





Academic Quality

1. Innovative, Quality Programs for Academic Excellence

Provide high quality and timely governance support of university priorities.

Action/Strategy	Measurable/Milestone	Status
Support improved curriculum development: a) enable ASCP engagement to enhance decision-making consistent with UAP, SMA and IIRP b) provide governance support to improving degree complexity	Curriculum decisions are linked to institutional plans. Strategy for managing degree complexity is developed.	 On Track
Support establishment of new faculty restructuring FES & Geography to promote inter discipline and faculty-spanning curriculum	Establishment of new faculty is presented to Board and Senate for approval.	 On Track
Ensure completion of Senate committee review of Tenure and Promotion unit-level standards	Review is completed and results presented to Senate.	 On Track


Provide high quality and timely legal services in support of university priorities as articulated in UAP, SMA and IIRP.

Action/Strategy	Measurable/Milestone	Status
Provide ongoing high quality, timely legal services to academic initiatives.	Client units are satisfied with the legal advice and services received.	 On Track


Academic Quality

2. Advancing Exploration, Innovation and Achievement in Scholarship, Research and

Support incomparable metrics initiative

Action/Strategy	Measurable/Milestone	Status
Provide governance advice and services to APPRC to advance initiative.	Activities in support of initiative are brought forward to APPRC, Senate Exec and Senate in a timely manner.	 On Track


Support initiatives to enhance graduate population and programming.

Action/Strategy	Measurable/Milestone	Status
Foster and support faculty council governance initiatives to create graduate committees.	Requests for changes to faculty council structure, rules are presented to Senate Executive.	 On Track


Student Success

3. Enhanced Quality in Teaching and Student Learning

Improve student learning experience with increased use of Library eResources and digital course materials.

Action/Strategy	Measurable/Milestone	Status
Ensure option of digital content is reviewed in advance of assigning course materials.	Specific initiatives to advance the trend of increased reliance on the services offered by the Copyright Support Office are developed and made available to faculty.	 On Track



Provide legal and governance support to experiential learning initiatives.

Action/Strategy	Measurable/Milestone	Status
Ensure experiential learning is appropriately incorporated into curriculum development and approval process.	Academic Standards, Curriculum and Pedagogy Committee is actively considering experiential learning in curriculum proposals, ensuring implementation plans of curriculum	 On Track

Student Success

4. A Student-Centred Approach


Maintain effective and efficient student appeals and academic honesty system.

Action/Strategy	Measurable/Milestone	Status
Review and revise student petitions and appeals processes.	Petitions procedures are reviewed and any recommended changes approved.	 On Track
Support revision of academic honesty policy.	Revised policy is presented to Senate for approval. Necessary procedures are in place. A revised policy and procedures in place. Support to faculties in implementation.	 On Track

Engagement and Outreach

5. Enhanced Campus Experience


Provide timely legal services to initiatives associated with land, its development and capital projects.

Action/Strategy	Measurable/Milestone	Status
Conclude transfer of land to City of Toronto relating to the subway.	All land transfers concluded.	 On Track


Engagement and Outreach

6. Enhanced Community Engagement





Ensure academic and non-academic staff are familiar with the university's obligations under FIPPA

Action/Strategy	Measurable/Milestone	Status
Evaluate current education materials on privacy and revise as needed - resources, education, on-line courses	Evaluation is completed and revised resource material developed.	 On Track



Expand licensing program to help promote York pride and engagement

Action/Strategy	Measurable/Milestone	Status
Support high impact sustainability initiatives.	Planning meetings of the YULP Board are consistently held. Strategy for expanding program is finalized and presented for approval.	 On Track

Foster effective university governance in support of university strategic goals.

Action/Strategy	Measurable/Milestone	Status
Conduct review of Senate- related governance bodies and recommend possible improvements.	Inventory of existing governance bodies created. Recommendations for governance improvements completed and presented to Senate Executive. Reduce the curriculum review/authority and delegate major modifications to faculties	 On Track
Review Senate policies to ensure they are effective and up to date.	All current Senate policies are reviewed and proposed revisions presented to Senate for approval.	 On Track
Review Senate rules to ensure effective functioning of Senate.	Proposed changes are presented to Senate for approval.	 On Track
Finalize searchable database of Senate members.	Database is up to date and accurate.	 On Track





