New College Council

Meeting of Monday, January 28, 2013, 12:10 p.m. – 2:00 p.m., Room 2053, Wilson Hall

AGENDA:

1. Minutes of the Meeting of December 10, 2012 (attached)

2. Business Arising from the Minutes

3. Report of Standing Committees:
   i) NEWSS – Approval of Orientation-related documents (attached) – E. Reed

4. Report of the Principal – Y. Roberge


6. Report from the Registrar’s Office – S. Walker


8. Report from Student Councils
   i) NCSC
   ii) NCRC
   iii) Course Unions

9. Appointment of Hearing Officer

10. Approval of Award Records – C. Richards

11. Co-Curricular Record – S. Burley

12. Other Business

13. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Monday, December 10, 2012
12:10 p.m., Room 2053, New College

Present: J. Alves, K. Carter, M. Chami, R. Chen, P. Cox, N. Crawley (Secretary),
C. Cuizon, A. Guerson, B. Ju, V. Kostianiuk, L. Kwok, J. Larkin,
J. Newman (Chair), M. Newton, A. Onuora, E. Reed, Y. Roberge, D. Robertson,
A. Ronquillo, B. Russell, H. Si, T. Toneatto, V. Tropepe, R. Vander Kraats,
A. Veloso, S. Walker, A. Wheeler, S. Wilmot, F. Zhang

Regrets: D. Knott, L. Manicom, B. Registe, J. Tse

On a motion by E. Reed, seconded by A. Guerson, the agenda for the meeting was approved.
CARRIED

Minutes of the Meeting of November 1, 2012

Under the report from the NEWSS Standing Committee, point 3, the last sentence should read
“Orientation Chairs being paid an hourly rate rather than a stipend was one of the remuneration
models discussed.”

On a motion by J. Larkin, seconded by P. Cox, the minutes of November 1, 2012 were accepted
as amended. CARRIED

Business Arising from the Minutes

R. Vander Kraats reported that the ResNet performance issue described by NCSC has been
resolved. The speed has increased dramatically. A. Wheeler reported that residents are happy
with the performance of the network now, although Blackboard can still be very slow. R.
Vander Kraats indicated that this is due to the Blackboard system itself and suggested that a
letter be written to Central IT outlining this concern.

On a motion by S. Wilmot, seconded by A. Guerson, the proposal to send a letter to Central IT
regarding Blackboard speed was approved. CARRIED

Report of Standing Committees

• Academic Affairs
  J. Larkin reported the following:
  ♦ The proposed changes and new courses for the 2013-2014 Arts & Science Calendar were
    approved.
A new 199Y course, to be taught by D. Clandfield, has been approved. The title of the course is “The Myth of French Sensuality”.

Concerns regarding the online course evaluation process were discussed. There was a lot of confusion from both instructors and students on the process, as well as mixed instructions from Arts & Science. We are waiting to see what the response rate for these evaluations was.

The Committee is discussing ideas for the apartment proposal.

Internships are being discussed.

The Namibia internship program, which runs from May – August, will be looking for five students. Some donor funding is available. Applications are due January 9, 2013.

The New Media workshop on “Collaboration Tools” with A. Guerson will be held this afternoon.

NEWSS
S. Wilmot reported the following:

A sub-committee working on orientation is documenting the structure of orientation and how the different parts interact. The documents arising from this sub-committee will be circulated for NCC and NCSC to review and, hopefully, to ratify as an appendix to the Constitution.

Report of the Principal

Y. Roberge thanked students for the high attendance reported the following:

Athletics

In intramural sports, New College’s Division II men’s basketball team and Division I men’s ice hockey team placed first in their divisions. Y. Roberge thanked NCSC.

The New College New Dragons dragon boat team is the Toronto Star Reader’s Choice for “Best Team in the GTA”.

Discussions are being held with other Colleges regarding the development of an “IFP Express” program. The offer would be made to new admits to come in the summer for a transition period before classes start in September. The Dean and the Provost support this concept. New College would administer the program(s), as the expertise is here.

Institutions must now sign an agreement with the Tri-Agency in order to be funded by SSHRC, NCERC and CIHR. University of Toronto recently signed an agreement.

The College’s holiday party is today at the Faculty Club.

An invitation regarding the January retreat to discuss the allocation of discretionary funds has been sent out.

