

**UNIVERSITY OF TORONTO MISSISSAUGA CAMPUS COUNCIL
REPORT NUMBER 28 OF THE ACADEMIC AFFAIRS COMMITTEE**

SEPTEMBER 12, 2018

To the Campus Council,
University of Toronto Mississauga

Your Committee reports that it held a meeting on September 12, 2018 at 4:10 p.m. in the Council Chambers, William G. Davis Building, at which the following were present:

Steven Short, Chair
Laura Taylor, Vice-Chair
Angela Lange, Acting Vice-Principal,
Academic & Dean
Kent Moore, Vice-Principal, Research
Andrew Petersen, Acting Vice-Dean,
Teaching & Learning
Ronald Beiner
Brett Beston
Tracey Bowen
Laura Brown
Melinda Ann Callahan
Jill Caskey
Marc Dryer
Megan Evans
Salma Fakhry
Ulrich Fekl
Alexandra Gillespie
Ria Haque
Advait Hasabnis
Monika Havelka
Shelley Hawrychuk
Sanja Hinic-Frlog
Rosa Hong
Nathan Innocente
Momin Kashif
Michael Lettieri
Diane Matias
Ashley Monks
Lorretta Neebar
Andrew Nicholson
Emmanuel Nikiema
Jay Nirula
Esteban Parra

Non-Voting Assessors:

Rosa Ciantar, Acting Program and
Curriculum Officer
Mark Overton, Dean of Student Affairs

Regrets:

Ulli Krull, Vice-President & Principal
James Allen
Liza Blake
Jessica Duggan
Miquel Faig
Simon Gilmartin
Claudiu Gradinaru
Kajri Jain
Abi Karunendiran
Konstantin Khanin
Anna Korteweg
Yan Li
Teresa Lobalsamo
Andrea Olive
Andreas Park
Diana Raffman
Steve Szigeti
Mohamad Tavaoli-Targhi
Mihkel Tombak
Rebecca Wittman
Liye Xie
Samra Zafar
Xiaodong Zhu
Daniel Zingaro

In Attendance:

Jackie Goodman, Manager, Orientation, Transition & Engagement, Centre for Student Engagement
Felicity Morgan, Director, Career Centre
Anuar Rodrigues, Director, Academic Planning, Policy, and Research
Sara da Silva, Senior Project Specialist, Academic Policy and Planning
Kayla Sousa, Experiential Learning Officer

Secretariat:

Cindy Ferencz Hammond, Director of Governance, Assistant Secretary of the Governing Council
Alexandra Di Blasio, Governance Coordinator, UTM

1. Chair's Remarks

The Chair welcomed members to the first meeting of the Academic Affairs Committee for the 2018-19 academic year. He introduced Professor Laura Taylor, Vice-Chair of the Committee; the Committee's voting assessors, Professor Angela Lange, Acting Vice-Principal Academic & Dean, Professor Andrew Petersen, Acting Vice-Dean, Teaching & Learning, and Professor Kent Moore, Vice-Principal, Research. The Committee's non-voting assessors were also introduced: Ms Rosa Ciantar, Acting Program and Curriculum Officer and Mr. Mark Overton, Dean of Student Affairs.

2. Orientation

The Chair, Professor Steven Short, and Ms Cindy Ferencz-Hammond, Director of Governance, UTM and Assistant Secretary of the Governing Council, gave an Orientation presentation¹, and members were directed to Orientation Resources available on the Office of the Campus Council website. The Chair explained that the Committee would oversee academic matters affecting the teaching, learning and research functions of the Campus. He also gave an overview of the difference between the roles of governance and administration, and talked about the roles and responsibilities of members. At the invitation of the Chair, Professor Angela Lange, Acting Vice-Principal, Academic & Dean, Professor Andrew Petersen, Acting Vice-Dean, Teaching & Learning, and Professor Kent Moore, Vice-Principal, Research provided overviews of their portfolios and their priorities for 2018-19.

3. Overview of UTM Faculty Composition

The Chair invited professor Angela Lange, Acting Vice-Principal, Academic & Dean, to provide an overview of UTM Faculty Composition². Professor Lange informed members that UTM has entered a period of growth in terms of faculty, and efforts have been made to ensure diversity of faculty hires, as outlined in the *Academic Plan*. She recognized the short-comings of current diversity-focused data collection, and indicated that analysts have determined the types of nuanced data required to capture a more comprehensive account of diversity among UTM faculty.

¹ A copy of this presentation is attached as Attachment A.

² A copy of this presentation is attached as Attachment B.

Professor Lange presented a 10-year analysis that demonstrated growth of the student population and faculty. The student to faculty ratio at UTM in 2017 was 35 students to one faculty member, while the average ratio across the University was 26 students to one faculty member. Professor Lange explained that through the planned growth in faculty hiring, in combination with a planned plateau in student intake, the student to faculty ratio would decrease towards the University target. She also presented data on faculty by rank, location of degree obtained, and faculty diversity.

Members inquired about the timeline to reach the desired student to faculty ratio, and questioned how UTM compared to the Faculty of Arts and Science (FAS) and University of Toronto Scarborough (UTSC). Professor Lange indicated that progression toward the goal would be gradual, but steady given the planned plateau in the student population. She referenced the drastic improvement in the ratio from 2012-13 to 2017-18, whereby the ratio saw a decrease from 41 to 35 students per faculty member. She further indicated that the ratio at FAS was better than the ratio at UTM, and that UTSC had comparable figures to UTM.

Members inquired about the number of Limited-Term Appointment (LTA) and Contractually-Limited Term Appointment (CLTA) faculty, and questioned how teaching would be supported if there was an unpredictable increase in the student population. Professor Lange stated that the student intake was planned to remain steady for the next five years. She indicated that LTA and CLTA faculty had acted in a supporting role in response to the growth of the student population, and had helped to alleviate any strain resulting from an increase in student to faculty ratio. Professor Lange also addressed the minor difference in the number of Teaching Stream faculty over the five-year period from 2012-13 to 2017-18. She indicated that some departments decreased their number of Teaching Stream faculty over the five-year period, while other departments simultaneously increased their number of Teaching Stream faculty, which therefore accounted for the perceived steady state.