Foster healthy engagement in governance bodies

Action/Strategy	Measurable/Milestone	Status
Strengthen liaison with Faculty Council staff to ensure strong secretariat support is always available.	Ongoing advice and guidance to faculty secretaries is provided. At least two collaboration sessions held each year.	 On Track
Conduct Red Bag sessions to community members on governance issues.	Hold 2 Red Bag sessions per year.	 On Track



Integrated Resource Plan 2018-2019

University Secretary & General Counsel



PLANID: 1097

Increase governance awareness through targeted information sessions (e.g. Governance Day).	Session material is finalized. Plan to holding sessions is developed and executed.	 On Track
Identify opportunities to engage new faculty members in governance issues.	Outreach plan to faculty members is in place.	 On Track
Increase communication between Board & Senate.	Event is held creating an environment to foster greater dialogue between the bodies of Senate and Board. Synopsis of the event is shared.	 On Track
Revise websites for Board and Senate to ensure better community understanding of roles and work of governance bodies.	Websites are updated.	 On Track

Provide legal and other support to implementation of the sexual violence policy


Action/Strategy	Measurable/Milestone	Status
Oversee operation of sexual violence advisory committee.	Committee is created, terms of reference confirmed and operating as expected.	 On Track
Launch online governance resource.	Resource is "live".	 On Track

Provide legal and other support to internationalization initiatives.




Action/Strategy	Measurable/Milestone	Status
Identify best practices around legal requirements in managing international academic initiatives.	Key legal issues are identified. Appropriate questions to support international initiatives are created and disseminated.	 Progressing
Provide copyright support for online courses offered outside of Canada.	Copyright guidelines developed and made available to faculty developing courses offered outside of Canada.	 On Track

Enabling the Plan 7. Enabling the Plan


Ensure financial resources align with needs of unit.

Action/Strategy	Measurable/Milestone	Status
Conduct review of unit budgetary needs against existing budget.	Review finalized and recommendations made.	 Progressing


Ensure institutional awareness of and compliance with relevant legislation including York University Act, Copyright Act, FIPPA, AODA, and CASL and Copyright Board Tariffs (SOCAN & Re:Sound)

Action/Strategy	Measurable/Milestone	Status
Continue integration of IPO and copyright functions.	Staff continue cross-training on Privacy, Information Management and Copyright functions.	 On Track
Monitor ongoing AODA and CASL compliance and provide ongoing web-based material.	All statutory requirements are met in a timely fashion. All government compliance reports are submitted on time. Survey of the relevant groups within the University is conducted in order to find out where the gaps are.	 On Track
Develop online resources for orienting employees to records management policies and the resources available to the community.	Online resource for Records Management launched and added to the "Onboarding Training" available to all York employees.	 On Track


Ensure job classifications for staff are accurate and appropriate.

Action/Strategy	Measurable/Milestone	Status
Review job descriptions and classifications of all staff to ensure they accurately reflect work being performed.	Descriptions are updated, reviewed and evaluated.	 On Track


Ensure maximum value for money from external legal counsel

Action/Strategy	Measurable/Milestone	Status
Institute alternate fee arrangements process with revised invoice processing.	Current fee arrangements with all external firms are reviewed. Opportunities for savings identified and actioned.	 On Track


Ensure services are provided in a predictable, timely manner.

Action/Strategy	Measurable/Milestone	Status
Develop service standards for all sub-units.	All units have service standards for key deliverables. System of tracking results is in place.	 On Track



Identify and operationalize efficiencies.

Action/Strategy	Measurable/Milestone	Status
Complete implementation of Legal Files electronic file management system.	All sub-units are operational with the program.	 On Track


Promote workplace well-being within the unit.

Action/Strategy	Measurable/Milestone	Status
Encourage physical movement and regular sit/stand alternation	Opportunities for movement are created including a shared stand-up workstation.	 On Track

Support the university's mental health strategy.

Action/Strategy	Measurable/Milestone	Status
Ensure Board and Senate are engaged as appropriate in implementation of the strategy	Necessary changes to policy or procedure are approved in a timely manner.	 Progressing
Incorporate strategy into unit.	Actions to promote mental health of unit members are identified and undertaken.	 On Track

Support York's Sustainability strategy

Action/Strategy	Measurable/Milestone	Status
Transition to laptop workstations.	Staff equipped with mobile, functioning computers.	 Completed