A call for proposals regarding the Wilson Hall apartment has been circulated. The proposals will be discussed in March at PP&B and NCC.

Y. Roberge thanked everyone for their part in ensuring a successful 50th Anniversary celebration year. It is hoped that we will now continue to build on the momentum.
Report of the Director of Business Services

R. Vander Kraats reported the following:

- **Finances**
  - The College is positioned well from a financial standpoint. In the operating budget, a carry-forward of $1.8 million is projected. Programs and faculty are encouraged to use the available funds. In the ancillary budget, it is projected that we will break even in 2014. There will be an average 3% increase in residence rates. Aramark will also raise their rates by 3%. A $150,000 loss is expected this year.
  - New One is now funded going forward indefinitely, thanks to a $1 million donation. The first $200,000 has been received from this donation. The College is matching the $1 million donation. The total endowment for the program is currently $1.2 million, and when the balance of the donor’s installments are received, it will be $2 million. The Provost has given the College $500,000 for New One.
  - We received a $350,000 incentive from the University for creating 35 new beds for first year students in residence.
  - The College is working with NCSC on reviving the student computer levy.

Report from Student Councils

- **NCSC**
  - A. Veloso reported the following:
    - The review of the constitution is on-going. They have been meeting every two weeks, with the major focus recently being on Orientation.
    - Two events were held in November – a Nintendo Games Night (partnered with A & C Games) and a Commuter Breakfast. At the breakfast, surveys were held on various topics.
    - December events include an exam de-stressor (part of the University’s “Exam Jam”) – NCSC worked with E. Reed to engage a massage therapist for this event, which was very popular, and a holiday party planned for December 21st for students still in residence.
    - Winterfest, a collaborative week of events across all Colleges, will be in January, along with New 2.0, hosted by the Mid-Year Reps.
    - Working with Aramark on using more sustainable plates and cutlery for NCSC events.
    - The referendum on the Computer Levy will be held at one of the bigger events in January, such as the dessert mixer.
  - C. Cuizon reported the following:
    - The second New College General Meeting will be held in January.
  - L. Kwok reported the following:
    - With respect to the Computer Levy, the services that students want/need include an Information Commons (providing software help, etc); a computer refresh; streamlined wireless printing; and embedded screens streaming social media across campus. NCSC will hold an online poll to decide which of these items are most desirable for students.
• **NCRC**
  A. Wheeler reported the following:
  ♦ NCRC hosted a reception following the annual residence holiday dinner. It was very well attended (approximately 300 students). The winners of the holiday decorating contest were announced, a photo booth and snacks were available, and the annual New College talent show was held.
  ♦ Exam snacks will be made available for students on December 13 and 14.
  ♦ There have been two General Assemblies held. No major issues have been raised now that the internet problems have been solved.

• **ESSU**
  K. Carter reported the following:
  ♦ The talk with Sherene Razack on November 22 was very well attended. It was an intense, necessary conversation. Omar Khadr’s mother was in attendance.
  ♦ The Disability Arts Cabaret was held November 29 and was very well attended.
  ♦ Study sessions will be held in December for NEW240Y1Y students.
  ♦ The annual “Decolonizing Our Minds” event will be held February 9. The theme this year is “Practicing Decolonial Love”
  ♦ Events are being planned for Black History month (February).
  ♦ In March, there will be final exam study sessions for NEW240Y1Y students and the year-end social.
  P. Cox mentioned that one of the student bloggers posted a piece about the Disability Arts Cabaret on the New College website.

Report from College Officers

• **Registrar’s Office**
  S. Walker distributed material (attached) and reported the following:
  ♦ The main source of bursaries and grants are from UTAPS and from general bursaries. The College also has some bursary funds available. So far, 226 awards (bursaries and grants) have been awarded totaling $480,000 (average award is $2,100). Another $180,000 is expected to be awarded through the winter term.
  ♦ Many students are taking advantage of the 30% tuition rebate from the provincial government. This works out to approximately $1,680.
  ♦ Approximately 263 students have requested late withdrawal from courses. Alternatively, students can now request credit/no credit for non-program courses.

