

CONFIDENTIAL CONSULTATION DRAFT FOR DISCUSSION WITH UTM GOVERNANCE REVIEW COMMITTEE

At its meeting of April 16th, the GRC's discussion of the draft focussed primarily on the composition of the proposed Council and its Committees. The Committee members' suggestions will be considered by the Governing Council's implementation group, along with other suggestions for change arising from its various consultations which are ongoing. The GRC's comments are flagged in the relevant sections below.

Proposed Terms of Reference

University of Toronto Mississauga Campus Council

1. MEMBERSHIP

1.1 Composition

Total membership will be **26** members, reflecting the Governing Council's membership in that half of the University of Toronto Mississauga Campus Council (UTM Council) membership will be internal (administrative staff, students, and teaching staff of the UTM campus) and half external (alumni and community members). On the Governing Council, the latter group would be elected alumni and Lieutenant Governor-in-Council (LGIC) governors. There will be one voting administrative assessor appointed by the President.

[NOTE to Draft: The 'Internal Members' column is meant for explanatory purposes and will not be included in the final document.]

CONSTITUENCY ¹	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL	INTERNAL MEMBERS
Administrative Staff	0 - 1	1 - 0	1	1
Community Members, including Alumni and LGIC Appointees	3	7	10	
Teaching Staff	1 or 2	5 or 4	6	6
Students ²	0 - 1	3 - 2	3	3
Presidential Assessors <i>Ex Officio</i>			1	1
Chancellor	1	0	1	

Comment [1]: Members of the GRC proposed that the teaching staff number be reduced to 5 and that the student number be increased to 4.

They also suggested that the Terms specify that there be 2 full-time undergraduate, 1 part-time undergraduate and 1 graduate student.

¹ Constituency definitions are provided in the *University of Toronto Act, 1971*.

² Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

Chair, Governing Council	1	0	1	
Vice-Chair, Governing Council	1	0	1	
President	1	0	1	1
Vice-President and Principal, UTM			1	1
TOTAL	8 - 11	16 - 13	26	13

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 UTM Council in addition to the voting assessor.

1.2 Term

Terms begin on July 1 and continue to June 30.

1.3 Appointment/Election of Members

1.3.1 Appointment of Governing Council Members to the UTM Council

The Governing Council members of the UTM Council are appointed annually by the Governing Council and may be re-appointed subject to their continued membership on the Governing Council.

1.3.2 Appointment/ Election of Non-Governing Council Members to the UTM Council

1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTM Campus

Non-governors will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. The non-Governing Council student members are elected annually and may be re-elected. The non-Governing Council administrative staff and teaching staff members are elected for three-year terms and may be re-elected. Non-governors may serve on the UTM Council for a maximum of nine continuous years, which is consistent with the maximum number of years that a member may serve on the Governing Council.³

1.3.2.2 Appointment of Alumni and Community Members

³University of Toronto Act, 1971, Section 2 (9).

Alumni and community members will be appointed by the UTM Council on the recommendation of the Executive Committee of the UTM Council based on the advice of a UTM Nominating Committee for External Members ⁴.

1.4 Officers of the UTM Council

1.4.1 Chair and Vice-Chair

The Chair and Vice-Chair of the UTM Council shall be elected annually from among the members of the Governing Council on the UTM Council.

1.4.2 Secretary

The Secretary of the UTM Council shall be appointed by the Vice-President and Principal of UTM and shall be a non-voting, *ex officio* member of the UTM Council and its committees.

2. QUORUM

One-third of the voting members (normally nine) shall constitute quorum.

