New College Council

Meeting of Monday, March 18, 2013, 12:10 p.m. – 2:00 p.m., Room 2053, Wilson Hall

AGENDA:

1. Minutes of the Meeting of January 28, 2013 (attached)

2. Business Arising from the Minutes

3. Report of Standing Committees:
   i) Priority, Planning & Budget – Discretionary Funds Allocation – Y. Roberge (document attached)

4. Report of the Principal – Y. Roberge


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

7. Report from the Advancement Office – C. Richards

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

9. Other Business

10. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Monday, January 28, 2013
12:10 p.m., Room 2053, New College


Regrets: K. Carter, A. McGuire, B. Russell, T. Toneatto

On a motion by A. Veloso, seconded by J. Larkin, the agenda for the meeting was approved. CARRIED

Minutes of the Meeting of December 10, 2012

Under “Business Arising”, the first sentence should read “…the ResNet performance issue described by NCRC has been resolved.”

On a motion by J. Larkin, seconded by A. Guerson, the minutes of December 10, 2012 were accepted as amended. CARRIED

Business Arising from the Minutes

Y. Roberge updated Council on the following:

• **Online Course Evaluation System**
  Response rate for Fall 2012 was 53% for undergraduate courses and 61% for graduate courses. This rate is similar/slightly higher than the paper response rate in the past. However, for the winter courses, there will be a longer period of time for students to respond (from the last two weeks of classes to the end of the study period).

• **IFP Express**
  B. Russell and H. Si will be making a presentation to the other College Principals on February 6.

• **Plaza**
  NCSC has invited Y. Roberge to present ideas regarding the Plaza to NCSC.
Report of Standing Committees

- NEWSS
  E. Reed reported the following
  - The sub-committee working on orientation met throughout the fall developing an “Orientation Project Charter”, which outlines the aims and objectives of Orientation, as well as the implementation of a timeline, and a position description for the Orientation Chair position, which includes a salary increase. Both the Chair and Vice Chair will be paid the same amount, although each position will be advertised separately. NCSC will be ratifying these documents as well and adding them to their constitution. NCC is asked to ratify these documents as an appendix to its constitution.

  *E. Reed moved, seconded by V. Kostianiuk, that the orientation documents be added as an appendix to the NCC constitution.*

Discussion followed. D. Knott asked if the NCC constitution was the proper place for these documents to be. Y. Roberge said that these documents are going to become official documents, but “where” they should be (constitution, by-laws or elsewhere) isn’t clear. The most important thing at the moment is that the documents be adopted by Council.

As a result of the discussion, the motion was modified to:

*E. Reed moved, seconded by V. Kostianiuk, that the orientation documents be ratified.*

CARRIED

Report of the Director of Business Services

R. Vander Kraats reported the following:
- The new student computer levy was approved (7% voter turnout with 78% in approval of the levy). The new levy is different from the previous one, with students supporting the creation of a computer facility.
- New One has, to date, $1.5 million pledged. The Provost may be allocating an additional $500,000.
- Part of the 45 Willcocks building is being used for academic/administrative purposes. However, at the moment, it is being paid for by the residence ancillary budget. We had hoped to receive central funding, as this cost the residence $400,000 last year. Other options that are being looked at to pay for this include charging OSM for usage of the William Doo Auditorium during the exam period and applying some of the surplus from the food services ancillary.

Report from the Registrar’s Office

S. Walker reported the following:
- Data from the Faculty of Arts and Science shows that about 300 new admits are on the list of students in academic trouble. The Registrar’s Office is contacting these students to see if there’s anything they can do to help.
A new medical certificate will be released soon. It will disclose less personal information, but give more information on the impact of the illness on the student’s academic performance.

Deadlines for having term work re-evaluated are being revised. Currently, students have 1 month to request a re-evaluation of term work. This will be changed to 2 weeks.

There will be a reception next week for admission scholarship winners.

