New College Council

Meeting of Thursday, November 7, 2013, 10:10 a.m. – 12:00 p.m., Room 2053, Wilson Hall

AGENDA:

1. Minutes of the Meeting of September 23, 2013 (attached)

2. Business Arising from the Minutes

3. Report from Standing Committees
   i) Academic Affairs
   ii) NEWSS

4. Report of the Principal – Y. Roberge


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

7. Report from ORSL – S. Wilmot

8. Report from the Vice Principal on Program Enrolments (see attached) – J. Larkin

9. U of T Communications and Marketing Resources (see attached) – K. Klaas

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

11. Other Business

12. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Monday, September 23, 2013
12:10 p.m., Room 2053, New College

Present: M. Athanassopoulos, A. Azimi, E. Borkova, S. Brown,
N. Crawley (Secretary), J. Curnow, D. Eyoh, T. Fung, K. Geib,
A. Guerson, D. Hong, K. Klaas, D. Knott, J. Larkin, A. Leckie,
B. Mandelblatt, L. Manicom, C. Maniscalco, M. Newton, B. Registe,
Y. Roberge, B. Russell, P. Russell, H. Si, T. Toneatto, R. Vander Kraats,
S. Walker (Chair), A. Wasike, S. Wilmot

Regrets: M. Lo, J. Newman, E. Reed, V. Tropepe

Introductions and Welcome to New Members

S. Walker welcomed everyone to a new year of Council, explained the role of Council in
College governance, and asked that members introduce themselves.

Minutes of the Meeting of May 13, 2013

On a motion by S. Wilmot, seconded by A. Guerson, the minutes of May 13, 2013 were
accepted as recorded. CARRIED

Business Arising from the Minutes

Y. Roberge reported that the New College viewbook arrived a week ago. If desired,
copies can be obtained from S. MacInnes. P. Cox was thanked for his work on this
project.

M. Newton asked when the plans concerning the apartment renovation were announced
to the College. As the programs use the apartment to house guests for events, this is
important information to have well in advance. Y. Roberge indicated that an email will
be sent when plans are finalized. In the interim, guests will be accommodated in a hotel,
and the College (not the programs) will cover the cost.

Report of the Striking Committee

Y. Roberge explained that the Striking Committee proposes members for election to New
College Council and populates the Council’s various standing committees. The
Committee was thanked for their work. The Striking Committee's report was distributed
(attached), and Y. Roberge reported the following:
• **Election of New Members**
  ♦ The Striking Committee has recommended the following individuals from the teaching staff for membership for 2013/14 & 2014/15: Alexandra Guerson, Bertie Mandelblatt, Aggrey Wasike and Ron Wilson. All have agreed to let their names stand.
  ♦ From the student population, there are 10 members, both *ex-officio* and elected. *Ex-officio* members include Ashkan Azimi (President, NCSC), one NCSC Vice-President and two NCRC Presidents. Elected/appointed members from NCSC include Thomas Fung, Jane Guan, Daniel Hong, Qing Mo and Bob Perry.
  ♦ The USW representative is Sara Brown.
  ♦ The CUPE representative is Maria Athanassopoulos.
  ♦ The don representative this year is Arnold Jung.
  ♦ The TA representative is Joe Curnow.
  ♦ The Course Union representatives are TBA. Reps from ESSU, ASCU, CARSSU and BPSU are being sought.
  ♦ The Alumni representatives are Colin Swift and Glenn Carter.

• **Election of Chair**
  The Striking Committee is recommending Jeff Newman, New College Librarian, for Chair of Council again this year.

• **Formation of Committees**
  ♦ **Priority, Planning and Budget Committee**
    To be elected: Four members from Council. The nominees are Bruce Russell, Hong Si, Deborah Knott and June Larkin.
  ♦ **Academic Affairs Committee**
    To be elected: five members from Council. The nominees are Jane Guan, Alexandra Guerson, Aggrey Wasike, Linzi Manicom and Paul Russell.
  ♦ **Building Committee**
    To be elected: one member of the teaching staff, two students, one residence don and one of the head stewards. Ron Wilson (teaching), Bob Perry (NCSC) and Arnold Jung (don) have been nominated, with the rest TBA. To be co-opted: Hong Si, Karen Spence, Carol Yao and Virginia Kostianiu̅̈k.\(^1\)
  ♦ **Members Committee**
    To be elected: two members of the academic staff, one student, one administrative staff member, one honorary member, one alumna/us. The nominees are June Larkin (teaching), Deborah Knott (teaching); Daniel Hong (NCSC); Brenda Registe (administrative); David Clandfield (honorary member); and Colin Swift (NCAA).
  ♦ **Library Committee**
    To be elected: four members of Council. The nominees are June Larkin, Thomas Fung (NCSC), Marieme Lo and Melanie Newton.
  ♦ **New Student Service Committee (NEWSS)**
    To be elected: six NCSC representatives, including the President (Ashkan