• **Development Office**
  On behalf of C. Richards, Y. Roberge reported the following:
  ♦ November convocation went very well. Lunch was held at the Faculty Club for graduating students. Thanks were expressed to those members of the faculty and staff who attended convocation.
  ♦ Dinner@NEW with alumni Rowena Chang (VP at TD Bank) was held. There was a Lunch@NEW with Toronto lawyer Frank Walwyn for students in the Caribbean Studies Program.
♦ The C. Woodward award ($25,000) was approved under the Boundless campaign.
♦ The New College magazine, entitled “Re: New”, will be 40 pages in length, with articles written by many members of the College. The content is currently at the designer. It is expected that we will have the magazine on January 28.

Plaza Design

Y. Roberge explained that, as part of our campaign, we are focusing on one capital project, known as the “New College Plaza”. The entrance to the quad should be the main entrance to the New College campus. The Design Review Committee reviewed the initial design and suggested a change to the portico and wanted more done with the corner. Design renderings were shown to Council. The next steps in the process will include the construction of a website with a slideshow of the renderings, which will invite comments from the community. The input will then be incorporated into the final design. The final step will be fundraising.

R. Vander Kraats mentioned that NCSC, through a capital levy, is giving the first $150,000.

M. Chami asked if anything will be done to the inside of the quad. Y. Roberge explained that there were some design concepts for the quad itself. None of the concepts were drastic/dramatic (meeting point, quiet area, amphitheatre), but they were very expensive. The plaza will be more visible and more of a legacy of the 50th Anniversary. Renovations to the quad will be a future project.

E. Reed said that the covered space looks good, and asked what would happen to the community garden. Y. Roberge said that it could be incorporated or we could consider other spaces, such as between the GSU and 45 Willcocks.

A. Wheeler asked when this would happen. Y. Roberge said that we can’t build until the money for the project is in hand. R. Vander Kraats said that it would likely be in the summer, after exams. Y. Roberge said that we need $600,000 - $1 million for the project. R. Vander Kraats said that we will hold a public event where people can discuss the project and ask questions.

Other Business

There was no other business.

Adjournment

The meeting adjourned at 2:00 p.m. on a motion by P. Cox, seconded by B. Russell.
**New College – Registrar’s Office**

**Report to New College Council – December 10, 2012**

**Enrolment: November 1/12 statistics** (November 1/11 figures in parentheses)

- Arts and Science: 4,823 (4,706)
- Professional Faculties: 263 (310)
- Total: 5,086 (5,016)

**Bursary/grant Applications**

Students at New College have access to bursaries/grants from two principal sources:

i) the UTAPS program (part of the financial aid guarantee) in which the University provides top up grant assistance to students whose assessed need under the OSAP* program is greater than the maximum loan possible;
* approximately 40% of New College students have OSAP loans

ii) general bursary funds which are allocated to New College from Enrolment Services, and funds from private donors.

*(In addition, many students this year will have received the “30% tuition rebate” ($1680 at UT) from the Province of Ontario, if their combined family annual income was under $160K.)*

**Awards made from September – December 2012**

- UTAPS: $81,900.

- New College general bursary funds/other funds: 226 students have been awarded a total of approximately $480,446 (average ~$2,126).

- We expect to make further awards of ~ $180K in the second term.

**Late Withdrawals**

As of Dec. 7, the Registrar’s Office has processed 263 late Withdrawals (LWDs) for students who did not drop courses by the Nov. 4 deadline. In order to obtain an LWD, students must have a meeting with an academic advisor in the RO.
Orientation Project Charter

Project Objective

New College Orientation Week is a series of events and activities organized on behalf of New College and the New College Student Council for incoming first year students. The Orientation Week Program is planned, developed, and delivered by the Orientation Chair and Vice Chair with guidance and advice from the Associate Dean, Student Life and Leadership and the New College Student Services Committee (NEWSS). Orientation week should aim to:

- Facilitate opportunities for students participating in orientation week to build connections with each other and the college community through fun and engaging activities.
- Aid students in their transition to the University of Toronto from their previous environments both in terms of their academic background and their previous physical environments.
- Provide opportunities for students to get involved in activities that will continue after orientation week or that are linked to ongoing programs or activities.
- Cultivate student leadership at New College through student participation in orientation and involvement in planning and facilitating orientation.