Report from the Advancement Office

C. Richards reported the following:

- The magazine has been delayed to late February.
- The 50th Anniversary banners have been taken down and changed to the “Boundless” campaign banners.
- An “Applying to Grad School” event was held where New College alumni who are current grad students spoke with interested undergraduate students.
- The mentorship program is underway. There were 71 applicants this year, and 46 have been matched so far.
- The spring reunion will be on May 29. The guest speaker will be Robert Herjavec.
- A New College graduate has established a $25,000 scholarship under the “Boundless” campaign for New College students, with preference being given to those enrolled in Commerce.

Report from Student Councils

- **NCSC**
  A. Veloso reported the following:
  - The holiday party held on December 21st had many students from the 45 Willcocks residence (the target group) in attendance.
  - Winterfest (collaborative week of events across all Colleges) and New 2.0 (New College specific) were very successful and well-attended.
  - Upcoming events include skating at Harbourfront on February 1, a ski trip to Blue Mountain February 19-21 and a trip to Montreal February 20-23.
  - The constitution review is ongoing, with the focus primarily being on the orientation appendix. The Committee met over winter break to discuss the documents. The documents inspired lively debate at NCSC, but the amendments were ultimately approved.

A. Ronquillo reported the following:
  - Another New College General Meeting is being planned, possibly for February 11.
  - “Speak Up” boards are up for students to make their opinions about various topics known to the NCC representatives, so that they can pass the information along to NCC.
  - 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:
♦ A semi-formal will be held at Hart House on February 22.

Y. Roberge mentioned that the apartment proposal deadline has been extended to the 3rd week of February so that NCSC can consult with students at the general meeting.

- **BPSU**
  - J. Tse reported the following:
    - The “Mind Matters 3” conference (co-hosted with the Jungian Society) will be held next month. Tickets sold out within a week, and there are 80 on the waitlist. Videos will be posted online.

- **ESSU**
  - On behalf of K. Carter, J. Newman reported the following:
    - The annual “Decolonizing Our Minds” event will be held February 9. The theme this year is “Practicing Decolonial Love”

**Appointment of Hearing Officer**

Y. Roberge explained that there is a Student Code of Conduct for non-academic matters. From time to time, violations of this code of conduct have to be dealt with. Part of the process involves two positions: an Investigating Officer (appointed by the Principal in consultation with student leadership within the unit) and a Hearing Officer. The Hearing Officer is present at the hearing of the student accused of violating the code of conduct and makes the determination as to whether a violation has been made. If so, the Hearing Officer works with the head of the unit to impose sanctions.

Discussion followed. S. Burley asked if the Dean of Students would be a good candidate for this position. S. Walker said that this could be awkward, as the Dean of Students may be a witness or the individual making the complaint.

*Y. Roberge moved, seconded by S. Walker, that the Striking Committee should make a recommendation for a Hearing Officer. CARRIED*

**Approval of Award Records**

C. Richards distributed materials (attached) and presented the following:
- **Luc and Pamela Vanneste Award**
  - This annual $10,000 expendable award is to be awarded to a New College student in the Faculty of Arts and Science, returning in second, third or fourth year, on the basis of good academic standing and financial need, with preference given to students in residence.
On a motion by C. Richards, seconded by D. Knott, the Luc and Pamela Vanneste Award Record was approved. CARRIED

- **New College 50th Anniversary Award**
  This endowed award, with an annual value of $800 - $1,000, will be awarded to New College student(s), full-time or part-time, completing third or fourth year, in good academic standing, on the basis of co-curricular involvement at New College.

On a motion by C. Richards, seconded by H. Si, the New College 50th Anniversary Award record was approved. CARRIED

**Co-Curricular Record**

S. Burley distributed material (attached) and reported the following.

- The Co-Curricular Record (CCR) will be implemented in September 2013. The attached document outlines the benefits of the CCR, the timeline of its implementation and the criteria an activity must meet for inclusion on the CCR. The ultimate determination of validation of an activity is local (ORSL, NCSC, Registrar’s Office, etc.) Over the summer, there will be a major consultative process with clubs and societies. This will be a very slow process. Questions and concerns should be directed to E. Reed in the ORSL office.