3. COMMITTEES

3.1 Standing Committees

The Standing Committees of the UTM Council are:

- Academic Affairs Committee
- Campus Affairs Committee
- Campus Council Executive Committee

3.2 Special Committees

From time to time the UTM Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the

⁴The UTM Nominating Committee for External Members will be composed of the following five *ex officio* members: Vice-President and Principal, UTM; the Chair and Vice-Chair of the UTM Council; the Chair of the UTM Academic Affairs Committee; and the Chair of the UTM Campus Affairs Committee. The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the UTM Nominating Committee for External Members during the transition period while the UTM Council is being established in the initial year. For this purpose, the Committee will include the Vice-President and Principals of UTM and UTSC.

recommendation of the UTM Council Executive Committee, when, in the view of the UTM Council, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the UTM Council Executive Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

4. FUNCTION

On behalf of the Governing Council, the UTM Council exercises governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time to time. In general, the UTM Council is concerned with matters affecting the Campus' objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Decisions of the UTM Council may be final with confirmation by the Executive Committee on behalf of the Governing Council, or constitute a recommendation to the Governing Council or one of its bodies.

5. AREAS OF RESPONSIBILITY

5.1 The following areas are within the UTM Council's responsibility. Matters within these areas may be considered by the UTM Council itself and/or one of its Standing Committees:

- Academic appeals
- Academic discipline
- Academic plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations

Academic services
Admissions
Awards
Budget
Campus and student services
Campus Master Plans
Campus security
Capital plans, projects and space
Child care
Co-curricular programs, services, and facilities
Compulsory non-academic incidental fees
Curriculum
Establishment, termination or restructuring of academic units
Examinations and grading practices
Divisional Guidelines for the Assessment of Teaching and/or Creative
Professional activity
Name changes of academic units
Relations with the campus's external community
Research
Strategic planning
Student societies and campus organizations

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTM Council itself from its standing committees.

5.2 Matters Requiring Governing Council Approval

Budget (as part of the University's annual operating budget)
Campus Master Plan
Capital projects and capital plans
Establishment, disestablishment or restructuring of academic units
New policy and major policy changes concerning campus co-curricular programs, services, and facilities

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

Matters listed in Section 5.5 require confirmation by the Executive Committee of the Governing Council, pursuant to the *University of Toronto Act, 1971*, Section 2(14)(e), which states that "... where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council."

5.4 Matters Requiring Academic Board Approval

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

5.5 Matters Requiring Approval by the Campus Council

Campus and student services
Campus security
Child care
Co-curricular programs, services, and facilities
Compulsory non-academic incidental fees
Individual project planning reports
Relations with the campus' external community
Student societies and campus organizations

5.6 Matters for Information

The UTM Council 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.

6. PROCEDURES

6.1 Meetings

The UTM Council normally meets 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 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 UTM Council will use the procedures set out for the meetings of the Committees of the Governing Council.

6.2 Consent Agenda

The UTM Council Executive Committee may determine that an item should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the UTM Council, 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 UTM Council 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 UTM Council in the usual manner.

Where a consent item requires a resolution of the UTM Council, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

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 UTM Council without introduction or discussion.

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6.3 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 UTM Council Executive Committee from time to time will be considered by means of 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 UTM Council 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 UTM Council at that meeting in the usual manner.

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University of Toronto Mississauga Campus Council Executive Committee

1. MEMBERSHIP

1.1 Composition

A representative body with total membership of **10** members, the University of Toronto Mississauga Campus Council Executive Committee (UTM Council Executive Committee) comprises the five estates of the Governing Council and the UTM Council and reflects the balance of representation defined for the Governing Council’s Executive Committee.

As a matter of practice, the UTM Council’s Standing Committee Chairs normally attend meetings of the UTM Council Executive Committee as non-voting participants, presenting matters arising from the Committees.

CONSTITUENCY⁵	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0 - 1	1 - 0	1
Community Members, including Alumni and LGIC Appointees	1 - 2	4 - 3	5
Teaching Staff	0 - 1	2 - 1	2
Students ⁶	0 - 1	1 - 0	1
Presidential Appointees			0
<i>Ex Officio</i>			
Chair, UTM Council	(1)		2
Vice-Chair, UTM Council	(1)		
Vice-President and Principal, UTM		1	1
TOTAL			10

The Secretary of the Governing Council is an *ex officio*, non-voting member.

