New College Council

Meeting of Monday, September 23, 2013, 12:10 p.m. – 2:00 p.m., Room 2053, Wilson Hall

AGENDA:

1. Introductions and Welcome to New Members

2. Minutes of the Meeting of May 13, 2013 (attached)

3. Business Arising from the Minutes

4. Report of the Striking Committees
   i) Election of New Members
   ii) Formation of New Committees
   iii) Election of Chair

5. Report from Standing Committees
   i) Priority, Planning & Budget Committee

6. Report of the Principal – Y. Roberge


8. Report from the Registrar’s Office on Enrolment and Registration – S. Walker

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

10. Dates for Future Meetings

11. Other Business

12. Adjournment
NEW COLLEGE COUNCIL

Minutes of the meeting of Monday, May 13, 2013
12:10 p.m., Room 2053, New College


Regrets: P. Cox, E. Reed

One item was added to the agenda: Election of Members to the Striking Committee. On a motion by B. Russell, seconded by D. Knott, the agenda was approved as amended.

Minutes of the Meeting of March 18, 2013

Page 4, bullet point 1 should be two separate points and should read as follows:

- **Currently working on a “Facts & Figures” document**
- **Also working on a “viewbook” for the College, with the hopes that it will increase the number of applicants choosing New as their first choice College.**

Additionally, it was noted that “Arbor” is misspelled in bullet point 6 of the same section.

*On a motion by T. Tieku, seconded by S. Wilmot, the minutes were accepted as amended.*

CARRIED

Business Arising from the Minutes

There was no business arising from the minutes.

Election of Members to the Striking Committee

S. Walker explained the role of the Striking Committee in the formation of next year’s Council and sub-committees. The Principal and the President of NCSC are *ex-officio* members; four additional members are required. D. Knott, S. Wilmot and H. Si volunteered for the Committee. An additional student representative will be selected at a later date.

*On a motion by B. Russell, seconded by V. Kostianiuk, nominations were closed.* CARRIED
Report of Standing Committees

- **Building Committee**
  R. Vander Kraats reported the following:
  - It was explained that the Building Committee is a sub-committee of council, while the Facilities Committee is a group that executes the recommendations of NCC and the Building Committee.
  - The Building Committee reviewed four proposals for the use of the Wilson Hall dean’s apartment. Three of the four proposals were very similar. It is proposed that the second floor of the apartment be converted into an apartment for use by one of the residence live-in positions. This means this portion of the space would remain in the ancillary budget. The main floor should be converted to common space, with a meeting area, and a small apartment for visiting scholars, writers in residence, etc. It is hoped that, when the apartment isn’t being used, the entire main floor could be used as meeting space. The main floor would be transferred to the operating budget.
  - The Building Committee has proposed two projects to be paid for with “bin” money:
    1. *Modernization of Wilson basement bathroom* – The Centre will match what we pay, for a total budget of $500,000 for the project.
    2. *Multi-Purpose Teaching Room* – Wetmore Hall, room 50X will be modernized. There are two ways to approach this – the low cost way, which is new furniture, paint, etc.; and the high cost way, which involves improving the ventilation.
  - Additional requests that were considered were a request from Human Biology to add an office window; and way-finding signage. The New College Plaza project is on hold until a donor is found. NCSC has pledged $150,000 over five years for the plaza project.

- **Academic Affairs Committee**
  J. Larkin reported the following:
  - All of our summer courses have healthy enrolment.
  - There are currently ten students in Belize. These students come from a variety of programs – Equity Studies, African Studies, Caribbean Studies, Aboriginal Studies and Human Biology.
  - We are currently asking for applications for the 2013-2014 Senior Doctoral Fellowships. Please distribute the advertisements widely. Applications are due at the beginning of June.

**Report of the Principal**

Y. Roberge reported the following:

- The MasterCard Foundation Scholarship Fund has accepted ten students for the Fall 2013 term (5 New College and 5 Woodsworth College; 5 Arts & Science students and 5 Engineering students). The program will be housed at New College, with the administrative offices at 45 Willcocks. This is an eight-year program, and will bring approximately 70 students to the University.
- The African Studies and Caribbean Studies external program reviews are finished. The reviews, as well as the response from the Dean of the Faculty of Arts & Science were presented at the April 16 meeting of the Committee on Academic Policy and Programs,
which is a sub-committee of Governing Council. It went well, with the quality of the programs being recognized.