4. Minor Modification: Professional Experience Certificate in Digital Media, Communication, and Technology

The Chair invited Professor Tracey Bowen, Internship Coordinator, Institute of Communication, Culture, Information and Technology (ICCIT), to provide an overview of the proposed Professional Experience Certificate in Digital Media, Communication, and Technology. Professor Bowen explained that the certificate would increase opportunities for work integrated learning through a combination of required coursework and paid-work placements. Industry-based placements would allow students to apply their disciplinary knowledge and skill sets learned in the classroom. Professor Bowen identified the eligibility requirements for the program and detailed the structure of the program. She further emphasized that the program was designed in concert with the *Academic Plan*, and had undergone consultation with various stakeholders.

Members inquired about the differences between the paid-work terms in the certificate program and the existing internship program, and further questioned if the intention was for students to participate in both programs. Professor Bowen stated that the internship program and the certificate program had different time commitments in terms of industry-based placements. The

internship program involved a one-day per week placement, in which students accumulate 100 unpaid working hours, whereas the certificate program included two four-month paid work placements. She further clarified that the programs were separate from one another, and not designed for dual participation.

Professor Bowen stated that administrative support for experiential learning was provided through the Office of the Dean. The initiative would begin with a small cohort of students, and Professor Bowen noted that many organizations had already shown interest in placing these students. Further discussion addressed the cGPA requirement for program entry, which was selected at 2.4 to match the requirement for the Digital Enterprise Management program.

On motion duly made, seconded and carried,

YOUR COMMITTEE APPROVED,

THAT the proposed Professional Experience Certificate in Digital Media, Communication, and Technology, offered by the Institute of Communication, Culture, Information and Technology (ICCIT), as recommended by the Acting Vice-Principal, Academic and Dean, Professor Angela Lange, in the proposal dated June 28, 2018, be approved, effective May 1, 2020.

5. Calendar of Business, 2018-19

The Chair referred members to the Calendar of Business, and advised that the document would be updated on the Office of the Campus Council website every Friday; he encouraged members to review the Calendar on a regular basis and consult with the Secretariat if they had any questions about forthcoming items.

6. Other Business

There was no other business.

7. Reports of the Presidential Assessors

Professor Lange advised members on items that would come forward in the next few governance cycles, which included reviews of academic programs and the Sustainability Pathways Working Group Report.

Professor Petersen advised members that curriculum meetings were underway, and therefore, minor modifications would come forward to the Committee in the next governance cycle.

8. Report of the Previous Meeting: Report 27 – May 7, 2018

Report number 27, from the meeting of May 7, 2018 was approved.

9. Business Arising from the Report of the Previous Meeting

There was no business arising from the report of the previous meeting.

10. Date of the Next Meeting – Monday, November 12, 2018 at 4:10 p.m.

The meeting adjourned at 5:24 p.m.

Secretary

Chair

September 28, 2018

UNIVERSITY OF TORONTO MISSISSAUGA

Academic Affairs Committee Orientation September 12, 2018



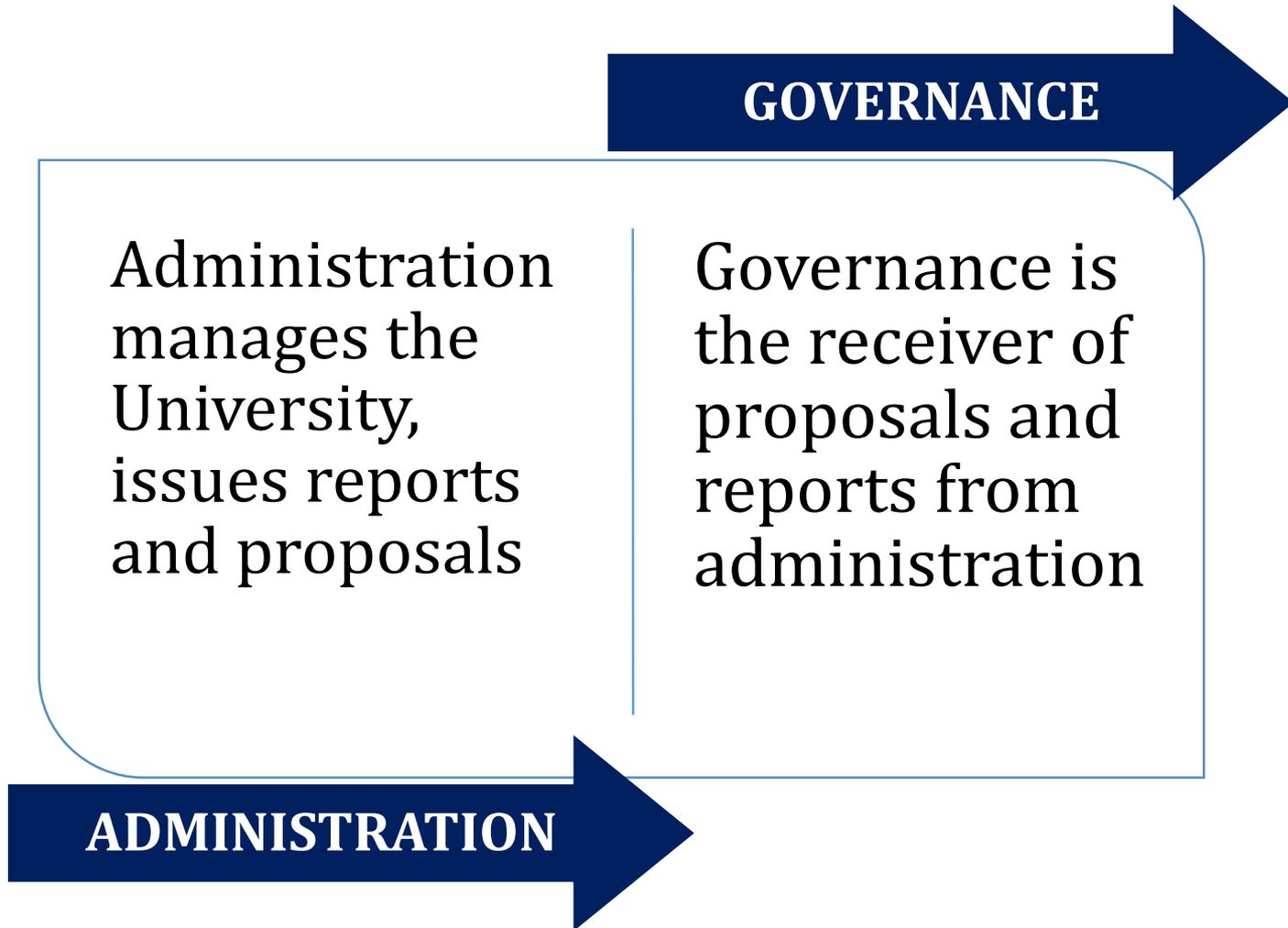
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Agenda

- What is the role of governance as compared to that of administration?
- Where does AAC fit into UofT governance?
- What is the mandate of the AAC?
- Who are the AAC members? What do we do? What is expected of us?
- Who are the Assessors and what do they do?