\(^1\)Not listed on the agenda, but approved by the committee.
Azimi). The remaining nominees are Qing Mo, Craig Maniscalco (Orientation Chair), Olivia Birch (Orientation Chair) and two NCRC members TBA. Emily Reed, Virginia Kostianiuk, Lily Kwiatkowski (IFP), and Bruce Russell (IFP) are to be co-opted.

Discussion followed. L. Manicom asked if “New One” is considered a program along with the College’s other academic programs. Having this status ensures that New One will always have representation on Council, as the Directors of the programs are ex officio members. Y. Roberge indicated that it should be considered to have the same status as the College’s other programs.

*On a motion by Y. Roberge, seconded by D. Eyoh, the nomination for Chair as well as the nominations for New College Council and its standing committees were accepted. CARRIED*

1 Due to staffing changes since Council met, Katie Geib will serve in Virginia Kostianiuk’s place on various Committees.

2 Due to staffing changes since Council met, Jill Charnaw-Burger will serve in Emily Reed’s place on various Committees.

Report from Standing Committees

- **Priority, Planning and Budget Committee**

  R. Vander Kraats reported that the PP&B Committee had met over the summer to discuss the process for the allocation of discretionary funds. 65% of the funds will be divided between 8 bins. The remaining 35% will be distributed based on applications for various special projects that may come up. Each bin will have a manager. Faculty and staff wishing to apply for funding should fill out an application form and forward it to the appropriate bin’s manager for consideration. Managers have the authority to approve requests up to $5,000. Requests for amounts between $5,000 and $25,000 will be forwarded for approval to a sub-set of PP&B. Requests greater than $25,000 will be forwarded to the full PP&B Committee. Each bin manager is expected to report to PP&B annually, and carry-forwards are not permitted (with the exception of the “rainy day” bin) without special permission. Human Biology and Women and Gender Studies are eligible to apply for funding, but the projects must benefit the College as a whole. The bins, their base allocations and managers are as follows:

  1) Scholarships – 10%, managed by Sally Walker
  2) Rainy Day Fund – 15%, managed by Yves Roberge
  3) Academics – 8%, managed by June Larkin
  4) Advancement – 8%, managed by Celeste Richards
  5) Infrastructure – 8%, managed by Ron Vander Kraats
  6) Student Life – 8%, managed by Simon Wilmot
  7) Ancillary – 8%, managed by Ron Vander Kraats
8) Special Initiatives – 0%, managed by Yves Roberge
The accounts for these bins are in the process of being set up and the application form is being developed. This procedure will be given a year’s trial, and it will be reviewed at the end of the year.

Report from the Principal

Y. Roberge reported the following:

- **Welcomes and Thanks**
  - All members of Council were welcomed to another academic year.
  - K. Geib is the Acting Associate Dean in ORSL
  - K. Klaas is the new Communications Officer, working with C. Richards and B. Registe. She will also be working on the website.
  - B. Mandelblatt was welcomed to Council. She is a CLTA shared between History and Caribbean Studies, and will be teaching in Caribbean Studies this year.
  - Equity Studies and Buddhism, Psychology and Mental Health have received approval for two new UCDF-funded courses, bringing two new instructors to the College: G. Dei (ES) and M. Ferrari (BPMH).
  - The MasterCard Foundation Scholars program is running. There are nine students in the program this year (ten were expected) and it is hoped that the students can be introduced to Council. The Coordinator (S. Hugh) and Administrator (J. Banh) were welcomed to the College. D. Eyoh was thanked for being the inaugural faculty advisor for students in the program.
  - This year is the third year of the Senior Doctoral Fellowship program. This year’s SDFs were welcomed: I. Darko (African Studies), M. Viglas (BPMH), B. Landsee (Caribbean Studies), L. Kwak (Equity Studies) and J. Corcoran (IFP).
  - L. Stahlbrand was welcomed as the new “Food Systems Coordinator”. This position is part of a pilot project. Many different parts of the College are doing work on food, and the goal is for Lori to coordinate these projects/events. She will be invited to a future meeting of Council.
  - S. Wilmot was congratulated on the birth of his son, Finn, and C. Richards on the birth of her daughter, Anyla.
  - B. Russell, H. Si, A. Sdao and the caretaking staff were thanked for their work in making the summer season at New College so successful.
  - A. Azimi was welcomed as the new NCSC President. O. Birch and C. Maniscalco and the rest of the orientation team were thanked for planning a successful orientation week.