P. Cox expressed concern that “controversial” groups may encounter validation issues.

**Report of the Principal**

Y. Roberge reported the following:

- S. Burley was welcomed as the Acting Director of ORSL
- **Retreat**
  - S. Burley was thanked for facilitating the discussions at the retreat, R. Vander Kraats and the rest of the PAG members were thanked for their input prior to the retreat, and F. Zhang was thanked for organizing the event.
  - The materials generated by the retreat will be sent to PP&B and then forwarded to Council.
- **External Review of the Faculty of Arts & Science**
  - FAS will undergo an external review next year.
  - The self-study document is due in the Provost’s Office in May. The rough draft is expected in February.
  - Input is not requested from all units, but they do wish to consult. They do, however, want input from all of the Colleges. The external reviewers involved in the 2008 review did not understand the College system. The self-study document should outline the College system role very carefully. Comments regarding the College system are welcomed. College faculty and staff should be in touch with the Principal; students should get in touch with ASSU.
Other Business

There was no other business.

Adjournment

The meeting adjourned at 2:00 p.m. on a motion by P. Cox, seconded by S. Walker.
UNIVERSITY OF TORONTO

DRAFT AWARD RECORD

Name of Award: Luc and Pamela Vanneste Award
Source of Funds: Expendable
Donor: Luc and Pamela Vanneste
Established In: New College
Value: $10,000
Awarding Body: Awards Committee of the New College Council
Conditions: To be awarded to a New College student in the Faculty of Arts and Science, returning in second, third or fourth year, on the basis of good academic standing and financial need. Preference is giving to students in residence.
Applications: Not required
First Award: 2013
Successive Awards: Annually

Authorized on Behalf of the Academic Board of the Governing Council: DO NOT FILL IN

CF Centre: DO NOT FILL IN
Cost Centre: DO NOT FILL IN
Project #’s: DO NOT FILL IN
Unifacts Account: DO NOT FILL IN
Level: Undergraduate
UNIVERSITY OF TORONTO

DRAFT AWARD RECORD

Name of Award: New College 50th Anniversary Award
Source of Funds: Endowment
Donor: New College alumni and friends
Established In: New College
Value: Annual Income
Awarding Body: New College Council, on the recommendation of the New College Scholarship Committee
Conditions: To be awarded to New College student(s), full-time or part-time, completing third or fourth year, in good academic standing, on the basis of co-curricular involvement* at New College.

* Co-curricular involvement may include (but is not limited to) effective participation in student/college governance, clubs, student societies, volunteer activities, intramural sports, leadership certificate initiatives, mentorship programs.

Applications: Required. Students may apply or be nominated by any member of the New College community. Application/nomination forms available at the New College Registrar’s Office.

First Award: 2014
Successive Awards: Annually

Authorized on Behalf of the Academic Board of the Governing Council: DO NOT FILL IN

CF Centre: DO NOT FILL IN
Cost Centre: DO NOT FILL IN
Project #s: DO NOT FILL IN
Unifacts Account: DO NOT FILL IN
Level: Undergraduate
UNIVERSITY OF TORONTO

CO-CURRICULAR RECORD UPDATE

DEFINITION.
The Co-Curricular Record (CCR) allows students to search and track experiences outside the classroom, links those experiences to competencies and validates those experiences on an official institutional document.

BENEFITS FOR STUDENTS.
- The CCR is a database of activities that lets students easily search for opportunities outside the classroom, and then tracks their engagement.
- The CCR links competencies to students’ experiences, helping them make the connection between their involvement and learning.
- The CCR helps students frame their experiences and skills to employers, graduate and/or professional programs, and for grants and bursary applications.
- The CCR provides an official validated record of student involvement at the University of Toronto.

BENEFITS FOR STAFF & FACULTY.
- The CCR provides resources and tools for those who develop co-curricular programming, including ways to conduct assessment/evaluation, reflection, and programming ideas.
- The CCR helps create a professional network of student program developers, encouraging sharing ideas and increasing the quality of co-curricular programming.
- The CCR tracks students’ participation in activities in one convenient location.
- The CCR recognizes the importance of co-curricular programming, and provides training and support in identifying competencies and learning outcomes.