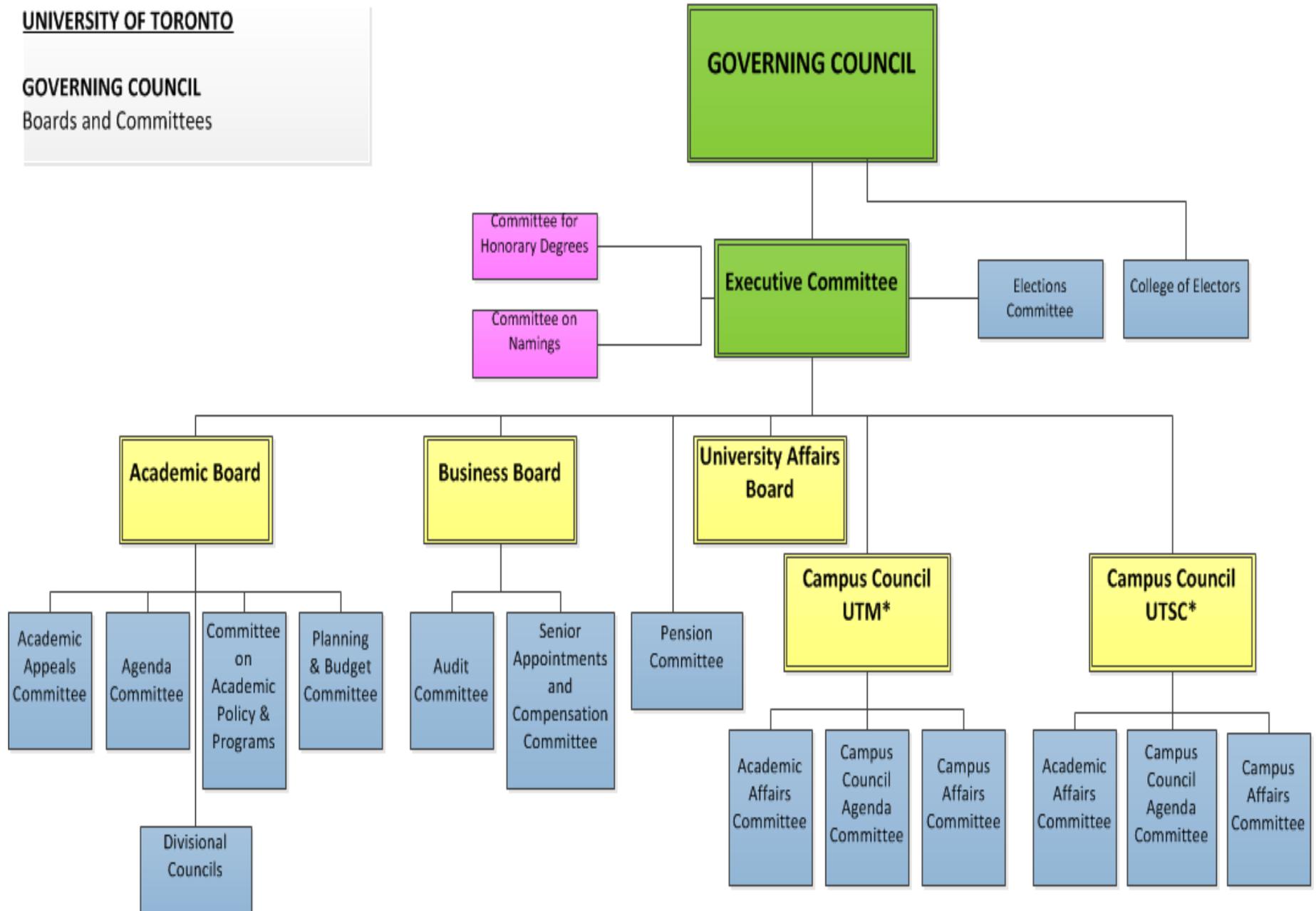
Role of Governance & Administration



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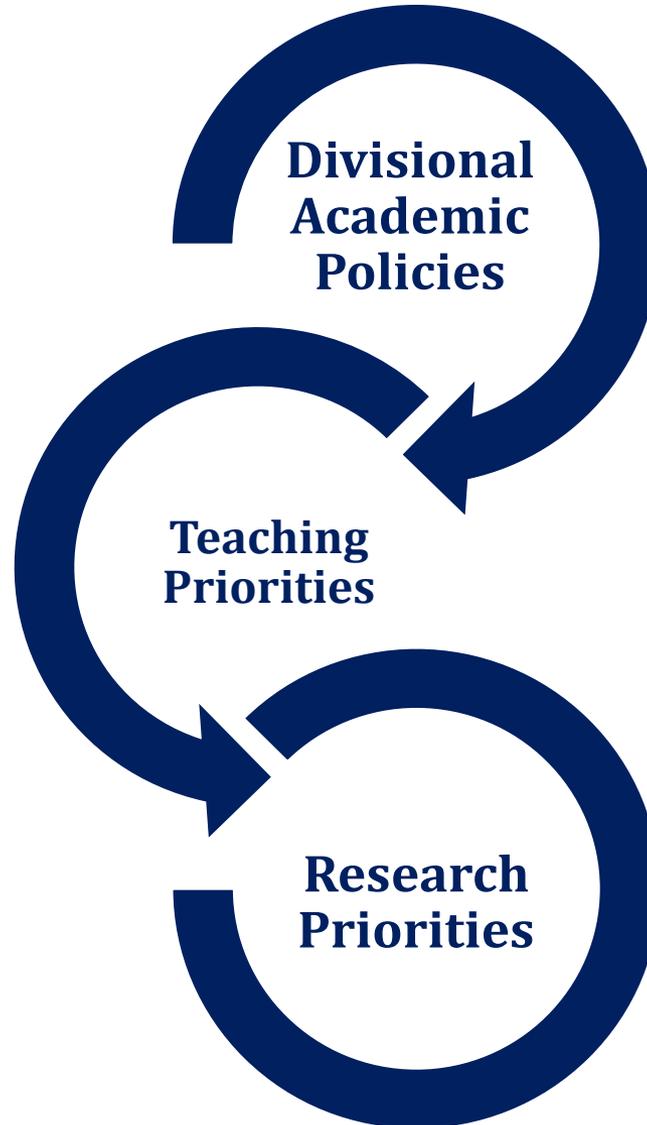
GOVERNING COUNCIL