If the Chair and/or Vice-Chair of the UTM Council is a member of the administrative staff or teaching staff of UTM, or a UTM-registered or UTM-affiliated student, he/she will be considered to be a member from the internal constituencies, that is one of the administrative staff, students, or teaching staff on the Executive Committee. Similarly, if

⁵ Constituency definitions are provided in the *University of Toronto Act, 1971*.

⁶ Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

the Chair and/or Vice-Chair of the UTM Council is a Community Member of the he/she will be considered to be a member from the external constituencies, that is one of the alumni or LGIC Appointees on the Executive Committee

1.2 Term

Terms are for one year, beginning on July 1 and continuing to June 30.

1.3 Appointment of Members of the UTM Campus Council Executive Committee

Members are appointed annually by the UTM Council from among its members on the recommendation of the UTM Council Chair, following nominations from the represented estates.

1.4 Chair and Vice-Chair of the UTM Campus Council Executive Committee

The Chair of the UTM Council is the Chair of the UTM Council Executive Committee and the Vice-Chair of the UTM Council is the Vice-Chair of the UTM Council Executive Committee.

2. QUORUM

Quorum shall consist of at least four members of the UTM Council Executive Committee, at least two of whom shall be community members.

3. SUBCOMMITTEES

3.1 Special Committees

The UTM Council Executive Committee may establish Special Committees for specific purposes.⁷

4. FUNCTION

Subject to the authority of the Governing Council, the UTM Council Executive Committee may deal with any matter that is within the responsibility of the UTM Council, but no decision of the UTM Council Executive Committee is effective until approved by the UTM Council or unless the UTM Council has previously assigned authority therefore to the UTM Council Executive Committee.

⁷ See Section 3.2 of the Terms of Reference of the UTM Council for procedures governing the establishment of Special Committees by the Executive Committee.

5. AREAS OF RESPONSIBILITY

The UTM Council Executive Committee is responsible for overseeing the operation of the UTM Council and its Committees.

Governance Oversight

- 5.1 The UTM Council Executive Committee is responsible for the preparation of the agenda for meetings of the UTM Council. As part of this responsibility, the Committee receives and reviews reports of other committees for transmittal to the UTM Council. The Committee decides which items will be placed on the consent agenda and which reports for information will be published electronically.⁸
- 5.2 The UTM Council Executive Committee plays a co-ordinating role in relation to the committees of the UTM Council. The Committee refers matters to other committees of the UTM Council. It also screens new issues and assigns them to standing or special committees or to the administration for consideration.
- 5.3 The UTM Council Executive Committee acts as a Striking Committee to nominate persons for appointment to the committees of UTM Council.

Additional Responsibilities

- 5.4 The UTM Council Executive Committee serves as a confidential advisory committee to the UTM Vice-President and Principal and his/her administration.
- 5.5 The UTM Council Executive Committee exercises such powers of the UTM Council as the UTM Council by resolution may provide from time to time.

6. PROCEDURES

The UTM Council Executive Committee normally meets in closed session. Pursuant to sections 28 (e) and 33 of *By-law Number 2* of the Governing Council, the Committee may move *in camera*.

6.1 Consent Agenda

The Chair may determine that certain items 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 sponsor of 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

⁸ See Sections 6.2 and 6.3 of the Terms of Reference of the Campus Council.
TFOG IC Terms of Reference for UTM Campus Council and Committees.docx
Updated April 11, 2012

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 UTM Council Executive Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council Executive Committee and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

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 UTM Council Executive Committee without introduction or discussion.

6.2 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 Chair from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report may contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTM Council Executive Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Executive Committee. The report will be considered by the UTM Council Executive Committee at that meeting in the usual manner.

University of Toronto Mississauga Academic Affairs Committee

1. MEMBERSHIP

1.1 Composition

Total membership of the University of Toronto Mississauga Academic Affairs Committee (UTM Academic Affairs Committee) will be **about 60** members and will include two voting administrative assessors appointed by the President.

