



**MINUTES OF THE UNIVERSITY OF TORONTO MISSISSAUGA ACADEMIC AFFAIRS COMMITTEE** of Erindale College Council meeting held on Wednesday, November 3, 2010 at 2:10 p.m. in Council Chambers, William G.Davis Building.

*Present:* A.Lange, N.Woolridge (in the Chair), D.Saini, A.Mullin, U.Krull, M.Mavrinac, D.Crocker, A.Wensley, D.McMillen, A.Bendlin, S.Kamenetsky, G.Yuen, N.Inniss-Boston, G.Rattan, J.Cruz, P.Desrochers, M.Zandawala, T.Braukmann, T.Bowen, J.McCurdy-Myers, Al.Madhavji, M.Pilar Galvez, S.Shi

*Regrets:* S.Radovic, L.Florence, G.White

*In attendance:* L.Snowden, M.Berger, D.DiCenzo, J.Lau

A.Lange called the meeting to order and introduced herself as the current chair of the AAC.

- 1) Welcome new members  
The members of the 2010-2011 members who were present introduced themselves.
- 2) Approval of Minutes of the Previous Meeting (March 29, 2010)  
Minutes are approved.
- 3) Election of Chair  
A.Lange noted that her time as Chair of AAC has come to an end; it is required to elect a new Chair. A.Lange opened the floor to nominations. A.Mullin nominated N.Woolridge as Chair, and D.Crocker seconded the nomination. Upon seeing no further nominations, A.Lange declared Professor Nick Woolridge as the new Chair of AAC.
- 4) Reports of Committees and Officers:
  - a) Report from the Vice-Dean Undergraduate, Angela Lange, and Lynn Snowden, Assistant Dean for information
    - i) Curriculum Process  
A.Lange gave an overview of the curriculum changes and approval process. Professor Lange explained that starting in September, departments gets together to look at curriculum changes both minor and major. Changes with require new faculty or new specialties go to the divisional curriculum committee – there are three of these committees – one each for Humanities, Social Sciences and Sciences. The proposed changes to curriculum are brought forward, the committee is able to provide feedback and flag major (new program, deletion of program or a large change to a program) changes to go through the program review committee of which A.Lange is Chair. At these

committee meetings, people from different disciplines evaluate the proposed changes. A.Lange noted that this committee acts as quality control for changes. Following the program review committee, all major changes go through AAC, and then go to ECC for approval (minor for information) then to provosts' office downtown, this ensures an iterative process. Additionally, all major changes as passed through tri-campus deans meetings.

A.Lange noted that minor changes are small changes to a program and defined as such. Major changes, such as new programs, new specialties or large changes to programs such as a new minor in computer science, the potential deletion of a science education course or a new specialist course in interactive digital media are considered major changes.

A member asked, if there is overlap with the programs, how does the approval process work? A.Lange stated that there are numerous programs that affect cross disciplines, the person who's producing the change will have conversations first with affected departments, following that, the change will be presented to the individual sub-committees of the affected curriculums.

A member asked, what is the role of AAC?

A.Lange replied that our role is to accept, reject changes to the curriculum. Typically the changes have been worked adequately, however the AAC has the ability to do some fine tuning based on impact. The changes could be in the wording. It's very important to approve major changes of curriculum through the AAC.

ii) Quality Assurance Policy

L.Snowden gave an overview of the quality assurance process at UTM. In 1974 the Ontario Council of Graduate Schools appraisal process was developed. The process was highly scrutinized, the documentation was labour intensive and the information was confidential with the exception of a rating. The issue arose of having a disconnect between programs across Ontario Universities. In 2006-2007 the Council of Ontario Universities commissioned a review of OCGS. In 2008-2009-2010 uniform processes for undergrad and graduate programs were formulated, allowing for more central oversight and control.

L.Snowden stated that before 2003 there was not a standardized format or template for changes to curriculum. In 2003 - 2004 a new layer of approval of programs was introduced. In 2006 governance submissions to AP&P required learning objectives. In 2008 undergraduate learning expectations to ensure achievement of UTM UDLEs.

L.Snowden noted that the quality assurance framework is to have consistency between undergrad or graduate programs. Whenever there is a new major program that is not similar, we commission an external reviewer. There could be a desk review (no site visit) or for a graduate program – two reviewers review the program. The needs of the program is required to be efficient and well-articulated. Consultation and communication, standardization of evaluation criteria, are important. The definitions and processes will need to be monitored and assessed.

L.Snowden continued, noting that the Quality Council sees:

- Approvals for major new programs
- Major modifications of programs

- Closure of programs

Presenting information on benchmarking, L.Snowden stated that the data collection is to be used in self-studies, using existing databases to provide benchmarking. This will help us identify what type of data presentation and formulation to compare with our peers.

A member asked, what are the criteria for benchmarking?

L.Snowden responded that datasets (such as grant funding) are used; we compare ourselves to other universities. We are aware that the humanities weren't satisfied with criteria, because of this, the provosts office will work on appropriate benchmarks (levels of funding available, entrance averages) for the humanities.

A.Lange added that the provosts' office is trying to come up with benchmarking for individual departments – we will need to work on this at a departmental level. The hope is for next year to have this in place. It is likely that programs will be reviewed every eight years.

L.Snowden added that right now it is typical for programs to be reviewed when chairs step down, this may not align moving forward, the focus is now on programs rather than other items that affect the programs. There will be support and guidance available for changes that affect departments. The objective is for UTM to govern themselves rather than have the government govern us.

