# New College Council

**Meeting of Monday, November 17, 2014, 12:10 p.m. – 2:00 p.m., Room 2053, Wilson Hall**

**AGENDA:**

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<td>Minutes of the Meeting of October 9, 2014 (attached)</td>
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<td>2.</td>
<td>Business Arising from the Minutes</td>
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<td>Report from Standing Committees</td>
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<td>1) Academic Affairs – D. Knott</td>
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<td>2) NEWSS – Simon Wilmot</td>
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<td>4.</td>
<td>Report of the Principal – Y. Roberge</td>
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<td>1) Update on NCIF and PIF</td>
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<td>1) Update on Re-orientation</td>
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<td>2) November Enrolment Data</td>
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<td>3) Awards Update</td>
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<td>1) FIPPA Guidelines (attached)</td>
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<td>1) Update on Plaza Project</td>
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<td>8.</td>
<td>Report from the Office of Residence and Student Life – S. Wilmot</td>
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<td>Report from Student Groups</td>
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<td>1) NCSC</td>
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<td>2) NCRC</td>
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<td></td>
<td>i) Meal Plan Limitations</td>
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<td>ii) Recycling in Residence</td>
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<td>iii) Toilet Paper</td>
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<td>3) Course Unions</td>
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<td>10.</td>
<td>Other Business</td>
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<td>11.</td>
<td>Adjournment</td>
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**TOTAL TIME:**

105 minutes
NEW COLLEGE COUNCIL

Minutes of the meeting of Thursday, October 9, 2014
12:10 p.m., Sally J. Walker Council Chamber, New College


Regrets: L. Stahlbrand

The meeting began with K. Huffman in the Chair.

Agenda

K. Klaas asked that a discussion regarding the theme for this year's Re:New publication be added to the agenda under other business.

On a motion by S. Wilmot, seconded by A. Guerson, the agenda for the meeting was accepted as amended. CARRIED

Introductions and Welcome to New Members

K. Huffman 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, 2014

On page 4, under “Report from the Registrar's Office”, bullet point #3 should read “200 admission scholarships have been offered, with the expectation of awarding 50, with a total value of over $100,000”.

On a motion by D. Chang, seconded by S. Wilmot, the minutes of the meeting of May 13, 2014 were accepted as amended. CARRIED

Business Arising from the Minutes

There was no business arising from the minutes.

Report of the Striking Committee

K. Huffman 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 (updated version attached), and K. Huffman reported the following:

- **Election of New Members**
  - The Striking Committee has recommended the following individuals from the teaching staff for membership for 2014/15 & 2015/16: Anne McGuire, Oswald Almasi and Sheryl Stevenson. 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 Bob Parry (President, NCSC), one NCSC Vice-President and two NCRC Presidents. Elected/appointed members from NCSC include Osman Abdalla, Andy Edem, Aya Mahder-Bashi, Smriti Sasikumar, Alicia Lazaro and Mike Wu.
  - The USW representative is Sara Brown.
  - The CUPE representative is Tom Antonopoulos.
  - The don representative is Dirk Rodricks.
  - The TA representative is Thomas Saczkowski.
  - The Course Union representatives are TBA. Reps from ESSU, ASCU, CARSSU, BPSU, HBSU and WGSSU 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 Brenda Registe.
  - **Academic Affairs Committee**
    To be elected: five members from Council. The nominees are Andy Afenu, Donna Chang, Alexandra Guerson, Anne McGuire and Aggrey Wasike.
  - **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), Aya Mahder-Bashi (NCSC) and Dirk Rodricks (don) and Tom Antonopoulos (steward) have been nominated, with the rest TBA. To be co-opted: Hong Si, Karen Spence, Carol Yao and Meaghan Skinner.
  - **Members Committee**
    To be elected: two members of the academic staff, one student, one administrative staff member, one honorary member, one alumna/us. Nominations for this committee have been deferred pending the hiring of the new Advancement Development Officer.
  - **Library Committee**
    To be elected: four members of Council. The nominees are Smriti Sasikumar (NCSC), Anne McGuire, Alexandra Guerson and Deborah Knott.
  - **New Student Service Committee (NEWSS)**
    To be elected: six NCSC representatives, including the President (Bob Parry). The remaining nominees are Alicia Lazaro, Harun Tarun, (Orientation Chair), Sophia Zarsky (Orientation Chair) and two NCRC members TBA. Jill Charnaw-Burger, Meaghan Skinner and Lily Kwiatkowski (IFP) are to be co-opted.
On a motion by S. Wilmot, seconded by V. Tropepe, the nomination for Chair as well as the nominations for New College Council and its standing committees were accepted. CARRIED

Jeff Newman then took the Chair.