Project Aims

- Students participating should build connections with one another to form social networks and feel comfortable at New College.
- Whether students are coming to New College from a high school in Toronto or Tokyo the transition to university is challenging, orientation should aim to ease that transition through programs that address common concerns (examples of common concerns might include; degree/course selection, finances, feelings of isolation, time management or expectations of academic programs)
- To provide students with options to continue in programs started in orientation to counter the feeling of disconnect that students often feel once orientation ends and classes begin.
- To provide upper year students with opportunities to develop leadership and organizational skills as well as gain experience planning and executing events and activities. First-year students should be inspired by the Orientation Leaders, Executives and Spirit Squad and want to follow in their footsteps and get involved.
Key Values for Orientation Week

- Inclusive
- Fun
- Safe
- Supportive
- Informative
- Encouraging of growth
- Engaging

Key Accountabilities, Partners and Decision Making Processes

- The Orientation Chair and Vice-Chair will meet regularly with the Associate Dean, Student Life and Leadership and a representative of the NCSC Executive for support, project approval and supervision.
- The Orientation Chair and Vice-Chair will report to the NEWSS Committee for approval of the orientation schedule, changes to the schedule and marketing information.
- The Office of the Registrar will provide contact information for incoming students for approved marketing materials and assist with mailing out promotional material.
- The Office of Residence and Student Life will provide programmatic and logistical support to the Orientation Chairs to support orientation week and student life at the college. This assistance will include but is not limited to; assisting with the creation of orientation groups to promote on-going community; providing information concerning residence admissions; facilitating connections with student groups, community partners, central university resources and faculty; and provide background information relating to research and theory surrounding orientation and student development.
- The central Office of Student Life will provide training and ongoing support as well as facilitation of coordinated University wide student activities.

Project Milestones

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<thead>
<tr>
<th>Milestone</th>
<th>Approximate Completion Date</th>
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<tbody>
<tr>
<td>Orientation Leader and Executive Recruitment &amp; Hiring</td>
<td>End of February early March</td>
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<tr>
<td>Executive training and portfolio distribution</td>
<td>End of March</td>
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<tr>
<td>Submission of draft schedule, theme and budget to NEWSS and NCSC for approval</td>
<td>Before NCSC’s last meeting (end of April/Early May)</td>
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<td>Submission of risk assessment</td>
<td>On going</td>
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<tr>
<td>Orientation website and online payment launch</td>
<td>End of June early July</td>
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<tr>
<td>Mail out design and approval by NEWSS</td>
<td>Mid June</td>
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<tr>
<td>Orientation Leader Training</td>
<td>End of August</td>
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<tr>
<td>Orientation Week</td>
<td>Beginning of September</td>
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Return Orientation Leaders deposit and organize Leader appreciation event | First week of class
Present final reports and accounts to NEWSS, NCSC and Student Life | Before October

Success Measures

Connections to the New College Community and the Wider Community

- The Orientation schedule should reflect New Colleges values while having a good balance of events that are social, academic, and co-curricular (including leadership, service learn and community based events and programs).
- Orientation should include a broad range of diverse and holistic events and activities that will appeal to both introverts and extroverts, domestic and international students and students with accessibility needs.
- The plan and preparation of orientation should be based in part on feedback from a variety of students from different backgrounds to gain better understanding of how people view Orientation.
- Marketing material should engage a broad cross section of students and those new to the concept of organized orientation activities.
- Orientation Chairs will work with NCSC Off Campus Directors and the Office of Residence and Student Life to implement an O-Week plan to create community for the commuter student that will continue throughout the school year.

Connection to the academic community

- Engage and involve New College specific faculty and students to offer an exciting range of talks/discussions relating to New College programs – highlight connections between subjects (e.g. Human Bio and African studies, Food Securities, Environmental Science and Caribbean Studies).
- Creatively orient students to the library, ORSL, Math Aid, Writing Centre, Registrar’s Office, etc

Linking O-Week to the Classroom

- Create opportunities for students to meet other students in the same general first year courses (for example: soc, psych, poli sci, bio, eng) outside of their Orientation groups.
- Have orientation participants participate in an activity that is offered during the fall semester by either a NC Club, UofT club, NCSC or ORSL
- Students will be made aware of key offices at NC: admin, student, and student support services. They will be made aware of resources on campus: libraries, AC, Hart House,
places to eat, student services. They will be made aware of Toronto-specific info: TTC, downtown core, community services, places of worship.