Boards and Committees

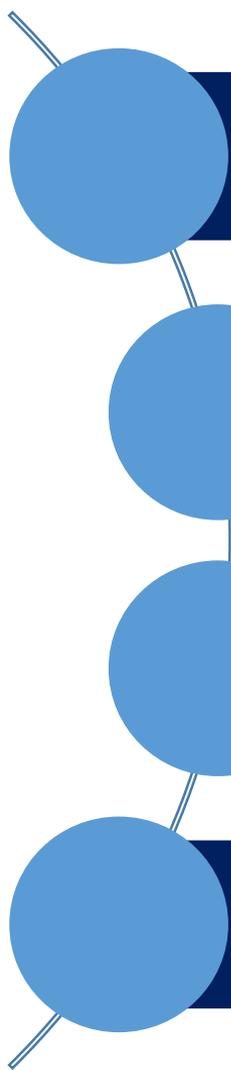


Mandate of the Academic Affairs Committee

The UTM Academic Affairs Committee is concerned with matters affecting the teaching, learning and research functions of the Campus.



Decisions



Approve (occasionally clarified or amended)

Reject

Referred back to the administration with advice.

Withdrawn by the administration.

Academic Affairs Committee: 63 Members

35 Teaching Staff	9 Students
10 <i>Ex officio</i>	2 Administrative Staff
3 Community	2 Librarians

Types of Items for Consideration

Consider for Recommendation

Major Modifications: Combined degree programs, new freestanding minor programs, new campus admission policies

Minor Modifications: New courses, and annual undergraduate curriculum changes, new minors within existing programs

Program Closures or New Undergraduate Programs within existing degrees
Campus policies (credit / no credit)

Provide Oversight & Advice (items for info)

Reviews of Academic Programs
University Policies
Academic Plan (drafts)

Annual Reports: Academic Appeals Subcommittee, Committee on Standing and Library

Strategic Topics (academic accommodation, academic skills)

Assessors [voting]



Professor Angela Lange
Acting Vice-Principal, Academic & Dean
[voting]



Professor Kent Moore
Vice-Principal, Research
[voting]



Professor Andrew Petersen
Acting Vice-Dean, Teaching & Learning
[voting]

Assessors [non-voting]