Report from Standing Committees

• NEWSS

S. Wilmot reported distributed material (attached) and reported the following:
- The committee was very busy over the summer planning for Orientation.
- Orientation was very successful. The roles of ORSL and NCSC were more clearly defined this year. ORSL ran the online registration process, which was funded by the NCIF. The online registration system generated data for analysis. There were 712 students registered for Orientation this year, which is more than half of all incoming newly admitted students. However, attendance dropped sharply after the first day, with less than half of those registered for Orientation attending. 41% off-campus first year students registered for Orientation as compared with 71% of first year New College student living in residence. It is clear that recruitment of off-campus students needs to be improved, as well as increasing student retention throughout Orientation. Reasons given for not participating were varied, including the cost of the kits (ranged from $110 - $130) and students not seeing the benefit of participating.
- Pre-UofT, a multi-college program featuring events specific to students’ programs, was very successful.
- Students want to see academics-based programming and programming that continues past orientation.

Discussion followed. A. Guerson asked how the cost of New College’s orientation kits compares to other Colleges. S. Wilmot said that it is approximately the same, although some other Colleges also offer a less-expensive version (“Orientation Light”) or include the cost as part of student fees. It seems that $100 is a barrier for participation. NCSC contributes approximately $20,000 towards Orientation, and the College contributes around $120,000, between the NCIF and Student Life budget. D. Rodricks asked if demographic information was available through the registration system. S. Wilmot said that it was split evenly along gender lines, but racial demographics are not available. There is a bias towards those living in residence, which has a bias towards international students. D. Rodricks said there was confusion, especially among international students, over what “Orientation” actually is.

Report from the Principal

Y. Roberge reported the following:
- Welcomes and Thanks
  - All members of Council were welcomed to another academic year.
  - Those who worked over the summer were thanked.
  - Rinaldo Walcott was welcomed as the new Director of WGSI; Arturo Victoriano-Martínez was welcomed as the Acting Program Director of Caribbean Studies; and Linda Silmer was welcomed as the new Events Coordinator.
Deborah Knott, the new Vice Principal as of July 1, 2014, was thanked for her work over the summer and congratulated on doing a fantastic job.

• In the Advancement Office, C. Richards left her position on September 12. The position has been posted and 37 applications were received. Interviews will be held the week of October 20th. B. Registe, K. Klaas and W. Wiebe were thanked for ensuring operations the Office have continued to run smoothly.

• The new U of T President, Meric Gertler, has begun to discuss priorities for the University. These include the following:
  ♦ City building and the University’s role
  ♦ Internationalization, both of the student body and research activities
  ♦ Re-imagining undergraduate education.
These priorities are relevant to New College.

• Y. Roberge’s first term as Principal will be ending in June 2015. The Provost has established an Advisory Committee together to find a new principal. The Committee reports and makes recommendations to the Provost, and will be starting work soon.

• In preparation for the search for a new principal, Y. Roberge has been working on a self-study document, which reports on the state of the College and the direction in which it is heading. Members of the College are encouraged to read the self-study document and send comments or suggestions to the Principal as soon as possible.

• The College is expanding in many directions. We need to ensure that we can manage the expansion, especially in terms of funding and personnel. The faculty complement in our programs must be stabilized. Space planning is critical, including looking at options for expansion.

• Upcoming Events
  ♦ Bronowski Lecture – October 30
  ♦ Convocation – November 18
  ♦ Holiday Party – December 8

O. Almasi asked if M. Gertler’s priorities for the University have been published for interested parties to review. Y. Roberge said they would be published soon.

Report of the Director of Business Services

R. Vander Kraats reported the following:
• The Operating Budget is on track. NCIF bins have all been replenished.

• Capital Projects
  ♦ Plaza Project: donations from students ($150,000), Richard Rooney ($650,000) and the College ($200,000) means that the project will go ahead. It is progressing slowly; the project manager is new to the University. The Design Review Committee’s comments are being responded to. There is a plan to increase parking spaces for bicycles by introducing a covered bicycle parking area. It is hoped that work on this project will begin in Summer 2015.
  ♦ Infill Project – the report of the structural engineers revealed that there will need to be structural enhancements to the building prior to proceeding with an infill. There are two areas of possibility, with the Wetmore Hall infill being most likely. The building code requires that the entire building be brought up to code when doing this sort of expansion.
The next step in this process is to commission a study on the impact of bringing the building up to code.

♦ Wetmore basement bathroom renovation – the bathroom in the basement of Wetmore near the 21 Classic entrance will be renovated. It is a $500,000 project, and $250,000 was contributed by the student experience fund.

♦ Health & Safety
  ♦ All employees of the University of Toronto are required to complete Health & Safety training.

