

## **University of Toronto Scarborough Campus Affairs Committee**

### **1. MEMBERSHIP**

#### **1.1 Composition**

Total membership of the University of Toronto Scarborough Campus Affairs Committee (UTSC Campus Affairs Committee) will be **34** members and will include three voting administrative assessors appointed by the President. A majority of the Committee must be from among the internal members (administrative staff, students, and teaching staff).

<b>CONSTITUENCY<sup>15</sup></b>	<b>CAMPUS COUNCIL</b>	<b>NON-CAMPUS COUNCIL</b>	<b>TOTAL</b>
Administrative Staff	1	3	4
Community Members(including Alumni, LGIC Appointees, and other members of the community) <sup>16</sup>			
Governor	0 - 2		
Non-governor	2 - 0	2	4
Teaching Staff			
Governor	0 - 1		
Non-governor	2 - 1	7	9
Librarians			
Non-governor	0	1	1
Students			
Governor	1 - 0		
Non-governor	0 - 1	6	7
Presidential Assessors			
Dean and Vice-Principal, Academic		1	1
Chief Administrative Officer, UTSC		1	1
Dean of Student Affairs		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, UTSC	1	0	1
Chair, AAC or designate	1	0	1
<b>TOTAL</b>	<b>12</b>	<b>22</b>	<b>34</b>

<sup>15</sup> Constituency definitions are provided in the *University of Toronto Act, 1971*.

<sup>16</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

## **1. MEMBERSHIP (cont'd)**

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 UTSC Council in addition to the three voting assessors.

### **1.2 Term**

Terms begin on July 1 and continue to June 30. Elected and appointed members, shall serve a term of two years, where possible. Students shall serve a term of one year.

### **1.3 Appointment/Election of Members of the UTSC Campus Affairs Committee**

#### **1.3.1 Governing Council Members of the UTSC Council and UTSC Campus 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 Campus Affairs Committee**

The UTSC Council members of the UTSC Campus 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.

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

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

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

Non-Governing Council, non-UTSC Council UTSC administrative staff, librarian staff and teaching staff, are normally elected for three-year terms and are eligible to be re-elected. The UTSC student members who are not members of the UTSC Council are elected annually for a one-year term and are eligible to be re-elected. Non-UTSC Council members may serve on the Campus Affairs Committee for a maximum of nine continuous years.

## **1. MEMBERSHIP (cont'd)**

### **1.3.3.2 Appointment of Community Members**

The representative UTSC Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTSC Campus Affairs Committee.<sup>17</sup> Membership of this Committee is outlined in Section 1 of the UTSC Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTSC Council Agenda Committee will issue a broadly-based call for nominations for community members of the Campus Affairs Committee. In developing recommendations for alumni appointments, preference will normally be given to alumni of the UTSC campus. The UTSC Council Agenda Committee will recommend the community membership to the UTSC Council, which is responsible for appointing those members. When serving as the nominating committee, the UTSC Council Agenda Committee meets *in camera*.

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

The Chair and Vice-Chair of the UTSC Campus 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 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 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

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<sup>17</sup> The Governing Council's Nominating Committee for Lieutenant Governor-In-Council Governors will serve as the nominating committee during the transition period while the UTSC Council is being established in the initial year. For this purpose, the committee will include the Vice-President and Principals of UTM and UTSC.

#### **4. FUNCTION (cont'd)**

campus and the community at large. The Committee recommends matters for approval to the appropriate body of the Governing Council, through the Campus Council.

#### **5. AREAS OF RESPONSIBILITY**

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

- 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
- Establishment, termination or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
- Relations with the campus's external community
- Student societies and campus organizations

#### **5.2 Levels of Approval**

Refer to Attachment A for a detailed map of governance approval pathways.

##### **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, projects and space<sup>18</sup>
- Establishment, disestablishment or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (following consideration by the UTSC Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities

##### **5.2.2 Matters Requiring Approval by the UTSC Council**

- Campus and student services
- Campus security

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<sup>18</sup> Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

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

### **5.2.2 Matters Requiring Approval by the UTSC Council (cont'd)**

- 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 UTSC 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 Campus Affairs Committee considers and recommends to the UTSC 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 is the responsibility of the Committee. 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. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

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

### **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 UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

### **5.4.2 Divisional student societies**

Fees are approved by the UTSC Council on the recommendation of the UTSC 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-laws<sup>19</sup> 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 UTSC Council, for consideration.

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<sup>19</sup> Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

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

### **5.6.2 Individual plans and projects**

The Committee considers reports of project planning committees and recommends to the UTSC 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 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 UTSC 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 recommends to the UTSC 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.

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*.

#### **5.8.2 New Program Proposals**

Where a proposal for a new program, as defined by the *University of Toronto'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 UTSC Council through the UTSC Academic Affairs Committee on the planning and resource implications of the proposal. [The UTSC 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. AREAS OF RESPONSIBILITY (cont'd)**

### **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 and campus organizations. These reports are submitted to the University Affairs Board for information.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTSC Campus 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 UTSC 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. PROCEDURES (cont'd)**

### **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 UTSC 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.

June 25, 2012 - Approved by the Governing Council.

December 13, 2012 - Revisions approved by the Governing Council – Membership for Campus Council, Academic Affairs Committee and Campus Affairs Committee.

June 25, 2014 – Revisions approved by the Governing Council – Changes to the Distribution of Seats and Length of Terms on the UTM and UTSC Campus Council and their Standing Committees.

University of Toronto - Campus Council: Guidelines Regarding Levels of Approval

Areas of Responsibility	Approved by Campus Council Standing Committee	Approved by Campus Council and Confirmed by the Executive Committee of the Governing Council	Recommended to Governing Council/Board/Committee for Approval	Reports for Information
Campus Affairs Committee				
Budget			Budget Campus Planning Process: [CAC/CC]  As part of the University's annual operation budget: [PB/AB/EX/GC]	
Campus Master Plan			Campus Master Plan [CAC/CC/AB/EX/GC]	
Campus and student services Including: <ul style="list-style-type: none"> <li>◦ Campus and student service ancillaries;</li> <li>◦ Annual operating plans of co-curricular programs, services and facilities;</li> <li>◦ Changes to the level of service offered, fees charged for campus and student services and categories of users;</li> </ul>		Campus and student services [CAC/CC/EX]		
Campus security		Campus security [CAC/CC/EX]		
Capital plans, projects and space			Capital plans, projects and space [CAC/CC/AB/EX/GC] <sup>2</sup>	

<sup>2</sup> Specific approval path will be determined by total project cost, pursuant to the *Policy on Capital Planning and Capital Projects*.

\* AAC= Academic Affairs Committee; AC=Agenda Committee; APP=Committee on Academic Policy and Programs; AB=Academic Board; CC=Campus Council; CAC=Campus Affairs Committee; EX=Executive Committee; GC=Governing Council; PB=Planning & Budget Committee; UAB=University Affairs Board  
Governing Council/Terms of Reference for UTM and UTSC Attachment A.docx

*University of Toronto - Campus Council: Guidelines Regarding Levels of Approval*

Areas of Responsibility	Approved by Campus Council Standing Committee	Approved by Campus Council and Confirmed by the Executive Committee of the Governing Council	Recommended to Governing Council/Board/Committee for Approval	Reports for Information
Relations with the campus' external community		Relations with the campus' external community [CAC/CC/EX]		
Student societies and campus organizations		Student societies and campus organizations [CAC/CC/EX]		

June 25, 2012 - Approved by the Governing Council.