- J. Larkin’s second term as Vice Principal of New College will be finishing in June 2014. There will be a search for a new VP.
- Equity Studies has received a new, permanent, academic position. There will be a search to fill this position, which will be in the area of Disability Studies.
- The seven Colleges and the Dean have started talking about Colleges’ role in graduate education.
The Faculty of Arts & Science is preparing for its upcoming external review.

Two new programs will be launched in Summer 2014. The first is a summer version of IFP. This program will be shorter than the regular offering of IFP, but like the regular program, students must pass in order to be admitted to the University of Toronto in the fall. The second is called “UTPrep”. This program is for international students who have met all of the requirements for admission to the University, but want some preparation for University with respect to their language skills. Unlike the IFP students, UTPrep students do not need to pass the program to gain admission to the University. Both the summer IFP and UTPrep students will earn 0.5 credits, in addition to the various non-credit IFP/UTPrep courses they will complete. These programs are being piloted with University College for the first summer. Provided all goes well, they will be rolled out in the other Colleges in Summer 2015. The office is working with UTSC and UTM to ensure there is no overlap with their programs.

A search is currently being conducted for a new Dean of Arts & Science. Y. Roberge is a member of the search committee.

Challenges for the Upcoming Year
♦ Managing the growth of the College
♦ Boundless Campaign – the original fundraising goal was $6 million, but by May 2013, the College had already reached between $5.7 - $5.8 million. A new goal of $7 million was set.
♦ Look at how College Council works and get more involvement.

Upcoming Dates and Events
♦ November 12 – convocation; Council members are encouraged to attend. A limited number of gowns are available for those who may need one. The convocation speaker will be Jean Augustine.
♦ November 21 – Bronowski Lecture. The speaker this year is Dr. Susan Oyama, and her lecture is titled “Logos and Biologos: Biology’s Language of Languages”.
♦ December 9 – College Holiday Party
♦ January 14<sup>th</sup> (tentative) – Olivia Chow will speak at the College. This is a don-led event.

Announcement
♦ On May 31, 2014, S. Walker will be retiring. Her contributions have helped define the College, and she will be missed. There will be several opportunities over the year to celebrate her career at the College and to thank her for her years of service.

A round of applause followed.

Report of the Director of Business Services

R. Vander Kraats reported the following:

♦ It was a very busy and successful summer. Summer Programs, A. Sdao and the caretaking staff were thanked for their efforts. From a financial standpoint, the preliminary results are very positive.

Construction Update
The 6th floor of Wilson Hall was renovated over the summer. 16 of the large singles were converted to economy doubles. The College receives a bonus from the Provost for all new beds, which helped with the cost of the conversion.

The first stage of the Wilson Hall roof project (a 4 year project) was completed.

The second floor of the Dean’s Apartment was converted into a self-contained apartment for a second live-in residence position.

The former Wetmore Hall Porter’s Lodge was converted into office space for Counseline and international advisors.

Two new rooms/offices have been created in the Library for the Writing Centre.

Upcoming projects include installing proper ventilation in the multi-purpose teaching room in the Wetmore basement; renovation of the Wilson Hall basement bathrooms; renovation of the Council Chamber; renovation of the rest of the Dean’s Apartment into a short-term live-in space and a meeting space; and redesigning the large open space in the Wetmore basement into a more efficient space.

Finances

Word has spread that New College is doing well financially. The Centre and the Faculty of Arts & Science both want a share. The Centre intends to charge a 10% tax on revenue increase.

Have not yet given up on recouping costs from FAS for the administrative areas at 45 Willcocks St. A new strategy is needed.

PAG has decided that all New College full-time faculty and staff will have their computers upgraded. Additionally, there is a new agreement with Microsoft in place. The University is now paying for the Microsoft license, and it includes free upgrades for the operating system and Office. The Registrar’s Office will be the first to have their hardware and software upgraded.