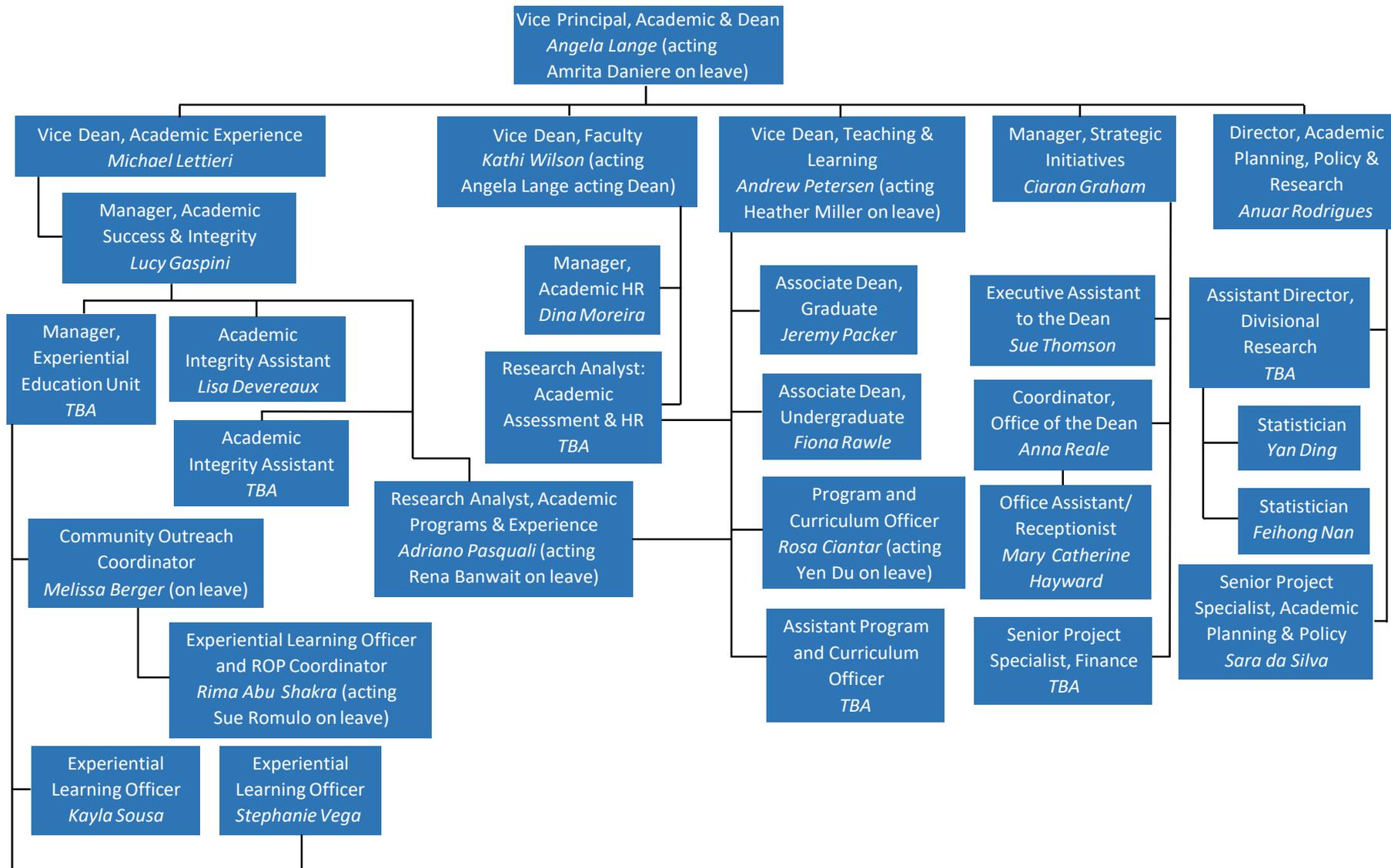
Ms Rosa Ciantar

Acting Program and Curriculum
Officer

Mr. Mark Overton

Dean of Student Affairs

ADMINISTRATIVE STRUCTURE: OFFICE OF THE DEAN



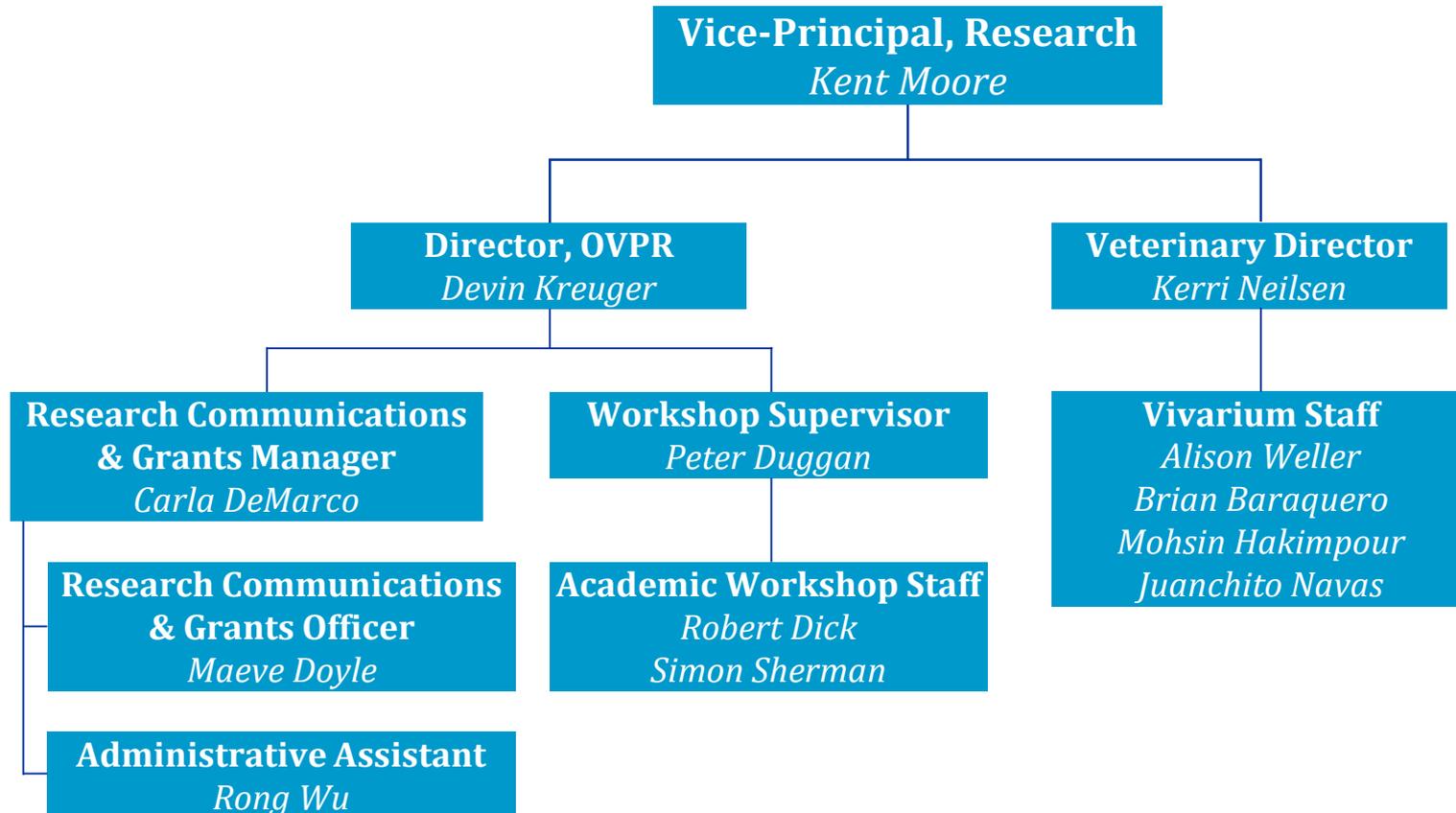
OFFICE OF THE DEAN FOCUS FOR 2018-2019

- Implementation of the UTM Academic Plan
 - Sustainability, literacy and numeracy initiatives
 - Assist faculty and staff in the creation of Experiential Learning opportunities
 - Increase visibility and enhance connections with the broader external community as well as community-based research
- Planning and development of an Arts & Culture Building
- Overseeing faculty growth and renewal, and building research clusters in new areas leading to new programs both at the undergraduate and graduate areas
- Enhance diversity of faculty and staff
- Implementing the primary recommendations of the Indigenous Initiatives Task Force.