♦ IT
  ♦ All IT resources have been renewed.
  ♦ Data is stored on central servers. Two copies of our data are kept at all times.
  ♦ Nearly all staff and faculty workstations have been upgraded and are on the Windows 7 Enterprise system.
  ♦ With the Windows 7 Enterprise system, all systems are running authorized software and all security patches are up to date. R. Vander Kraats noted that in a Windows 7 Enterprise system, the system administrator has access to the entire system. The privacy of users is ensured by University policy. For users who need absolute privacy, it can be granted via password protection; however, the user then becomes responsible for that data. Should the user lose the password, their data are irretrievable.
  ♦ The new anti-spam legislation does not apply within the University (listservs, communication with students/staff/alumni) unless we’re trying to sell something.
  ♦ IT Plans include replacing all of the workstations in the information commons; replacing computers in the Computer Lab; and teaching staff to use the technology available. The IT office is understaffed and needs an additional member.

Report from the Writing Centre

D. Knott distributed materials (attached) and reported the following:

♦ Information about international program funding opportunities should be distributed broadly. The information distributed today includes funds to which students can apply.

♦ 2013-2014 Writing Centre Statistics:
  ♦ 1:1 appointments: 1852 hours (increase of 224 hours over the previous year thanks to additional funding received from the Provost and an improvement in balancing instructor time and space.)
  ♦ Writing Room Initiative – 84 hours (136 instructional hours) in 2013-2014
  ♦ 1:1 appointments in Summer 2013: 286 hours (demand is lower in the summer).
  ♦ 659 students were seen during reserved appointments and 133 students attended the Writing Room, with a total of 713 unique students.
  ♦ Summer 2013: 141 students
  ♦ 60% of the fall/winter students are in 1st and 2nd year.
  ♦ Waitlists are down thanks to provostial funding.
  ♦ Workshops were held during orientation for senior students in Human Biology (see attached).
  ♦ A 3-4 week “Writing for Publication” workshop is planned for January 2015.
Report from the Registrar’s Office on Enrolment and Registration

K. Huffman distributed material (attached) and reported that enrolment numbers are similar to last year’s. 2014 enrolment at New College is 4920 (5014 in 2013), and represents about 18% of Faculty of Arts & Science students. There are 1209 new admits (includes IFP students). Students are distributed roughly evenly over years 1-4, with 1450 Year 1 students; 1235 Year 2 students; 1018 Year 3 students; and 1166 Year 4 students. 90% of our students are full-time (enrolled in at least 3.0 credits), and 55% are female. 70% of our students are Canadian citizens or permanent residents and 30% are here on visas.

Fall Campus Day is October 18. There will be events at Hart House and at the College.

Cori Hanson is on secondment and has been replaced by Roberta Miggiani.

Report from the Office of Residence and Student Life

S. Wilmot reported the following:

- **Staffing Changes**
  - Katie Geib has moved to St. Michael's College.
  - Cam McBurney has moved to University College.
  - Meaghan Skinner is moving into the role of Acting Director, Residence Life.
  - John Thomas is now the Residence and Student Life Administrative Assistant.

- **New Program: WOOP (Wilderness Outdoor Orientation Program)**
  - 14 students were taken to Algonquin Park on a 3 day/2 night excursion in late August. This program aims to develop skills such as effective communication, problem solving and teamwork. Feedback has been very positive.

- **Upcoming Programs**
  - You Beyond New – October 24th. This student leadership conference will have various topics, including resume writing, student panels, personal branding, year abroad and grad school.
  - ReOrientation – 2nd week of January 2015. This program is aimed at re-engaging 2nd year students into their education and ensure that students are on the path they want to be on.

Report from Student Councils

- **NCSC**
  - O. Abdalla reported the following:
    - Fall elections went very smoothly, with 365 students voting.
  - B. Parry reported the following:
    - The Fall Semi-Formal was held on October 3 and was very successful.
    - C4 (Commuter Coffee Cookie Community) will run again this year
    - The Halloween Haunt at Canada’s Wonderland will be on October 24.
    - NCSC will be participating in the CN Tower Climb on October 18 to raise money for the United Way.
    - The annual general meeting of UTSU is scheduled for October 29th. The main topic of discussion will be an amendment to the structure of the board of directors. The current structure includes representatives from each College and Faculty. The proposed structure
eliminates this type of representative. The board would consist of a list of “minority directors”.

A. Lazaro reported the following:
♢ Grant applications from student groups are being accepted until October 24, 2014.
♢ The Students Initiatives Fund provides funding for groups who have not been formally recognized.

L. Chester reported the following:
♢ Volunteering events will be held monthly, giving students an opportunity to either volunteer or learn about volunteering opportunities.
♢ All elected positions are required to hold commission meetings

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

K. Klaas distributed material (attached) and asked for input on the theme for the 2015 edition of Re:New – the New College Alumni & Friends Annual Print Magazine. The 2014 edition’s theme was “Community Engagement”. Two proposed themes include “International” and “Entrepreneur and Leadership”.