Additional Considerations:

- Consider the affordability of Orientation by limiting the cost of the Orientation package (the aim should be to produce an affordable ($100 or less) high quality program)
- Purchases for Orientation Week should reflect NC’s values (consider supporting local businesses, using local products and sweatshop free where possible)
- Orientation should attempt to provide opportunities for students that did not purchase an Orientation kit to take part in other Orientation events and activities (e.g. pay as you go option). For example a mechanism for students that participate in Registrarial or ORSL organized events to then go on to attend other Orientation events
New College Orientation Week Chair Position Description

Nature and Scope
The New College Orientation Week Program is a series of events and activities organized on behalf of New College and the New College Student Council for incoming first year students. The Orientation Week Program is planned, developed, and delivered by the Orientation Chair and Vice Chair with guidance and advice from the Associate Dean, Student Life and Leadership and the New College Student Services Committee (NEWSS). The Orientation Week Chair works collaboratively with various parts of the New College administration, New College Student Council (NCSC), and the University of Toronto Office of Student Life to produce the Fall Orientation Week program.

The Orientation Week Program must meet the identified social, academic, and community needs of newly-admitted first-year students and promote the New College student community. The Program must also support the aims and values of New College and the University of Toronto. The Orientation Week Chair is expected to share with the Vice Chair the workload of the roles as listed in the expectations and responsibilities of the position description, with specific breakdown of responsibility given upon hiring. It is highly recommended that applicants have previous experience with the New College Orientation Week Program and the Office of Residence and Student Life.

This is a competitive student leadership opportunity for a New College registered student and requires that the successful candidate conduct him or herself in a manner that reflects positively on the University of Toronto.

Expectations and Responsibilities

1. Leadership
   a. Act as a positive role model for the Orientation Team of 115-135 members and incoming 700-750 student participants
   b. Develop and lead the Orientation Team of 15-20 Executive members, 80-90 Leaders, and 20-25 Troopers which includes:
      i. Recruitment, hiring, and training of the Orientation Team
      ii. Holding regular planning meetings with Executives
      iii. Providing direction and ongoing support
   c. Oversee the execution of each event during Orientation Week and brief the Orientation Team daily each day during this time
   d. Uphold and fulfill the terms listed in the Orientation Team Member Contract

2. Program Development
   a. Responsible for visioning and creating a well rounded and balanced program and schedule of events coordinated with the University of Toronto Orientation Week Program.
b. The program will take into consideration the suggestions in the Transition Package from the preceding year’s New College Chairs, suggestions and direction from NEWSS, and University of Toronto feedback and assessment reports and benchmarking surveys.

c. A balanced program will include the following:
   i. A week that addresses the social, academic, and community values of New College
   ii. Foster a sense of New College pride and understanding of the College
   iii. Provide a diverse, holistic, inclusive, and equitable program of events
   iv. Create connections for new students with upper year students, academic courses, and co-curricular programs
   v. Exposure to New College academic programs, support services, and course unions as well as Faculty of Arts and Science departments and programs
   vi. Orientation to the University of Toronto campus, resources, and offices as well as the city of Toronto.
   vii. An awareness of how overwhelming Orientation Week can be for new students and therefore actively provide and promote appropriate resources, support services, and connections for physical, emotional, and mental health.

3. **Accountability**

   a. Attendance at regular meetings with the Associate Dean, Student Life and Leadership for the purpose of planning the Orientation Week program, receiving support, direction, and training, and accountability to the College. The NCSC President or member of the NCSC Executive may also be involved in these meetings.
      i. March -April: 2-3 times per month
      ii. May-August: Once per week
      iii. During Orientation Week: Daily
      iv. September- February: Once per month or as needed

   b. Attendance at regular group meetings including:
      i. NEWSS meetings with New College administration both before and after Orientation Week
      ii. Central Student Life Orientation Week meetings (including other U of T Colleges and Faculties)

   c. Supports the Vice-Chair by providing oversight to finances in a responsible and appropriate manner

   d. Responsible for submitting a full transition package by November 1 to New College that includes:
      i. The creation and implementation of an assessment process to gather student feedback on Orientation Week that will be used in planning future years
ii. Keeping thorough and organized notes and documents during the year to pass on to succeeding organizers

iii. Completing and submitting the Central Student Life Orientation Coordinator Report

e. Assist in the recruitment and selection of the succeeding year’s Chair and Vice Chair in January-February

f. Should the positions of the Orientation Chair and Orientation Vice-Chair not be fulfilled as of the outline of their positions the NCSC Executive and two members of the New College Administration, including the Assistant Dean of Student Life, shall meet and discuss whether the appointed members shall retain their position or be dismissed.
   
i. In the event of the dismissal of the Orientation Chair, the Vice-Chair shall assume the position.
   
ii. Should there be a vacancy in the position of Vice Chair a member of the Orientation Committee will be eligible to interview for the position with the aforementioned committee.
   
iii. In the event that both positions need to be discharged a member of the Orientation Committee will be eligible to interview for the position of Orientation Vice-Chair with the aforementioned committee. And the NCSC Executive will together assume the role of Orientation Chair.