BENEFITS FOR THE INSTITUTION.
- The CCR acts as a recruitment tool, by demonstrating the institution’s commitment to holistic learning and allowing students to search for co-curricular opportunities before they apply to the institution.
- The CCR helps foster stronger connections between students and the institution, creating a stronger alumni base that can be encouraged to stay connected to the university.
- The CCR tracks the number of students engaged in co-curricular activities, and provides the means to evaluate and assess co-curricular programming.
- The CCR encourages communication and collaboration among the different campuses, faculties, and colleges, and provides informal and formal avenues for support and communication.

BACKGROUND.
In response to a broad series of focus groups conducted in 2010, the Council on Student Experience established a number of working groups to address the main themes that emerged from the qualitative survey. One of these groups addressed school spirit and engagement and put forward a strong recommendation that the University explore in depth the feasibility of an official co-curricular record (see U of T’s Response to In Their Own Words: Understanding the Undergraduate Student Experience at the University of Toronto, July, 2010). In late 2011, a group of eighteen faculty, staff and students from across the three campuses were invited by the Assistant Vice President, Student Life to participate in a two day planning session to discuss the development of a co-curricular record. In advance of this meeting, research was undertaken to document...
practices and processes at universities across Canada regarding their implementation of a co-curricular record. This information, along with other briefing documents, was shared with the Advisory Committee. Research has shown that engaged students achieve higher academic success, whereby quality and quantity of the student's involvement will influence their learning and development (Astin, 1984). Increased participation in a range of co- and extra-curricular activities, including sports, academic research projects or part-time work, has a positive effect on persistence and satisfaction. Furthermore, such involvement increases interaction among students, professors, and staff, which can allow for a greater sense of belonging and inclusion. The institution can encourage the holistic development of the student, by offering resources and creating intentional learning opportunities of the highest quality.

This view is reflected in Towards 2030: Synthesis Report which states, “Once students are admitted, their experience must be viewed holistically, taking into account both formal academic programming and broader opportunities for personal growth outside the classroom.”

PROCESS.
The Advisory Committee recommended establishing four working groups to focus on:

- Developing criteria for eligible activities
- Developing competencies to attach to activities
- Establishing validation processes and work flow processes
- Determining systems and technology needs

Throughout the summer, four working groups focused on developing the CCR. The working groups are representative with over 75 people, including staff, faculty, and students from across the institution. Here are some highlights:

The Activities Working Group has worked to define criteria for eligible activities and developed a framework to organize activities, which will provide an easy forum for students to search co-curricular opportunities.

The Competencies Working Group group decided to use the Council for the Advancement of Standards in Higher Education (CAS) as the base framework for the competencies that will be attached to activities. The group has revised the competencies and definitions to make them more clear and user-friendly.

The Validation Working Group has developed process maps to determine the processes involved in adding an activity to the CCR, requesting validation, and an appeal process. The group has also started to define the structure of the CCR, which will include a decentralized structure involving units across the three campuses.

The Systems Working Group defined desirable system features, and posted a Request for Proposal. An Evaluation Committee is carrying out the RFP process.

DECENTRALIZED PROCESS.
While the Office of Student Life will provide support and resources, the CCR will be a decentralized process.

While there will be central committees with tri-campus representation to offer support and ensure the rigour and integrity of the CCR, the CCR will be run by identified local units. The local units will be determined through the consultation process. The CCR will be a collaborative effort, while respecting the authority of local units and existing processes.
UPDATE.
In fall 2012, staff from the Office of Student Life began engaging in an extensive consultation process, reaching out to colleges, residences, faculties, divisions, and student groups to present on the work of the working groups, answer questions, and receive feedback. The consultation process is ongoing, and we continue to receive requests to present on the Co-Curricular Record.

The RFP process to select a vendor-hosted solution is ongoing and still in progress. We are expecting to select a vendor over the next while.

Local Units have been identified, which includes colleges, residences, faculties, and divisions. An Implementation Committee has been struck.

The Implementation Committee will be responsible for overseeing the implementation of the CCR, including each of the phases, and will be made up of one representative from each of the local units. The Implementation Committee will define and implement the phases of the CCR, and exercise discretion on behalf of the Advisory Committee, as set by the Advisory Committee. Representatives on the Implementation Committee will be responsible for coordinating the CCR process at the Local Unit level, including pulling together a Local Evaluation Committee.