K. Klaas moved, seconded by K. Huffman, that the 2015 theme for Re:New should be “International”. CARRIED

Adjournment

The meeting adjourned at 2:05 p.m. on a motion by K. Huffman, seconded by K. Klaas.
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 (VP Admin)
- Two Presidents, NCRC

- 6 elected members of the teaching staff (2 year terms)
  - serving the second of a 2 year term:
    Ron Wilson
    Alexandra Guerson
    Aggrey Wasike

  - to be elected for 2013/14, 2014/15: Anne McGuire
    Oswald Alamsi
    Sheryl Stephenson
6 Student Reps:
Osman Abdalla (elected)
Andy Edem (elected)
Aya Mahder-Bashi (elected)
Smriti Sasikumar (elected)
Alicia Lazaro (VP Finance)
Mike Wu (VP Student Services)

Course Union Reps
hbsu.utoronto@gmail.com
ut.bpsu@gmail.com
asc.union@gmail.com
students.carssu@gmail.com
uoft.essu@gmail.com
wgssu.utoronto@gmail.com

Dons Rep
Dirk Rodricks

TA/WC Instructors Rep
Thomas Saczkowski

2 Alumni Reps

USWA Rep
Sara Brown

CUPE Rep
Anastasios (Tom) Antonopoulos

Alumni Reps (2)
Colin Swift
Glenn Carter

Chair of Council
Nomination:    Jeff Newman
STANDING COMMITTEES OF COUNCIL:

ACADEMIC AFFAIRS COMMITTEE

Ex Officio: Yves Roberge (Principal), Kerri Huffman (Asst. Principal & Registrar), Dickson Eyoh (African Studies), Arturo (Caribbean Studies), June Larkin (VP & Equity Studies), Rinaldo Walcott (WGSI), Vince Tropepe (Human Biology), Deborah Knott (Writing Centre), Tony Toneatto (BP&MH), Bruce Russell (IFP), Jeff Newman (Librarian)

To be elected: 5 members of Council

| Nominations: | Andy Afenu (NCSC) |
|             | Donna Chang |
|             | Alexandra Guerson |
|             | Anne McGuire |
|             | Aggrey Wasike |

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 of head stewards

| Nominations: | Ron Wilson (teaching staff) |
|             | Aya Mahder-Bashi (NCSC) |
|             | Rotating member (NCRC) |
|             | Dirk Rodricks (don) |
|             | Anastasios (Tom) Antonopoulos (steward) |

Co-opt: Hong Si, Karen Spence, Carol Yao, Meaghan Skinner
LIBRARY COMMITTEE

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

To be elected: four members of Council

Nominations: Smriti Sasikumar (NCSC)
Anne McGuire
Alexandra Guerson
Deborah Knott

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: _________ (NCSC)
Brenda Registe (admin)
June Larkin (teaching)
________ (teaching)
David Clandfield (hon. Member)
Colin Swift ((NCAA)

NEW STUDENT SERVICE

Ex officio: Yves Roberge (Principal), Kerri Huffman (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: Bob Parry  (NCSC)
Alicia Lazaro (NCSC)
Harun Tarun  (Orientation)
Sophia Zarsky  (Orientation)
Rotating member  (NCRC)
Rotating member _ (NCRC)
**Co-opted:**
Jill Charnaw-Burger  
Meaghan Skinner  
Lily Kwiatkowski (IFP)

**PRIORITY, PLANNING AND BUDGET COMMITTEE**

*Ex Officio:* Yves Roberge (Principal), Bob Parry (President, NCSC), Kerri Huffman (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), Rinaldo Walcott (Director, WGSI), ____ (ADO)

*To be elected:* 4 members of Council

**Nominations:**
Bruce Russell  
Hong Si  
Deborah Knott  
Brenda Registe
Report from the Office of Residence and Student Life – October 2014

Orientation by the Numbers Summary

Orientation Registration Data
More than half of all incoming newly admitted students registered for Orientation (712 registered students). However, less than half of those students that registered participated after the first day (see table 1).

More than half of all participants in Orientation live in residence at New College or the Chestnut Residence.

41% of newly admitted New College students that live off-campus registered for Orientation compared to 71% of first year residents.

Almost 40% of all participants in Orientation identify as Life Science students. The remaining orientation participants are distributed between the other five program areas (9.55% and 14.68%).

Action Points from Registration Data
- We need to focus on improving off-campus student recruitment for Orientation.
- We need to improve student retention during Orientation.
- The Orientation program should reflect the needs of off-campus students as well as residents.

New College Orientation Survey
356 newly admitted students responded to the online Orientation survey. 69% of survey respondents took part in Orientation 2014.

Of the 106 students that responded to the survey but did not participate in Orientation 32.1% cited cost as the reason they did not attend. A further 23.6% responded that they did not see the benefit of Orientation and therefore did not attend.