4. Communication

a. Communicate and coordinate with other Colleges and Faculties, student groups, and offices including but not limited to: Central Student Life, Office of Residence and Student Life, Student Life and Leadership, Office of Space Management, University of Toronto Students’ Union, New College Students Council, and New College Registrar’s Office.

b. Ensure all forms of mass communication are screened and approved by New College prior to being released to the public

c. Create and deliver communication to incoming New College first year students and International Foundation Program students through a variety of mediums including print, website, and social media

d. Develop Orientation Week material for use on the NCSC website and New College website

e. Maintain, frequently check, and respond to the New College Orientation email account

f. Creating an appropriate Orientation Week theme and logo appropriate for use on New College promotional materials

g. Communicate with stakeholders in a prompt and timely manner

5. Logistics/Administrative

a. Order food and non-alcoholic beverages for the duration of the week that meet dietary restrictions and offer a variety of choices
b. Book on and off campus venues to host events, ensuring accessibility needs are met
c. Order items for Orientation Week Kits that are useful and purposeful. Items should be intentionally chosen and purchased locally where possible.
d. Manage appropriate and feasible over-night accommodations for off campus students. Recognize that spaces are very limited and must be advertised this way.
e. Advertise and track registration for participants, including students’ personal information, emergency contact numbers, proof of payment, and other pertinent information
f. Complete Risk Management paperwork well in advance of the week and ensure accommodations and contingency plans are in place.

Training and Development

a. Coordination of the Executive, Leaders, and Trooper recruitment, hiring, and selection process
b. Participation in a full Orientation Team meet and greet day at the end of March
c. Participation in Central Student Life Leader training in May
d. Participation in New College Summer Welcome Events in May and June (total 3)
e. Participation in Joint Orientation Leader Training (JOLT) in the summer months
f. Coordination and delivery of New College full Orientation Team Training Day in September
g. Participation in program development via regular NEWSS meetings
h. Ongoing support and development opportunities from the Associate Dean, Student Life and Leadership
i. Other opportunities as deemed appropriate

Terms of Appointment

1. Dates of Employment
a. February through to March of the succeeding academic year

2. Remuneration

a. A total of $5000 (minus deductions) will be paid for work completed for the planning and preparation of Orientation Week. Both the Chair and Vice Chair will receive an additional payment of up to $1000 for the execution of Orientation Week and a further possible payment of $500 following the presentation of a final report.
b. Chairs will complete time sheets according to the standard practice for USW Casual Employees for the period February to September.
c. The Chairs will be required to demonstrate completion of deliverables as outlined in the Program Charter Milestones
and as assigned by NEWSS as well as submission of timesheets reflecting the following breakdown:

i. February: at least 5 hours/week
ii. March: at least 15 hours/week
iii. April and May: at least 10 hours/week
iv. June: at least 20 hours/week
v. July: at least 25 hours/week
vi. August: approximately 40 hours/week

3. Perks

a. Chair and Vice Chair will have the option of a single room in New College’s residence for the duration of May 1 through the last Friday in August. Occupancy must be confirmed by April 1.

b. Chair and Vice Chair will have the use of the Wilson Hall Dean’s Apartment, if available, for the duration of Orientation Week

4. Benefits

i. Learn about current developmental models and theories in Student Affairs
ii. Increase knowledge of on campus student involvement opportunities
iii. Contribute to the development of new students
iv. Work within a collaborative team environment with a focus on student involvement
v. Training, support, and direction from professional staff in a variety of areas that will develop many transferable skills
vi. Credit towards the New College Leadership Certificate Program

Application Process

Applicants should submit a copy of their resume along with a statement of intent outlining applicable skills, experiences, and interest in the position. Successful applicants will be invited to an in-person interview and be expected to prepare a short presentation on a given topic.
New College Orientation Week Vice-Chair Position Description

**Nature and Scope**
The New College Orientation Week Program is a series of events and activities organized on behalf of New College and the New College Student Council for incoming first year students. The Orientation Week Program is planned, developed, and delivered by the Orientation Chair and Vice Chair with guidance and advice from the Associate Dean, Student Life and Leadership and the New College Student Services Committee (NEWSS). The Orientation Week Chair works collaboratively with various parts of the New College administration, New College Student Council (NCSC), and the University of Toronto Office of Student Life to produce the Fall Orientation Week program.