A member asked will students be consulted with regards to approvals for new programs?

L.Snowden responded that the program is a very comprehensive model which includes staff, faculty, accreditation groups, and students. It is a very rigorous process of approval.

A.Lange added that currently, students are surveyed for information; they are also members of AAC and ECC in order to ensure collaboration. Under the new framework it will be more defined.

N.Woolridge asked when do you expect the first reviews occur?

A.Lange responded that we are hoping that the next set of reviews will be during the next academic cycle

A member inquired why more process?

L.Snowden responded that it allows for more central control, but will ultimately be less process, the objective is to align undergraduate and graduate changes.

A member asked, is there a concern of agility with departments with the additional structure?

A.Lange responded that we need to define what is considered a minor or major change to a program. Only the major modifications will go through the process. We need to provide programs that are best for our students and ultimately UTM's curriculum. The UDLEs are important in the process.

A member asked what is the process for closure of a program?

L.Snowden responded that there is criteria initially required, and then a brief goes through governance of the university. After that, quality council is advised. Student involvement will be assured. Changes to curriculum typically come from the individual department.

A member asked the criteria will not be used only for new programs but for existing programs, is this correct? Humanities criteria need to be updated.

L.Snowden answered that we use UDLEs for all departments. The provost is aware of issues for humanities benchmarking issues - there is a committee which meets to discuss these issues, if you have feedback, please send it to both A.Lange and myself.

A.Lange noted that we need to look at humanities specifically for criteria; each division will add information to the process.

b) Report from the Registrar and Director of Enrolment Management – Diane Crocker, *for information*

D.Crocker noted that the presentations she presents today will be posted on the Office of the Registrar website

Overall, D.Crocker noted that student enrollments are increasing; this year's admit averages were comparable to last years'. 75% was the lowest cut-off on admission for all programs. The entering averages have decreased due to the inclusion of pre-requisite course marks this has allowed for a stronger class within programs. D.Crocker noted that students with more than 3 repeats were not allowed entry and that the UTM enrollment target for this year is 11296 students. She also noted that we are a bit larger and growing more quickly than UTSC. We have seen increased summer enrollments at UTM over the past seven years; this was intentional and planned in an attempt to lighten the student's workload throughout the year. The largest incoming class is social science. D.Crocker also stated that we are an international university, China, and India are top countries of origin of our international students.

D.Crocker continued with the annual report from 2009-10, which is available at the Office of the Registrar website. D.Crocker recommended that people visit the website to find valuable information on last year. She also noted that faculty can find a faculty guide on the website with useful information on items such as details how faculty can obtain data, understand the exams process, and find class lists, class photos, absence and sickness information. She noted that the guide is a very worthwhile guide for faculty to read.

Discussing enrollment, D.Crocker stated that we overachieved our target for international student enrollment this year. We did special targeting to specific Ontario high schools, which resulted in a higher intake. By the time the enrollments have normalized (some students will leave) we will be right on target for international students. D.Crocker noted that we have strong retention of students, based on historical trends from downtown.

D.Crocker continued that summer enrollments are higher than expected 5163 vs. 4491. The targets will be reviewed over the next few months. Significantly waitlisted courses may be added into summer availability.

#### Sessional dates

D.Crocker stated that sessional dates may be found at faculty site on the Office of the Registrar website. The draft sessional dates for 2011-2012 should be announced within the month.

A member asked, for summer sessions, is there a study break?

D.Crocker responded that yes, a minimum of four days vs. a week and that the sessional dates for 2012-2013 are tentative.

D.Crocker continued, discussing the absence declaration process. Last year, H1N1 was an issue; this is why the process was developed. Students are expected and required to go onto the absence

declaration application to input their absence. They have been notified via email, Hotlink, etc to ensure they know about this requirement. The first page of the every course syllabus includes information about the application. It is important for faculty to communicate their course requirements to their students. D.Crocker noted that absence during final exams is handled by the Office of the Registrar. Part of the functionality allows for students to log in and view all of their previous absences. Administrators with UTM departments can also see absences for courses; their faculty may require this information. Administrators across UTM are encouraged to visit the Office of the Registrar for access.

A member asked why do students not have to provide medical documentation?

D.Crocker noted that each department has a different policy. To allow for flexibility, some instructors have more tests than necessary (write four, top three count, etc.). Within each department, the chairs have approved departmental policy for absence declaration.

A.Mullin noted that each faculty decides on the policy around medical documentation for absence.

A member inquired some students may see this process as surveillance, can this information be used against them?

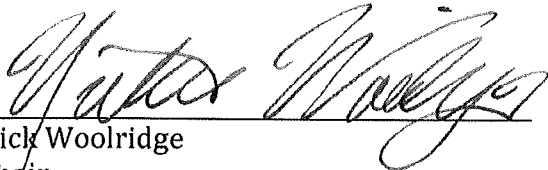
D.Crocker noted that the professors have the absence information regardless of the process. Absence declaration is merely meant to monitor an epidemic should it occur.

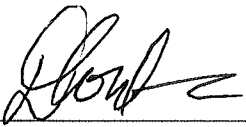
A member asked about the sessional dates and the feedback regarding the 12 week program.

D.Crocker noted that we aligned our sessional dates with the other UofT campuses, we've extended the study break, student feedback has been overwhelmingly positive.

5) Next Meeting: Wednesday, December 1, 2010: Divisional Curriculum Reports

6) Adjournment

  
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Nick Woolridge  
Chair

  
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Donna Coulson  
Acting Director of Governance