Of the 245 students that completed the survey and participated in Orientation (34.4% of total Orientation registrants) 88% rated Orientation as good or excellent overall.
The events and activities that were ranked highest in terms of satisfaction by survey respondents were:

1. UTSU Parade
2. Academic Registration
3. Mythbusters
4. Bed Races
5. Passport to your future
6. Pre UofT

Attendance at evening and weekend events by survey respondents varied significantly throughout Orientation which was consistent with observed patterns at events and activities (see table 5).

Respondents indicated broad support for more academic based programming and programming relating to activities that continue after Orientation.

The main concerns identified by survey respondents that participated in Orientation relate to the cost of the program – 69% described it as expensive or very expensive.

**Action Points from Survey Data**
- Opportunities to reduce the cost of Orientation should be explored
- The structure of the Orientation program should be examined to maximize attendance and ensure that resources are allocated to periods of highest attendance
- Orientation program should

**Residence by the Numbers Summary**

Demand for residence continued to be strong in 2014 with increased demand from students from the International Foundation Program and Professional Faculties.

2014 was the first year since the Chestnut Residence opened that New College did not have to transfer any students that request residence at New College to the Chestnut Residence.

Our residence community continues to be the most international diverse residence communities at U of T and one of the highest nationally. Table 9 shows the number of international and domestic students in Arts and Science and New College programs or affiliated programs in residence.
Memorandum

Date: September 26, 2014

To: Council of Chairs, Principals and Academic Directors
Coalition of Arts and Science Directors

From: Adrienne Hood, Associate Dean, Undergraduate

Re: International Program Funding Opportunities and Fall Events
cc: Undergraduate and Graduate Coordinators and Administrators

The Faculty of Arts & Science encourages as many students as possible to undertake a significant, academic-related international experience during their academic careers. Providing a wide range of opportunities to participate in such experiences is a Faculty priority and funding is allocated for a number of A&S programs.

To allow as much planning time as possible, the table below summarizes requests for proposals for A&S international-related programs. Please circulate this memo to faculty members and students within your units and encourage them to attend the events listed on the second page for further information.

<table>
<thead>
<tr>
<th>Program</th>
<th>Due Date</th>
<th>Eligible to apply</th>
<th>Proposal [submitted through units]</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Canadian Friends of Hebrew University Fund</td>
<td>Oct. 24</td>
<td>Faculty, Graduate and Undergraduate students</td>
<td>4 page proposal (including itinerary and budget)</td>
<td>Support student activities involving Hebrew University.</td>
</tr>
<tr>
<td>Study Elsewhere of LCTLs for Research Purposes</td>
<td>Nov. 3 and Mar. 2</td>
<td>Graduate students</td>
<td>4-8 page proposal (including transcripts)</td>
<td>Study of languages not regularly taught at UofT.</td>
</tr>
<tr>
<td>Dean's International Initiative Fund</td>
<td>Nov. 14</td>
<td>Faculty and Undergraduate students</td>
<td>4 page proposal (including itinerary and budget)</td>
<td>Expand opportunities for undergraduates.</td>
</tr>
<tr>
<td>Undergraduate Research Fund</td>
<td>Nov. 24 &amp; Mar. 3</td>
<td>Undergraduate students</td>
<td>4 page application form (including faculty supervisor statement)</td>
<td>Supports student research related to student’s degree.</td>
</tr>
<tr>
<td>Research Excursion (399)</td>
<td>Jan. 7</td>
<td>Faculty</td>
<td>4 pages (including itinerary and budget)</td>
<td>Students to contribute to faculty research off-campus.</td>
</tr>
<tr>
<td>Germany/Europe Fund</td>
<td>Jan. 30</td>
<td>Faculty, Graduate and Undergraduate students</td>
<td>4 page proposal (including itinerary and budget)</td>
<td>Promote activities that support engagement with Germany and Europe.</td>
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<tr>
<td>International Course Module (ICM)</td>
<td>May 6</td>
<td>Faculty and Undergraduate students</td>
<td>4 pages (including itinerary and budget)</td>
<td>Incorporate an international module into an existing undergraduate course.</td>
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We would also like to draw your attention to the Arts & Science Joint Minor Programs with the National University of Singapore (NUS) that offer students the opportunity to complete a Minor program in A&S and while on student exchange. Minors are available in Nanoscience (through the Department of
Chemistry), Biology (through the Department of Ecology & Evolutionary Biology), Asian Geographies (through the Department of Geography), and Asian Literatures (through the Department of English). Some funding is available through the Centre for International Experience. Please encourage your students to consider these opportunities.

**Fall term information events**

Information about A&S international opportunities, as well as opportunities to ask questions of faculty, staff and students, are available throughout the Fall term:

**For Faculty:**

**International Programs: Faculty member perspectives**
October 23, 4:00 – 7:00 pm, Debates Room, Hart House
For faculty who have wondered about international experiences for their students, we welcome you to join us and meet with instructors who have led international programs for Arts & Science students. A discussion panel will be followed by a reception.