The Orientation Week Program must meet the identified social, academic, and community needs of newly-admitted first-year students and promote the New College student community. The Program must also support the aims and values of New College and the University of Toronto. The Orientation Week Vice Chair is expected to share with the Chair the workload of the roles as listed in the expectations and responsibilities of the position description with the majority of the responsibility of developing and managing the budget. It is highly recommended that applicants have previous experience with the New College Orientation Week Program and the Office of Residence and Student Life.

This is a competitive student leadership opportunity for a New College registered student and requires that the successful candidate conduct him or herself in a manner that reflects positively on the University of Toronto.

**Expectations and Responsibilities**

1. **Leadership**
   a. Act as a positive role model for the Orientation Team of 115-135 members and incoming 700-750 student participants
   b. Develop and lead the Orientation Team of 15-20 Executive members, 80-90 Leaders, and 20-25 Troopers which includes:
      i. Recruitment, hiring, and training of the Orientation Team
      ii. Holding regular planning meetings with Executives
      iii. Providing direction and ongoing support
   c. Oversee the execution of each event during Orientation Week and brief the Orientation Team daily each day during this time
   d. Uphold and fulfill the terms listed in the Orientation Team Member Contract

2. **Program Development**
   a. Responsible for supporting the creation of a well rounded and balanced program and schedule of events coordinated with the University of Toronto Orientation Week Program.
b. The program will take into consideration the suggestions in the Transition Package from the preceding year’s New College Chairs, suggestions and direction from NEWSS, and University of Toronto feedback and assessment reports and bench marking surveys.

c. A balanced program will include the following:
   i. A week that addresses the social, academic, and community values of New College
   ii. Foster a sense of New College pride and understanding of the College
   iii. Provide a diverse, holistic, inclusive, and equitable program of events
   iv. Create connections for new students with upper year students, academic courses, and co-curricular programs
   v. Exposure to New College academic programs, support services, and course unions as well as Faculty of Arts and Science departments and programs
   vi. Orientation to the University of Toronto campus, resources, and offices as well as the city of Toronto.
   vii. An awareness of how overwhelming Orientation Week can be for new students and therefore actively provide and promote appropriate resources, support services, and connections for physical, emotional, and mental health.

3. Accountability
   a. A main aspect of the role of Vice Chair is to manage the finances in a responsible and appropriate manner, including setting a clear and thorough budget, negotiating orders with third party suppliers, managing a bank account, and tracking expenses and revenues that total upwards of $100,000 with the guidance and support of the Chair and NEWSS
   b. Attendance at regular meetings with the Associate Dean, Student Life and Leadership for the purpose of planning the Orientation Week program, receiving support, direction, and training, and accountability to the College. The NCSC President may also be involved in these meetings.
      i. March - April: 2-3 times per month
      ii. May - August: Once per week
      iii. During Orientation Week: Daily
      iv. September - February: Once per month or as needed
   c. Attendance at regular group meetings including:
      i. NEWSS meetings with New College administration both before and after Orientation Week
      ii. Central Student Life Orientation Week meetings (including other U of T Colleges and Faculties)
   d. Responsible for submitting a full transition package by November 1 to New College that includes:
i. The creation and implementation of an assessment process to gather student feedback on Orientation Week that will be used in planning future years
ii. Keeping thorough and organized notes and documents during the year to pass on to succeeding organizers
iii. Writing a detailed and purposeful transition report that includes financial statements, suggestions, successes, challenges, and helpful tips
iv. Completing and submitting the Central Student Life Orientation Coordinator Report
e. Assist in the recruitment and selection of the succeeding year’s Chair and Vice Chair in January-February
f. Should the positions of the Orientation Chair and Orientation Vice-Chair not be fulfilled as of the outline of their positions the NCSC Executive and two members of the New College Administration, including the Assistant Dean, Student Life and Leadership, shall meet and discuss whether the appointed members shall retain their position or be dismissed.
   i. In the event of the dismissal of the Orientation Chair, the Vice-Chair shall assume the position.
   ii. Should there be a vacancy in the position of Vice Chair a member of the Orientation Committee will be eligible to interview for the position with the aforementioned committee.
   iii. In the event that both positions need to be discharged a member of the Orientation Committee will be eligible to interview for the position of Orientation Vice-Chair with the aforementioned committee. And the NCSC Executive will together assume the role of Orientation Chair.