VICE-DEAN, TEACHING AND LEARNING PRIORITIES 2018-19

- 1. Consultation and development around foundational skills identified within the Academic Plan**
Proposals for foundational writing and numeracy support;
Working groups to explore oral and visual competencies
- 2. Supporting external reviews of programs required by UTQAP**
- 3. Ongoing curricular support for the creation of EDUs, new programs, and certificates**
Medicinal Chemistry, Teaching and Learning, and Child and Adolescent Development EDUs; Social Coding program; GlobalU and WIL certificates
- 4. Investigating the role of program admissions policies on student retention and progress**
- 5. Continuing support for teaching innovation**
Active learning classroom (ALC) rollout; Grants for teaching innovations

ADMINISTRATIVE STRUCTURE: OFFICE OF THE VICE-PRINCIPAL, RESEARCH



OFFICE OF THE VICE-PRINCIPAL, RESEARCH FOCUS FOR 2018-19

2018-19 Priorities

- Reputation-Building through Research Communications
 - New staff hired (September 4th start)
 - Consultant to facilitate cohesive strategy
- Enhancing Core Facility Management & Research Expertise
 - Senior Research Associates (Greenhouse; NMR; Imaging; & Digital Scholarship)
- Streamlining OVPR Workflows & Systems
 - Office365 implementation (Teams; Sharepoint) to eliminate duplication & maximize efficiency
- Foster Collaborations & Develop Clusters
 - Alex Gillespie, Special Advisor
 - Peel Public Health
 - HMALC and I&ITS
- Launch PDF Funding Programs

OVPR Mission:

Support, promote & inspire the research, scholarship & creative activity of our research community

&

Enhance the research environment, reputation & profile of UTM.

Practical Matters

- Participation
- Members may speak once in a debate for up to 5 minutes to allow for wide participation
- Only members and voting assessors may participate in debate and vote
- Non-members who wish to speak must request to do so in advance of the meeting
- Governance Portal – Diligent Boards
- Cover Sheets

Member Resources

- <http://uoft.me/orientationUTM201819>
- Available on the portal as well as the website – Resources section

Questions?

Contact: Chair and Secretary
Council.utm@utoronto.ca



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UTM Faculty Data:

Data gathered July 18, 2018

UTM Office of the Dean

Overview

- The following data were collected from the U of T Human Resources Information System (HRIS) and represents the University of Toronto Mississauga (UTM) faculty complement over the past 10 years, specifically capturing information from the 2007/08, 2012/13, and 2017/18 academic years. Faculty captured include those in the tenure stream, teaching stream/lecturer, and those with contract and/or part-time positions (CLTA/LTA)
- The data provided outlines the diversity of the active (non-emeritus status) UTM faculty complement.

Where We Are – 10 Years of Growth

Academic Discipline	2007/08	2012/13	2017/18	10 Yr % Increase
Sciences	90	105	130	44.44
Humanities	68	83	101	48.53
Social Sciences	50	56	93	86.00
Prof. & Applied Sciences	59	47	81	37.29
Total:	267	291	405	

Sciences

- Biology
- Chemical & Physical Sciences
- Mathematical & Computational Sciences
- Psychology

Humanities

- English & Drama
- Historical Studies
- Language Studies
- Philosophy
- Visual Studies

Social Sciences

- Anthropology
- Geography
- Political Science
- Sociology

Prof & Applied Sciences

- Economics
- Management
- Institute of Communication, Culture and Information Technology

Students

Total Headcount

Fall 2007 – 10,169
 Fall 2012 – 12,051
 Fall 2017 – 14,276

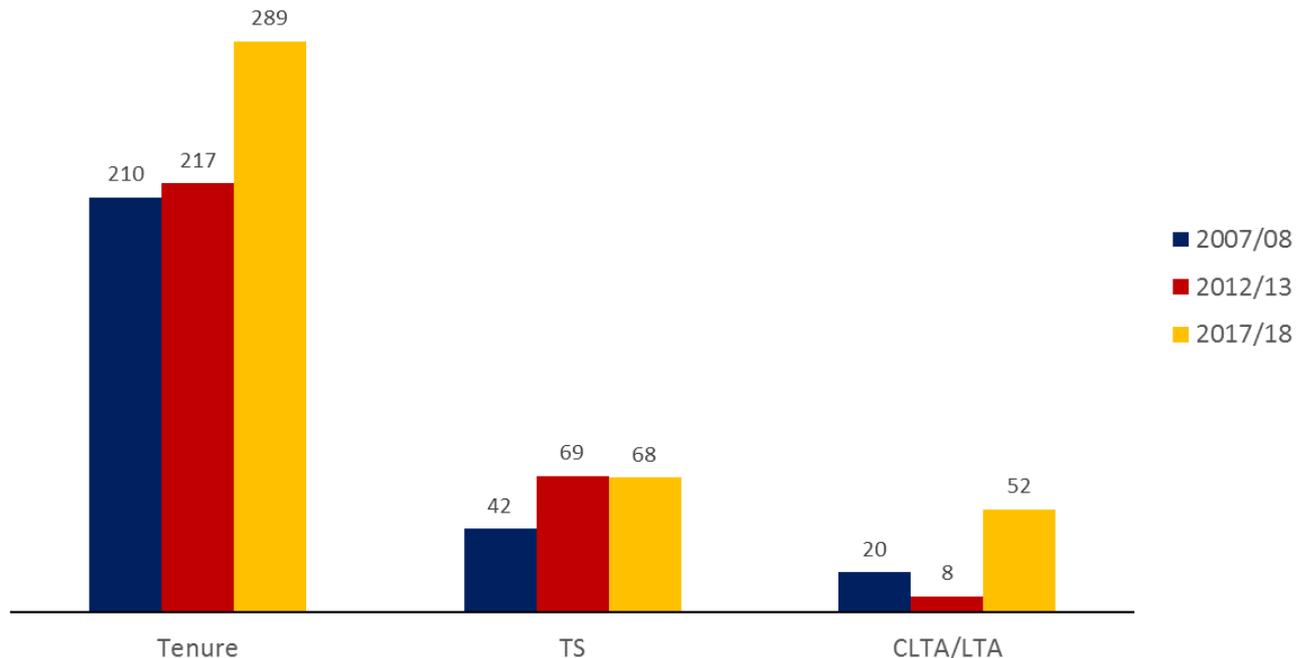
Growth in Faculty by Stream

Faculty Stream	2007/08	2012/13	2017/18
Tenure	210	217	289
Teaching Stream (TS)	42	69	68
CLTA/LTA	20	8	52

Total: 272 294 409

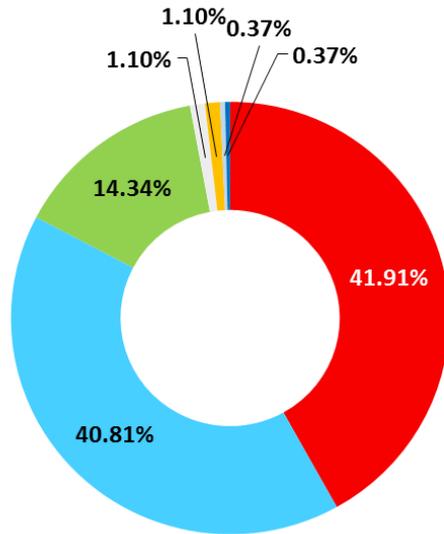
CLTA/LTA – contractually limited term appointment.