**For Students:**

**International and Research Information Fair**
October 30, 11:00 am – 4:00 pm, Sidney Smith Lobby
For students interested in incorporating an international experience into their academic career, this is an opportunity to ask questions of staff and students. The Fair includes representatives from Arts & Science, the Centre for International Experience, Summer Abroad, and many more. Please encourage your students, particularly first and second year students, to drop by.

**International Student Exchange Fair**
November 6, 11:00 am – 4:00 pm, Cumberland House, 33 St. George St.
Presented by the Centre for International Experience, the Fair presents information on student exchange and Summer Abroad opportunities. Cumberland House is set up by geographic region for the event.

**Global Perspectives Symposium**
November 11-13, Noon – 6:00 pm at various locations across campus.
Students and faculty share the results and outcomes of their international research projects and courses for sciences, humanities, and social science students. Information sessions on finding, applying, and financing A&S international opportunities are also presented by students and staff. Sessions on the value of an international experience are being presented in cooperation with the Career Centre.

For program proposal forms and information on our fall events, please see: [http://www.artsci.utoronto.ca/international-programs](http://www.artsci.utoronto.ca/international-programs) or contact MP Stevens, Director, International Programs and Partnerships at [mp.stevens@utoronto.ca](mailto:mp.stevens@utoronto.ca) or 416 946-5509.
Get an head start on your senior year! This event will help you prepare for fourth-year courses and assignments and for graduate or professional school applications. We will focus on these essential skills for senior students:

- How to evaluate research critically and communicate your findings in literature reviews, grant proposals, and presentations
- How to conduct effective literature searches
- How to identify and communicate your relevant abilities in applications

This event is eligible for Co-Curricular Record validation.

The Schedule

Sign in and find a seat. (9:30 - 9:45 AM; Room 1017, Wilson Hall)

Charting your path: From your senior year to beyond graduation. (9:45 - 11:00 AM; Room 1017, Wilson Hall)
(F. Taverna & S. Stevenson)

How have you developed and matured intellectually during your degree? This workshop will provide some self-assessment tools that can help you understand your strengths, identify your goals for fourth year, prepare to address gaps in preparation, and describe your path and abilities as you apply for graduate schools, professional schools, or jobs.

Break and Refreshments. (11:00 - 11:15)

Concurrent Workshops I. (11:15 - 12:15)

No matter whether you go on to a career in research, health care, health policy or business, you will need to make and communicate critical assessments of research. These workshops address key forms of scientific thinking and communication that you will meet in fourth-year assignments and in post-graduate, health care and workplace settings.

Communicating Professionally & Reading Research Critically (W. Ju & M. Papacostantinou) (W1523)
Writing Literature Reviews (A. Dias & D. Knott) (W12008)
Writing Grant Proposals (S. Stevenson & R. Wilson) (W1524)
Using Advance Research Skills (J. Newman) (Computer Lab, Ivey Library, Lower Level)

Lunch. (12:15 - 1:00; Ivey Library, Wilson Hall)

Meet the editors of the Journal of Undergraduate Life Sciences (JULS). Find out how to take part or contribute your own work.

Concurrent Workshops II. (1:00 - 2:00)

Writing Grant Proposals (S. Stevenson & R. Wilson; W1524)
Designing Oral Presentations (F. Taverna; W1523)
Using Advanced Research Skills (J. Newman; Computer Lab, Ivey Library, Lower Level)
Using Sources Effectively in the Sciences (D. Knott; W12008)
Break and Refreshments. (2:00-2:10) Refreshments (just outside the Ivey Library)

Concurrent Workshops III. (2:10 – 3:10)

- Communicating Professionally & Reading Research Critically (W. Ju & M. Papaconstantinou; W1524)
- Writing Literature Reviews (A. Dias & D. Knott; W12008)
- Designing Oral Presentations (F. Taverna; W1523)
- Using Advanced Research Skills (J. Newman; Computer Lab, Ivey Library, Lower Level)

Panel Discussion. (3:15 – 5:00; Ivey Library, Wilson Hall; including refreshments!)

Panelists:
- Dr. Vince Tropepe, Director, Human Biology Program, University of Toronto
- Dr. Andreas Kaptus, Professor, Surgery, University of Toronto; Scientist, Keenan Research Centre, Li Ka Shing Knowledge Institute, St. Michael's Hospital
- Caitlin Chrystoja, M.D./Ph.D student, Faculty of Medicine, University of Toronto

Drawing on their own experience, our panelists will lead us in a discussion of the core critical skills an emerging scientist or health care practitioner needs. Take this opportunity to think through your own current and future professional development and goals. Refreshments will be served and there will be lots of time for questions and conversation.