- The first year of New One was very successful, with good student evaluations. L. Manicom was thanked for her efforts coordinating this program.
- It was a very good year for the Advancement and Alumni Offices. The mentorship program was extremely successful, as was the Dinner@NEW program.
- P. Cox did an excellent job in Communications for the 50th Anniversary year events.
- The 50th anniversary magazine re:NEW received very positive attention, with three of the articles being republished in the UofT Bulletin.
- A lot of work was done this year on the process for the allocation of discretionary funds. The Building Committee did a lot of work, and the discussions at this Committee’s meetings showed the need for these Committees.
- The Council Chamber (WI 2053) will be renovated over the summer.
- Both the ancillary and operating budgets are in good shape. We are still working on funding issues on the 1st and 2nd floors of 45 Willcocks.
- Everyone was congratulated on the efforts put into the various events that happened over the school year.
- There are two events coming up, and everyone is encouraged to attend:
  1. Spring Reunion
  2. Convocation (June 11).
- Three instructors were congratulated:
  1. June Larkin received a 3M Teaching Award
  2. Alissa Trotz received the President’s Teaching Award
  3. Thomas Tieku now has a tenure track assistant professor position at Western University.
  
  We wish Tom all the best, but will miss him at New.
- K. Spence, C. Yao and the custodial team continue to do an excellent job. The College looks good!
- Outgoing NCSC executives were thanked for a good, productive year.
- S. Burley was thanked for doing an outstanding job as Acting Dean of ORSL, and S. Wilmot was welcomed back.
- J. Newman and N. Crawley were thanked for the work done for New College Council.
- Finally, members of NCC were thanked for their efforts throughout the year.

Approval of the Formula for the Allocation of Discretionary Funds

R. Vander Kraats read the following motion on behalf of the Priority, Planning and Budget Committee:

“The Priority, Planning and Budget Committee moves that discretionary funds generated by the College’s intrapreneurial activities be divided up into eight funds:

1. Rainy Day Fund – 15%
2. Student Aid – 10%
3. Special Initiatives – will receive no set funding, but shall be funded on an annual basis based on the requirements of approved project applications.
4. Academics – 8%
5. Advancement – 8%
6. Infrastructure – 8%
7. Student Experience – 8%
8. Ancillary – 8%

This accounts for 65% of the available funds, leaving 35% to be allocated based on priorities or projects that may arise. With the exception of the “Rainy Day Fund”, no fund shall carry-forward money from one year to the next unless council approved a specific plan for a multi-year project. The application process for funds will be developed at a future date and approved by Council.”

R. Vander Kraats moved, seconded by J. Larkin, that the formula for the allocation of discretionary funds proposed by the Priority, Planning and Budget Committee be accepted. CARRIED.

Report of the Director of Business Services

R. Vander Kraats reported the following:
• A new fiscal year has begun. Most units have carry-forwards.
• There are many construction and renovation projects planned for the summer:
  ♦ Beginning a 4-year roof project at Wilson Hall. Unfortunately, the roofer’s union is currently on strike, so the start of the project has been delayed.
  ♦ Working on the brick façade on the north and south walls of Wetmore Hall
  ♦ All Wetmore Hall residence rooms have been renovated. This year, we’re starting on the 6th floor of Wilson Hall.
  ♦ There will be 16 beds added to the residence as part of the residence expansion program. This is a result of the high demand for the “bed over desk” rooms.
  ♦ WI 2053 is being renovated.
  ♦ The Wilson Hall basement bathroom will be renovated. We are currently in the design phase and looking for input from the College.
  ♦ IT infrastructure has been improved, introducing redundancy in the system to prevent data loss.
  ♦ The University has entered a new licensing agreement with Microsoft. The end result of this is that the Centre will be paying for Windows and Office for all staff, and includes free software upgrades. However, many are in need of a hardware update as well.
  ♦ There will be wireless coverage for 45 Willcocks, paid for by the university.
  ♦ All Wilson Hall classrooms will have wireless access.
  ♦ The total cost of these projects is $1.7 million.

Report from the Registrar’s Office

S. Walker reported the following:
• There are 2,100 New College students enrolled in the summer session, which is similar to last year.
• Approximately 350 students were awarded grants this year, totaling $670,000.
• A new position has been granted to the Registrar’s Office for an academic advisor. The job posting is already up. This will improved the staff:student ratio to be comparable to other colleges.