10 Yr Growth Trends - Faculty Stream

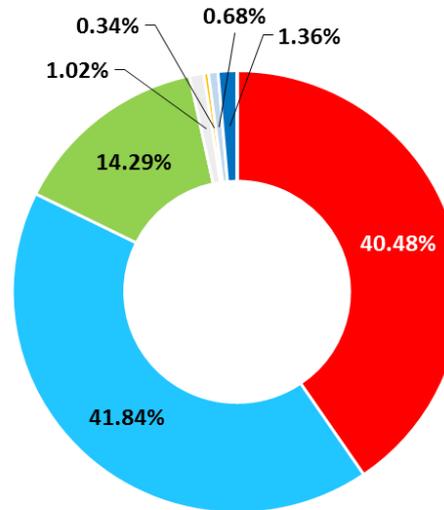


Location of Degree Granted – By Country

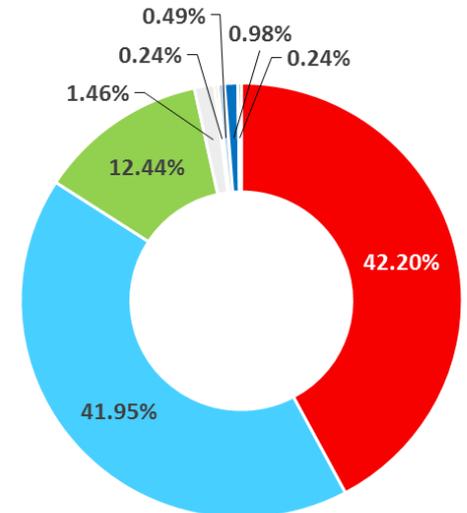
2007/08



2012/13



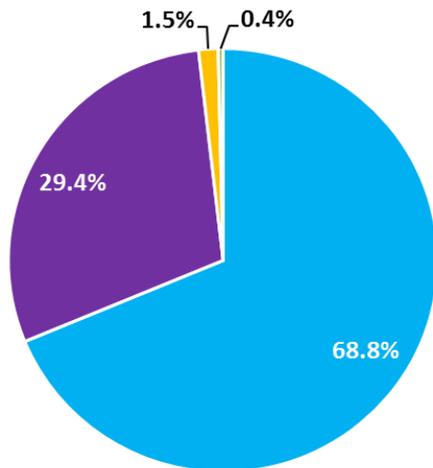
2017/18



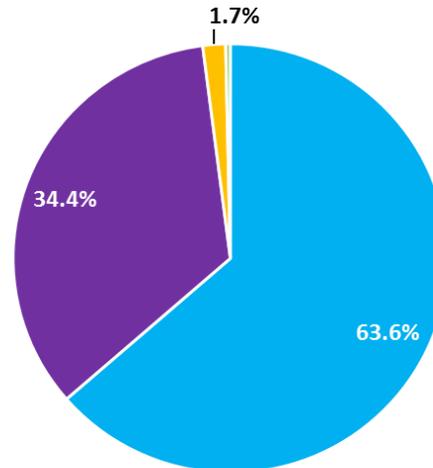
- Canada
- USA
- Europe
- Asia
- Unknown
- Oceania
- Africa
- Mexico
- South America