The Local Evaluation Committee is responsible for the local operations of the Co-Curricular Record. The Local Evaluation Committee will evaluate activity submissions and determine if an activity is approved, denied, or returned for further review, and may defer submissions to the Institutional Evaluation Committee if needed. They will confirm and recommend validators, and prepare information for formal appeals when needed. They will appoint a CCR Local Admin will who have the appropriate systems authority to upload information for an activity.

A Project Team has also been established. The Project Team will be a group of about 15 people that will focus on the system development and implementation, including how the system will be structured, how it will look, and finalizing business processes.

A Communications Strategy is being developed. In the fall, the Office of Student Life worked with staff from UTM and UTSC to conduct 11 focus groups across the three campuses. There were 68 students who participated, including undergraduate and graduate students. The Office of Student Life will be working with the Career Centre to gain feedback from employers on their perceptions of the CCR.

RELATIONSHIP WITH THE ACADEMIC TRANSCRIPT.
The academic transcript functions as the primary official consolidated record of a student’s academic performance and achievement.

A Co-curricular Record will complement the academic transcript by reflecting a student’s involvement and development outside the classroom, providing a valuable resource by which students can tell their story.

NEXT STEPS.
- Town Halls: one on each campus
- System selection, implementation, testing and training.
- Project Team and Implementation Committee meetings.
- Form Local Evaluation Committees and collect eligible activities
- Developing communication and implementation strategies.
CRITERIA.
The CCR exists to encourage student engagement through co-curricular activities. It is premised upon the belief that this engagement yields a more robust and holistic academic experience. The CCR will recognize and record co-curricular experiences that include an experiential and meaningful commitment, self-development, and the opportunity for impact beyond self. The CCR activities must meet the following criteria:

1. **Attachment to the University:** An activity is considered “attached” when it is recognized by the University and there is an accepted University of Toronto validator. There are valuable experiences outside the university that contribute to a student’s development, however only activities that are clearly attached to and recognized by the University of Toronto may be validated on the Co-Curricular Record, which bears the university seal.

2. **Meets validation process requirements:** Activities eligible for the CCR must have a recognized validator, which must be a university staff or faculty member. Activities that occur on an annual basis must be reviewed by the validator each fall to ensure that contact information, activity descriptions and competencies are updated. All activities must be validated no later than three months following the last day of the semester that the activity is completed in and no later than six months following graduation. The validator has the discretion to review candidates’ participation in activities and to determine whether or not they are approved for the CCR.

3. **Intentional learning outcomes/competencies/skills:** Learning and development outcomes must be embedded in every recognized activity and must be clearly outlined for students. These activities should allow students to reflect on the knowledge, skills, and values acquired. They must also provide the opportunity for intentional learning and furthering development.

4. **Active engagement:** Students must play an active role in their learning and the activities must be clearly linked to desirable learning outcomes. Students must participate in an activity beyond listening and retaining information, and demonstrate higher level learning/participatory action as defined in the validation process requirements.

FOLLOW THE PROCESS.
Website: ccr.utoronto.ca
Email: ccr@utoronto.ca
Listserv: email kimberly.elias@utoronto.ca

Attend the **Town Halls**:

**St. George Campus**  
Friday, February 1  
12:30-1:30 p.m.  
Bahen Centre for Information Technology  
40 St. George Street, Room 1160

**University of Toronto Mississauga**  
Thursday, January 31  
5:00-6:30 p.m.  
Kanef #137

**University of Toronto Scarborough**  
Tuesday, February 12  
5:00-6:00 p.m.  
Humanities Wing, room 305
OVERVIEW OF PROCESS

A number of committees were created to help develop the framework of the Co-Curricular Record. These committees and working groups are made up of 75 staff, faculty, and students across the University of Toronto.