4. Communication
   a. Communicate and coordinate with other Colleges and Faculties, student groups, and offices including but not limited to: Central Student Life, Office of Residence and Student Life, Student Life and Leadership, Office of Space Management, University of Toronto Students’ Union, New College Students Council, and New College Registrar’s Office.
   b. Ensure all forms of mass communication are screened and approved by New College prior to being released to the public
   c. Create and deliver communication to incoming New College first year students and International Foundation Program students through a variety of mediums including print, website, and social media
   d. Develop Orientation Week material for use on the NCSC website and New College website
   e. Maintain, frequently check, and respond to the New College Orientation email account
   f. Creating an appropriate Orientation Week theme and logo appropriate for use on New College promotional materials
g. Communicate with stakeholders in a prompt and timely manner

5. **Logistics/Administrative**
   a. Order food and non-alcoholic beverages for the duration of the week that meet dietary restrictions and offer a variety of choices
   b. Book on and off campus venues to host events, ensuring accessibility needs are met
   c. Order items for Orientation Week Kits that are useful and purposeful. Items should be intentionally chosen and purchased locally where possible.
   d. Manage appropriate and feasible over-night accommodations for off campus students. Recognize that spaces are very limited and must be advertised this way.
   e. Advertise and track registration for participants, including students’ personal information, emergency contact numbers, proof of payment, and other pertinent information
   f. Complete Risk Management paperwork well in advance of the week and ensure accommodations and contingency plans are in place.

**Training and Development Provided**
   a. Coordination of the Executive, Leaders, and Trooper recruitment, hiring, and selection process
   b. Participation in a full Orientation Team meet and greet day at the end of March
   c. Participation in Central Student Life Leader training in May
   d. Participation in New College Summer Welcome Events in May and June (total 3)
   e. Participation in Joint Orientation Leader Training (JOLT) in the summer months
   f. Coordination and delivery of New College full Orientation Team Training Day in September
   g. Participation in program development via regular NEWSS meetings
   h. Ongoing support and development opportunities from the Associate Dean, Student Life and Leadership
   i. Other opportunities as deemed appropriate

**Terms of Appointment**

1. **Dates of Employment**
   a. February through to March of the succeeding academic year

2. **Remuneration**
   a. A total of $5000 (minus deductions) will be paid for work completed for the planning and preparation of Orientation Week. Both the Chair and Vice Chair will receive an additional $1000 for the execution of Orientation Week and a further payment of up to $500 following the presentation of a final report.
b. Chairs will complete time sheets according to the standard practice for USW Casual Employees for the period February to September.

c. The Chairs will be required to demonstrate completion of deliverables as outlined in the Program Charter Milestones and as assigned by NEWSS as well as submission of timesheets reflecting the following breakdown:
   i. February: at least 5 hours/week
   ii. March: at least 15 hours/week
   iii. April and May: at least 10 hours/week
   iv. June: at least 20 hours/week
   v. July: at least 25 hours/week
   vi. August: approximately 40 hours/week

3. Perks

   a. Chair and Vice Chair will have the option of a single room in New College’s residence for the duration of May 1 through the last Friday in August. Occupancy must be confirmed by April 1.

   b. Chair and Vice Chair will have the use of the Wilson Hall Dean’s Apartment, if available, for the duration of Orientation Week

4. Benefits

   i. Learn about current developmental models and theories in Student Affairs
   ii. Increase knowledge of on campus student involvement opportunities
   iii. Contribute to the development of new students
   iv. Work within a collaborative team environment with a focus on student involvement
   v. Training, support, and direction from professional staff in a variety of areas that will develop many transferable skills
   vi. Credit towards the New College Leadership Certificate Program

Application Process
Applicants should submit a copy of their resume along with a statement of intent outlining applicable skills, experiences, and interest in the position. Successful applicants will be invited to an in-person interview and be expected to prepare a short presentation on a given topic.