CONSTITUENCY ⁹	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL
Administrative Staff Governor Non-governor	0-1 1-0	1	2
Community Members (including Alumni and LGIC Appointees) Governor Non-governor	0-3 3-0	0	3
Teaching Staff Academic Departments Chairs <i>Ex officio</i> or designates Teaching Staff Governor Non-governor	0-3 3-0	16 12 ¹⁰	28 3
Librarians UTM Chief Librarian <i>Ex officio</i> Librarian		1 1	2
Students ¹¹ Governor Non-governor	0-1 2-1	7	9 ¹²
Presidential Assessors Vice-Principal, Academic and Dean Vice-Principal, Research	1	0 1	1 1

Comment [2]: GRC members recommended that the Terms specify that there be 6 full-time undergraduate, 1 part-time undergraduate, 1 graduate student and 1 “at-large” student position that would be elected by all students.

⁹Constituency definitions are provided in the *University of Toronto Act, 1971*.

¹⁰ Four representatives from each of the following sectors: Humanities, Social Sciences, Physical and Life Sciences

¹¹ Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

¹² Student representation from full-time, part-time, undergraduate and graduate constituencies and from a variety of academic units and programs will be sought.

<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, UTM	1	0	1
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, Graduate, UTM	0	1	1
Vice-Dean, Undergraduate, UTM	0	1	1
Registrar, UTM	0	1	1
TOTAL	15	44	59

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 UTM Academic Affairs Committee

1.3.1 Governing Council Members of the UTM Council and UTM Academic Affairs Committee

The Governing Council members of the UTM Council are appointed annually by the Governing Council and may be re-appointed to the UTM Council and its Committees subject to their continued membership on the Governing Council.

1.3.2 UTM Council Members of the UTM Academic Affairs Committee

The non-Governing Council UTM Council members of the UTM Academic Affairs Committee are appointed annually by the UTM Council on the recommendation of the UTM Council Executive Committee and may be re-appointed subject to their continued membership on the UTM Council.

1.3.3 Non-UTM Council Members of the UTM Academic Affairs Committee

1.3.3.1 Election of Administrative Staff, Librarians, Teaching Staff and Students of the UTM Campus

Non-UTM Council members will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. and Administrative staff, librarians, and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The non-UTM Council student members are elected annually for a one-year term and are eligible to be re-elected.

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

1.4 Chair and Vice-Chair of the Academic Affairs Committee

The Chair and Vice-Chair of the UTM Academic Affairs Committee shall be appointed annually by the UTM Council from among the members of the UTM Council on the recommendation of the UTM Council Executive 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 UTM 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 UTM 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 UTM 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.

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

Academic appeals policies and procedures
Academic discipline policies and procedures
Academic plans
Academic priorities for fundraising
Academic programs
Academic regulations
Academic services
Admissions
Awards
Curriculum
Establishment, termination or restructuring of academic units (planning and resource implications will be considered by the Campus Affairs Committee)
Examinations and grading practices
Divisional Guidelines for the Assessment of Teaching and/or Creative Professional Activity
Name changes of academic units
Research

5.2 Matters Requiring Governing Council Approval*

Priorities for fundraising.
Establishment, disestablishment or restructuring of academic units.

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.

5.4 Matters Requiring Academic Board Approval*

- New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by UTM 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 affect 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 Campus guidelines for the Assessment of Teaching and/or Creative Professional Activity

5.6 Matters Requiring Approval by the UTM 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 UTM may be delegated to a subcommittee or officer of UTM.
- 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 UTM or by instructors in connection with academic standing in UTM. A subcommittee may have delegated authority to make rulings on all such appeals and such rulings shall be 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 modifications¹³ to existing degree programs. All major modifications shall be reported annually for information to the appropriate body of Governing Council.
- Modification of diploma and 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.
- Proposals for Extra-Departmental Units (EDU)-A’s and B’s are considered and recommended for approval while those for EDU-C’s are considered and approved, pursuant to the *Policy on Interdisciplinary Education and Research Planning*.
- 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*.
- 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.

¹³Definitions 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

6.1 Meetings

The UTM 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 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 UTM 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, 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.

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 UTM 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.