Panelists:

Dr. Vince Tropepe received his PhD at the University of Toronto in the Collaborative Graduate Program in Developmental Biology and completed a CIHR Postdoctoral Fellowship at the Whitehead Institute at MIT. He is an Associate Professor in the Department of Cell & Systems Biology, cross-appointed to the Department of Ophthalmology & Vision Sciences, and a Member of the Ontario Stem Cell Initiative (OSCI). Prof. Tropepe’s area of research is in the field of developmental neuroscience and neural stem cell biology. He is the current Director of the Human Biology Program.

Dr. Andreas Kaptus, a cell physiologist/cell biologist, obtained his MD and PhD at Semmelweis University, Budapest, Hungary. He did his postdoc in Toronto (1992 – 1995 with Dr. S Grinstein in the Hospital for Sick Children), and moved to Canada permanently in 1997. Currently he is a Professor at the Dept. of Surgery and Dept Biochemistry, the Associate Vice-Chair of Research at the same Department, and a research scientist and head of the critical care platform at the Li Ka Shing Knowledge Institute/Keenan Research Centre of the St. Michael’s Hospital, where he also directs the Research Training Centre. His research foci include cytoskeleton regulation, epithelial functions including cell volume control, ion transport as well as epithelial and mesenchymal plasticity as it pertains to tissue fibrosis.

Caitlin Chrystoja is an MD/PhD candidate at the University of Toronto. In her 2nd year of the dual doctoral program, she is starting her PhD in Clinical Epidemiology and Health Care Research at the Institute of Health Policy, Management and Evaluation, under the supervision of Dr. D Urbach. Caitlin’s area of research is in developing and implementing evaluative methods for surgical oncology procedures. She completed her undergraduate degree at the University of Toronto, with a major in Human Biology: Health & Disease and minors in Economics and Statistics. In her 3rd year HMB research course, Caitlin published an original research paper on biomarker discovery, which led to the filing and granting of a patent, on which she is co-inventor. To-date, Caitlin has 5 publications: 3 original research articles, 1 review article and 1 Q&A.

Workshop Presenters:

Dr. Alistair Dias, Lecturer, Human Biology Program
Dr. William Ju, Senior Lecturer, Human Biology Program
Deborah Knott, Director, New College Writing Centre
Jeff Newman, Librarian, Ivey Library, New College
Dr. Maria Papaconstantinou, Lecturer, Human Biology Program
Dr. Sheryl Stevenson, Lecturer, New College Writing Centre
Dr. Franco Taverna, Senior Lecturer, Human Biology Program
Dr. Ron Wilson, Associate Director, Human Biology Program

This event is sponsored by:

Human Biology Student Union
Principal's Innovation Fund, New College
Journal of Undergraduate Life Sciences (JULS)
New College Council

Report from the Registrar’s Office – October 9, 2014

Enrolments:

Number of New College (FAS) students: 4,920 (Total FAS: 27,263)
Note: Sept. 2013: 5,014 (Total FAS 27,702)

- New Admits: 1209 (1223 in 2013) - includes 169 IFP (123 IFP, 2013)
- Returning: 3711 (3791)
- Year 1: 1444 (1451)
- Year 2: 1235 (1261)
- Year 3: 1018 (1026)
- Year 4: 1166 (1215)
- Unknown: 57 (61)

- Full-time: 4396 (4561) (60%+ FCEs)
- Part-time: 524 (453) (<60% FCEs)

- Female: 2697 (55%) (2761)
- Male: 2223 (45%) (2253)

- English – first language: 2414 (49%) (2384 - 48%)
- Other Language: 2506 (51%) (2630 - 52%)

- Canadian Citizen: 2746 (56%) (2924 - 58%)
- Permanent Resident: 688 (14%) (729 - 15%)
- Visa/Other: 1474 (30%) (1361 - 27%)

09/10/14/KH
Re:New – New College Alumni & Friends Annual Print Magazine
Proposed Themes 2015 and 2016

1. Community Engagement **COMPLETED IN 2014**

2. International
   - Marieme Lo’s research
     - Social learning, poverty, intersectional vulnerabilities and livelihood systems
   - MasterCard Foundation Scholars Program
   - International service learning
   - Other NC students/alumni who did summer abroad
   - Profile of alumni living abroad
   - International Foundation Program - service, map of where IFP students have come from, origins
   - Infographic - where our students are from, where our students have gone
   - Summer programs for high school students

3. Entrepreneur and Leadership (balance between big business and not-for-profits)
   - Robert Herjavec cover and main
     - New alumnus, successful businessman, current owner of The Herjavec Group, winner of Ernst & Young 2012 entrepreneur of the year award, author, Shark Tank and Dragon’s Den judge
   - Profiles of other alumni:
     - Ritu Birla, Associate Professor, Department of History; wrote book (Stages of Capital) about law, culture, and market governance in late colonial India
     - Jay Switzer, former longtime president and CEO of CHUM limited
     - Vinay Chopra, owner of Mobiroo (gives unlimited access to premium Android apps)
     - Potential to swap one or two of these for a profile of a not-for-profit business leader
   - Leadership Certificate and Career Mentorship Program feature
   - Students in leadership roles
     - New College Student Council president; Cressy shortlist or profile of recent winner
   - Faculty article: Dickson Eyoh? (development in Africa?)

