UNIVERSITY OF TORONTO
THE UNIVERSITY OF TORONTO SCARBOURGH CAMPUS COUNCIL
REPORT NUMBER 1 OF THE ACADEMIC AFFAIRS COMMITTEE

September 10, 2013

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

Your Committee reports that it met on Tuesday, September 10, 2013 at 4:00 p.m. in the Council Chamber, Arts and Administration Building, with the following members present:

Ms Kathy Fellowes (Chair)
Professor Suzanne Erb (Vice-Chair)
Professor Rick Halpern (Dean and Vice-Principal (Academic))
Professor Malcolm Campbell (Vice-Principal, Research)
Dr. Johann Bayer
Professor William R. Bowen
Professor Nick Cheng
Dr. Curtis Cole
Mr. Luki Danukarjanto
Mr. Adrian De Leon
Professor David J. Fleet
Ms Ariane Ganji
Professor William Gough
Professor John Hannigan
Dr. Brian Harrington
Professor Paula Hasting
Professor Rena Helms-Park

Professor Sherri Helwig
Professor Matthew Hoffman
Mr. Jerry Jien
Dr. Nancy Johnson
Professor Heinz-Bernhard Kraatz
Professor Gary Martin Leonard
Mr. Andrew Leung
Professor Karen Lyda McCrindle
Dr. Christopher Ollson
Ms Victoria Owen
Professor Stephen Rockel
Ms Paulina Rousseau
Professor Mark Schmuckler
Dr. Sisi Tran
Professor David Zweig

Mr. Louis Charpentier, Secretary of the Governing Council
Ms Annette Knott, Academic Programs Officer
Ms Lesley Lewis, Assistant Dean

Secretariat:
Ms Amorell Saunders D’Naw

Regrets:
Professor Syed W. Ahmed
Professor Daniel Bender
Professor George S. Cree
Ms Hanan Domiloge
Mr. John Kapageridis
Dr. Sarah D. King

Professor William Seager
Professor Michael J. Lambek
Professor Patricia Landolt
Professor Nathan Lovejoy
Professor Andrew C. Mason
Professor Alice Maurice
In Attendance:

Ms Maryam Ali, Executive Assistant to the Dean and Vice-Principal (Academic)
Ms Jennifer Bramer, Director, Academic Advising and Career Centre
Mr. Jim Delaney, Acting Assistant Secretary of the Governing Council
Mr. Desmond Pouyat, Dean of Student Affairs
Ms Kim Richard, Director, Human Resource Services

1. Chair’s Remarks
The Chair welcomed members and guests to the inaugural meeting of the University of Toronto Scarborough Academic Affairs Committee (AAC) meeting, and introduced herself along with the Vice-Chair, Assessors, and Non-voting Assessors.

2. Orientation
The Chair of the Committee and the Secretary of the Governing Council gave an Orientation. The presentation highlighted the following:

- The origin of the Campus Council and its Standing Committees;
- The responsibilities of members;
- The distinction between governance and administration;
- The Terms of Reference of the AAC;
- An overview of governance cover sheets and their importance;
- The Calendar of Business; and
- The Rules of Order

The Chair invited the Voting Assessors, Professors Rick Halpern and Malcolm Campbell to present an overview of the role, objectives and priorities of their respective portfolios.

3. Calendar of Business, 2013-14
The Chair advised members that the proposed Calendar of Business for 2013-2014 had been included in the agenda package. She emphasized that it was a living document and that items would be added or removed from time to time. Members were encouraged to review the Calendar of Business on a regular basis.

4. Academic Appeals Subcommittee Establishment
The Chair indicated that with the creation of the UTSC Campus Council and its Standing Committees, the UTSC Academic Committee had been dissolved. As a consequence, the Subcommittee on Academic Appeals had been dissolved and had to be reconstituted as the Subcommittee on Academic Appeals, a
subcommittee of the Academic Affairs Committee. Professor Mark Schmuckler advised members that students could submit petitions to the Registrar’s Office and that the Registrar or designate would adjudicate the petition. If a student was not satisfied with the decision he/she could appeal to the Subcommittee with the final level of appeal being the Academic Appeals Committee of the Governing Council. In the discussion period that followed, a member asked whether two student seats on the committee would be sufficient representation. Professor Schmuckler replied that the committee is a review committee and they will be able to resolve issues in a timely manner with two student seats.

On motion, duly moved and seconded.

YOUR COMMITTEE APPROVED

   a. THAT the proposal to establish an Academic Appeals Subcommittee, as a subcommittee with delegated authority from the Academic Affairs Committee and reporting to the Academic Affairs Committee, be approved effective immediately; and
   b. THAT the Terms of Reference of the Academic Appeals Subcommittee, be approved.

5. Date of the Next Meeting- Tuesday November 12, 2013 4:00 p.m. – 6:00 p.m.
The Chair reminded members that the next scheduled meeting of the Committee was on Tuesday November 12, 2013 at 4:00 p.m. in the University of Toronto Scarborough Council Chamber, Arts and Administration Building.

6. Other Business
There were no other items of business.

   The meeting adjourned at 5:37 p.m.

September 26, 2013

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Secretary  Chair