University of Toronto Mississauga Campus Affairs Committee

1. MEMBERSHIP

1.1 Composition

Total membership of the University of Toronto Mississauga Campus Affairs Committee (UTM Campus Affairs Committee) will be **about 28** members and will include three voting administrative assessors appointed by the President. A majority must be from among the internal members (administrative staff, students, and teaching staff).

[NOTE to Draft: The 'Internal Members' column is meant for explanatory purposes and will not be included in the final document.]

CONSTITUENCY ¹⁴	CAMPUS COUNCIL	NON-CAMPUS COUNCIL	TOTAL	INTERNAL MEMBERS
Administrative Staff				
Governor	0 - 1			
Non-governor	1 - 0	2	3	3
Community Members (including Alumni and LGIC Appointees)				
Governor	1 - 2			
Non-governor	1 - 0	2	4	
Teaching Staff				
Governor	1			
Non-governor	1	5	7	7
Students ¹⁵				
Governor	1 - 0			
Non-governor	0 - 1	4	5	5
Presidential Assessors				
Vice-Principal, Academic and Dean	1	0	1	
Chief Administrative Officer, UTM		1	1	
Dean of Student Affairs		1	1	3
<i>Ex Officio</i>				
Chancellor	1	0	1	

Comment [3]: Members of the GRC proposed that the teaching staff number be reduced to 6 and that the student number be increased to 6 – giving faculty and students equal representation..

¹⁴ Constituency definitions are provided in the *University of Toronto Act, 1971*.

¹⁵ Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

Chair, Governing Council	1	0	1	
Vice-Chair, Governing Council	1	0	1	
President	1	0	1	1
Vice-President and Principal, UTM	1	0	1	1
Chair, AAC or designate	1	0	1	1
TOTAL	13	15	28	21

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 three voting assessors.

1.2 Term

Terms begin on July 1 and continue to June 30.

1.3 Appointment/Election of Members of the UTM Campus Affairs Committee

1.3.1 Governing Council Members of the UTM Council and UTM Campus Affairs Committee

The Governing Council members of the UTM Council are appointed annually by the Governing Council and may be re-appointed to the UTM Council and its Committees subject to their continued membership on the Governing Council.

1.3.2 UTM Council Members of the UTM Campus Affairs Committee

The UTM Council members of the UTM Campus Affairs Committee are appointed annually by the UTM Council on the recommendation of the UTM Council Executive Committee and may be re-appointed subject to their continued membership on the UTM Council.

1.3.3 Non-UTM Council Members of the UTM Campus Affairs Committee

Non-Governing Council, non-UTM Council members will be elected by and from among their respective estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Non-UTM Council members may serve on the UTM Campus Affairs Committee for a maximum of nine continuous years.

1.3.3.1 Election of Administrative Staff, Students, and Teaching Staff of the UTM Campus

UTM administrative staff and teaching staff are normally elected for three-year terms and are eligible to be re-elected. The UTM student members who are not members of the UTM Council are elected annually for a one-year term and are eligible to be re-elected.

1.3.3.2 Appointment of Alumni and Community Members

Alumni and community members will be appointed by the UTM Council on the recommendation of the UTM Council Executive Committee based on the advice of the UTM Nominating Committee for External Members¹⁶.

1.4 Chair and Vice-Chair of the UTM Campus Affairs Committee

The Chair and Vice-Chair of the UTM Campus Affairs Committee shall be appointed annually by the UTM Council from among the members of the UTM Council on the recommendation of the UTM Council Executive Committee.

2. QUORUM

One-third of the voting members (normally ten) shall constitute quorum.

3. SUBCOMMITTEES

3.1 Standing Subcommittees

The Committee may establish subcommittees to deal with matters within its purview.