**Standard Included Content (FYI)**
- Spring Reunion save the date
- Staff and faculty changes
- Solicitation
- Donor list
- Principal’s Reflection
- Then and now- space focused.
Access to information

New College Faculty and Staff have access to a range of confidential information. At the University, Information which is not intended to be public is confidential. One key type of confidential information is personal information, which is information about an identifiable individual. A University employee is permitted to access only personal information required to fulfill official University job responsibilities. Information must not be released to or discussed with anyone other than the individual whose information is involved, or other University staff who need the information to fulfill their official duties, or unless the individual has given explicit consent. One of our key responsibilities is to ensure that the personal information of students and others we deal with is kept confidential and secure.

Following are required practices that will help ensure we meet this obligation. If you have any questions or special requirements with regard to these issues, please feel free to discuss them with your manager or director.

Further information is provided in Access and Privacy Practices: General and Administrative:
http://www.provost.utoronto.ca/Assets/Provost+Digital+Assets/Provost/Provost+Digital+Assets/Provost/fippa.pdf

Electronic information

1. Confidential information, including personal information (such as names, student numbers, contact information, academic information, financial information, etc.) should not be stored on local devices (e.g. your computer’s hard drive or a USB key). This information should be held in a secure institutional database (ROSI, StarRez, DIS, etc.) or on private network drives. If there is an exceptional circumstance requiring local storage, the device and file must be encrypted.

2. Personal information should not be transported outside the office, whether on a laptop or portable storage device such as a USB key, or kept on a home computer. Because of the sensitivity of this information, this is the case even when the information is encrypted. Any exceptions must be approved in advance by a manager or director, and the approval documented.

3. Mobile devices, including laptops, smartphones, tablets and other devices which store confidential information, including university email, must be encrypted. This is true whether they are University or personal devices. Uncrypted personal devices must not be used to access University email or other confidential University information.

4. With the exception of internal email (from oneUTOR address to anotherUTOR address), email is not a secure form of communication. Use of email to share personal information should be limited to cases when there are no reasonable alternatives, and information shared in this way should not include any sensitive data.

5. Email containing personal information should be kept for one year. Other email should be deleted/destroyed as soon as it is no longer required.

6. Confidential information in electronic form should be securely destroyed at the end of all applicable retention periods.

Paper documents

1. Just as with electronic information, paper documents and files containing personal information are highly confidential. These should be placed in locked cabinets overnight or during absences from the office, and office doors should be locked. This follows the principle of protecting documents behind two levels of locks – one on the building and/or office, and another inside a cabinet.

2. Great care should be exercised in transporting paper documents outside the office. This should only be done when absolutely necessary and with the knowledge and permission of your Director or Manager. If you must take files home, take as few at a time as possible, take copies rather than originals, and ensure they are always with you during transit. Any confidential and/or personal information that is taken home must be locked when not in use.

3. Whenever possible confidential information should be managed electronically and housed on secured servers. The
College will develop a standard operating procedure for dealing with such information in paper form.

4. Always use a cross-cut shredder to destroy paper records or dispose in the shredding disposal consoles provided by the College.

Clean desk policy

1. When leaving your office, ensure that confidential documents, including documents with personal information, are locked in a cabinet or drawer.

Parents and third parties

1. We often receive requests from parents or other third parties for access to student information; these individuals may be very persistent in their inquiries. Parents do not have a right to such information; in fact, privacy legislation explicitly prevents us from sharing any personal information with a third party unless the individual (e.g., the student) has consented. If you are sharing student information with a parent, please have written authorization from the student, or have the student present at the time of sharing.

Emergency situations

1. We have an obligation to provide personal information in compelling circumstances that affect the health or safety of an individual, where providing that information would help. Safety trumps privacy. Consult your Manager or Director whenever there is a health or safety concern, and be sure that you follow the University’s Emergency Disclosure of Personal Information guideline; http://www.hrandequity.utoronto.ca/about-hr-equity/news/memo/2008_-__2009/Memo_2008-09_HR16.htm

Loss of information

1. If any personal information is lost or misplaced, e.g., a document, file, USB key, laptop, etc., we have an obligation to report this to the FIPPA office. In such cases, please notify your Director or Manager immediately. Often the consequences can be minimized with quick intervention.