FOR APPROVAL

TO: Arts & Science Council

SPONSOR: Nicholas Rule, Vice Dean, Undergraduate

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DATE: April 8, 2020 for April 15, 2020

AGENDA ITEM: 6

ITEM OF BUSINESS:
Proposal for Special Undergraduate Curriculum Executive Committee

JURISDICTIONAL INFORMATION:

Section V.2 of the By-Laws of the Faculty of Arts & Science Council states:
“… Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the Agenda Committee, when one or more of the following conditions exist: a) An issue cannot be accommodated easily within a Standing Committee; b) An issue does not fall readily under an existing Standing Committee; c) There is need for the participation of experts not represented on the relevant committee.”

GOVERNANCE PATH:

   2. Arts & Science Council [For Approval], April 15, 2020.

HIGHLIGHTS:

This Special Executive Committee is convened based on criterion (a) in Section V.2 of the By-Laws, in response to quickly evolving changes at the University of Toronto emerging from the COVID-19 pandemic, which have led to the translation of the Summer 2020 session to an online mode of delivery. The purpose of this Special Executive Committee is to allow for nimble appraisal of proposals needed to stage curriculum in this period, and to serve in an advisory capacity to the Vice Dean, Undergraduate.

The Special Executive Committee will have delegated authority of Council, with the responsibility of being convened and executing such executive authority for minor modifications, only when it is not possible or practical to convene the Undergraduate Curriculum Committees due to urgent need. Proposals for standard curriculum change for the 2021-22 academic year, be reviewed in the 2020-21 undergraduate curriculum governance cycle, will remain within the scope of the Arts & Science Undergraduate Curriculum Committees.

NOTION OF MOTIONS:

Be It Resolved

THAT the Special Undergraduate Curriculum Executive Committee, as described in the attached proposal, be approved effective April 15, 2020.
Proposed Terms of Reference:
Special Undergraduate Curriculum Executive Committee

1 Membership

1.1 Composition
The Special Undergraduate Curriculum Executive Committee will have a total of 12 voting members as a subset of the standard Undergraduate Curriculum Committee membership, drawing on academics and academic leadership from across all three sectors (Humanities, Sciences, Social Sciences), with an undergraduate student representative as follows.

<table>
<thead>
<tr>
<th>Constituency</th>
<th>Number of Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Dean, Undergraduate (or designate) (ex officio, voting) – Chair</td>
<td>1</td>
</tr>
<tr>
<td>College Principals</td>
<td>2</td>
</tr>
<tr>
<td>Associate or Undergraduate Chairs, or Program Directors, two (2) each from the Sciences, Social Sciences, and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate students</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
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1.2 Selection of Members
Members will be recommended by the Vice-Dean, Undergraduate, and approved by the Agenda Committee of Faculty of Arts & Science Council. Undergraduate students will be chosen so as to provide representatives of study across the sciences, social sciences, and humanities, and/or represent interdisciplinary programs of study.

1.3 Term
Members will be expected to serve from the point of being established under the authority of Faculty of Arts & Science Council, through December 31, 2020.

1.4 Chair and Vice-Chair
The Chair shall be the Vice-Dean, Undergraduate. The Vice-Chair shall be elected from among the members from academic leadership in the first meeting of the Committee.

2 Quorum
One third of members (5) will constitute quorum.

3 Function

3.1 General Mandate of the Special Executive Committee
The Special Executive Committee for Undergraduate Curriculum is established with powers of executive authority, in lieu of the applicable Undergraduate Curriculum Committee(s), to give special oversight to matters of undergraduate curriculum emergent from 2020 COVID-19 pandemic continuity planning. This includes (as a subset of the function of Arts & Science Undergraduate Curriculum Committees):

a. To serve especially to approve, on behalf of the Undergraduate Curriculum Committees, proposals for minor modifications including the creation of new courses, or oversight of new online-only offerings, emergent for Summer 2020 or Fall 2020 offerings following the close of the normal Undergraduate Curriculum governance cycle.
b. To review and approve, on behalf the Undergraduate Curriculum Committees, proposals for minor modifications to undergraduate academic programs, diplomas, and certificates. All such approvals shall be reported for information both to the relevant Undergraduate Curriculum Committees and to Council.

c. To serve as a forum for assessment of such proposals and serve in an advisory capacity to the Vice Dean, Undergraduate, for general curriculum matters to arising from continuity planning.

3.2 Delegated Authority
As any committee formed with an executive power, this Special Undergraduate Curriculum Executive Committee is delegated with the same authority as is accorded the relevant Undergraduate Curriculum Committee. The Vice-Dean, Undergraduate, as Chair, will exercise discretion on convening this Special Committee (as opposed to calling for a special meeting of any or all Undergraduate Curriculum Committees) based on an assessment of urgency and practical options, when it is too difficult to convene the usual Curriculum Committees either fast enough or with assurance of quorum.

Any items approved and any minutes of the Special Executive Committee meetings will be shared for information with the relevant Undergraduate Curriculum Committees at their next meeting.

3.3 Duration
This Special Executive Committee will be constituted as of its approval under the authority of Faculty of Arts & Science Council and remain active until December 31, 2020.

3.4 The Case for the Special Executive Committee
As per Section V.2 of the By-Laws of the Faculty of Arts & Science Council, Council may establish Special Committees if the need fits one or more of the following criteria:

a. An issue cannot be accommodated easily within a Standing Committees;

b. An issue does not fall readily under an existing Standing Committee;

c. There is need for the participation of experts not represented on the relevant committee.

This Special Executive Committee is convened based on criterion (a).

With the quickly evolving changes at the University of Toronto emerging from the COVID-19 pandemic and the health and safety measures in effect since March, 2020, the Faculty of Arts and Science has managed the successful conclusion of Winter 2020 courses and manage the translation of Summer 2020 to an online platform of delivery. This has created two specific pressure points around the usual governance:

- The timing of this event did not allow for full resolution of emergent curriculum issues within the standard Undergraduate Curriculum Committee cycle; and

- There is a need for nimble appraisal and approval of curriculum proposals intended to supplement online course offerings.

The purpose of this Special Executive Committee is to allow, in a limited term, for a more nimble body to approve minor modifications to curriculum in a timely fashion, when convening the full three Undergraduate Curriculum Committees will be challenging, especially to meet quorum. The Special committee will convene at the direction of the Vice-Dean Undergraduate, who will determine the agenda and items for consideration.
4 Areas of Responsibility
The Special Executive Committee will have delegated authority of Council, with the responsibility of being convened and executing such executive authority for minor modifications, only when it is not possible or practical to convene the Undergraduate Curriculum Committees due to urgent need.

Proposals for standard curriculum change for the 2021-22 academic year, which will normally be reviewed in the 2020-21 undergraduate curriculum governance cycle, are outside the mandate of the Special Undergraduate Curriculum Executive Committee and will remain within the scope of the Arts & Science Undergraduate Curriculum Committees.

5 Procedures
Once established, a first meeting will be convened to review and discuss the terms of reference and to establish any guidelines around its business and proceedings. Further meetings will be scheduled on an as-need basis according to the discretion of the Chair, the Vice-Dean Undergraduate.