Discussion followed. E. Barkova mentioned a design flaw in the newly renovated bathrooms on the 6th floor of Wilson – the motion detectors that turn the lights on and off for energy conservation need adjusting: if someone is in the shower and no one else enters or leaves the bathroom, the motion detectors will assume the room is empty and turn the lights off, leaving the student in the shower in complete darkness. R. Vander Kraats thanked E. Barkova for informing him and said he would look into the matter.

Report from the Registrar’s Office on Enrolment and Registration

S. Walker distributed material (attached) and reported that enrolment is up again this year. Enrolment at New is over 5,000 for the first time. New College students represent 18% of the total FAS enrolment. The Registrar’s Office has a new academic advisor on staff, N. Prior. This brings the staff:student ratio closer to that of other Colleges. Fall Campus Day is coming up and will be on October 26.
Report from Student Councils

**NCSC**

C. Maniscalco reported the following:
- Orientation went very well and thanked those who helped with the various aspects. The first report on orientation has been given to NEWSS. New College won the bed race this year.
- Elections are coming up. Positions that need to be filled include an NCC rep, two first-year reps, an IFP rep, a marketing and communications rep, and a mid-year rep.

T. Fung reported the following:
- The new drop-in computer service, where students having problems with their computers can see S. Leung, is up and running. The service needs to be advertised.

A. Lecki reported the following:
- A volunteering opportunity event is being held today and Wednesday. This will be a monthly event.
- A general meeting is planned for mid-October.
- Upcoming events include a frosh pub night, Run for the Cure, a tree planting event (October and March), and the Great Canadian Shoreline Clean-up.
- NCSC now offers a New College Text Message Alerts service.

A. Azimi reported the following:
- APSE and Trinity College Student Councils have been unhappy with UTSU. They feel that positions are not elected democratically, but rather handed to the incumbents. UTSU collects non-academic incidental fees from students, and use these fees to provide services to student. APSE and Trinity held referendums regarding diverting student fees from UTSU. However, as per Governing Council, this fee diversion cannot happen. Governing Council is inviting all student societies to a summit for discussion.
- There have been a number of locker break-ins. As a result, higher-security locks are being sold through the NCSC Office.

**NCRC**

E. Barkova reported the following:
- NCRC is currently short 2 people. Elections are being held, and the first NCRC meeting will be held on Thursday.
- The ORSL office was thanked for their help during this period of short-handedness.

Dates for Future Meetings

N. Crawley reported that the NCC meetings for the rest of the year would be scheduled shortly and announced via the NCC listserv.
Other Business

J. Larkin asked that Program Directors email their course unions for volunteers to be part of New College Council.

Adjournment

The meeting adjourned at 2:00 p.m. on a motion by J. Larkin, seconded by A. Azimi.
Striking Committee – Nominations for 2013/14 NCC

Report – September 23, 2013

Striking Committee 2013 Members: Ashkan Azimi (NCSC), Deborah Knott, Yves Roberge, Hong Si, Simon Wilmot, Craig Maniscalco (NCSC), (Sally Walker).

MEMBERSHIP OF COUNCIL

Ex Officio members:
- President (or designate)
- Vice-President and Provost (or designate)
- Principal
- Vice-Principal
- Assistant Principal & Registrar
- Director of Residence and Student Life (a.k.a. Dean of Students)
- Director of Business Services
- Senior Development Officer
- Alumni Development Officer
- Director of Summer and International Programs
- Librarian
- Director of the Writing Centre
- One Associate Registrar
- Director of each academic program
- Director of WGSI
- Director of Human Biology
- President of NCSC
- One Vice-President, NCSC
- Two Presidents, NCRC

- 6 elected members of the teaching staff (2 year terms)
  - serving the second of a 2 year term:
    Linzi Manicom
    Marieme Lo

- to be elected for 2013/14, 2014/15: Alexandra Guerson
  Bertie Mandelblatt
  Aggrey Wasike
  Ron Wilson
6 Student Reps:  
- Daniel Hong (elected)  
- Thomas Fung (elected)  
- Qing Mo (elected)  
- (to be elected - fall)  
- Jane Guan (appointed)  
- Bob Perry (appointed)

Course Union Reps

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BUILDING COMMITTEE

Ex Officio: Yves Roberge (Principal), Ron Vander Kraats (Director of Business Services), Simon Wilmot (Director, Residence and Student Life), Ted Kent (Property Manager)