Report from the Advancement Office

C. Richards reported the following:
• Two Dinners@NEW were held this term and were very successful.
• Six New College students won the Cressy Award: Chesarahimia Dojo Soeandy; Angelo Veloso; Lawrence Kwok; Ashkan Azimi; Christina Hyunjin Kim; and Monica Espaillat Lizardo.
• A dinner for New College architecture alumni was held to discuss the Plaza.
• Spring reunion is on May 29 with special guest and New College alum Robert Herjavec.
• Convocation is June 11.
• The eNewsletter should go out next week.
• The “Facts & Figures” document will be posted online.
• The draft viewbook is ready; it will be finalized by the end of June.
• This was a record-breaking year at New College for fundraising, with the year’s total being approximately $2.29 million, thanks in large part to gifts from Richard Rooney and the MasterCard Foundation.
• S. MacInnes will be performing administrative duties in the Advancement office and assisting programs with planning events during C. Richards’ absence.

Report from the Writing Centre

D. Knott reported the following:
• Over the Fall/Winter 2012-2013 academic year, there were 1628 individual appointments in the Writing Centre. This translates into 591 individual students, with roughly 60% of them being in 1st or 2nd year. This mirrors the student body composition. There were 291 over the 2012 summer term, translating into 161 individual students.
• Drop-in sessions, called “The Writing Room” have helped with the overflow, helping 88 students over sixteen weeks/sixty instructional hours. The space was used both as a writing/working space as well as a consultation space.
• D. Chang was thanked for her assistance in advertising The Writing Room.
• The African Studies and Caribbean Studies writing group was very successful.
• Various workshops and panels were held over the year for first year students.
• Support was provided for students applying for post-graduate education. This will be done again in 2013-2014, but will start earlier in the year and work with B. Registe.
• Funding was received from the Provost’s Office to support the Writing Centre.

Y. Roberge mentioned that D. Knott coordinated the writing of a large report on Writing Centres on campus.

On a motion by D. Knott, seconded by A. Ronquillo, Y. Roberge took over the position of Chair of Council to allow J. Newman to give a report. CARRIED.
The meeting continued with Y. Roberge in the Chair.

**Report from the Library**

J. Newman reported the following:
- It was a very busy year in the library, with 1,000 new books purchased. Additionally, Ian Lancashire donated 1,200 volumes of poetry. The estate of Maud Fuller made several donations, with most of the material relating to the Caribbean; and Aggrey King donated books on the history of Guyana. In total, 2,500 volumes were added to the collection.
- Fourteen New College courses posted their course packs on Blackboard, which translates into scanning and linking over 600 pieces, and linking 400 pieces already online.
- Twenty-four hour study space was held during exams. Usage was down, but it is felt that it can be promoted more.
- J. Newman has taught in classes in all of the New College programs, WGSI, New One and WDW One.
- The library staff developed search engines for African and Caribbean newspapers. The African search engine is very popular. A similar search engine is being worked on for Equity Studies and Women and Gender Studies.
- The library will be open this summer Monday – Friday.
- More outreach, particularly for commuting students, is planned for next year. The goal is to make students aware of library services, including those services they can access from home.
- J. Newman provided research support for the Caribbean Studies and African Studies writing group.

*J. Newman moved, seconded by S. Wilmot, that J. Newman return to the Chair. CARRIED*

The meeting continued with J. Newman in the Chair.

**Report from New One**

Y. Roberge reported the following:
- Three courses were offered this year, and four will be offered next year.
- Currently monitoring and reviewing applications. P. Russell emailed all students admitted to New College, inviting them to apply.
- Also monitoring the other “College One” programs.
- “Munk One” is being launched next year, and there is a lot of interest in that program. However, it will be a very small program (~25 students).

K. Morgan asked about the selection process and about the drop-out rate. Y. Roberge replied that a process has not yet been instituted – essentially, all who applied were accepted. The drop-out rate is quite low. D. Knott stated that they tried to attract a diverse group of students, and there are many multi-lingual and international students enrolled in the program. Y. Roberge said that it is hoped that the MasterCard Foundation scholars will be interested in New One.
Report from Student Councils

- **NCSC**
  C. Cuizon reported the following:
  - NCSC turnover was May 1st. There are 3 new NCC representatives; the 4th will be elected in the fall. The executives are already working hard.
  - R. Ronquillo thanked everyone for listening to the students and for assistance given over the year.

Other Business

K. Morgan mentioned that M. Reed received the top administrative award from the Faculty of Arts & Science for her work at WGSI.

K. Morgan thanked Y. Roberge for his leadership over the years.

Adjournment

The meeting adjourned at 1:30 p.m. on a motion by S. Wilmot, seconded by C. Cuizon.