Faculty Diversity by Gender

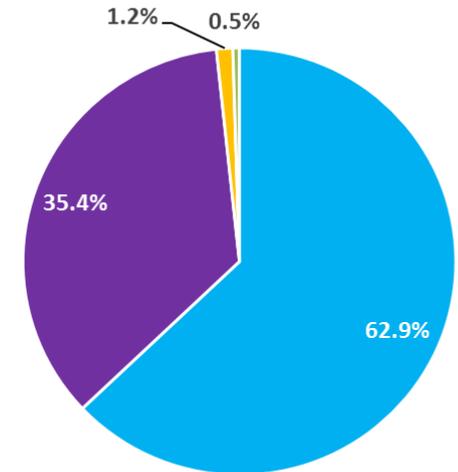
Gender of Faculty - 2007/08



Gender of Faculty - 2012/13



Gender of Faculty - 2017/18



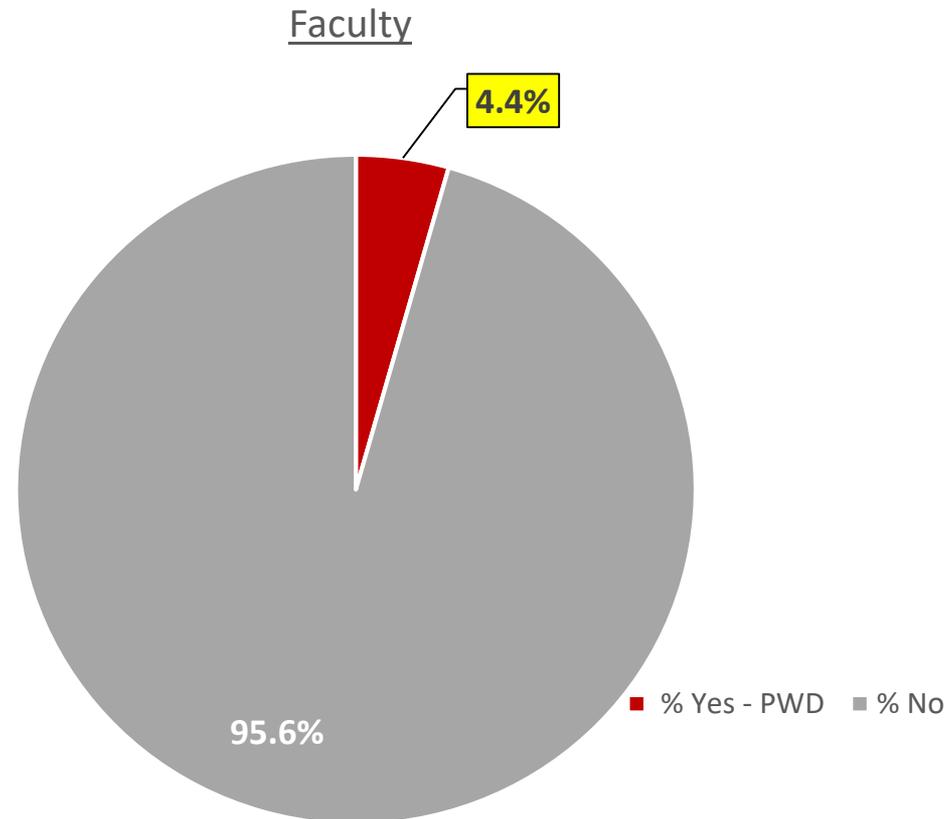
- Male
- Female
- Unknown
- Other

Note: "Other" genders refer to any non-binary gender identification, including transgender, two-spirit, and gender non-binary conforming. Faculty whose gender could not be identified by the measures used were classified as having an "unknown" gender.

Summary of Data Collection from Employment Equity Survey

- The University of Toronto conducts yearly Employment Equity Surveys in order to assess the diversity of all active, appointed staff (including Faculty) across our three major campuses: UTM, UTSC, and U of T St. George.
- In 2016, a newly formatted survey was launched that allowed respondents to select multiple options with respect to their self-identification.
- Surveys are completed on a volunteer basis, and thus the data obtained accurately represents the population of individuals who have responded to the survey, and is not representative of the entire staff population(s) as a whole.
- **The following information represents data provided by Faculty located at the UTM campus between July 1, 2016 – June 30, 2017.**

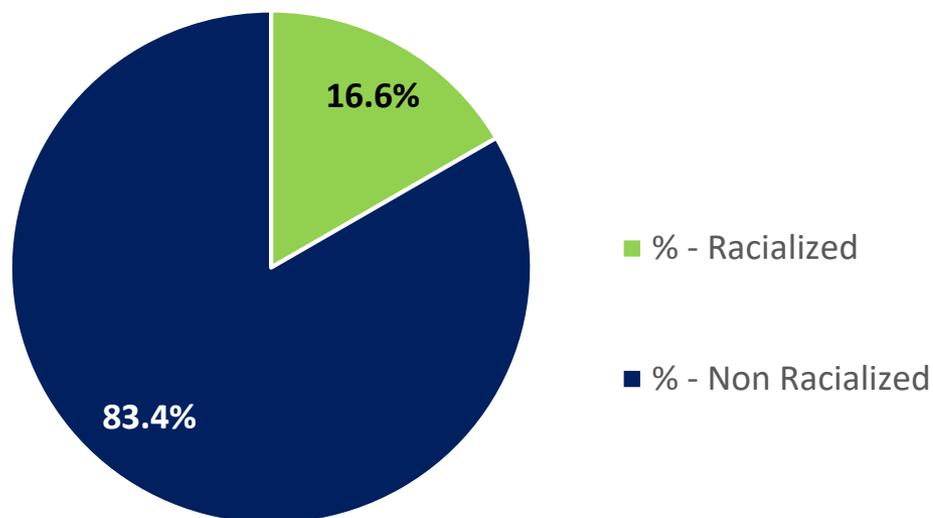
Persons with Disabilities



Employment Equity Survey Data of UTM Faculty from 2016 survey.

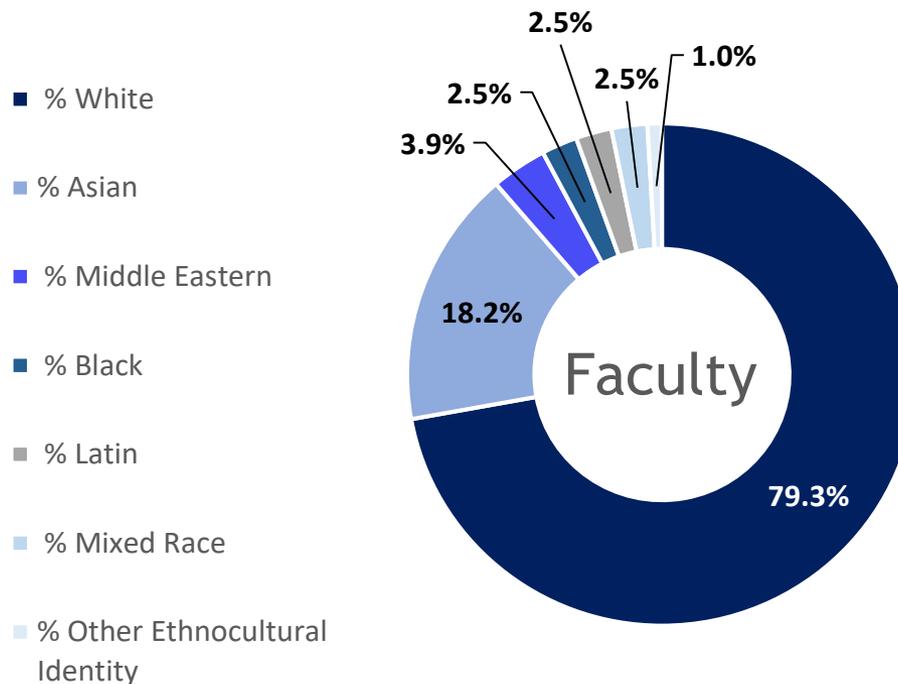
Racialized Persons/POC

Faculty



Employment Equity Survey Data of UTM Faculty from 2016 survey.

Ethnocultural Identity



Employment Equity Survey Data of UTM Faculty from 2016 survey.

Further Analyses

- U of T is updating their HRIS to allow for better collection of data to have a fuller understanding of who our faculty are as we move forward.
- UTM is committed to hiring the best faculty and to increasing diversity within its community.