Advisory Committee
Activities Working Group
Competencies Working Group
Validation Working Group
Systems Working Group
Request for Proposal (RFP) Evaluation Committee
Communications Team

Throughout the 2012-2013 year, we have identified local units and met with colleges, faculties, campuses, and other divisions. There are some faculties that we have not heard from, but will be looking to connect over the upcoming months. The identified local units as of January 2013 are:

University of Toronto Mississauga
University of Toronto Scarborough
Alumni Relations
Applied Science and Engineering
Architecture, Landscape, and Design
Arts and Science
Chestnut Residence
Division of Student Life
Family Housing
Graduate Residence
Hart House
Information
Innis College
Kinesiology and Physical Education
Law
Medicine
Music
New College
Nursing
Ontario Institute for Studies in Education
Pharmacy
Rotman Commerce
School of Graduate Studies
St. Michael's College
Trinity College
University College
Victoria College
Woodsworth College

One representative from each group makes up the Implementation Committee. There is also a Project Team will who will be developing the system and working closely with the Implementation Committee.

Some other units, boards, and committees we have met with and presented to include:

Academic Programs & Policies
Advancement
Alumni Relations
Career Centre
Centre for International Experience
Centre for Teaching Support and Innovation
College Principals Meeting
Communications 40 Group
Council of Graduate Deans
Council of Presidents
Council on Student Experience
Hart House Board of Stewards
Recruitment
Registrarial Professional Development Day
School of Graduate Studies General Meeting
Strategic Communications
Principals, Deans, Academic Directors, and Chairs
University Affairs Board
Students have been involved throughout this process, including:

- Working Groups – 8 students
- Student Usability Testing – 5 students
- Communications Focus Groups – 68 students
- University Affairs Board and Governing Council Representatives
- Other committees, councils, and meetings
- Student Unions/Societies

**COMMUNICATIONS.**

We have created a website: [http://ccr.utoronto.ca](http://ccr.utoronto.ca). The website will be updated, and provides information for students, staff, and faculty. There is a tab specifically geared towards staff and faculty that provides key messages.

We have created an email: ccr@utoronto.ca.

There is a listserv that will provide CCR updates for staff and faculty. If you are not currently on the listserv, email kimberly.elias@utoronto.ca. Please encourage your colleagues to join.

**Student focus groups**

The Office of Student Life worked with staff from UTM and UTSC to conduct 11 focus groups across the three campuses. There were 6 focus groups held on the St. George campus, 3 at UTM, and 2 at UTSC. In total, there were 68 students (33 from UTSG, 23 from UTM, 12 from UTSC), both undergraduate and graduate students that came from various divisions and departments that participated in the focus groups. The results of the report are included in the package.

**Employer focus group and surveys**

The Office of Student Life will be working with the Career Centre to gain employer feedback on the CCR. We will start with an initial focus group, follow up with surveys, followed by more focus groups. We have also discussed having an Employer Advisory Committee that we could turn to for feedback.

**Faculty**

The Office of Student Life met with CTSI and will be looking to brainstorm ways to communicate to faculty and encourage them to be part of the CCR process.
Date: March 18, 2013
To: New College Council
From: Priority, Planning & Budget Committee
Re: Discretionary funds allocation

At its March 4, 2013 meeting, the Priority, Planning & Budget Committee discussed the allocation formula to be applied to discretionary funds, as mandated by College Council.

Based on our discussions, which included input from the January 25th college retreat, the committee recommends that the formula be based on the following expense bins, in alphabetical order, using temporary labels that can be refined later.

- Academic (e.g. programs, library)
- Advancement (e.g. alumni, communications)
- Ancillary (e.g. deficit reduction)
- Infrastructure: - Capital projects
  - Major maintenance
- Rainy day
- Student aid (e.g. scholarships, grants)
- Student experience
- “Bin 8” (whimsical)

The committee explored three funding formula models and defers to College Council for a decision on which it finds most appropriate:

1. Fixed formula: NCC determines the formula, which then becomes permanent unless NCC elects to amend it. However, PP&B recommends a minimum guaranteed level for the Rainy Day fund (10-20%);

2. Variable formula (except for the Rainy Day fund at 10-20%). College Council would adopt a fixed formula representing a minimum guaranteed level for all funds (say, 8%) and allocate the remaining funds according to specific priorities or projects;

3. No fixed formula (except for the Rainy Day fund at 10-20%). College Council would adopt a new distribution every year.