Priorities and the Academic Affairs Committees to review their terms of reference and bring revisions forward to the Executive Committee. (S. Aster / R. Baker)

The Chief Administrative Officer provided a report on the creation of a new committee, called the Space Planning and Management Committee (SPMC). He explained that the committee was established because of the complex approval process that currently exists with central administration for any capital project or expenditure that is in excess of $30,000. UTM negotiated the transfer of approval power for any project under $500,000. The SPMC was created to oversee this process, with the primary purpose to coordinate and facilitate the informed review of proposals for the construction, renovation, alteration or change in occupancy or use of space. The overall objective of SPMC is to ensure the optimal utilization of space on the UTM campus. Its procedures are coordinated with those of the Accommodation and Facilities Directorate (AFD) at the University of Toronto and its terms of reference are consistent with those of AFD. The Chief Administrative Officer also noted that the committee would coordinate its procedures and operations with those of the Resource Planning and Priorities
Committee to handle space allocation issues. A description of the SPMC will be posted on the ECC website and made available to Council members.

The Vice-President and Principal reminded members that arrangements would be made for a reception immediately following the ECC meeting, to celebrate the work of Council and the end of the winter term.

The meeting adjourned at 1:00 p.m.

Secretary of Council _______________ Chair _____________________

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