4. FUNCTION

In general, the UTM Campus Affairs Committee is concerned with matters that directly concern the quality of student and campus life. The Committee is also responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of campus resources. Many of the matters within the Committee's scope are matters that have an impact on relationships amongst units on the campus and relationships between the campus and the community at large. The Committee

¹⁶The UTM Nominating Committee for External Members will be composed of the following five *ex officio* members: Vice-President and Principal, UTM; the Chair and Vice-Chair of the UTM Council; the Chair of the UTM Academic Affairs Committee; and the Chair of the UTM Campus Affairs Committee. The Governing Council's Nominating Committee for Lieutenant Governor-In-Council will serve as the UTM Nominating Committee for External Members during the transition period while the UTM Council is being established in the initial year. For this purpose, the Committee will include the Vice-President and Principals of UTM and UTSC.

recommends for approval to the appropriate body of the Governing Council, through the UTM Council.

5. AREAS OF RESPONSIBILITY

5.1 The following areas are within the responsibility of the UTM Campus Affairs Committee:

- Budget
- Campus and student services
- Campus security
- Capital plans, projects and space
- Child care
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units (planning and resource implications; the Academic Affairs Committee considers the academic implications of the proposals.)
- Co-curricular programs, services, and facilities
- Campus Master Plans
- Strategic planning
- Relations with the campus' external community
- Student societies and campus organizations

5.2 Levels of Approval

5.2.1 Matters Requiring Approval by the Governing Council

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital plans
- Establishment, disestablishment or restructuring of academic units (following consideration by the UTM Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities.

5.2.2 Matters Requiring Approval by the UTM Council

- Campus and student services
- Campus security
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Individual project planning reports
- Relations with the campus' external community

- Student societies and campus organizations

5.3 Campus and student services

5.3.1 Ancillaries

a) Policy

The UTM Campus Affairs Committee is responsible for policy affecting the operation of the campus's service ancillaries. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

b) Operations

Each year the UTM Campus Affairs Committee considers and recommends to the UTM Council for approval the operating plans for the campus and student services ancillaries. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5.3.2 Campus Co-Curricular Programs, Services and Facilities

a) Policy

Policy matters concerning the Campus's co-curricular programs, services and facilities are the Committee's responsibility. New policy and major policy changes require the approval of the Governing Council.

b) Operations

Annual approval of the campus's co-curricular programs, services and facilities operating plans that describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies is the responsibility of the Committee. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

5.3.3 Other campus and student services

The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval.

5.4 Compulsory non-academic incidental fees

5.4.1 Student services, representative student committees and campus organizations

Fees are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee.

5.4.2 Divisional student societies

Fees are approved by the UTM Council on the recommendation of the UTM Campus Affairs Committee.

5.5 Student societies and campus organizations

5.5.1 Policy

The Committee is responsible for policy concerning representative student societies and campus organizations.

5.5.2 Constitutions, articles of incorporation, corporate by-laws

The Committee is responsible for approving constitutions, articles of incorporation and corporate by-laws¹⁷ for incorporated student societies and campus organizations for which the University collects fees.

5.6 Campus and facilities

5.6.1 Capital guidelines and plans

Plans are recommended to the Governing Council, through the UTM Council, for consideration.

5.6.2 Individual plans and projects

The Committee considers reports of project planning committees and recommends to the UTM Council approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects*. [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project. Significant

¹⁷ Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

changes to a space program/approved project require the same level of approval as the original proposal.

5.7 Divisional Operating Budget

The annual budget is considered by the Committee for recommendation to the UTM Council for inclusion in the University's annual operating budget.

5.8. Academic units and programs

5.8.1 Establishment, Disestablishment or Restructuring of Academic Units

The Committee makes recommendations to the UTM Council on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

5.8.2 New Program Proposals

Where a proposal for a new program, as defined by the University's Quality Assurance Process, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the UTM Council [through the UTM Academic Affairs Committee] on the planning and resource implications of the proposal. [The UTM Academic Affairs Committee has responsibility for considering the curricular aspects of academic program proposals.]

[Proposed program changes that would not require the allocation of additional resources from sources outside the division, and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

5.9 Annual reports

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 but not limited to campus police, campus equity-related offices, , crisis response, and campus organizations. These reports are submitted to the University Affairs Board for information.

6. PROCEDURES

6.1 Meetings

The UTM Campus Affairs Committee normally meets 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 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 UTM Campus 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, 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.

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 UTM Campus 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.

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