To be elected: - 1 member of teaching staff, 2 students, 1 residence don, 1 head of stewards

Nominations:  Ron Wilson (teaching staff)
              Bob Perry  (NCSC)
              ___________ (NCRC)
              ___________ (don)
              ___________ (steward)

Co-opt: Hong Si, Karen Spence, Carol Yao, Virginia Kostianiuk, head steward

LIBRARY COMMITTEE

Ex Officio: Jeff Newman (Librarian), Yves Roberge (Principal)

To be elected: four members of Council

Nominations:  June Larkin
              Thomas Fung  (NCSC)
              Marieme Lo
              Melanie Newton

MEMBERS COMMITTEE

Ex Officio: Yves Roberge (Principal), Celeste Richards (SDO)

To be elected: 2 members of the teaching staff, 1 student, 1 administrative staff member, 1 honorary member, 1 alumna/us

Nominations:  Daniel Hong (NCSC)
              Brenda Registe (admin)
              June Larkin  (teaching)
              Deborah Knott  (teaching)
              David Clandfield (hon. Member)
              Colin Swift  ((NCAA)
NEW STUDENT SERVICE

Ex officio: Yves Roberge (Principal), Sally Walker (Registrar), Paul Russell/Donna Chang (Associate Registrar), Simon Wilmot (Director of Residence and Student Life), Jeff Newman (Librarian), Deborah Knott (Director, WC), Brenda Registe (ADO) 4 NCSC reps including the President, Orientation Chairs, Commuters’ Rep), 2 NCRC Reps.

Nominations: Ashkan Azimi (NCSC)
Qing Mo (NCSC)
Craig Maniscalco (Orientation)
Olivia Birch (Orientation)
______________ (NCRC)
_______________ (NCRC)

Co-opted: Emily Reed
Virginia Kostianiuk
Lily Kwiatkowski, Bruce Russell (IFP)

PRIORITY, PLANNING AND BUDGET COMMITTEE

Ex Officio: Yves Roberge (Principal), Ashkan Azimi (President, NCSC), Sally Walker (Asst. Principal & Registrar), Ron Vander Kraats (Director of Business Services), Simon Wilmot (Director, Residence and Student Life), Jeff Newman (Librarian), Vince Tropepe (Director, Human Biology), Bonnie McElhinny (Director, WGSI), Celeste Richards (SDO)

To be elected: 4 members of Council

Nominations: Bruce Russell
Hong Si
Deborah Knott
June Larkin
Enrolments:

Number of New College (FAS) students: 5,014  (Total FAS: 27,702)

Note: Sept. 2012: 4,908

- New Admits: 1223  (1227 in 2012) - includes 123 IFP
- Returning: 3791  (3681)

- Year 1: 1451  (1473)
- Year 2: 1261  (1223)
- Year 3: 1026  (1045)
- Year 4: 1215  (1026)
- Unknown: 61  (41)

- Full-time: 4561  (4529)  (60%+ FCEs)
- Part-time: 453  (379)  (<60% FCEs)

- Female: 2761  (55%)  (2693)
- Male: 2253  (45%)  (2212)

- English – first language: 2384  (48%)  (2438 - 50%)
- Other Language: 2630  (52%)  (2346 - 50%)

- Canadian Citizen: 2924  (58%)  (3033 - 62%)
- Permanent Resident: 729  (15%)  (726 - 15%)
- Visa/Other: 1361  (27%)  (1149 - 23%)

23/09/13/SW
## NEW COLLEGE PROGRAM ENROLMENTS BY YEAR: 2013/2014

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Grand Total: 1087 1014
University of Toronto Marketing and Communications Resources

www.uoft.me/commresources

This page offers the following resources which may be helpful to those planning and promoting events:

Templates

- PowerPoint templates (university branded)

Communications Planning

- Communications plan template

Public Events Calendar

- Link to U of T event calendar, which is open for submissions from all members of the university community

Social Media Directory and Channels

- A list of social media channels across the U of T community

Creative Design and Production

- Digital media bank (stock photos and graphics for use by U of T staff and faculty)
- Production services (for select university-wide events: event photography, artwork, graphics, videography)

Visual Identity Program

- University of Toronto logos
- U of T visual identity guide
- Business card orders
- Advice and reviews for U of T visual identity

Central Homepage

- A-Z index of official U of T websites